

# Board of Education Meeting Agenda

**Date:**  
Monday, March 3, 2014

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

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

**Item    Description**  
**Resource**

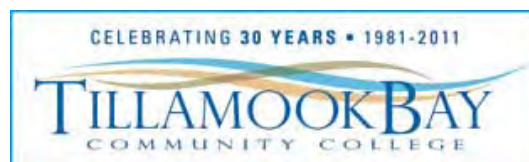
1. **Call to Order • Acknowledge Guests** ----- Chair Wakefield
2. **Approval of the Agenda** ----- (Action) Chair Wakefield
3. **Invitation of Public Comment** ----- Chair Wakefield  
Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within 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 February 3, 2014 Minutes** ----- (Action) Chair Wakefield
5. **Dedication of Student/Community Art** ----- Interim Chief Academic Officer Phillips
6. **Reports**
  - A. Oregon Community College Update ----- President Green
  - B. Financial Report ----- Comptroller/Budget Officer Williams
  - C. Proposed Tuition and Fees for 2014-2015 ----- (Action) Comptroller/Budget Officer Williams
  - D. 2013-2014 Organization, Finance and Legal Designations (Action) Comptroller/Budget Officer Williams
  - E. Proposed Academic Calendar 2014-2015 ----- (Action) Interim Chief Academic Officer Phillips
  - F. Proposed Achievement Compact targets ----- (Action) President Green
  - G. .edu Domain Name ----- Sheryl Neu
7. **Standing Business**
  - A. Strategic Planning ----- Interim Chief Academic Officer Phillips
  - B. Courses and Curricula ----- (Action) Interim Chief Academic Officer Phillips
  - C. Board Evaluation ----- President Green
  - D. Personnel ----- Director Ryan
  - E. Board Member Resignation-----President Green
8. **Announcement and General Information** ----- President Green
9. **Invitation of Public Comment** ----- Chair Wakefield
10. **Board Member Discussion Items** ----- Chair Wakefield
11. **Adjournment** ----- Chair Wakefield
12. **Executive Session** ----- Chair Wakefield  
Pursuant to O.R.S. § 192.660 (2)(i), the Board, may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session for the purpose of evaluating the President. Pursuant to O.R.S. § 192.660 (2)(i), the Board, may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session to consider the employment of a public officer. Neither session will be open to the public.
13. **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 the Agenda

### **RECOMMENDATION**

MOTION TO APPROVE THE AGENDA FOR THE MARCH MEETING.

**BACKGROUND INFORMATION** ----- Chair Wakefield

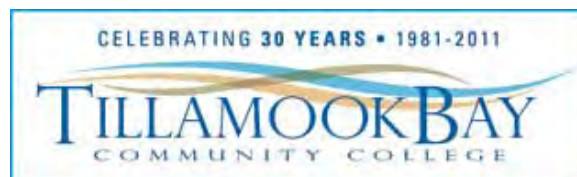


## Invitation of Public Comment

### **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



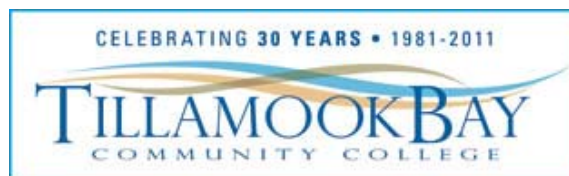
## Approval of February 3, 2014 Minutes

### **RECOMMENDATION**

MOTION TO APPROVE THE FEBRUARY 3, 2014 BOARD MINUTES.

### **BACKGROUND INFORMATION**

----- Chair Wakefield



### **Board of Education Minutes February 3, 2014**

Board members in attendance—Steve Shaw, Bob Weitman, Jim McGinnis, Craig Wakefield, Deborah Lincoln, and Ann Swain

Staff members in attendance—Michele Burton, Kyra Williams, Dave Phillips, Pat Ryan, Rhoda Hanson, Mardy Anderson, Shad Colson, and Connie Green

#### **Call to Order • Acknowledge Guests** (agenda item 1)

Meeting was called to order at 6:03 pm by Chair Wakefield. Student Service Director Burton introduced three new members to the student services team--Rhoda Hanson, Mardy Anderson, and Shad Colson.

#### **Approval of the Agenda** (agenda item 2)

A motion was made by Director Shaw and seconded by Director Weitman to approve the agenda. The motion carried.

#### **Invitation of Public Comment** (agenda item 3)

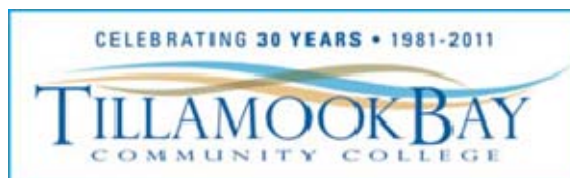
There was no public comment at this time.

#### **Approval of the January 6, 2014 Minutes** (agenda item 4)

A motion was made by Director Shaw and seconded by Director Weitman to approve the minutes of the January 6, 2014 meeting. The motion carried.

#### **Potential New Programs** (agenda item 5)

Interim Chief Academic Officer Phillips congratulated the Board and TBCC on becoming an accredited institution. He went on to present information on the following potential new programs: AAS in Agriculture and Natural Resources, which is in conjunction with OSU and would transfer to Bachelor's degree programs and some of the coursework would be very applicable to our community; AAS in Business Administration which would have subprograms in accounting and marketing; and a 1-year certificate program in Medical Assistant. He noted that with the maturing population, need for this is growing. During the development stage, Tillamook Regional Medical Center has given a conservative estimate of employing between 5 and 8 medical assistants per year. They have indicated enthusiastic support for this program.



## Reports

### Oregon Community College Update (agenda item 6.A)

Director Lincoln and President Green attended the first ever summit hosted by the Oregon Education Symposium that invited all 24 public Institutions of higher education and their board members.. Fifteen community colleges and six universities were represented there. Several private universities were there as well as individuals from various foundations that support education. It was a day of asking questions. HECC has posed a set of questions to each board that essentially asks each college or university to tell their story. . There was discussion of several ways to answer those questions. Consensus of the TBCC Board was to use information from the accreditation self-study report, the Title III grant proposal, and last year's Achievement Compact to answer the questions.

### Financial Report (agenda item 6.B)

Comptroller/Budget Officer Williams provided the following updated tuition revenue numbers: in 2013 the actual at this time was just over \$728,000 which was 62% of budget and this year it is almost \$796,000 which is 68% of budget. This reflects a change in how the College is generating charges. The majority of tuition will be reflected in the January financial reports. She also indicated that enrollment is slightly down—a little over 3%. President Green added that TBCC's full-time student count is up, but the part-time student count is down primarily in the career technical area and adult basic skills.

### Proposed Tuition and Fees for 2014-2015 (agenda item 6.C)

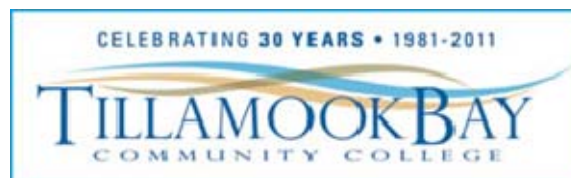
Comptroller/Budget Officer Williams pointed out that the non-student computer lab use fee will be eliminated. It actually has not been charged in the last decade. There is also a proposed increase to the EMT testing fee for non-students from \$10 to \$30 per station as well as proctored testing for non-TBCC students from \$25 to \$30. Another proposed change is to the late registration fee from \$25 to \$100 per course. The current rate is not a deterrent to late registration. It is also proposed to raise in-state and out-of-state credit tuition beginning next academic year by \$2 for each. The budget process is currently underway and it may be necessary to make that tuition increase \$3. The proposed tuition and fee schedule will have a second reading for action in March.

### Proposed Academic Calendar 2014-2015 (agenda item 6.D)

Interim Chief Academic Officer Phillips presented the proposed calendar which would create an 11-week fall term, making all terms 11 weeks which would put TBCC in line with the Oregon University System, as well as all other community colleges with the exception of Portland Community College. He also pointed out a potential move for the April in-service day from the 14<sup>th</sup> to the 17<sup>th</sup>. Fridays have the least amount of students in class and this move would provide the least amount of disruption to the instructional program. The second reading and action on the Proposed Academic Calendar will be in March.

### Proposed Adjustment to Remove Furlough Days/Reflect Work Days (agenda item 6.E)

Director Ryan explained that removing the furlough days from the calendar will help align the compensation schedules and eliminate problems for the Business Office, Human Resources, and most of all individuals the College hires who see one rate posted then have another rate explained at the time of hire that reflects furlough days. This would put the staff at 249 days and 173 for faculty. This proposal will be included in the Budget Adoption Process.



Proposed Achievement Compact Targets (agenda item 6.F)

President Green explained that numbers for the proposed Achievement Compact were not available but they remain almost the same as last year. President Green pointed out that the proposed GED target remains at 30. There is not much information to base this on since this is the new GED standard. Total certificates also remain at 10. Associates degrees are projected at 30. Transfer degrees will remain at 90. It is hoped that the math pass and writing pass rates will go up.

College Council will review and approve the targets in the month of February. The March Board packet will provide the targets for action or the board can take action in April or included in the Budget Process

**Standing Business**

Strategic Planning and Accreditation (agenda item 7.A)

Interim Chief Academic Officer Phillips presented the official letter regarding TBCC's accreditation.

President Green explained that invitations are going out next week for a "moving" thank you party to the community on March 12.

Board Evaluation (agenda item 7.B)

President Green stated that she has six responses to-date. The full slate of evaluation responses will be discussed and up for approval in March.

Personnel (agenda item 7.C)

Director Ryan stated that the Chief Academic Officer and Director of Development positions both remain open. Screening has happened on the Title III Project Director position and interviews will be next week. There is an interview scheduled for February 4<sup>th</sup> for the Financial Aid Advisor position and the Grant Support Specialist position is currently posted. Comptroller Williams also announced that Sheryl Vanselow has moved to the Business Office.

Written Communication (agenda item 7.D)

Director Ryan presented an official certificate of recognition from Senator Merkley. TBCC was also presented with an indoor flag which has flown at the Capital.

**Announcement and General Information** (agenda item 8)

President Green announced that College Transfer Day is February 12<sup>th</sup>.

The accreditation celebration with the community is March 12<sup>th</sup> with a breakfast in South County, lunch at the Central campus, and an afternoon reception at the Neah-Kah-Nie library. President Green asked that each Board member attend at least one of the events. Board members volunteered for the event in their zones.

Community College Association meeting on May 9<sup>th</sup> will be attended by Director McGinnis. Vice-Chair Lincoln will attend the meeting on February 21<sup>st</sup> and Chair Wakefield will attend the March 14<sup>th</sup> meeting.

Graduation is June 13<sup>th</sup>.

**Invitation of Public Comment** (agenda item 9)

There was no public comment at this time.

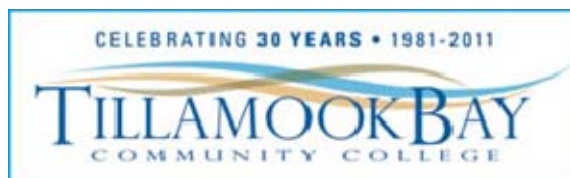
**Board Member Discussion Items** (agenda item 10)

**Executive Session** (agenda item 11)

The executive session has been postponed until March.

**Adjournment** (agenda item 12)

The meeting was adjourned by Chair Wakefield at 7:29 pm.



## Dedication of Student/Community Art

### **RECOMMENDATION**

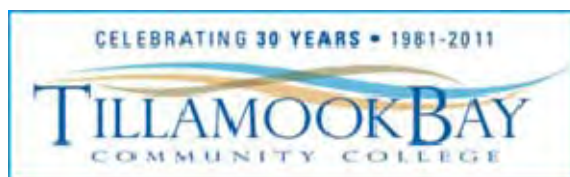
INFORMATION ONLY—NO ACTION REQUIRED

### **BACKGROUND INFORMATION**----- Interim Chief Academic Officer Phillips

The TBCC student body has repeatedly voiced an interest in having student work permanently on display over the past decade. With a generous grant from the Tillamook County Cultural Coalition, the Tillamook Bay Community College was able to hold a design competition for its first permanent piece of student artwork, a two canvas mural. The mural project was designed to enliven the student gathering areas, beautify the campus, and educate the student body about the public art process and execution. Project advisers providing art direction were Christine Harrison, Adjunct Art Faculty, and Luke Kralik, Library Director.

The theme for the mural, "A Galaxy of Knowledge at Your Fingertips," was announced to TBCC students and a call for proposals was publicized on campus. Students submitted for designs. College Council chose the final design after student voting determined the top two submissions. College Council chose Jessica Mick's design, but fellow student Phyllis Eklof's design was a close second. Students built canvases, gathered input from College Council members, and further developed the mural design. After Jessica Mick was accepted to a fine arts college, students Brandy Tharp and Tia Harrison picked up the mural project. They strengthened Jessica's design and made it their own. The dedication event will provide information about the grant, community art, and the students' perspective.

A timeline and images are available online at <http://www.tbcc.cc.or.us/index.php/returning-students-mytbcc-moodle-more/tbcc-library?id=241>





# Oregon Community College Update

## **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

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

The response to the Higher Education Coordinating Council (HECC) was sent on February 7, 2014. An email recognizing the work from the board was received.

Dear President Green –

On behalf of Tim Nesbitt, Nancy Golden, and myself, I want to express our appreciation for the time and thoughtfulness that you put into this response to our letter requesting information about your mission, strategies, and achievement compact. We will be sharing your response with the full HECC and using it to inform the Commission's work on our own strategic plan, on program approval, and on the development of state budget and funding models. You have provided much here for the Commission and its staff to think about and respond to.

I am so very grateful for the partnership we enjoy with Tillamook Bay Community College.

-Ben

Ben Cannon

Executive Director

Oregon Higher Education Coordinating Commission

On Friday February 14 a new request from HECC was received and it will follow in the docket.

The HECC is working to understand all 24 public institutions. A quick review of one HECC meeting will provide you with the pace and the direction of the work of the HECC. The following is their agenda and links to reports on each topic.

### **February Full Commission Meeting**

February 13, 2014

1800 SW 6th Avenue

#### Agenda

2.1 [Draft: Tuition Freeze Report](#)

3.3 b. [HECC Budget Input 2-12-14](#)

4.0 [Pell Grant/FAFSA Project Final Report](#)

4.1 [Pell Grant/FAFSA Project Work Plan](#)

5.1 [OUS Letters and Responses](#)

5.1 [Community Colleges Letters and Responses](#)

6.2 [HECC Strategic Plan V. 5](#)

7.1 [Letter from Governor Kitzhaber](#)

8.1 [ODA Temporary Rules](#)

8.2 [PCS Temporary Rules](#)



# Oregon

Higher Education Coordinating Commission  
775 Court St. NE  
Salem, OR 97301  
503-378-5690

February 14, 2014

Dear President-

On behalf of our colleagues on the Higher Education Coordinating Committee, we want to express how much we are looking forward to working with you over the next 12-15 months on the development of and advocacy for the State of Oregon's 2015-17 budget for post-secondary education.

Our efforts to build this budget will involve ongoing conversations with you and other institutional leaders between now and legislative action in 2015 – sometimes in writing, sometimes in person; sometimes individually, sometimes as a group. We hope you will understand this letter and the request it contains as the beginning of a conversation that will undoubtedly evolve over time. We intend for the information you provide to help the HECC understand your institution's particular budgetary conditions, as well as the potential consequences of state investment choices. Ultimately, it will help us more effectively advocate on your behalf.

While our request is designed to help the HECC appreciate the impacts of different investment levels and methods on your institution, we are not suggesting that the HECC will develop separate state budgets or line-items for each institution. We intend for the vast majority of state funding for community colleges and universities to continue to be allocated on the basis of formulas that the HECC will oversee starting July 1, 2014 ("FTE" and "RAM"). While we seek institution-specific context, information, and ideas, we have no intention of forwarding to the Governor and the Legislature a collection of separate, competing institutional requests.

In order to most effectively advocate on your behalf – and especially on behalf of Oregon taxpayers and students who seek a strong return on their investments in higher education – we believe that it will be necessary for the HECC to describe to the Governor, legislators, and the public, more clearly than has been described before, the relationship between state investments, affordability, and student outcomes.

We appreciate that to answer the questions attached will require you to make assumptions about (a) a variety of external factors over which you may have little or no control; and (b) certain decisions that ultimately will be the purview of your governing board, not your administration or the HECC. Especially given these unknowns, we are not asking you to make commitments to a particular course of action; rather, we are asking you to help us develop the modeling that will be necessary for the HECC, the Governor, and the Legislature to understand what is possible under different state investment scenarios.

While this exercise is aimed principally towards the HECC's responsibility to develop a 2015-17 higher education budget request, it inevitably raises questions about how the HECC intends to allocate

whatever resources are appropriated by the Legislature. Our early thinking here is shaped by two principles about what may be different under an outcomes-based allocation methodology:

1. An improved resource allocation model should put more funding weight behind particular types of students who may be more costly to serve but represent our greatest opportunity for achieving 40-40-20;
2. An improved resource allocation model should put more funding weight behind particular types of degrees, certificates, or courses of study that produce especially high levels of return on investment for students and for the state.

As this conversation continues, we will appreciate your feedback about how these approaches could reinforce, or impede, your ability to advance the goals that we allude to in the questions attached.

Finally, we note that the questions attached to this letter do not address an additional area of HECC responsibility for partnering with you on budget development; namely, for capital investments. In preparation for the guidance that we intend to provide to you in March or April for the development of capital requests, we would welcome your input about how the HECC should weigh priorities for state capital investment in (a) deferred maintenance; (b) facilities clearly linked to certificate and degree attainment; (c) facilities clearly linked to other goals such as research, economic development, and workforce; (d) facilities that most clearly leverage matching funds. You may have additional advice about how we should understand the intersection between state operational and capital funding.

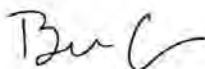
We would like to receive your institution's responses to these questions by March 31, 2014, and look forward to discussing them both in an individual as well as a collective setting around that time. Please address your responses, as well as any questions that you may have related to this project, to [ben.cannon@state.or.us](mailto:ben.cannon@state.or.us).<sup>1</sup>

We are cognizant of the considerable time and energy that requests like this one require in order to respond thoroughly and thoughtfully. We know there are many other high-priority demands on your time. Please accept our appreciation for your engagement in this effort.

With gratitude,



Tim Nesbitt  
Chair, Higher Education  
Coordinating Commission



Ben Cannon  
Executive Director, Higher Education  
Coordinating Commission

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<sup>1</sup> Unless you receive further guidance to the contrary, public universities listed in ORS 352.002 should expect that your responses to the questions attached to this letter will meet the requirements of Sections 8 and 169 of SB 270 to "on or before April 1 ... submit to an office designated by the HECC ... a funding request."

**Section 2: Development of Budget Requests for Funding that is not Formula-Driven**

For 2015-17 budget requests that do not involve adjustments to formula-driven funding streams<sup>4</sup>, please provide the following information separately for each request to create, expand, or abolish programs<sup>5</sup>:

1. Describe the nature of the request. Provide a description of the program the funding request supports, the clients that it serves and the frequency at which those clients receive service. Describe the purpose of the program and how it achieves that purpose. Describe how the program is delivered and what partners are necessary to guarantee success of the program.
2. Identify the amount that is being requested, by fund type, and the number and classification of positions and FTE requested, if any. Provide explanation for any costs that are not directly related to positions and position-driven Services and Supplies.
3. Explain how the request will advance the 40/40/20 goal, if appropriate. Include the impact of the request on the 40/40/20 goal, including the timeframe when the results will be measurable.
4. If the request is not related to 40/40/20, explain what other state goals will be advanced by the request. Include the impact of the request on the goal, including the timeframe when the results will be measurable.
5. If the request is not related to a state goal, explain what institutional/agency goal will be advanced by the request. Include the impact of the request on the goal, including the timeframe when the results will be measurable.
6. Indicate if the request requires or supports proposed statutory changes.
7. Describe any non-state funding streams that support the program. Include a description of leveraged funds and the nature of how Oregon qualifies to receive the additional resources (competitive grant, federal matching program, private donation, performance bonuses, etc.). If the program has a dedicated funding stream, describe the dedicated source and the nature of the dedication (constitutional or statutory) providing legal citations to the dedication.
8. If the request involves establishing or increasing fees, indicate the existing fees, the proposed fees, and the impact on revenue in the 2015-17 biennium.

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<sup>4</sup> Formula-driven funding streams include the Public University Support Fund, the Community College Support Fund, the Oregon Opportunity Grant program, and OHSU education and general service funding.

<sup>5</sup> Examples of existing programs that fall into this category include the Oregon State University statewide public service programs, programs and institutes included in the OUS Statewide Programs appropriation, CCWD workforce programs, OYCC, ASPIRE, the Child Development Rehabilitation Center, and the Oregon Poison Center. Proposals to increase, restructure, or reduce agency operations are also included here.

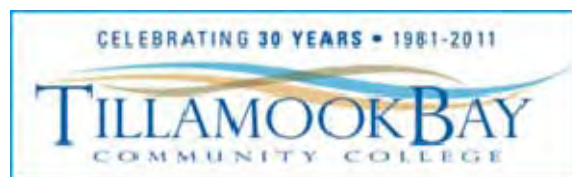
# Financial Report

## **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

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

Reports for the month of January are included for your information. 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 January 2014  
 58.33% of fiscal year elapsed

	FY 2012-2013			FY 2013-2014		
	Annual Budget	01/31/13 Actual	Percentage of Budget	Annual Budget	01/31/14 Actual	Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 704,449	\$ 737,977.42	104.76%	\$ 539,247	\$ 801,765.55	148.68%
State	\$ 777,491	\$ 607,978.45	78.20%	\$ 895,000	\$ 719,805.44	80.43%
Property Taxes	\$ 1,043,941	\$ 916,088.58	87.75%	\$ 1,103,711	\$ 952,166.45	86.27%
Local Contract	\$ 37,500	\$ -	0.00%	\$ 37,500	\$ 32,000.00	85.33%
Tuition	\$ 1,173,450	\$ 728,155.18	62.05%	\$ 1,165,000	\$ 795,827.00	68.31%
Fees	\$ 197,148	\$ 125,768.50	63.79%	\$ 190,000	\$ 128,897.00	67.84%
Sale of Goods	\$ 4,000	\$ 1,170.00	29.25%	\$ 4,000	\$ 3,059.00	76.48%
Interest	\$ 5,000	\$ 3,634.62	72.69%	\$ 5,000	\$ 3,617.86	72.36%
Rental	\$ 6,665	\$ 9,310.00	139.68%	\$ 7,000	\$ 10,980.00	156.86%
Miscellaneous	\$ 8,000	\$ 1,307.19	16.34%	\$ 7,000	\$ 1,227.95	17.54%
Transfers	\$ 416,640	\$ 252,328.05	60.56%	\$ 460,402	\$ 20,491.45	4.45%
<b>Total resources</b>	<b>\$ 4,374,284</b>	<b>\$ 3,383,717.99</b>	<b>77.35%</b>	<b>\$ 4,413,860</b>	<b>\$ 3,469,837.70</b>	<b>78.61%</b>
<b>Expenditures</b>						
Instruction	\$ 1,450,270	\$ 662,177.89	45.66%	\$ 1,478,801	\$ 668,408.76	45.20%
Instructional Support	\$ 455,537	\$ 251,014.48	55.10%	\$ 487,119	\$ 242,779.34	49.84%
Student Services	\$ 364,562	\$ 181,946.85	49.91%	\$ 377,772	\$ 191,968.53	50.82%
College Support	\$ 1,118,905	\$ 485,877.32	43.42%	\$ 1,016,215	\$ 505,407.59	49.73%
Plant Operation	\$ 353,898	\$ 190,279.00	53.77%	\$ 280,011	\$ 146,272.29	52.24%
Transfers	\$ 269,112	\$ 64,307.68	23.90%	\$ 219,112	\$ 66,810.42	30.49%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 4,062,284</b>	<b>\$ 1,835,603.22</b>	<b>45.19%</b>	<b>\$ 3,909,030</b>	<b>\$ 1,821,646.93</b>	<b>46.60%</b>
<b>Ending fund balance</b>	<b>\$ 312,000</b>	<b>\$ 1,548,114.77</b>	<b>496.19%</b>	<b>\$ 504,830</b>	<b>\$ 1,648,190.77</b>	<b>326.48%</b>

Agenda Item 6.B. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended January 2014

	Fund No.	Beginning Fund Balance	2013-2014 Revenue	2013-2014 Expenditures	Ending Fund Balance	2013-2014 Spendable Budget	2012-2013 Prior Year Expenditures 1/31/2013
Adult Basic Education	210	\$ -	\$ 31,942.50	\$ 37,961.85	\$ (6,019.35)	\$ 73,275	\$ 41,149.36
Tutor Grant	211	\$ -	\$ 4,166.72	\$ 5,381.09	\$ (1,214.37)	\$ 13,892	\$ 8,867.85
Sprint Yellow Pages Literacy Grant	215	\$ 598.50	\$ -	\$ 598.50	\$ -	\$ 2,300	\$ -
United Way Literacy Grant	216	\$ 3,228.75	\$ 750.00	\$ 294.86	\$ 3,683.89	\$ 9,500	\$ 226.00
Learning Standards Grant	219	\$ -	\$ -	\$ 503.00	\$ (503.00)	\$ -	\$ -
Title III Grant	220	\$ -	\$ 7,669.65	\$ 30,614.97	\$ (22,945.32)	\$ -	\$ -
DQP Grant	221	\$ -	\$ -	\$ 258.93	\$ (258.93)	\$ -	\$ -
Lumina Core to College Grant	222	\$ -	\$ 435.97	\$ 8,335.25	\$ (7,899.28)	\$ 40,000	\$ 3,220.49
CASE Grant	223	\$ -	\$ 98,576.28	\$ 120,035.23	\$ (21,458.95)	\$ 300,000	\$ 45,170.73
Pathways Grant	225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,756.36
Industrial Maintenance Tech	226	\$ 38,283.05	\$ 20,000.00	\$ 28,167.65	\$ 30,115.40	\$ 81,475	\$ 32,578.81
SESP Oregon Green Tech Certificate	228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,278.81
SBDC Federal Grant	230	\$ -	\$ 31,150.00	\$ 33,693.11	\$ (2,543.11)	\$ 31,150	\$ 20,926.33
SBDC State Grant	231	\$ -	\$ 22,208.89	\$ 25,029.81	\$ (2,820.92)	\$ 29,804	\$ 8,778.27
SBDC Program Income	232	\$ 21,281.02	\$ 2,090.00	\$ -	\$ 23,371.02	\$ 6,035	\$ 193.93
SBDC - EDC Fund	235	\$ -	\$ 52,029.18	\$ 60,802.55	\$ (8,773.37)	\$ 107,340	\$ 56,349.57
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ 45.00
Work Keys Mini Grant	251	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 46.00
Bay City Rental	260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,490.13
Statewide Distance Learning System Development	272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FOE Implementation Grant	274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,882.87
Lumina Credit When It's Due Grant	275	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -
Oregon Accelerated College Credit Program	276	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oregon Dev Ed Redesign Grant	277	\$ -	\$ -	\$ 85.12	\$ (85.12)	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 960,628.64	\$ 73,829.39	\$ -	\$ 1,034,458.03	\$ 140,000	\$ 40,000.00
Timber Tax Reserve Fund	291	\$ 217,745.15	\$ 87,946.20	\$ -	\$ 305,691.35	\$ 412,989	\$ 82,684.73
Strategic Investment Fund	295	\$ 1,288,131.25	\$ 3,925.41	\$ -	\$ 1,292,056.66	\$ 250,000	\$ 107,964.00
State IGA Fund	296	\$ -	\$ 43,970.94	\$ 105,733.44	\$ (61,762.50)	\$ 100,000	\$ 120,568.00
Tillamook County Cultural Coalition	299	\$ 755.01	\$ -	\$ 307.35	\$ 447.66	\$ -	\$ -
<b>Total Special Fund</b>		<b>\$ 2,532,211.76</b>	<b>\$ 488,691.13</b>	<b>\$ 457,802.71</b>	<b>\$ 2,563,100.18</b>	<b>\$ 1,640,860</b>	<b>\$ 602,177.24</b>

Schedule of Special Fund borrowing from General Fund

	Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 1/31/2014
Total of Grants that borrow from the General Fund	\$ (74,521.72)	\$ 73,239.72	\$ -	\$ (147,761.44)
Total of Grants that are not borrowing from the General Fund	\$ 2,637,621.90	\$ 25.00	\$ -	\$ 2,637,596.90
<b>Total Special Fund</b>	<b>\$ 2,563,100.18</b>	<b>\$ 73,264.72</b>	<b>\$ -</b>	<b>\$ 2,489,835.46</b>

	Fund No.	Beginning Fund Balance	2013-2014 Revenue	2013-2014 Expenditures	Ending Fund Balance	2013-2014 Spendable Budget	2012-2013 Prior Year Expenditures
Community Education	310	\$ 6,191.96	\$ 4,730.00	\$ 1,757.59	\$ 9,164.37	\$ 7,311	\$ 1,903.58
Bookstore	320	\$ 79,322.66	\$ 123,033.82	\$ 148,673.53	\$ 53,682.95	\$ 278,932	\$ 157,955.69
Customized Training Projects	330	\$ 12,379.21	\$ 15,785.60	\$ 10,142.46	\$ 18,022.35	\$ 14,876	\$ 528.30
Culinary & Hospitality Program	340	\$ 4,865.74	\$ 6,297.97	\$ 5,558.28	\$ 5,605.43	\$ 15,375	\$ 3,732.83
<b>Total Enterprise Fund</b>		<b>\$ 102,759.57</b>	<b>\$ 149,847.39</b>	<b>\$ 166,131.86</b>	<b>\$ 86,475.10</b>	<b>\$ 316,494</b>	<b>\$ 164,120.40</b>
PERS Pension Bond Fund	410	\$ 14,543.33	\$ 60,866.59	\$ 39,341.90	\$ 36,068.02	\$ 117,084	\$ 40,038.35
General Obligation Bond Fund	420	\$ 51,141.86	\$ 610,759.52	\$ 174,318.75	\$ 487,582.63	\$ 698,638	\$ 180,318.75
<b>Total Debt Service Fund</b>		<b>\$ 65,685.19</b>	<b>\$ 671,626.11</b>	<b>\$ 213,660.65</b>	<b>\$ 523,650.65</b>	<b>\$ 815,722</b>	<b>\$ 220,357.10</b>
Campus Construction Fund - GO Bonds	520	\$ 1,196,237.61	\$ 2,959.40	\$ 425,308.43	\$ 773,888.58	\$ 1,105,000	\$ 39,858.85
<b>Total Capital Projects Fund</b>		<b>\$ 1,196,237.61</b>	<b>\$ 2,959.40</b>	<b>\$ 425,308.43</b>	<b>\$ 773,888.58</b>	<b>\$ 1,105,000</b>	<b>\$ 39,858.85</b>
Associated Students of TBCC	710	\$ 500.26	\$ 5,390.86	\$ 4,328.55	\$ 1,562.57	\$ 6,400	\$ 4,398.85
Phi Theta Kappa Honorary Society Fund	720	\$ 396.64	\$ 1,307.08	\$ 884.49	\$ 819.23	\$ 7,525	\$ 1,246.84
<b>Total Agency Fund</b>		<b>\$ 896.90</b>	<b>\$ 6,697.94</b>	<b>\$ 5,213.04</b>	<b>\$ 2,381.80</b>	<b>\$ 13,925</b>	<b>\$ 5,645.69</b>
PELL Grant	801	\$ -	\$ 694,801.00	\$ 694,801.00	\$ -	\$ 1,800,000	\$ -
Supplemental Education Opportunity Grant	802	\$ -	\$ 2,700.00	\$ 5,400.00	\$ (2,700.00)	\$ 50,000	\$ -
Direct Loans	810	\$ -	\$ 524,969.00	\$ 524,969.00	\$ -	\$ 2,200,000	\$ -
Federal Work Study	819	\$ -	\$ -	\$ 1,429.28	\$ (1,429.28)	\$ 12,500	\$ -
Oregon Opportunity Grant	821	\$ -	\$ 83,800.00	\$ 82,033.00	\$ 1,767.00	\$ 500,000	\$ -
Chafee Grant	822	\$ -	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -	\$ -
Tuition Waivers	831	\$ 20,122.00	\$ -	\$ 8,771.00	\$ 11,351.00	\$ 25,000	\$ 9,322.00
Board Scholarships	832	\$ 63,012.32	\$ -	\$ 55,402.00	\$ 7,610.32	\$ 137,377	\$ 111,718.75
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 17,300	\$ 5,465.29
Foundation Scholarships	834	\$ -	\$ 5,898.00	\$ 12,226.00	\$ (6,328.00)	\$ 50,000	\$ 9,820.75
Student Employees	835	\$ -	\$ 275.00	\$ 5,606.31	\$ (5,331.31)	\$ -	\$ -
Non-Institutional Scholarships	840	\$ 4,451.30	\$ 36,886.00	\$ 29,806.16	\$ 11,531.14	\$ 54,000	\$ 21,394.55
<b>Total Financial Aid Fund</b>		<b>\$ 109,329.28</b>	<b>\$ 1,356,329.00</b>	<b>\$ 1,427,443.75</b>	<b>\$ 38,214.53</b>	<b>\$ 4,846,177</b>	<b>\$ 157,721.34</b>

Agenda Item 6.B. - Attachment #3  
Tillamook Bay Community College  
Summary Financial Information - Cash Status  
Preliminary for Fiscal Year-to-Date Ended January 2014  
58.33% 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		\$ 841,858			\$ 2,280,574			\$ 8,828			\$ 46,409	
Beginning Fund Balance	\$ 539,247	\$ 801,766	148.68%	\$ 2,372,122	\$ 2,532,212	106.75%	\$ 4,500	\$ 6,192	137.60%	\$ 60,000	\$ 79,323	132.21%
<b>Resources</b>												
State Aid	\$ 895,000	\$ 719,805	80.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 37,500	\$ 32,000	85.33%	\$ 775,461	\$ 320,150	41.29%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,355,000	\$ 924,724	68.25%	\$ 6,000	\$ 2,090	34.83%	\$ 7,500	\$ 4,730	63.07%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,103,711	\$ 952,166	86.27%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 476,332	\$ 87,946	18.46%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,000	\$ 3,059	76.48%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 250,000	\$ 122,492	49.00%
Interest	\$ 5,000	\$ 3,618	72.36%	\$ 11,850	\$ 6,853	57.83%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 7,000	\$ 10,980	156.86%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 1,228	17.54%	\$ 1,500	\$ 71,652	4776.80%	\$ -	\$ -	0.00%	\$ 1,000	\$ 542	54.20%
Transfers	\$ 460,402	\$ 20,491	4.45%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 3,874,613</b>	<b>\$ 2,668,071</b>	<b>68.86%</b>	<b>\$ 1,271,143</b>	<b>\$ 488,691</b>	<b>38.45%</b>	<b>\$ 7,500</b>	<b>\$ 4,730</b>	<b>63.07%</b>	<b>\$ 251,000</b>	<b>\$ 123,034</b>	<b>49.02%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,682,847	\$ 1,341,628	50.01%	\$ 306,111	\$ 217,019	70.90%	\$ 4,000	\$ 1,532	38.30%	\$ 48,937	\$ 27,254	55.69%
Operating Expenditures	\$ 929,071	\$ 413,209	44.48%	\$ 496,793	\$ 208,833	42.04%	\$ 3,150	\$ 230	7.30%	\$ 208,050	\$ 120,300	57.82%
Capital Outlay	\$ 28,000	\$ -	0.00%	\$ -	\$ 12,733	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 219,112	\$ 66,810	30.49%	\$ 457,956	\$ 19,218	4.20%	\$ 161	\$ (5)	-3.11%	\$ 1,945	\$ 1,120	57.58%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 2,370,440	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 20,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,909,030</b>	<b>\$ 1,821,647</b>	<b>46.60%</b>	<b>\$ 3,631,300</b>	<b>\$ 457,803</b>	<b>12.61%</b>	<b>\$ 7,311</b>	<b>\$ 1,757</b>	<b>24.03%</b>	<b>\$ 278,932</b>	<b>\$ 148,674</b>	<b>53.30%</b>
Ending Fund Balance	\$ 504,830	\$ 1,648,190		\$ 11,965	\$ 2,563,100		\$ 4,689	\$ 9,165		\$ 32,068	\$ 53,683	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 204,353			\$ 73,265			\$ -			\$ -	
Inventories		\$ 2,739			\$ -			\$ -			\$ 38,837	
NET EFFECT ON CASH		\$ (207,092)			\$ (73,265)			\$ -			\$ (38,837)	
Liabilities												
Accounts Payable		\$ 79,654			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 80,830			\$ -			\$ -			\$ -	
Payroll		\$ 121,591			\$ -			\$ -			\$ 9,802	
NET EFFECT ON CASH		\$ 282,075			\$ -			\$ -			\$ 9,802	
NET ADJUSTMENTS		\$ 74,983			\$ (73,265)			\$ -			\$ (29,035)	
ENDING CASH BALANCE		\$ 1,723,173			\$ 2,489,835			\$ 9,165			\$ 24,648	



Agenda Item 6.B. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended January 2014

58.33% 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		\$ 12,379			\$ 4,599			\$ 53,105			\$ 1,197,947	
Beginning Fund Balance	\$ 12,400	\$ 12,379	99.83%	\$ 5,000	\$ 4,866	97.32%	\$ 74,000	\$ 65,685	88.76%	\$ 1,100,000	\$ 1,196,238	108.75%
<b>Resources</b>												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 11,000	\$ 15,386	139.87%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ 400	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 677,138	\$ 610,048	90.09%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 12,000	\$ 5,918	49.32%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 505	\$ 714	141.39%	\$ 5,000	\$ 2,959	59.18%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ 380	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 110,000	\$ 60,864	55.33%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	\$ 11,000	\$ 15,786	143.51%	\$ 12,000	\$ 6,298	52.48%	\$ 787,643	\$ 671,626	85.27%	\$ 5,000	\$ 2,959	59.18%
<b>Expenditures</b>												
Salaries and Wages	\$ 6,316	\$ 2,908	46.04%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 8,220	\$ 7,076	86.08%	\$ 14,375	\$ 5,558	38.66%	\$ 1,600	\$ 1,600	100.00%	\$ 1,105,000	\$ 425,308	38.49%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 814,122	\$ 212,061	26.05%	\$ -	\$ -	0.00%
Transfers	\$ 340	\$ 158	46.47%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	\$ 14,876	\$ 10,142	68.18%	\$ 15,375	\$ 5,558	36.15%	\$ 815,722	\$ 213,661	26.19%	\$ 1,105,000	\$ 425,308	38.49%
Ending Fund Balance	\$ 8,524	\$ 18,023		\$ 1,625	\$ 5,606		\$ 45,921	\$ 523,650		\$ -	\$ 773,889	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ 51,632	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ (51,632)	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 2)	\$ -	\$ -		\$ -	\$ -		\$ 51,632	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ 51,632	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 18,023	\$ 18,023		\$ 5,606	\$ 5,606		\$ 523,650	\$ 523,650		\$ 773,889	\$ 773,889	

Agenda Item 6.B. - Attachment #3  
Tillamook Bay Community College  
Summary Financial Information - Cash Status  
Preliminary for Fiscal Year-to-Date Ended January 2014  
58.33% of Budget Period Expended

	Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 897			\$ 109,425	
Beginning Fund Balance	\$ 2,525	\$ 897	35.52%	\$ 96,177	\$ 109,329	113.67%
<b>Resources</b>						
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 4,550,000	\$ 1,312,870	28.85%
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	\$ 8,000	\$ 1,426	17.83%	\$ 100,000	\$ 42,784	42.78%
Transfers	\$ 9,112	\$ 5,272	57.86%	\$ 100,000	\$ 675	0.68%
<b>Total Revenues</b>	<b>\$ 17,112</b>	<b>\$ 6,698</b>	<b>39.14%</b>	<b>\$ 4,750,000</b>	<b>\$ 1,356,329</b>	<b>28.55%</b>
<b>Expenditures</b>						
Salaries and Wages	\$ -	\$ 2,467	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 19,637	\$ 2,746	13.98%	\$ 4,846,177	\$ 1,427,444	29.46%
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%
<b>Total expenditures</b>	<b>\$ 19,637</b>	<b>\$ 5,213</b>	<b>26.55%</b>	<b>\$ 4,846,177</b>	<b>\$ 1,427,444</b>	<b>29.46%</b>
Ending Fund Balance	\$ -	\$ 2,382		\$ -	\$ 38,214	
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		\$ 2,382			\$ 38,214	

**\$ 5,608,585**

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.

## Proposed 2014-2015 Tuition and Fee Schedule

### RECOMMENDATION

SECOND READING AND APPROVAL OF THE 2014-2015 TUITION AND FEE SCHEDULE.

### BACKGROUND INFORMATION

-----Comptroller Williams

Presented here for approval is the 2014-2015 Tuition and Fee Schedule.

Per 2014-2015 Board approved budget guidelines and to indicate TBCC's local commitment to funding the College, a credit tuition rate increase is proposed for implementation in Summer Term 2014.

As discussed at the February 3<sup>rd</sup> meeting, the recommendation for credit tuition has been increased by another \$1. In addition, after meetings with faculty and staff, we are recommending no change to the late registration fee, so that additional research and analysis can be done. No other changes have been made since the last board meeting.

Tuition or Fee Item	Current 2013-2014	Proposed 2014-2015
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$90	<del>\$92</del> -\$93
Out-of-State Tuition per Credit Hour	\$110	<del>\$112</del> -\$113
<i>Fees</i>		
Base Course Fee (per credit)	\$4	\$4
Student Services Fee (per credit)	\$2	\$2
Technology Fee (per credit)	\$5	\$5
Late Registration Fee (per credit course)	\$25	<del>\$100</del> -\$25
Adult Basic Skills Instructional Course Fee (includes ABE/GED/ESOL courses)	\$15	\$15
Self Improvement Course Fees	market or self support level	market or self support
Deferred Payment Plan – Application Fee	\$15	\$15
Deferred Payment Plan – Late Payment Fee	\$25	\$25
Tuition Non-Payment Fee	\$75	\$75
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
Proctored Testing per test for non-TBCC credit students or staff	\$25	\$30
EMT Practical Exams Fee for non-TBCC student, former student or staff	\$10/station	\$30/station
	\$75	
Calculator Rental (per term)	\$15	\$15

Deleted: Non-Student Computer Lab Use Fee (per term)

Deleted: \$75



**Agenda Item 6.C  
March 3, 2014**

Printed Catalog (first copy from academic advisor free)	\$5	\$5
Return Check Fee	\$25	\$25



## 2013-2014 Organization, Finance and Legal Designations

### **RECOMMENDATION**

RESOLVE TO APPROVE THE 2013-2014 ORGANIZATION, FINANCE, AND LEGAL DESIGNATIONS UPDATE IN ITEM 20.

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

#### **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 2013-2014 Fiscal Year. (O.R.S. 332.515)

#### **2. Authorize Insuring of District Employees**

Move that insurance for the 2013-2014 Fiscal Year be purchased, 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 Savings Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2013-2014; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2013-2014 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 2013-2014 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 2013-2014 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 2013-2014 Fiscal Year.



**8. Name the Budget Officer**

Move that the Comptroller/Deputy Clerk be named Budget Officer for Budget Year 2014-2015. (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 2013-2014 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 2013-2014 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$50,000. (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:

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 2013-2014 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.**

**17. 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.**

**Designation of Auditor**

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2012-2013 Fiscal Year audit performed during 2013-2014.

**18. Designation of Legal Counsel**

Move to approve working with Oregon Community College Association as part of our annual membership dues and obtain specialized legal services as needed.

**19. Designation of Insurance Agent of Record**

Move to approve Hurliman-Veltri Insurance Services 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
<u>Title III Program Director</u>	<u>\$2,500</u>

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¶





# Proposed Academic Calendar 2014-2015

## **RECOMMENDATION**

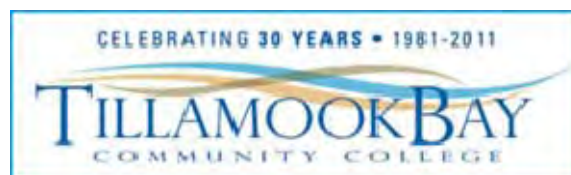
SECOND READING AND APPROVAL OF THE ACADEMIC CALENDAR FOR 2014/2015.

## **BACKGROUND INFORMATION**----- Interim Chief Academic Officer Phillips

The attached 2014 -2015 calendar is being presented for approval. It is also being reviewed by the Leadership Team and College Council and recommended by both. There are two versions attached. The first is the version historically shared with the Board and approved by the Board. The second is a "calendar-like" format that shows additional information (such as furlough days) that matches the style of local school calendars.

With accreditation and independence from Portland Community College, TBCC has more freedom in setting the academic calendar. Two significant changes from previous years are being proposed for 2014-2015. The first is a shift from a 12-week Fall Term to an 11-week Fall Term. Beginning and end dates for terms will match the Oregon University System and most of the other community colleges in Oregon. The change will also make all of TBCC's official term lengths uniform at 11 weeks. A later start to Fall Term will allow faculty more contract days on campus before the start of the term and the Campus-Wide In-Service days to be moved to Thursday and Friday. This, in turn, will allow campus offices to be open the full week before classes begin.

Regarding closures, the proposed calendar has TBCC being closed Fridays in July and August as well as the week of Christmas and two days the week of New Year's Day. The number of closure dates reflects adjustment of staff and faculty contracts to reflect institutionalization of furlough days (see separate Board item).





## 2014-2015 ACADEMIC CALENDAR

### 2014

MAY 19.....	Summer Term 2014 Registration Begins
MAY 26.....	Memorial Day Holiday
JUNE 9 - 14.....	Spring Term 2014 Finals Week
JUNE 13.....	Commencement Exercises
JUNE 14.....	Spring Term 2014 Ends
JUNE 23.....	Summer Term 2014 Classes Begin
JUNE 23 - 27.....	Late Registration, Summer Term 2014
JULY 4.....	July Fourth Holiday
AUGUST 25.....	Fall Term 2014 Registration Begins
SEPTEMBER 1.....	Labor Day Holiday
SEPTEMBER 6.....	Summer Term 2014 Ends
SEPTEMBER 18 - 19.....	College In-service (Curtailed Public Services)
SEPTEMBER 29.....	Fall Term 2014 Classes Begin
SEPTEMBER 29- OCTOBER 3.....	Late Registration, Fall Term 2014
NOVEMBER 11.....	Veterans Day Holiday
NOVEMBER 24.....	Winter Term 2015 Registration Begins
NOVEMBER 27 - 28.....	Thanksgiving Holiday
DECEMBER 8 - 13.....	Fall Term 2014 Finals Week
DECEMBER 13.....	Fall Term 2014 Ends
DECEMBER 24, 25, 26.....	Winter Holidays

### 2015

JANUARY 1.....	New Year's Day Holiday
JANUARY 5.....	Winter Term 2015 Classes Begin
JANUARY 5 - 9.....	Late Registration, Winter Term 2015
JANUARY 19.....	MLK Holiday (non-contract day for faculty)
FEBRUARY 23.....	Spring Term 2015 Registration Begins
MARCH 16- 21.....	Winter Term 2015 Finals Week
MARCH 21.....	Winter Term 2015 Ends
MARCH 23 - 27.....	Spring Break
MARCH 30.....	Spring Term 2015 Classes Begin
MARCH 30 – APRIL 3.....	Late Registration, Spring Term 2015
APRIL 17.....	College In-service (Curtailed Public Services)
MAY 18.....	Summer Term 2015 Registration Begins
MAY 25.....	Memorial Day Holiday
JUNE 8 – 13.....	Spring Term 2015 Finals Week
JUNE 12.....	Commencement Exercises
JUNE 13.....	Spring Term 2015 Ends
JUNE 22.....	Summer Term 2015 Classes Begin

### NOTES:

1. Registration dates subject to change.
2. Last day to drop courses with a refund: See class schedule.
3. Last day to drop classes and receive a "W": See class schedule.

**TILLAMOOK BAY COMMUNITY COLLEGE**  
**DRAFT - 2014/15 Academic Calendar - DRAFT**

**July**

S	M	T	W	T	F	S
		1	2	3	H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**August**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**September**

S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	H	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	H	H	29
30						

**December**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	21
21	22	H	H	H	26	27
28	29	30	31			

**JUNE**

23 Summer Term ('14) Classes Begin  
**JULY**

4 July 4th Holiday (H)  
 Closed All Fridays in July

**AUGUST**

Closed All Fridays in August  
 25 Fall Term ('14) Reg. Begins

**SEPTEMBER**

1 Labor Day Holiday (H)  
 6 Summer Term 2014 Ends (E)  
 18-19 College In-Service (I)  
 (Curtailed Public Services)  
 29 Fall Term 2014 Classes Begin (B)  
 29-31 Late Registration, Fall 2014  
 (Sept. 29 - Oct. 3)

**OCTOBER**

**NOVEMBER**

11 Veteran's Day Holiday (H)  
 27-28 Thanksgiving Holiday (H)  
 24 Winter Term ('15) Reg. Begins

**DECEMBER**

8-13 Fall Term 2014 Finals Week  
 13 Fall Term 2014 Ends (E)  
 22-29 Winter Holidays/College Closed (H)/(F)

**JANUARY**

1 New Year's Holiday (H)  
 5 Winter Term ('15) Classes Begin (B)  
 5-9 Late Reg. Winter Term ('15)  
 19 MLK Jr. Day Holiday (H)

**FEBRUARY**

23 Spring Term ('15) Reg. Begins

**MARCH**

16-21 Winter Term 2015 Finals Week  
 21 Winter Term 2015 Ends (E)  
 23-27 Spring Break  
 30 Spring Term ('15) Classes Begin (B)

**APRIL**

30-31 Late Reg., Spring Term ('15)  
 17 College In-Service (I)  
 (curtailed public services)

**MAY**

18 Summer Term ('15) Reg. Begins  
 25 Memorial Day Holiday (H)

**JUNE**

8-13 Spring Term 2015 Finals Week  
 12 Commencement Exercises  
 13 Spring Term 2015 Ends (E)  
 22 Sum. Term ('15) Classes Begin (B)

**January**

S	M	T	W	T	F	S
				H	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

**February**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**March**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**May**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						

**June**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**KEY** (H) Holiday (E) End of Term  
 (I) Inservice (B) Beginning of Term

○ Campus-Wide Inservice Days  
 H College closed (except for emergencies)  
 Non-working Days for 180-day contract  
 Inter-term Breaks

Registration dates subject to change.

# Achievement Compact

## **RECOMMENDATION**

SECOND READING AND APPROVAL OF THE 2014/2015 ACHIEVEMENT COMPACT

**BACKGROUND INFORMATION**----- President Green  
College Council approved the 2014/2015 Achievement Compact. The targets continue to be the best estimate based on current students and goals that are known. The recommended targets follow.



Compact Measure	All 2010-11	All 2011-12 Projected	All 2011-12 Actual	All 2012-13 Projected	All 2012-13 Current	All 2012-13 Actual	All 2013-14 Projected	All 2014-15 Target	Total Underrepresented 2010-11	Total Underrepresented 2011-12	Total Underrepresented 2012-13	Total Underrepresented 2013-14
Total GEDs	38	30		30	16		30	30	NA		NA	
Total Certificates	9	10	DS	10		7	10	10	DS	DS	DS	DS
Total Associates Degrees	23	25	24	25		56	25	30	DS	DS	DS	DS
Transfer to any 4-year	95	98		95			90	90	DS		6	
PSR Math Pass Rate %	67	66	65.29	65.00	69.00	71.79	70.00	75.00	70.00	64.77	67.00	64.77
PSR Write Pass Rate %	97	93	92.00	90.00	80.00	88.00	90.00	95.00	100.00	85.71	93.00	85.71
Pass 15 Credits	264	205	333	200	158	193	200	215	39	62	30	62
Pass 30 Credits	117	145	139	145	154	31	145	150	19	28	25	28
Pass Rate National Licensure %	0	65	85.71	65.00			80.00	80.00	NA	N/A	NA	N/A
Dual Credit HS	91	90	184	90	82	122	100	135	15	31	14	31
Dual Enroll OUS	0	5	0	5		0	5	10	0	0	DS	0
Transfer to OUS	68	70		70			75	80	6		7	7
Local Priorities (Optional for each district)												
Career and College Ready: Project with Tillamook High School to have all students who graduate in 2015 have one college class up to one year of college.	91	105	105	120			120	160	6	7	10	
* DS; Data suppressed, count less than 7												

Compact Measure	Total African American 2010-11	Total African American 2011-12	Total Hispanic/Latino 2010-11	Total Hispanic/Latino 2011-12	Total Native American or Alaskan Native 2010-11	Total Native American or Alaskan Native 2011-12	Total Multi-Racial/Multi-Ethnic 2010-11	Total Multi-Racial/Multi-Ethnic 2011-12	Total Pacific Islander 2010-11	Total Pacific Islander 2011-12	Total Economically Disadvantaged 2010-11	Total Economically Disadvantaged 2011-12
Total GEDs	NA		NA		NA		NA		NA		NA	
Total Certificates	0	0	0	0	0	0	0	0	0	0	DS	DS
Total Associates Degrees	0	0	0	DS	0	0	0	0	0	0	0	DS
Transfer to any 4-year	0		DS		DS		0		0		DS	
PSR Math Pass Rate %	0.00	100.00	70.00	66.67	75.00	60.00	DS	100.00	NA	0.00	75.00	66.67
PSR Write Pass Rate %	100		100.00	83.33	NA	100.00	100.00	100.00	NA		100.00	83.33
Pass 15 Credits	0	DS	17	23	9	11	DS	DS	0	DS	13	25
Pass 30 Credits	0	DS	8	12	DS	DS	0	DS	0	0	8	10
Pass Rate National Licensure %	NA	N/A	NA	N/A	NA	N/A	NA	N/A	NA	N/A	NA	N/A
Dual Credit HS	NA	DS	12	21	DS	DS	0	0	0	DS	0	0
Dual Enroll OUS		0	0	0	0	0	0	0	0	0	0	0
Transfer to OUS			DS		DS		0.00		0.00		DS	
* DS; Data suppressed, count less than 7												

Compact Measure	All 2010-11	All 2011-12 Projected	All 2011-12 Actual	All 2012-13 Projected	All 2012-13 Current	All 2013-14	Total Underrepresented 2010-11	Total Underrepresented 2011-12	Total Underrepresented 2012-13	Total Underrepresented 2013-14
Total GEDs	38	30		30	16	25	NA		NA	
Total Certificates	9	10	DS	10		10	DS	DS	DS	DS
Total Associates Degrees	23	25	24	25		25	DS	DS	DS	DS
Transfer to any 4-year	95	98		95		90	DS		6	
PSR Math Pass Rate %	67	66	65.29	65.00	69.00	68.00	70.00	64.77	67.00	64.77
PSR Write Pass Rate %	97	93	92.00	90.00	80.00	95.00	100.00	85.71	93.00	85.71
Pass 15 Credits	264	205	333	200	158	200	39	62	30	62
Pass 30 Credits	117	145	139	145	154	145	19	28	25	28
Pass Rate National Licensure %	0	65	85.71	65.00		80.00	NA	N/A	NA	N/A
Dual Credit HS	91	90	184	90	82		15	31	14	31
Dual Enroll OUS	0	5	0	5			0	0	DS	0
Transfer to OUS	68	70		70		70	6		7	7
Local Priorities (Optional for each district)										
Career and College Ready: Project with Tillamook High School to have all students who graduate in 2015 have one college class up to one year of college.	91	105	105	120		130	6	7	10	

\* DS; Data suppressed, count less than 7

Compact Measure	Total African American 2010-11	Total African American 2011-12	Total Hispanic/Latino 2010-11	Total Hispanic/Latino 2011-12	Total Native American or Alaskan Native 2010-11	Total Native American or Alaskan Native 2011-12	Total Multi-Racial/Multi-Ethnic 2010-11	Total Multi-Racial/Multi-Ethnic 2011-12	Total Pacific Islander 2010-11	Total Pacific Islander 2011-12	Total Economically Disadvantaged 2010-11
Total GEDs	NA		NA		NA		NA		NA		NA
Total Certificates	0	0	0	0	0	0	0	0	0	0	DS
Total Associates Degrees	0	0	0	DS	0	0	0	0	0	0	0
Transfer to any 4-year	0		DS		DS		0		0		DS
PSR Math Pass Rate %	0.00	100.00	70.00	66.67	75.00	60.00	DS	100.00	NA	0.00	75.00
PSR Write Pass Rate %	100		100.00	83.33	NA	100.00	100.00	100.00	NA		100.00
Pass 15 Credits	0	DS	17	23	9	11	DS	DS	0	DS	13
Pass 30 Credits	0	DS	8	12	DS	DS	0	DS	0	0	8
Pass Rate National Licensure %	NA	N/A	NA	N/A	NA	N/A	NA	N/A	NA	N/A	NA
Dual Credit HS	NA	DS	12	21	DS	DS	0	0	0	DS	0
Dual Enroll OUS		0	0	0	0	0	0	0	0	0	0
Transfer to OUS			DS		DS		0.00		0.00		DS

\* DS; Data suppressed, count less than 7

Total Economically Disadvantaged 2011-12	
DS	
DS	
	66.67
	83.33
	25
	10
N/A	
	0
	0

## .edu Domain Name

### **RECOMMENDATION**

INFORMATION ONLY

### **BACKGROUND INFORMATION**----- Sheryl Neu

Now that TBCC is self-accredited we can apply for a .edu domain name. This has advantages for students and faculty as well as the institution.

Since an educational institution has to be accredited to obtain an edu (unless grandfathered in) many textbook, software, and other companies that offer education discounts will use the .edu email distinction to determine whether educational discounts should apply. It is also a quick way for someone looking for our institution to know we are accredited.

Options for email addresses are:

Tbcc.edu

Tillamookbay.edu

Tillamookbaycc.edu





# Strategic Planning and Accreditation

**RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

**BACKGROUND INFORMATION** ----- Interim Chief Academic Officer Phillips



## Courses and Curricula

### **RECOMMENDATION**

BOARD ACTION REQUESTED TO APPROVE A NEW ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE IN AGRICULTURE AND NATURAL RESOURCES AND AUTHORIZE SUBMISSION OF THE PROGRAM TO REQUIRED AUTHORITIES.

### **BACKGROUND INFORMATION** ----- Interim Chief Academic Officer Phillips

The proposed degree was developed in response to community interest in such a program. The curriculum was designed with input from a large advisory committee composed of representatives of local schools, industries, employers, agencies, and organizations as well as Oregon State University (OSU) faculty. It will prepare students to communicate effectively; fit into a business, agency, or academic setting and use concepts from agriculture and related fields to quantify and analyze issues and problems; perform critical reasoning, perceive assumptions, and make judgments based on the basic principles of agriculture, natural resources, and related fields; exhibit critical thinking skills when addressing issues in agriculture, natural resources, and related fields; and compete in the seasonal or entry-level job market and/or continue education in agriculture, natural resources, and related fields. The Agriculture and Natural Resources program will connect to local high schools via dual credit, particularly Tillamook High School's Agriculture Program, and other postsecondary programs, particularly B.S. programs at OSU (on-campus and online), via transfer. The TBCC Curriculum Committee and College Council recommend that the TBCC Board of Education approve the new degree, revision of the existing TBCC course ANS 215 Beef and Dairy Industries (3 credits), and the new courses listed below. Attached are (1) a summary of program information (including a description of the program, program outcomes, and need and labor market information for the program), and (2) a draft of the TBCC Catalog entry showing course requirements.

**New Program:** Agriculture and Natural Resources AAS Degree (90 credits)

**Course Revision:** ANS 215 Beef and Dairy Industries (3 credits)

#### **New Courses:**

1. AG 225 Organic Waste Management, 2 credits
2. FOR 111 Introduction to Forestry, 3 credits
3. FOR 240 Forest Biology, 4 credits
4. FOR 241 Dendrology, 5 credits
5. FST 101 Food Science Orientation, 1 credit
6. FST 212 Dairy Processing, 2 credits
7. FST 213 Cheese Making Laboratory, 1 credit
8. FST 251 Introduction to Wines, Beers, and Spirits, 3 credits
9. FST 252 Wine Making Laboratory, 1 credit
10. FST 253 Beer Making Laboratory, 1 credit
11. FW 107 Orientation to Fish and Wildlife, 3 credits
12. FW 251 Principles of Fish and Wildlife Conservation, 3 credits
13. HORT 120 General Viticulture, 3 credits



14. NAT 201 Managing Natural Resources for the Future, 3 credits
15. SOIL 205 Soil Science, 4 credits



**Information for NOI Submission**  
**Agriculture and Natural Resources AAS**

**College name:** Tillamook Bay Community College

**City:** Tillamook

**Name of proposed program:** Agriculture and Natural Resources

**Credential(s) or form(s) of recognition proposed:** AAS Degree

**CIP Code:** 01.0000

**CIP Title:** Agriculture, General

**CIP Narrative Description:** A program that focuses on the general principles and practice of agricultural research and production and that may prepare individuals to apply this knowledge to the solution of practical agricultural problems. Includes instruction in basic animal, plant, and soil science; animal husbandry and plant cultivation; soil conservation; and agricultural operations such as farming, ranching, and agricultural business.

**College's description of proposed program:**

The Associate of Applied Science Agriculture and Natural Resources program prepares students for entry into a variety of career opportunities in agriculture, natural resources, forestry, fish and wildlife, food science, and other fields. The program provides options for those entering career fields and preparing for further education and career advancement. The agriculture and natural resources AAS program will be connected to and articulated with high schools via dual credit and other postsecondary programs via transfer. The program will fit within career pathways as an entry into occupations such as agricultural and food science technicians, agricultural educator, forestry technician, supervisors and managers of farming, fishing, and forestry workers, and agriculture/natural resources entrepreneurs. It will also prepare students for further education leading to career advancement in fields such as agriculture, animal science, natural resources and sciences, forestry, fish and wildlife, food science, environmental science, and conservation.

Students who successfully complete the AAS in Agriculture and Natural Resources will be prepared to:

- Communicate effectively, both in writing and orally, agriculture and natural resource concepts.
- Fit into a business, agency, or academic setting and use concepts from agriculture and related fields to quantify and analyze issues and problems.
- Perform critical reasoning, perceive assumptions, and make judgments based on the basic principles of agriculture, natural resources, and related fields.
- Exhibit critical thinking skills when addressing issues in agriculture, natural resources, and related fields.
- Compete in the seasonal or entry-level job market and/or continue education in agriculture, natural resources, and related fields.

**Need and supporting labor market information for proposed program:**

Tillamook Bay Community College (TBCC) engaged a planning/advisory committee composed of representatives of public and private businesses, organizations, and agencies in Tillamook County as well as local k-12 partners and Oregon State University (OSU) to confirm the need for a post-secondary agriculture and natural resources program in the county and to create a curriculum to meet local employment and career pathway needs. They identified a diversity of jobs within agriculture and natural resources in Tillamook County. Educational requirements for such jobs vary from high school diploma to Ph.D.; however, employers agreed that individuals with related post-secondary education are preferred even as entry-level and/or seasonal hires. There are no similar post-secondary programs on the coast or in northwest Oregon.

The occupational outlook in agriculture and natural resources for Region 1 (Clatsop/Columbia/Tillamook Counties) shows 24 occupations that are high demand, high skill, and/or high wage (with 2012 average annual salaries ranging from \$35,518 to \$80,706 where data is available). The occupations most directly related to the proposed program that meet all three criteria include Biological Technicians; Farm, Ranch and Other Agricultural Managers; Food Scientists and Technologists; Forest and Conservation Technicians; Foresters; and Natural Sciences Managers. Other opportunities are available in agricultural education, for agriculture/natural resources entrepreneurs, and other occupations. Projected employment rates from OLMIS vary significantly, but local employers project continuing employment opportunities for entry-level workers as well as opportunities for advancement, particularly to fill replacement job openings. In addition, the Oregon Business Plan's Policy Playbook for 2014 identifies unlocking natural resources as a key to strengthening rural economies in Oregon and ECONorthwest's December 2013 report on A Path to Prosperity suggests a focus on manufacturing and natural resource industry as a way to build an economy that offers more paths out of poverty.

**Proposed implementation date:** Fall Term 2014

**Target student population:** secondary students participating in related career technical programs and dual credit, recent high school graduates, participants and referrals from workforce development partners, and others seeking career changes or career advancement.

**Estimated students per year:** Approximately 10-15 students each year in 2014-2015 and 2015-2016; approximately 20 students per year thereafter

**College contact person:** Dave Phillips

**Program contact person(s):** Lori Gates

**Career Pathway Roadmap:** <http://oregon.ctepathways.org/c/published/1882/tbcc-agriculture-and-natural-resources.html> (PDF version: <http://oregon.ctepathways.org/pdf/1882/agriculture-and-natural-resources.pdf> )

**STARTING OPTIONS**

[TBCC Catalog](#) | [GED Preparation](#) | [Admissions](#) | [Financial Aid](#) | [Program Information](#)

**High School Students**

Courses and program will be connected to and articulated with high schools via Dual Credit.

**Adult Students**

Adult learners (including non-traditional students, ESOL students, and dislocated workers) start with ABE/GED or COMPASS Placement Testing and begin at the appropriate level.

**ENTRANCE CONSIDERATIONS**

- **Admission to TBCC**
- **High School Diploma or GED**
- **Placement into: WR 121 and MTH 111**

**TWO-YEAR ASSOCIATE OF APPLIED SCIENCE DEGREE**

**AAS Degree - Agriculture and Natural Science [PDF] 90 Credits**

This program provides options for those entering career fields and preparing for further education and career advancement in into a variety of career opportunities and further education in agriculture, natural resources, forestry, fish and wildlife, food science, and other fields.

Students who successfully complete the AAS in Agriculture and Natural Resources will be prepared to:

- Communicate effectively, both in writing and orally, agriculture and natural resource concepts.
- Fit into a business, agency, or academic setting and use concepts from agriculture and related fields to quantify and analyze issues and problems.
- Perform critical reasoning, perceive assumptions, and make judgments based on the basic principles of agriculture, natural resources, and related fields.
- Exhibit critical thinking skills when addressing issues in agriculture, natural resources, and related fields.
- Compete in the seasonal or entry-level job market and/or continue education in agriculture, natural resources, and related fields.

[Link to Degree Worksheet](#)

[Link to POST](#)

**EMPLOYMENT**

\$10.35 - \$13.30 / hour

- [Agricultural Workers](#)
- [Farmworkers and Laborers](#)

**EMPLOYMENT**

\$18.11 - \$25.40 / hour

- [Ag and Food Science Techs](#)
- [Supervisors of Farming, Fishing, and Forestry Workers](#)
- [Farm Management](#)

**RELATED BACHELOR DEGREE OPTIONS**

The following programs provide opportunities for educational advancement. **Program credits will transfer to Oregon State University (OSU).**

Specific transfers:

- Bachelor of Science in [Agricultural Sciences](#) - OSU (available online)\*  
\* this provides a unique opportunity to create an individual education plan that meets yours specific career objectives. The flexibility of the this degree, as well as the broad foundation of the course work, allows you to complete a degree no matter what your previous skill level.
- Other Related OSU Programs:
  - Bachelor of Science in [Natural Resources](#) (also available online)
  - Bachelor of Science in [Animal Sciences](#)
  - Bachelor of Science in [Agricultural Business Management](#)
  - Bachelor of Science in [Forestry](#)
  - Bachelor of Science in [Food Science Technology](#)
  - Bachelor of Science in [Fisheries and Wildlife Sciences](#) (also available online)

General transfer information:

- [Oregon University System](#)
- [Career Options](#)
- [Map of Post Secondary Institutions in Oregon](#) [PDF]

**EMPLOYMENT**

\$16.85 - \$31.75/hour

- [Conservation Scientists](#)
- [Foresters](#)
- [Animal Scientists](#)
- [Food Scientists & Technologists](#)

**ARTICULATED BACHELOR DEGREE TRANSFER OPTIONS**

There are no current articulation agreements to Bachelor degree programs at this time.

# AAS Degree in Agriculture and Natural Resources

## Agriculture and Natural Resources (AAS)

Minimum 90 credit hours which includes required program courses plus required degree electives and remaining General Education credit hours. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. Consulting an advisor for assistance is critical in planning your classes. All program courses and program elective courses applied to this degree must be passed with a "C" or better.

The Associate of Applied Science Agriculture and Natural Resources program prepares students for entry into a variety of career opportunities in agriculture, natural resources, forestry, fish and wildlife, food science, and other fields. The program provides options for those entering career fields and preparing for further education and career advancement. The agriculture and natural resources AAS program will be connected to and articulated with high schools via dual credit and other postsecondary programs via transfer. The program will fit within career pathways as an entry into occupations such as agricultural and food science technicians, agricultural educator, forestry technician, supervisors and managers of farming, fishing, and forestry workers, and agriculture/natural resources entrepreneurs. It will also prepare students for further education leading to career advancement in fields such as agriculture, animal science, natural resources and sciences, forestry, fish and wildlife, food science, environmental science, and conservation.

### PROGRAM OUTCOMES

Students who successfully complete the AAS in Agriculture and Natural Resources will be prepared to: communicate effectively, both in writing and orally, agriculture and natural resource concepts; fit into a business, agency, or academic setting and use concepts from agriculture and related fields to quantify and analyze issues and problems; perform critical reasoning, perceive assumptions, and make judgments based on the basic principles of agriculture, natural resources, and related fields; exhibit critical thinking skills when addressing issues in agriculture, natural resources, and related fields; and compete in the seasonal or entry-level job market and/or continue education in agriculture, natural resources, and related fields.

### CURRICULUM REQUIREMENTS

#### Agriculture and Natural Resources Degree Credit Summary

Agriculture and Natural Resource Core Courses	48
Required Degree (Ag/NR) Electives	35
Remaining General Education	7
Credit total	90

#### Agriculture and Natural Resources Core

AG 111	Computers in agriculture	3	BI 101	Biology*	4
or			BI 102	Biology*	4
BA 131	Intro to Business Technology	(4)	BI 103	Biology*	4
BA 211	Principles of Accounting I	3	COMM 111	Public Speaking	4
BA 212	Principles of Accounting II	3	MTH 111	College Algebra <sup>2</sup>	5
BA 226	Business Law I	4	SOIL 205	Soil Science	4
BA 285	Human Relations-Organizations <sup>3</sup>	3	WR 121	English Composition <sup>1</sup>	4
CG 100	College Survival and Success	3			

<sup>1</sup>Satisfies Related Instruction requirement for Communication.

<sup>2</sup>Satisfies Related Instruction requirement for Computation.

<sup>3</sup>Satisfies Related Instruction requirement for Human Relations.

\*Could be used as general Education.

**Agriculture and Natural Resources Core: 48 credits**

## Required Agriculture and Natural Resources Degree Electives

In addition to the Agriculture and Natural Resource Core Courses listed above, 35 credits of degree electives are required. Students must select electives from the list below.

AG 211	Survey and Construction	3	FST 212	Dairy Processing	2
AG 221	Metals and Welding	3	FST 213	Cheese Making Lab	1
AG 225	Organic Waste Management	2	FST 251	Intro to Wines, Beer, and Spirits	3
ANS 121	Intro to Animal Science	3	FST 252	Wine Making Lab	1
ANS 215	Beef/Dairy Industry	3	FST 253	Beer Making Lab	1
ANS 230	Dairy Cattle Evaluation	3	FW 107	Orientation to Fish & Wildlife	3
ANS 231	Livestock Evaluation	3	FW 251	Prin of Fish & Wildlife Conserv	3
FOR 111	Intro to Forestry	3	GS 108	Physical Science (Oceanography)	4
FOR 240	Forest Biology	4	HORT 120	General Viticulture	3
FOR 241	Dendrology	5	NAT 201	Mnging Nat Rec for the Future	3
FST 101	Orientation to Food Sci Tech	1			

**Required Agriculture and Natural Resources Degree Electives: 35 credits**

## Remaining General Education

In addition to the Agriculture and Natural Resource Core Courses and Required Agriculture and Natural Resource Degree Electives listed above, an additional 7 credits (2 courses) of general education are required.

Arts and Humanities General Education <sup>1</sup>	3-4
Social Science General Education <sup>2</sup>	4

<sup>1</sup>MUS 108 is suggested for students planning to transfer to Oregon State University.

<sup>2</sup>HST 201, HST 202, or HST 203 is suggested for students planning to transfer to Oregon State University.

**Remaining General Education: 7 credits**

## AAS DEGREE REQUIREMENTS

All degree candidates must comply with **Comprehensive Requirements**, **Specific Requirements**, and **General Education Requirements** for the AAS Degree as specified earlier in this Catalog section.

**AGRICULTURE AND NATURAL RESOURCES DEGREE REQUIREMENTS: 90 CREDITS**



# Board Evaluation

## RECOMMENDATION

FIRST READING OF THE BOARD EVALUATION

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

The Board conducts a yearly evaluation. The following are the results of the 2013/2014 survey from six of the seven Board members.

	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.	5	1			
2	I understand the Mission and Core Themes of TBCC.	4	2			
3	I am involved in the board's work and progress.	2	3	1		
4	Communication from the college is timely and of interest.	2	4			
5	The Board establishes reviews regularly, revises as necessary, and exercises broad oversight of institutional policies, including those regarding its own organization and operation.	2	3	1		
6	The board monitors progress toward the strategic goals and outcomes.	2	4			
7	Board meetings are of appropriate length and frequency.	4	2			
8	The board effectively represents TBCC to the community.	1	5			

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

- \* Independent accreditation, which will allow us to respond more directly to the community's needs; and the Title IV grant, which provides money to do exciting new projects.
- \* When accredited we will have the opportunity and tools necessary to custom design curriculum and programs that will meet the needs of Tillamook County
- \* Moving forward as a fully accredited college to establish classes for Agri-business and local needs without PCC ties.
- \* Take full advantage of what accreditation means to TBCC
- \* Accreditation will provide opportunity to tailor programs to the community needs
- \* No comment -1

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

- \* Funding; and the governance changes at the state level.



- \* We need to address the issue of declining enrollment. Hopefully this is a short term problem. If not, we need to identify what's causing it and take steps to correct it.
- \* Managing sustainability as a small college in Oregon with limited state funding and needing enrollment growth
- \* Meaningful growth
- \* Student success, relevant programs, continuity in sequence to allow completion
- \* No comment-1

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

- \* College: Its president and most of its staff, particularly the faculty. Size allows it to be personal and hands-on with students
- Board: Depth of experience; members' connections to community.
- \* College partnership with K-12 in Tillamook County; statewide participation in CC forums
- Board is well rounded from all corners of the county
- \* Communication & College Board experience
- \* Continuity of mission
- \* No comment -2

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

- \* College: The College and its staff seem to me to be at their peak right now—they're doing everything humanly possible. It will need a strong permanent Chief Academic Officer.
- Board: I think we need to track more closely the data—student demographics, student success indicators (e.g.: high enrollment courses failures and successes, esp. in math). We should be talking more to students (I may be the worst at this). This will help us monitor progress toward strategic goals and outcomes. I wrote this last year and it's still true today.
- \* College – retention of students to complete 2 year degrees or one year certificates
- \* Continually explore new ways to improve TBCC
- \* Add younger Board members
- \* No comment -two

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

- \* I think Board members are at the right level of involvement. There is little that can be done by a Board member who does not have state-level influence to affect what's going on that's so critical to the college and all of Oregon education: funding discussions, governance changes, etc.
- \* The Board members do, however, need to be thinking of the future make-up of the Board. With one announced resignation and others probably coming over the next 3 years, we need to identify future Board members who will be strong and active in the community. Over the next 3 to 4 years, we will probably have high level staff changes, too (Jon, e.g., will be leaving us eventually! I hope Connie never goes but it's hard to see her keeping up this pace forever) and we'll need to have the strongest possible Board in place when that happens.
- \* Revolving participation in statewide meetings
- \* No comment - 3



# Personnel

## RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Chief Academic Officer	2/7/2014	Between 4/1/2014 and 7/1/2014	Open until filled. Applicant screening has begun; first interviews 3/5 and 3/7	Jon Carnahan Michael Weissenfluh	
Dir. of Development and College Advancement	2/7/2014	ASAP	Open until filled	Jon Carnahan	
Title III Project Director	2/7/2014	2/17/2014	POSITION FILLED	Kyra Williams	Harold "Ray" Hoyt
Financial Aid Advisor/Enrollment Specialist	1/6/2014	3/10/2014	POSITION FILLED	Michele Burton	Sally Jackson



## Board Member Resignation

### RECOMMENDATION

INFORMATION

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

Stephen J. Shaw, Board member for zone 4, has submitted his letter of resignation effective July 1, 2014. The Board will need to begin a process to appoint a replacement. The Board will deeply miss Steve and will continue to value Steve's leadership and guidance on college matters.

**To:** Connie Green, President of Tillamook Bay Community College:

**From:** Stephen J. Shaw, TBCC Board Member

**Re:** Letter of Resignation

For the past sixteen years I have had the honor and privilege of representing the citizens of zone four on the Tillamook Bay Community College Board of Education.

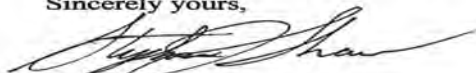
There is little question that TBCC is in a much better position now than it was all those years ago. It took a team effort to get to this point; from the exemplary leadership demonstrated by past and present College Presidents to the tremendous efforts of both the Faculty and Staff. TBCC has now become a first class institution and one the community can and should be proud of.

Additionally, I would like to give credit and thanks to my board colleagues. Their dedication to TBCC has been unwavering. They were often called upon to make difficult and sometimes painful decisions. Each time they stepped up and addressed the problems head on with no hesitation.

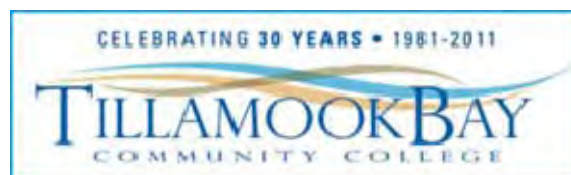
I certainly have enjoyed these past years but it is time for me to move on and let someone else enjoy the same rewarding and fulfilling experiences that I have been fortunate enough to have. Therefore, I respectfully submit this resignation from the Tillamook Bay Community College Board of Education effective July 1, 2014.

Thank you all for being a large part of my life for the past decade and a half.

Sincerely yours,



Stephen J. Shaw



## Announcements and General Information

### **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

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

Senator Schrader Annual Round Table March 10 10:30 to noon at Tillamook PUD, RSVP is required.

The Accreditation Celebration is Wednesday, March 12, 2014 and Board members agreed to co-hosting each event:

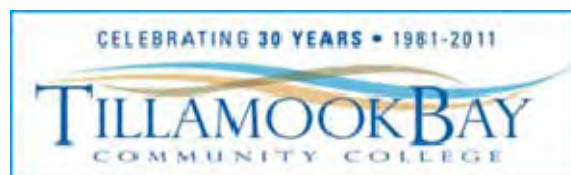
- Breakfast – South County, 8:30-9:30 am – Rose and Debbie
- Lunch – Tillamook Campus, 12:00 – 1:15 – Craig and Bob
- Afternoon Reception – North County, 4:30 – 5:30- Steve and Ann

Oregon Community College Association meetings have been scheduled for the first half of 2014 and are open to any Board member who would like to attend. Please let Connie know if you are attending.

- March 14, Noon - 4 pm - Portland Community College, Sylvania Campus – Craig Wakefield
- May 9, Noon - 4 pm- Columbia Gorge Community College, Hood River – Jim McGinnis

Spring Break is March 24 through March 28.

Graduation is Friday June 13. Please save the date. Max Williams, Oregon Community Foundation will be the speaker.

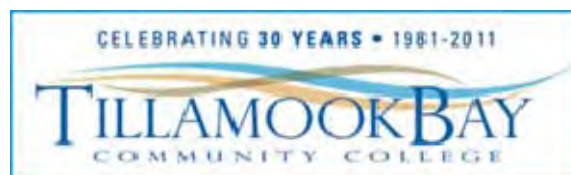


## Invitation of Public Comment

### **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.

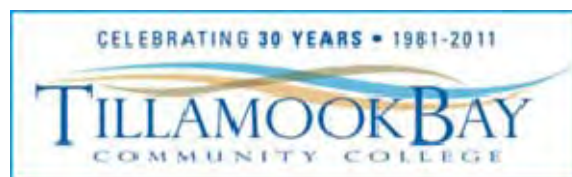
**BACKGROUND INFORMATION**----- Chair Wakefield



## Board Member Discussion Items

**RECOMMENDATION**

**BACKGROUND INFORMATION**----- Chair Wakefield

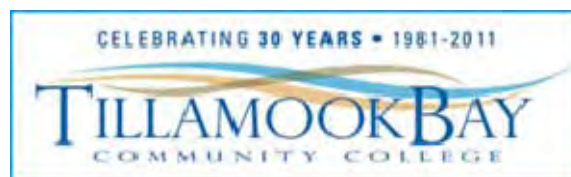


# Adjournment

**RECOMMENDATION**

MOTION TO ADJOURN THE MEETING.

**BACKGROUND INFORMATION**----- Chair Wakefield





# Executive Session

## RECOMMENDATION

THE EVALUATION WILL BE DISCUSSED IN EXECUTIVE SESSION.

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

### Tillamook Bay Community College 2012-2013

#### Board of Education Evaluation of College President's Goals, Leadership and Performance

Evaluation category performance rating: 1= exemplary; 2= above average; 3= at expectation; 4= below expectation; 5= needs focused attention

**1. Engagement.** Provide leadership and tangible strategies to engage students in the learning environment at TBCC. Improve the College's persistence and completion rates for first year to second year, transfer and degree completion by 5% each year.

1                      2                      3                      4                      5

Comments: \_\_\_\_\_

—

**2. Accreditation.** Provide leadership throughout the application, self-evaluation, site visit, and candidacy for accreditation through the Northwest Commission on Colleges and Universities. Provide oversight to the overall instructional direction of the college to ensure the College to receive accreditation by winter term 2014.

1                      2                      3                      4                      5

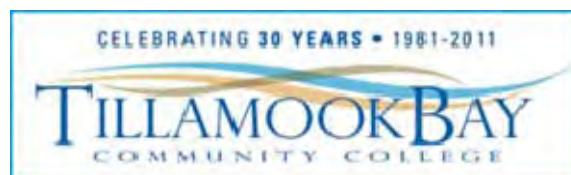
Comments: \_\_\_\_\_

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**3. Systems/Process Improvement.** Guide the improvement of college's processes and systems to continue to effectively meet the needs of students, staff and faculty. This would include systems that provide for quicker reporting, faster schedule design, more effective assisting students to register and an improved web site.

1                      2                      3                      4                      5

Comments: \_\_\_\_\_



**4. Education and Business Partnerships.** Maintain and develop education and business and industry partnerships that assist the college to meet the educational and training needs of the county. Develop and implement the Tillamook High School and TBCC vision of all students having college/career credits when they graduate from HS by 2015.

1    2    3    4    5

Comments: \_\_\_\_\_  
–

**5. Shared-governance Model.** Guide the implementation process of a shared-governance model that provides the staff an opportunity to establish policy driven administrative rules and operating procedures for the College. Implement a broader role for College Council.

1    2    3    4    5

Comments: \_\_\_\_\_  
–

**6. Capital and Foundation Improvement.** Provide leadership and direction to the Tillamook Bay Community College Foundation Board and its Executive Director. Assist in the development of a Capital Improvement campaign for the next building and a future planned giving campaign for the Foundation.

1    2    3    4    5

Comments: \_\_\_\_\_  
–

**ASSUMPTIONS FOR EFFECTIVE LEADERSHIP:**

**Growth.** Manage the comprehensive growth of the College with the goal of increasing enrollment 5 to 10 percent per year in a sustainable approach through lower division transfer, career and technical, self-improvement, community and continuing education.

**Facilities, Safety and Security.** Support the implementation of College-wide procedures relating to the safety and security of the College human and physical resources and the ongoing improvements to the college's facilities in Tillamook and North and South Counties.

**Day-to-Day Leadership.** Provide day-to-day leadership and direction of the College through a collaborated effort with the Board of Education, College staff, and community. Provide a positive influence both internally and externally while maintaining a healthy balance of work and play.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



# Adjournment

**RECOMMENDATION**

MOTION TO ADJOURN THE EXECUTIVE SESSION.

**BACKGROUND INFORMATION**----- Chair Wakefield

