



Board of Education Meeting Agenda

Date:
Monday, December 3, 2012

Room 214, TBCC Central Campus
4301 Third Street, Tillamook, OR 97141

Time:
6:00 p.m.

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 and November 5, 2012 Minutes** ----- (Action) Chair Wakefield
5. **Student Engagement and Assessment** ----- Chief Academic Officer Gates
6. **Reports**
 - A. Oregon Community College Update ----- Executive Director of OCCA, Andrea Henderson
 - B. Financial Report ----- Comptroller/Budget Officer Williams
 - C. Board Meeting Schedule Updates ----- President Green
7. **Standing Business**
 - A. Strategic Planning and Accreditation ----- Chief Academic Officer Gates
 - B. Board of Education Policy 323 ----- Director Ryan
 - C. Board of Education Policy 319 – Travel ----- Comptroller/Budget Officer Williams
 - D. Board Evaluation ----- President Green
 - E. Course & Curricula ----- (Action) Chief Academic Officer Gates
 - F. Personnel ----- Director Ryan
8. **Announcement and General Information** ----- President Green
9. **Invitation of Public Comment** ----- Chair Wakefield
10. **Board Member Discussion Items** ----- Chair Wakefield
11. **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 DECEMBER 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 and November 5, 2012 Minutes

RECOMMENDATION

MOTION TO APPROVE THE OCTOBER AND NOVEMBER 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.

Tillamook Bay Community College



**Board of Education Workshop and Meeting
Monday, November 5, 2012**

Board members present: Steve Shaw, Jim McGinnis, and Debbie Lincoln.

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

Guest: Camille Preus.

Call to Order • Acknowledge Guests (Agenda Item 1)

The meeting was called to order by Vice Chair Lincoln at 6:14 pm. This was an informational meeting only as there was no quorum.

Approval of the Agenda (Agenda Item 2)

The consensus of the Board members present was that the agenda was accurate and the meeting should proceed according to the agenda presented.

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)

The approval of the September minutes was held over until the December 2, 2012 meeting due to the lack of quorum.

Phi Theta Kappa Update (Agenda Item 5)

Barb Casteel introduced PTK officers President Mari Cobb, Vice President John Krane, and Public Relations Officer Krista Moore. Officers recapped awards that the chapter has won, reported on activities including Commit to Complete, the financial responsibility workshop and a project regarding starting a sports program and a possible Quiz-bowl program.



Reports

Community College Update (Agenda Item 6A)

Commissioner Preus provided a handout and reported that the updating of the budget picture has begun. Included in the handout are graphs that show the level of funding for approximately the last decade and the agency recommended budget (ARB). This year limits were imposed on recommended budget. Also included is the breakdown by program area, enrollment figures, Oregon community college tuition versus 15 Western states, student completion, and capital improvement projects.

Economic Contribution of TBCC (Agenda Item 6B)

President Green gave an overview of the Annual Report which includes return on investment for students and tax payers, economic growth and regional economy. They look at the student perspective, the social/community perspective, and the tax payer perspective. TBCC has a 32.9% return on investment for students. Annual report will come out on November 14, 2012.

Financial Report (Agenda Item 6C)

Comptroller/Budget Officer Williams reminded the Board that beginning fund balances are all unaudited at this time however the auditors are here and the next reports will have audited fund balances.

Standing Business

Planning and Accreditation (Agenda Item 7A)

Chief Academic Officer Gates reported that work continues on the academic master plan the information technology plan, student enrollment management plan and facilities master plan. These will be reviewed by the College Council in December and January. They will be forwarded to the Board for first reading in February and approval in March 2013. Our accreditation visit is set for October 2013. It is set for the third week of the term.

Board of Education Policy (Agenda Item 7B)

Director Ryan reported on a mandatory policy that is needed in light of legislation that made higher education mandatory reporters. As of January 1, every employee at all colleges and universities are mandatory reporter. The mandatory reporter is a 24/7, 365 days a year responsibility. If there is any suspicion the employee is to contact either DHS or local law enforcement, as well as report to the College Director of Safety and their obligation is met. Reporters are kept confidential. This does not apply to Board members, it applies to paid staff.

Course & Curricula (Agenda Item 7C)

This action item was postponed until the December 3, 2012 meeting.



Personnel (Agenda Item 7D) A SBDC counselor has been hired. Bill Mays is a 1971 graduate of NKN, and started at the end of October.

Facilities. The college is considering initiating an access fee for non-profit organizations to use the college facility. It is a fee structure that ranges from \$15 to \$60 and would apply to groups of 25 or more.

Announcements (Agenda Item 8)

- Vice Chair Lincoln, Chair Wakefield, Director Swain, and President Green are going to the OCCA Conference.
- November 16—Thanksgiving Luncheon. College will close from 11 to 1:30. HTR is providing the turkey and dressing. Board members are welcome.
- A building consultant will be brought in to look at two options for North County—one is to remodel two to three classrooms at the high school and the other option is to put a building onsite as we have in South County at Nestucca High School. There will be a committee of two board members from each board and the superintendent and the president. They will discuss the options and recommend a next step by reviewing the cost of the two options and the use of the space.
- The April meeting of the TBCC Board will be at NKN District Office. It will begin at 5:30 with a joint meeting with the NKN Board and will be followed by the College Board meeting.
- The TBCC Annual Report will be in the Headlight Herald on November 14 as a one page color ad.
- Strategic Blueprint status follow-up will be held over until next month.
- Vice Chair Lincoln, Chair Wakefield and President Green met to go over policy regarding the Board. Policies regarding Administrative, Personnel, Instruction, Students, and Appendices to appropriate people on the leadership team. Recommendations will be coming in December or January.

Written Communications (Agenda Item 9)

President Green shared a letter of appreciation from Don Schmidt of the YMCA.

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)

The meeting was adjourned by Vice Chair Lincoln at 7:35 pm.



Student Engagement and Assessment

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Chief Academic Officer Gates

Student engagement and assessment of student learning are areas of emphasis in teaching at TBCC. The emphasis has been supported by TBCC's participation in student engagement surveys as well as professional development for faculty. A small number of TBCC faculty members will share examples from the classroom of activities used to engage students and assess student learning.



Oregon Community College Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- EXECUTIVE DIRECTOR OF OCCA, ANDREA HENDERSON

Andrea Henderson will provide an update on the OCCA convention, the OCCA legislative agenda, a governance update and overall the current topics that she and her team are tracking.



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 October 2012
 33.33% of fiscal year elapsed

	FY 2011-2012			FY 2012-2013		
	Annual Budget	10/31/11 Actual	Percentage of Budget	Annual Budget	10/31/12 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 982,678	\$ 746,566.15	75.97%	\$ 704,449	\$ 737,977.42	104.76%
State	\$ 865,821	\$ 432,356.02	49.94%	\$ 777,491	\$ 403,206.97	51.86%
Property Taxes	\$ 1,020,018	\$ 14,977.41	1.47%	\$ 1,043,941	\$ 12,694.20	1.22%
Local Contract	\$ 25,000	\$ -	0.00%	\$ 37,500	\$ -	0.00%
Tuition	\$ 866,666	\$ 418,594.36	48.30%	\$ 1,173,450	\$ 420,981.92	35.88%
Fees	\$ 179,639	\$ 74,289.00	41.35%	\$ 197,148	\$ 72,713.50	36.88%
Sale of Goods	\$ 3,000	\$ 1,298.00	43.27%	\$ 4,000	\$ 359.00	8.98%
Interest	\$ 4,000	\$ 1,229.75	30.74%	\$ 5,000	\$ 1,505.15	30.10%
Rental	\$ 6,500	\$ 1,890.00	0.00%	\$ 6,665	\$ 3,107.50	46.62%
Miscellaneous	\$ 7,500	\$ 1,300.95	17.35%	\$ 8,000	\$ 557.99	6.97%
Transfers	\$ 473,174	\$ 99,771.95	21.09%	\$ 416,640	\$ 159,122.11	38.19%
Total resources	\$ 4,433,996	\$ 1,792,273.59	40.42%	\$ 4,374,284	\$ 1,812,225.76	41.43%
Expenditures						
Instruction	\$ 1,439,310	\$ 339,496.06	23.59%	\$ 1,450,270	\$ 296,784.05	20.46%
Instructional Support	\$ 414,559	\$ 149,019.59	35.95%	\$ 455,537	\$ 149,767.91	32.88%
Student Services	\$ 356,831	\$ 94,135.12	26.38%	\$ 364,562	\$ 106,662.12	29.26%
College Support	\$ 1,076,027	\$ 432,487.36	40.19%	\$ 1,118,905	\$ 297,175.92	26.56%
Plant Operation	\$ 379,582	\$ 99,043.47	26.09%	\$ 353,898	\$ 115,090.22	32.52%
Transfers	\$ 266,600	\$ 189,389.17	71.04%	\$ 269,112	\$ 36,383.28	13.52%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,982,909	\$ 1,303,570.77	32.73%	\$ 4,062,284	\$ 1,001,863.50	24.66%
Ending fund balance	\$ 451,087	\$ 488,702.82	108.34%	\$ 312,000	\$ 810,362.26	259.73%

Agenda Item 6.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended October 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	\$ 19,720.06	\$ (6,516.77)	\$ 68,800	\$ 16,356.95
Tutor Grant	211	\$ -	\$ 3,692.44	\$ 5,018.11	\$ (1,325.67)	\$ 13,892	\$ 4,493.09
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	\$ -
Learning Standards Grant	219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90.72
Lumina Grant	222	\$ -	\$ -	\$ 590.27	\$ (590.27)	\$ -	\$ -
CASE Grant	223	\$ -	\$ 18,815.62	\$ 25,106.03	\$ (6,290.41)	\$ 190,702	\$ -
Pathways Grant	225	\$ -	\$ 6,347.46	\$ 9,399.47	\$ (3,052.01)	\$ 31,731	\$ -
Industrial Maintenance Tech	226	\$ 51,586.23	\$ 10,000.00	\$ 21,551.68	\$ 40,034.55	\$ 120,000	\$ 27,344.27
OYA Instruction Contract	227	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,389.32
SESP Oregon Green Tech Certificate	228	\$ -	\$ -	\$ 3,720.70	\$ (3,720.70)	\$ 4,663	\$ 4,789.32
OYA Instruction Supplemental Contract	229	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,148.12
SBDC Federal Grant	230	\$ -	\$ -	\$ 11,861.92	\$ (11,861.92)	\$ 30,250	\$ 7,962.96
SBDC State Grant	231	\$ -	\$ -	\$ 4,717.50	\$ (4,717.50)	\$ 29,804	\$ 9,866.14
SBDC Program Income	232	\$ 19,024.95	\$ 700.00	\$ 193.93	\$ 19,531.02	\$ 6,035	\$ 112.25
SBDC - EDC Fund	235	\$ -	\$ 22,880.74	\$ 30,847.86	\$ (7,967.12)	\$ 109,776	\$ 29,141.82
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 24,722	\$ -
Student Assistance	250	\$ 1,477.39	\$ 158.00	\$ 45.00	\$ 1,590.39	\$ 2,300	\$ 340.00
Work Keys Mini Grant	251	\$ 1,598.22	\$ -	\$ -	\$ 1,598.22	\$ 1,700	\$ 64.50
Bay City Rental	260	\$ 3,490.13	\$ -	\$ 3,490.13	\$ -	\$ 3,491	\$ -
Statewide Distance Learning System Development	272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,158.40
FOE Implementation Grant	274	\$ -	\$ 9,000.00	\$ 7,882.87	\$ 1,117.13	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 995,207.19	\$ 1,934.48	\$ 40,000.00	\$ 957,141.67	\$ 140,000	\$ -
Timber Tax Reserve Fund	291	\$ -	\$ -	\$ -	\$ -	\$ 252,989	\$ -
Strategic Investment Fund	295	\$ 1,388,797.81	\$ 2,621.67	\$ 107,964.00	\$ 1,283,455.48	\$ 207,964	\$ 94,611.00
State IGA Fund	296	\$ -	\$ 30,568.00	\$ 30,568.00	\$ -	\$ 24,960	\$ -

Total Special Fund \$ 2,471,308.75 \$ 120,296.70 \$ 322,677.53 \$ 2,268,927.92 \$ 1,274,079 \$ 248,868.86

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 10/31/2012
Total of Grants that borrow from the General Fund	\$ (46,042.37)	\$ 23,243.19	\$ -	\$ (69,285.56)
Total of Grants that are not borrowing from the General Fund	\$ 2,314,970.29	\$ 9,000.00	\$ -	\$ 2,305,970.29
Total Special Fund	\$ 2,268,927.92	\$ 32,243.19	\$ -	\$ 2,236,684.73

	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	\$ 2,028.00	\$ 1,245.20	\$ 5,313.04	\$ 7,695	\$ 507.63
Bookstore	320	\$ 75,989.71	\$ 73,769.76	\$ 97,637.49	\$ 52,121.98	\$ 257,979	\$ 107,530.52
Customized Training Projects	330	\$ 12,315.34	\$ -	\$ 232.30	\$ 12,083.04	\$ 14,326	\$ 446.25
Culinary & Hospitality Program	340	\$ 3,317.54	\$ 2,050.83	\$ 2,284.87	\$ 3,083.50	\$ 8,575	\$ 1,801.12
Total Enterprise Fund		\$ 96,152.83	\$ 77,848.59	\$ 101,399.86	\$ 72,601.56	\$ 288,575	\$ 110,285.52
PERS Pension Bond Fund	410	\$ 16,963.14	\$ 35,729.03	\$ 1,600.00	\$ 51,092.17	\$ 108,477	\$ 1,600.00
General Obligation Bond Fund	420	\$ 21,796.50	\$ 8,024.69	\$ -	\$ 29,821.19	\$ 660,637	\$ -
Total Debt Service Fund		\$ 38,759.64	\$ 43,753.72	\$ 1,600.00	\$ 80,913.36	\$ 769,114	\$ 1,600.00
Campus Construction Fund - GO Bonds	520	\$ 1,310,627.94	\$ 2,704.62	\$ 19,820.32	\$ 1,293,512.24	\$ 1,505,000	\$ 20,365.43
Total Capital Projects Fund		\$ 1,310,627.94	\$ 2,704.62	\$ 19,820.32	\$ 1,293,512.24	\$ 1,505,000	\$ 20,365.43
Associated Students of TBCC	710	\$ 3,277.94	\$ 720.20	\$ 1,613.83	\$ 2,384.31	\$ 12,400	\$ 3,403.41
Phi Theta Kappa Honorary Society Fund	720	\$ 1,431.67	\$ 1,097.70	\$ 631.37	\$ 1,898.00	\$ 5,525	\$ 689.86
Total Agency Fund		\$ 4,709.61	\$ 1,817.90	\$ 2,245.20	\$ 4,282.31	\$ 17,925	\$ 4,093.27
Tuition Waivers	831	\$ 16,598.50	\$ -	\$ 4,835.00	\$ 11,763.50	\$ 36,000	\$ 5,308.50
Board Scholarships	832	\$ 117,454.57	\$ -	\$ 57,791.00	\$ 59,663.57	\$ 217,000	\$ 35,470.20
Institutional Work Study	833	\$ 6,683.33	\$ -	\$ 1,777.23	\$ 4,906.10	\$ 33,500	\$ 6,641.47
Foundation Scholarships	834	\$ -	\$ 5,593.50	\$ 5,593.50	\$ -	\$ 50,000	\$ 27,493.65
Non-Institutional Scholarships	840	\$ 4,582.07	\$ 18,378.50	\$ 14,512.82	\$ 8,447.75	\$ 52,000	\$ 17,519.35
Total Financial Aid Fund		\$ 145,318.47	\$ 23,972.00	\$ 84,509.55	\$ 84,780.92	\$ 388,500	\$ 92,433.17

Agenda Item 6.B. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended October 2012
33.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,110,848			\$ 2,231,164			\$ 4,690			\$ 29,373	
Beginning Fund Balance	\$ 704,449	\$ 737,977	104.76%	\$ 2,385,291	\$ 2,471,309	103.61%	\$ 1,805	\$ 4,530	250.97%	\$ 26,714	\$ 75,990	284.46%
Resources												
State Aid	\$ 777,491	\$ 403,207	51.86%	\$ -	\$ -	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	\$ 493,695	36.02%	\$ 6,000	\$ 700	11.67%	\$ 7,500	\$ 2,028	27.04%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,043,941	\$ 12,694	1.22%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,000	\$ 359	8.98%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 250,000	\$ 73,542	29.42%
Interest	\$ 5,000	\$ 1,505	30.10%	\$ 11,850	\$ 4,556	38.45%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 6,665	\$ 3,108	46.63%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 558	6.98%	\$ 1,500	\$ 533	35.53%	\$ -	\$ -	0.00%	\$ 1,000	\$ 228	22.80%
Transfers	\$ 416,640	\$ 159,122	38.19%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,669,835	\$ 1,074,248	29.27%	\$ 919,886	\$ 120,297	13.08%	\$ 7,500	\$ 2,028	27.04%	\$ 251,000	\$ 73,770	29.39%
Expenditures												
Salaries and Wages	\$ 2,663,255	\$ 709,707	26.65%	\$ 458,267	\$ 87,358	19.06%	\$ 4,725	\$ 865	18.31%	\$ 47,209	\$ 15,009	31.79%
Operating Expenditures	\$ 1,011,917	\$ 249,684	24.67%	\$ 181,752	\$ 76,827	42.27%	\$ 2,450	\$ 380	15.51%	\$ 208,050	\$ 81,999	39.41%
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	\$ 36,383	13.52%	\$ 414,060	\$ 158,493	38.28%	\$ 520	\$ -	0.00%	\$ 1,720	\$ 629	36.57%
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	\$ 1,001,864	24.66%	\$ 3,293,212	\$ 322,678	9.80%	\$ 7,695	\$ 1,245	16.18%	\$ 257,979	\$ 97,637	37.85%
Ending Fund Balance	\$ 312,000	\$ 810,361		\$ 11,965	\$ 2,268,928		\$ 1,610	\$ 5,313		\$ 19,735	\$ 52,123	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 161,059			\$ 32,243			\$ -			\$ -	
Inventories		\$ 2,562			\$ -			\$ -			\$ 51,748	
NET EFFECT ON CASH		\$ (163,621)			\$ (32,243)			\$ -			\$ (51,748)	
Liabilities												
Accounts Payable		\$ 20,453			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 84,682			\$ -			\$ -			\$ -	
Payroll		\$ 72,073			\$ -			\$ -			\$ 7,811	
NET EFFECT ON CASH		\$ 177,208			\$ -			\$ -			\$ 7,811	
NET ADJUSTMENTS		\$ 13,587			\$ (32,243)			\$ -			\$ (43,937)	
ENDING CASH BALANCE		\$ 823,948			\$ 2,236,685			\$ 5,313			\$ 8,186	

Agenda Item 6.B. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended October 2012
33.33% of Budget Period Expended

	Enterprise Fund - Customized Training			Enterprise Fund - Culinary & Hospitality			Debt Service Funds			Capital Projects Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 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	\$ 38,760	775.20%	\$ 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	\$ 7,967	1.21%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 8,275	\$ 2,051	24.79%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 850	\$ 59	6.94%	\$ 5,000	\$ 2,705	54.10%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 110,000	\$ 35,728	32.48%	\$ -	\$ -	0.00%
Total Revenues	\$ 11,000	\$ -	0.00%	\$ 8,275	\$ 2,051	24.79%	\$ 770,687	\$ 43,754	5.68%	\$ 5,000	\$ 2,705	54.10%
Expenditures												
Salaries and Wages	\$ 6,316	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 15,439	\$ 8,799	56.99%
Operating Expenditures	\$ 7,670	\$ 232	3.02%	\$ 8,275	\$ 2,285	27.61%	\$ 1,600	\$ 1,600	100.00%	\$ 1,489,561	\$ 11,021	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	\$ 232	1.62%	\$ 8,275	\$ 2,285	27.61%	\$ 769,114	\$ 1,600	0.21%	\$ 1,505,000	\$ 19,820	1.32%
Ending Fund Balance	\$ 6,674	\$ 12,083		\$ 300	\$ 3,084		\$ 6,573	\$ 80,914		\$ -	\$ 1,293,513	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ 53,468	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ (53,468)	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 2)	\$ -	\$ -		\$ -	\$ -		\$ 53,468	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ 53,468	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 12,083	\$ 12,083		\$ 3,084	\$ 3,084		\$ 80,914	\$ 80,914		\$ 1,293,513	\$ 1,293,513	

Agenda Item 6.B. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended October 2012
 33.33% 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	\$ 1,163	19.38%	\$ 100,000	\$ 23,972	23.97%
Transfers	\$ 9,112	\$ 655	7.19%	\$ 150,000	\$ -	0.00%
Total Revenues	\$ 15,112	\$ 1,818	12.03%	\$ 250,000	\$ 23,972	9.59%
Expenditures						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 17,925	\$ 2,245	12.52%	\$ 388,500	\$ 84,510	21.75%
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	\$ 2,245	12.52%	\$ 388,500	\$ 84,510	21.75%
Ending Fund Balance	\$ 2,412	\$ 4,283		\$ -	\$ 84,780	
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		\$ 4,283			\$ 84,780	

\$ 4,552,789

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.

2012-2013 Board Meeting Schedule

RECOMMENDATION

UPDATE TO THE 2012-2013 BOARD MEETING SCHEDULE.

BACKGROUND INFORMATION----- President Green

The Board approved the 2012/2013 meeting calendar at the June 2012 meeting. At that meeting the Board requested that the President find a meeting date and time to meet in North County.

President Green and Paul Erlebach, Superintendent at Neah-Kah-Nie School District are suggesting using the Boards April 1 meeting date for that meeting. It would be a shared workshop with the Neah-Kah-Nie board from 5:30 to 6:00 and then the TBCC Board meeting would begin at 6:00 and be completed by 7:30.

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 – *Neah-Kah-Nie School District Offices- 5:30 shared workshop with the Neah-Kah-Nie Board*
April 15 (Public Budget Committee) – 6:00 pm
May 6
June 3



Strategic Planning and Accreditation

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Dean Gates

The Academic Master, Information Technology, Strategic Enrollment Management, and Facilities Master plans have been reviewed and revised by peers and have been presented to College Council for first reading and discussion at their December 4 meeting. A focus of discussion will be how the plans collectively represent TBCC's institutional (strategic) planning.

TBCC's Initial Accreditation Comprehensive Self-Evaluation Report and visit in fall 2013 has been scheduled for October 8-10, 2013. This is the final visit for independent accreditation. Information will follow in a few months about the composition of the visiting team and the evaluation chair.



Board of Education Policy¹

RECOMMENDATION

APPROVE POLICY 323.

BACKGROUND INFORMATION ----- Director Ryan

The first reading of Board Policy 323 was in November. This is the final policy.

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



Board Policy

RECOMMENDATION

POLICY 317 AND ORGANIZATION, FINANCE, AND LEGAL DESIGNATIONS ARE BEING PRESENTED FOR FIRST READING AND REVIEW.

BACKGROUND INFORMATION----- Comptroller Williams

Policy 317 is a proposed policy revision that reflects changes in staffing and additional changes imposing limits on travel expenses. Limits will be adjusted annually as needed in the Organization, Finance and Legal Designations under item #12. Meal rates recommended are established by the US General Services Administration (GSA). The In State amounts are based on Portland, OR and Out of State amounts are based on various cities in Washington and California. These are the two highest rates on the GSA schedule.

The policy and designations will be brought back for second reading and approval in January.



TRAVEL

Article No.: 319

Approved: June 2, 2008

Reference:

Page 1/2

Travel of College personnel is governed by Board of Education policy and Annual Designations. Attendance at meetings, conferences and other gatherings is encouraged, subject to budget limitations, when determined by the College President or his/her designee that such attendance serves the best interest of the College. The President or his/her designee shall exercise his/her authority to approve travel of employees within the budgetary allocations.

Deleted: Administrative Rules

319.1 AUTHORIZATION

- A. Procedure for travel approval for all employees should begin with management supervisors for advance authorization. Executive employees whose duties require continuous or frequent travel are deemed to have advance approval when travel is within the usual limits of their duties.
- B. All out-of-state travel will require advance approval from the College President.
- C. Arrangements for all airline travel will be made through the Business Office.

Deleted: Administrative Services.

319.2 REIMBURSEMENT

Related expenses for approved travel will be reimbursed within the budgetary allowance and in accordance with approved travel reimbursement procedures. Travel reimbursement requests must be accompanied by a supervisor's signature and, in accordance with IRS rules, receipts for all expenses. Mileage is an exception to this rule.

CAR: Reimbursement rate for personal car mileage will be established by the IRS. Expense Report form is required for reimbursement by the Business Office.

Deleted: annually by the Board of Education

MEALS: Reimbursement for the cost of employee's meals will be at the rate established in Annual Designations adopted annually by the Board of Education. All charges must be supported by receipt.

Deleted: Administrative Services

Deleted: annually by the Board of Education

MOTEL/HOTEL: Reimbursement for lodging will be for the actual amount. These charges shall be supported by receipt. Attempts should be made to find reasonably priced lodging.

OTHER EXPENSES: Many unforeseen expenses may arise during a trip such as parking, registration fees, etc. Reimbursement for such items may be requested and must be supported by receipts.

319.3 TRAVEL ADVANCES

It is understood that persons incurring substantial travel expenses might suffer from financial inconvenience as a result. Therefore, a travel advance may be requested from the employee's

Deleted: Administrative Services

TRAVEL

Article No.: 319
Approved: June 2, 2008
Reference:

supervisor. Advance amounts must be approved by the employee's management supervisor. Employees will be required to return any money that was not used, as well as the Expense Report Form and accompanying receipts.

Deleted: Reimbursement of Travel

2012-2013 Organization, Finance and Legal Designations

1. Designate Clerk, Deputy Clerk, Secretary

Move that President Connie Green be designated Clerk, Comptroller/Budget Officer Kyra Williams be designated Deputy Clerk, and Connie Green be designated Board Secretary for the 2012-2013 Fiscal Year. (O.R.S. 332.515)

2. Authorize Bonding of District Employees

Move that bonding for the 2012-2013 Fiscal Year be in the amount of \$100,000 per loss for Public Employee Dishonesty Coverage and Faithful Performance of Duty, which includes broad crime coverage for all employees, non-compensated officers, and directors.

3. Designate Depositories for TBCC Funds

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Sterling Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2012-2013; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2012-2013 Fiscal Year. (O.R.S. 328.441 and 294.805 to 294.895)

4. Authorize Investment of TBCC Funds

Move that the President/Clerk as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2012-2013 Fiscal Year. The Clerk may delegate this authority in writing to the Comptroller/Budget Officer, Kyra Williams, at such times and to such extent as the Clerk determine to be necessary or desirable.

5. Authorize General Fund Borrowing

Move that the President/Clerk be authorized to borrow an amount not to exceed \$250,000 from the General Fund to meet cash flow needs of the Special Fund and Enterprise Fund.

6. Authorize Payrolls

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2012-2013 Fiscal Year.

7. Authorize Accounts Payable

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2012-2013 Fiscal Year.

8. Name the Budget Officer

Move that the Comptroller/Deputy Clerk be named Budget Officer for Budget Year 2013-2014. (O.R.S. 294.331)



9. Grant Authority to Sign and Administer Federal and State Grant Funds

Move that the President/Clerk be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2012-2013 Fiscal Year. The President/Clerk may delegate this authority in writing to the Comptroller/Budget Officer, Kyra Williams, at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.

10. Establish Public Contract Review Board

Move that the Board of Directors act as the Contract Review Board for the District for the 2012-2013 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$25,000. (O.R.S. 279.055)

11. Establish Reimbursement Rate for Personal Car Mileage While Conducting College Business

Move that the reimbursement rate for authorized personal car mileage conform to the Internal Revenue Service rate.

12. Establish Reimbursement Rates for Meals and Lodging

Move that the reimbursement rate for lodging be established at actual cost. ~~Move that the reimbursement rate for meals be established at the lower of actual cost or the following schedule:~~

Deleted: and meals

Out of State Travel:
Breakfast \$12.00
Lunch \$18.00
Dinner \$36.00

In State Travel:
Breakfast \$11.00
Lunch \$16.00
Dinner \$34.00

Receipts are required for all meal and lodging reimbursements.

13. Authorize Write-off of Accounts Receivables

Move that the President/Clerk be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have been exhausted in amounts not to exceed \$1,000.

14. Establish Petty Cash Accounts

Move that a Petty Cash account in the amount shown for the 2012-2013 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.



14. Establish Petty Cash Accounts

Move that a Petty Cash account in the amount shown for the 2012-2013 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office	\$ 100.00
Custodian	Kyra Williams

15. Authorize Acquisition of Federal Surplus Property

Move that the President/Clerk and Comptroller/Deputy Clerk be authorized as representatives of Tillamook Bay Community College to acquire Federal surplus property from the Oregon State Agency for surplus property.

16. Authorize Check Signatures.

Authorize the President/Clerk; Director of Facilities, Safety, and Human Resources; or Chief Academic Officer; be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures of the following three individuals: the President/Clerk; the Director of Facilities, Safety, and Human Resources; or the Chief Academic Officer, be authorized/required.

17. Designation of Auditor

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2011-2012 Fiscal Year audit performed during 2012-2013.

18. Designation of Legal Counsel

Move to approve Christopher Kittell as general legal counsel and Kathy Peck as personnel legal counsel.

19. Designation of Insurance Agent of Record

Move to approve Jeff Hurliman as insurance agent of record.

20. Credit Cards Authorization

Move to approve use of credit cards for authorized purchases and travel expenses (unauthorized use will require reimbursement to college) for the following:

Name	Credit Limit
President	\$2,500
Chief Academic Officer	\$2,500
Comptroller	\$2,500
Executive Director of the Foundation and Advancement	\$2,500
Business Office Specialist (A/P, Purchasing)	\$10,000



Board Evaluation

RECOMMENDATION

To review the Board evaluation and suggest changes if they are needed.

BACKGROUND INFORMATION ----- Chair Wakefield

Each year the Board evaluates their efforts. To accomplish that, the first step is to review the evaluation categories from the year before and recommend any changes. The following is last year's categories. The other decision is to affirm the process. Last year the board sent their evaluations to the President who tallied them and brought them back for the Board to discuss and refine together.

The process suggested is:

1. December – Review and edit the evaluation tool and the process
2. January – Approve the tool and the process
3. February – Turn in the evaluation to the President before the February meeting and have the first discussion at the February meeting
4. March – Complete the conversation and approve the Board evaluation.

Tillamook Bay Community College 2012-2013 Board of Director's Self Evaluation Survey

	Considerations	5 Definitely Agree	4 Agree	3 Somewhat Agree	2 Do Not Agree	1 Strongly Disagree
1	I understand my role and responsibilities as a board member.					
2	I understand the Mission and Core Themes of TBCC.					
3	I am involved in the board's work and progress.					
4	Communication from the college is timely and of interest.					
5	The Board establishes reviews regularly, revises as necessary, and exercises broad oversight of institutional policies, including those regarding its own organization and operation.					
6	The board monitors progress toward the strategic goals and outcomes.					



7	Board meetings are of appropriate length and frequency.					
8	The board effectively represents TBCC to the community.					

What is the greatest opportunity for the College and the Board?

What is the greatest challenge for the College and the Board?

Please list areas where you feel the College and/or the Board is strongest:

Please list areas where you feel the College and/or the Board could be stronger:

What other activities might board members be more involved in to assist the College?



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

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Testing Specialist	Dec. 6, 2012	1-2-2013 Open until filled.		Luke Kralik	
Career Education Advisor/Enrollment Specialist	Dec.6, 2012	Open until filled		Michele Burton	



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION----- President Green

A few reminders:

Last day of the term is December 15

The college will be closed from 24 through January 1.

Classes begin on January 7

Issues ahead:

1. Budget development
2. Achievement compact redevelopment
3. Focus on five areas and data for progression and completion:
 - a) Successfully complete the courses they take
 - b) Advance from developmental to credit-bearing courses
 - c) Enroll in and successfully complete initial college level, or "gatekeeper" courses
 - d) Continue enrollment from one quarter to the next
 - e) Earn degrees and/or certificates
4. Creating new relationships with Portland Community College as move closer to Accreditation
5. Focus on the C2R
6. Focus on the adults over 22
7. Systems continue to improve



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

