

# Board of Education Meeting Agenda

**Date:**  
Monday, April 7, 2014

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

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

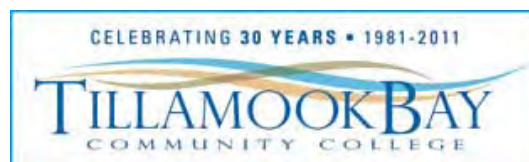
<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Acknowledge Guests</b> .....	Chair Wakefield
2.	<b>Approval of the Agenda</b> .....	(Action) Chair Wakefield
3.	<b>Invitation of Public Comment</b> .....	Chair Wakefield
	Available at both the beginning and end of the meeting is an 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.	<b>Approval of the March 3, 2014 Minutes</b> .....	(Action ) Chair Wakefield
5.	<b>Title III Update</b> .....	Interim Chief Academic Officer Phillips
6.	<b>Reports</b>	
	A. Oregon Community College Update .....	President Green
	B. Financial Report .....	Comptroller/Budget Officer Williams
	C. Preliminary 2014-2015 Budget Report .....	Comptroller/Budget Officer Williams
	D. Board Openings .....	Chair Wakefield
7.	<b>Standing Business</b>	
	A. Strategic Planning .....	Interim Chief Academic Officer Phillips
	B. Courses and Curricula .....	Interim Chief Academic Officer Phillips
	C. Personnel .....	Director Ryan
8.	<b>Announcements and General Information</b> .....	President Green
9.	<b>Written Communications</b> .....	Director Ryan
	A. Letter from Tillamook County Commissioners Acknowledging Accreditation	
	B. Letter from TBCC Founding President Dr. Roy Mason Acknowledging Accreditation	
10.	<b>Invitation of Public Comment</b> .....	Chair Wakefield
11.	<b>Board Member Discussion Items</b> .....	Chair Wakefield
12.	<b>Adjournment</b> .....	(Action) Chair Wakefield
13.	<b>Executive Session</b> .....	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.	
14.	<b>Adjournment</b> .....	(Action) Chair Wakefield
15.	<b>Call to Order</b> .....	Chair Wakefield
16.	<b>Approval of President's Evaluation and Contract</b> .....	(Action) Chair Wakefield
17.	<b>Adjournment</b> .....	(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 APRIL 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



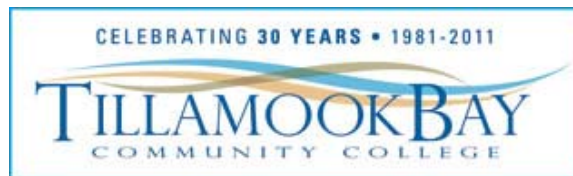
## Approval of March 3, 2014 Minutes

### **RECOMMENDATION**

MOTION TO APPROVE THE MARCH 3, 2014 BOARD MINUTES.

### **BACKGROUND INFORMATION**

----- Chair Wakefield



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

Board members present: Craig Wakefield, Deborah Lincoln, Rose Wharton, Jim McGinnis, and Bob Weitman

Staff present: President Green, Kyra Williams, Michele Burton, Sheryl Neu, Luke Kralik and Christine Harrison

Public present: Brandy Tharp, Dennis Worrel, Steve Schwend, Makayla Schwend, Noel O'Bryan, Tya Tharp and Tia Harrison

#### **Call to Order** (agenda item 1)

Meeting was called to order at 6:04 pm by Chair Craig Wakefield.

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

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

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

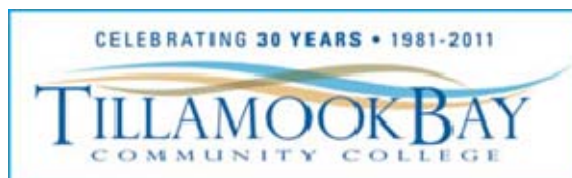
There was no public comment at this time.

#### **Approval of the February 3, 2014 Minutes** (agenda item 4)

A motion to approve the February 3, 2014 minutes was made by director Lincoln and seconded by Director Weitman. The motion carried.

#### **Dedication of Student/Community Art** (agenda item 5)

Luke Kralik explained that in March 2013 there was an open call for students to submit designs for a community art project funded by the Tillamook County Cultural Coalition. Four designs were submitted and voted on by the student body. The top two were taken to college council. The winning design was by Jessica Mick. Over the summer the project began to take shape. Two other students, Brandy Tharp and Tia Harrison, brought the project to completion. The Board was pleased with the project and dedicated it. This is the first student art to be permanently hung in the building.



## Reports

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

President Green shared with the Board that the President's Council has decided to submit seven state-wide programs to the Higher Education Coordinating Commission (HECC) in response to the February 14 letter. HECC asked each college to estimate budgets, costs, and revenue for the next biennium. TBCC did a response to the Achievement Compacts request from the HECC. President Green explained that there is a line of thinking that the Achievement Compacts drive Community College budgets, which is not necessarily true. They are one set of numbers that are considered, but there other factors that carry a heavier weight. President Green stated that OCCA deserves a lot of credit for their efforts to keep up with all the requests from HECC and their sub committees.

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

Comptroller/Budget Officer Williams presented the financial reports and asked for questions from the Board. Director McGinnis asked for a clarification on the capital projects fund. Comptroller/Budget Officer Williams explained that the amount remaining in the capital projects fund is the remainder of the funds (approximately \$773,000) from the general obligation bonds.

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

Comptroller/Budget Officer Williams pointed out two changes since the first reading in February. The first that the proposed credit tuition for both in-state and out-of-state raised by an additional dollar, and the second that the late registration fee returns to \$25. There is research is continuing on how best to assist students be prepared and not register late. A motion to accept the proposed Tuition and Fees for 2014-2015 was made by Director Wharton and seconded by Director Weitman. The motion carried.

### 2013-2014 Organization, Finance, and Legal Designations (agenda item 6.D)

Comptroller/Budget Officer Williams explained that the only change from what was approved in September 2013 is addition of a credit card with a limit of \$2500 for the new Title III Program Director. A motion to approve the amended 2013-2014 Organization, Finance, and Legal Designations was made by Director McGinnis and seconded by Director Wharton. The motion carried.

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

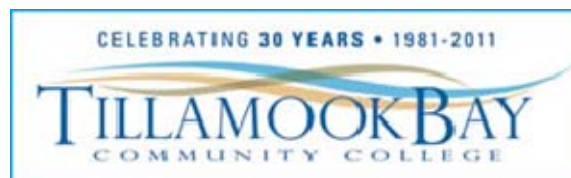
Interim Chief Academic Officer Phillips presented the proposed academic calendar for second reading and Board approval. President Green pointed out that Spring In-Service has been moved to a Friday and the Martin Luther King holiday has been retained. A motion to accept the proposed Academic Calendar for 2014-2015 was made by Director Wharton and seconded by Director Lincoln. The motion carried.

### Proposed Academic Calendar 2013-2014 (agenda item 6.F)

President Green stated that the currently approved Spring In-Service day is April 15<sup>th</sup> and needs to be changed. The recommendation is to change that in-service to Friday, April 25<sup>th</sup>. A motion to accept the change to the 2013-2014 Academic Calendar was made by Director Lincoln and seconded by Director McGinnis. The motion carried.

### Proposed Achievement Compact Targets (agenda item 6.G)

President Green presented the proposed Achievement Compact targets that have been approved by College Council. A motion to accept the proposed Achievement Compact targets was made by Director Wharton and seconded by Director Lincoln. The motion carried.



.edu Doman Name (agenda item 6.H)

Sheryl Neu explained that now that the College is accredited TBCC can become a .edu extension for the website and email. She presented several options that have been proposed for consideration. Consensus of the Board was that while we would recognize TBCC, the more descriptive tillamookbaycc.edu would be best. Comptroller/Budget Officer Williams added that for email she would prefer first and last names, to clarify between people with the same last name.

**Standing Business**

Strategic Planning (agenda item 7.A)

Interim Chief Academic Officer Phillips stated that a team of four: Michael Weisenfluh, Michele Burton, Connie Green and Dave will be attending the High Impact Practices meeting to start the first step to "keep on planning" that was recommended by the Accreditation team. Cindy Rowe has compiled much of the material that will be used. Her efforts are much appreciated. The High Impact Practices meeting should be very beneficial to the work which needs to be done on the Standard 1 mission and core themes as well as Eligibility Requirements 2 and 3 which the college will be addressing for the Year One evaluation by Northwest Commission on Colleges and Universities.

Courses and Curricula (agenda item 7.B)

The Associate of Applied Science (AAS) degree in Agriculture and Natural Resources and associated new courses was presented to the Board for a second reading and approval. Interim Chief Academic Officer Phillips commended Lori Gates for her work on this proposed degree. A motion to approve the AAS degree in Agriculture and Natural Resources and associated new courses was made by Director Weitman and seconded by Director Wharton. The motion carried.

Board Evaluation (agenda item 7.C)

A motion to approve the Board Evaluation as presented was made by Director McGinnis and seconded by Director Weitman. The motion carried.

Personnel (agenda item 7.D)

President Green presented the personnel report. Preliminary Skype interviews for Chief Academic Officer begin this week. Final face-to-face interviews will be a combination of an interview with the committee, interview with faculty and interview with all staff. Heidi Luquette has been hired as Director of Development and College Advancement. She will begin April 1. Roy Hoyt has been hired as Title III Project Director. He is working half time until June and will become full time at that point. The new Financial Aid Specialist, Sally Jackson, begins on March 10<sup>th</sup>.

Board Member Resignation (agenda item 7.E)

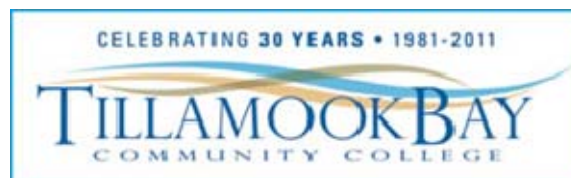
The official resignation letter from Director Steve Shaw was shared with the Board. President Green stated that the Board needs to begin the process to appoint a replacement.

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

Senator Schrader is having the annual round table and there are invitations for each Board member. President Green will be attending and can RSVP for any Board members who wish to have her do so. President Green went over the schedule for the Accreditation Celebration.

The March OCCA meeting is March 14<sup>th</sup> at Noon to 4 at PCC-Sylvania Campus. Chair Wakefield will attend.

Graduation is Friday, June 13<sup>th</sup> - please reserve that date since this will be the first TBCC graduation as fully accredited.



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

No public comment at this time

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

No Board member discussion items at this time.

**Adjournment** (agenda item 11)

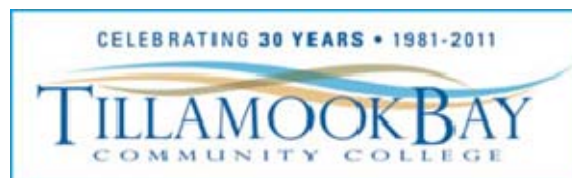
The regular Board meeting was adjourned at 7:35 pm.

**Executive Session** (agenda item 12)

The Board moved to Executive Session for the purpose of evaluating the President

**Adjournment** (agenda item 13)

A motion to adjourn the Executive Session was made by Director Weitman and seconded by Director Wharton. The motion carried and the Executive Session was adjourned at 8:54 pm.





## Title III Update

### **RECOMMENDATION**

INFORMATION ONLY—NO ACTION REQUIRED

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

Ray Hoyt, Title III Grant Director, will provide the Board with a brief summary of the work to date as well as some immediate future Title III grant activities.



## Oregon Community College Update

### **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

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

Chair Wakefield attended the March OCCA meeting and will share highlights with the Board.

On March 11 the Higher Education Coordinating Commission (HECC) adopted a near-final version of a strategic plan and action items for 2014-15.

<http://education.oregon.gov/Pages/HECC-Reports.aspx>

Highlights include the ongoing work to develop a proposal for improving access and affordability within higher education. In the short term, the HECC is engaging partners in efforts to increase in 2014 the number of eligible Oregonians who apply for and receive the federal Pell Grant. For 2015, the commission is weighing possibilities such as "Pay It Forward," free community college, and redesign of the state's need-based Oregon Opportunity Grant.

The community colleges are working on responses to HECC for budget and program investment areas. The final letter will be emailed to the Board when completed by 3/31. The community colleges are also working on a proposal for a more aligned dual credit program that will be shared in early April. Once it is completed it will also be emailed to the Board.

A January 2014 CALDER working paper reports that about 70% of four-year college drop-outs have a higher predicted probability of success beginning at a four-year college, but for the other 30%, their predicted probability of bachelor's degree attainment would have been higher had they started at a two-year college. This is particularly true for first-generation college students, about 40% of which would have been more likely to earn a bachelor's degree had they begun at a two-year college.

Read the complete *Hechinger Report's* Education by the Numbers article here:

[http://educationbythenumbers.org/content/almost-third-college-drop-outs-likely-graduate-started-two-year-college\\_971/](http://educationbythenumbers.org/content/almost-third-college-drop-outs-likely-graduate-started-two-year-college_971/)

# Financial Report

## **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

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

Reports for the month of February 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 February 2014  
 66.67% of fiscal year elapsed

	FY 2012-2013			FY 2013-2014		
	Annual Budget	02/28/13 Actual	Percentage of Budget	Annual Budget	02/28/14 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	\$ 926,413.77	88.74%	\$ 1,103,711	\$ 961,826.19	87.14%
Local Contract	\$ 37,500	\$ 35,323.00	94.19%	\$ 37,500	\$ 32,000.00	85.33%
Tuition	\$ 1,173,450	\$ 913,311.18	77.83%	\$ 1,165,000	\$ 795,912.00	68.32%
Fees	\$ 197,148	\$ 152,232.50	77.22%	\$ 190,000	\$ 129,397.00	68.10%
Sale of Goods	\$ 4,000	\$ 1,639.00	40.98%	\$ 4,000	\$ 3,080.25	77.01%
Interest	\$ 5,000	\$ 4,241.14	84.82%	\$ 5,000	\$ 4,333.16	86.66%
Rental	\$ 6,665	\$ 9,380.00	140.74%	\$ 7,000	\$ 12,310.00	175.86%
Miscellaneous	\$ 8,000	\$ 2,309.19	28.86%	\$ 7,000	\$ 1,238.95	17.70%
Transfers	\$ 416,640	\$ 350,642.13	84.16%	\$ 460,402	\$ 21,950.05	4.77%
<b>Total resources</b>	<b>\$ 4,374,284</b>	<b>\$ 3,741,447.78</b>	<b>85.53%</b>	<b>\$ 4,413,860</b>	<b>\$ 3,483,618.59</b>	<b>78.92%</b>
<b>Expenditures</b>						
Instruction	\$ 1,450,270	\$ 807,215.49	55.66%	\$ 1,478,801	\$ 805,582.50	54.48%
Instructional Support	\$ 455,537	\$ 286,573.00	62.91%	\$ 487,119	\$ 277,089.78	56.88%
Student Services	\$ 364,562	\$ 209,938.10	57.59%	\$ 377,772	\$ 220,092.03	58.26%
College Support	\$ 1,118,905	\$ 540,262.01	48.28%	\$ 1,016,215	\$ 573,293.68	56.41%
Plant Operation	\$ 353,898	\$ 216,988.51	61.31%	\$ 280,011	\$ 165,351.75	59.05%
Transfers	\$ 269,112	\$ 225,467.63	83.78%	\$ 219,112	\$ 76,419.27	34.88%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 4,062,284</b>	<b>\$ 2,286,444.74</b>	<b>56.28%</b>	<b>\$ 3,909,030</b>	<b>\$ 2,117,829.01</b>	<b>54.18%</b>
<b>Ending fund balance</b>	<b>\$ 312,000</b>	<b>\$ 1,455,003.04</b>	<b>466.35%</b>	<b>\$ 504,830</b>	<b>\$ 1,365,789.58</b>	<b>270.54%</b>

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

	Fund No.	Beginning Fund Balance	2013-2014 Revenue	2013-2014 Expenditures	Ending Fund Balance	2013-2014 Spendable Budget	2012-2013 Prior Year Expenditures 2/28/2013
Adult Basic Education	210	\$ -	\$ 31,942.50	\$ 44,044.97	\$ (12,102.47)	\$ 73,275	\$ 46,074.54
Tutor Grant	211	\$ -	\$ 4,166.72	\$ 6,595.45	\$ (2,428.73)	\$ 13,892	\$ 10,007.16
Sprint Yellow Pages Literacy Grant	215	\$ 598.50	\$ -	\$ 598.50	\$ -	\$ 2,300	\$ 156.86
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	\$ -	\$ 30,614.97	\$ 34,055.13	\$ (3,440.16)	\$ -	\$ -
DQP Grant	221	\$ -	\$ -	\$ 258.93	\$ (258.93)	\$ -	\$ -
Lumina Core to College Grant	222	\$ -	\$ 435.97	\$ 8,335.25	\$ (7,899.28)	\$ 40,000	\$ 4,220.49
CASE Grant	223	\$ -	\$ 98,576.28	\$ 135,458.20	\$ (36,881.92)	\$ 300,000	\$ 51,331.97
Pathways Grant	225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,307.96
Industrial Maintenance Tech	226	\$ 38,283.05	\$ 27,500.00	\$ 32,057.88	\$ 33,725.17	\$ 81,475	\$ 36,085.36
SESP Oregon Green Tech Certificate	228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,278.81
SBDC Federal Grant	230	\$ -	\$ 31,150.00	\$ 36,216.74	\$ (5,066.74)	\$ 31,150	\$ 25,772.00
SBDC State Grant	231	\$ -	\$ 22,208.89	\$ 28,477.37	\$ (6,268.48)	\$ 29,804	\$ 9,358.21
SBDC Program Income	232	\$ 21,281.02	\$ 3,250.00	\$ -	\$ 24,531.02	\$ 6,035	\$ 193.93
SBDC - EDC Fund	235	\$ -	\$ 52,029.18	\$ 69,682.84	\$ (17,653.66)	\$ 107,340	\$ 65,015.91
EDC TLT Fund	237	\$ -	\$ -	\$ 6,060.30	\$ (6,060.30)	\$ -	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
TEC Perkins Reserve Fund	243	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TEC Perkins Basic Grant	244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ 45.00
Work Keys Mini Grant	251	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 69.00
Juan Young TBCC Library	252	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -
Connect2Complete	253	\$ -	\$ 10,000.00	\$ 64.41	\$ 9,935.59	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138.27
Oregon Dev Ed Redesign Grant	277	\$ -	\$ 9,000.00	\$ 85.12	\$ 8,914.88	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 960,628.64	\$ 74,252.79	\$ -	\$ 1,034,881.43	\$ 140,000	\$ 40,000.00
Timber Tax Reserve Fund	291	\$ 217,745.15	\$ 183,048.28	\$ -	\$ 400,793.43	\$ 412,989	\$ 179,873.20
Strategic Investment Fund	295	\$ 1,288,131.25	\$ 4,454.24	\$ -	\$ 1,292,585.49	\$ 250,000	\$ 107,964.00
State IGA Fund	296	\$ -	\$ 77,605.16	\$ 141,661.57	\$ (64,056.41)	\$ 100,000	\$ 120,568.00
Tillamook County Cultural Coalition	299	\$ 755.01	\$ -	\$ 362.35	\$ 392.66	\$ -	\$ -
<b>Total Special Fund</b>		<b>\$ 2,532,211.76</b>	<b>\$ 674,487.98</b>	<b>\$ 544,812.87</b>	<b>\$ 2,661,886.87</b>	<b>\$ 1,640,860</b>	<b>\$ 733,059.67</b>
<b>Schedule of Special Fund borrowing from General Fund</b>							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 2/28/2014		
Total of Grants that borrow from the General Fund		\$ (98,060.67)	\$ -	\$ -	\$ (98,060.67)		
Total of Grants that are not borrowing from the General Fund		\$ 2,759,947.54	\$ 105.00	\$ -	\$ 2,759,842.54		
<b>Total Special Fund</b>		<b>\$ 2,661,886.87</b>	<b>\$ 105.00</b>	<b>\$ -</b>	<b>\$ 2,661,781.87</b>		
<b>Agency Fund</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	\$ 4,651.00	\$ 1,953.61	\$ 8,889.35	\$ 7,311	\$ 2,249.48
Bookstore	320	\$ 79,322.66	\$ 123,465.27	\$ 170,535.92	\$ 32,252.01	\$ 278,932	\$ 160,704.83
Customized Training Projects	330	\$ 12,379.21	\$ 15,735.60	\$ 10,615.61	\$ 17,499.20	\$ 14,876	\$ 784.30
Culinary & Hospitality Program	340	\$ 4,865.74	\$ 8,629.41	\$ 8,182.67	\$ 5,312.48	\$ 15,375	\$ 5,616.39
<b>Total Enterprise Fund</b>		<b>\$ 102,759.57</b>	<b>\$ 152,481.28</b>	<b>\$ 191,287.81</b>	<b>\$ 63,953.04</b>	<b>\$ 316,494</b>	<b>\$ 169,355.00</b>
PERS Pension Bond Fund	410	\$ 14,543.33	\$ 69,800.95	\$ 39,341.90	\$ 45,002.38	\$ 117,084	\$ 40,038.35
General Obligation Bond Fund	420	\$ 51,141.86	\$ 616,994.46	\$ 174,318.75	\$ 493,817.57	\$ 698,638	\$ 180,318.75
<b>Total Debt Service Fund</b>		<b>\$ 65,685.19</b>	<b>\$ 686,795.41</b>	<b>\$ 213,660.65</b>	<b>\$ 538,819.95</b>	<b>\$ 815,722</b>	<b>\$ 220,357.10</b>
Campus Construction Fund - GO Bonds	520	\$ 1,196,237.61	\$ 3,281.18	\$ 426,338.46	\$ 773,180.33	\$ 1,105,000	\$ 43,707.79
<b>Total Capital Projects Fund</b>		<b>\$ 1,196,237.61</b>	<b>\$ 3,281.18</b>	<b>\$ 426,338.46</b>	<b>\$ 773,180.33</b>	<b>\$ 1,105,000</b>	<b>\$ 43,707.79</b>
Associated Students of TBCC	710	\$ 500.26	\$ 5,390.86	\$ 5,953.85	\$ (62.73)	\$ 6,400	\$ 5,110.45
Phi Theta Kappa Honorary Society Fund	720	\$ 396.64	\$ 1,867.52	\$ 1,039.93	\$ 1,224.23	\$ 7,525	\$ 1,328.71
<b>Total Agency Fund</b>		<b>\$ 896.90</b>	<b>\$ 7,258.38</b>	<b>\$ 6,993.78</b>	<b>\$ 1,161.50</b>	<b>\$ 13,925</b>	<b>\$ 6,439.16</b>
PELL Grant	801	\$ -	\$ 702,977.00	\$ 702,977.00	\$ -	\$ 1,800,000	\$ -
Supplemental Education Opportunity Grant	802	\$ -	\$ 5,400.00	\$ 5,400.00	\$ -	\$ 50,000	\$ -
Direct Loans	810	\$ -	\$ 531,097.00	\$ 531,097.00	\$ -	\$ 2,200,000	\$ -
Federal Work Study	819	\$ -	\$ -	\$ 2,046.50	\$ (2,046.50)	\$ 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	\$ -	\$ 10,070.50	\$ 10,051.50	\$ 25,000	\$ 10,112.00
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	\$ 7,201.00
Foundation Scholarships	834	\$ -	\$ 5,898.00	\$ 12,226.00	\$ (6,328.00)	\$ 50,000	\$ 9,820.75
Student Employees	835	\$ -	\$ 950.00	\$ 7,400.69	\$ (6,450.69)	\$ -	\$ -
Non-Institutional Scholarships	840	\$ 4,451.30	\$ 37,386.00	\$ 30,306.16	\$ 11,531.14	\$ 54,000	\$ 21,394.55
<b>Total Financial Aid Fund</b>		<b>\$ 109,329.28</b>	<b>\$ 1,374,508.00</b>	<b>\$ 1,445,958.85</b>	<b>\$ 37,878.43</b>	<b>\$ 4,846,177</b>	<b>\$ 160,247.05</b>

Agenda Item 6.B. - Attachment #3  
Tillamook Bay Community College  
Summary Financial Information - Cash Status  
Preliminary for Fiscal Year-to-Date Ended February 2014  
66.67% 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	\$ 393,733	50.77%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,355,000	\$ 925,309	68.29%	\$ 6,000	\$ 3,250	54.17%	\$ 7,500	\$ 4,651	62.01%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,103,711	\$ 961,826	87.14%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 476,332	\$ 183,048	38.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,000	\$ 3,080	77.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 250,000	\$ 122,923	49.17%
Interest	\$ 5,000	\$ 4,333	86.66%	\$ 11,850	\$ 7,805	65.86%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 7,000	\$ 12,310	175.86%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 1,239	17.70%	\$ 1,500	\$ 86,652	5776.80%	\$ -	\$ -	0.00%	\$ 1,000	\$ 542	54.20%
Transfers	\$ 460,402	\$ 21,950	4.77%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 3,874,613</b>	<b>\$ 2,681,852</b>	<b>69.22%</b>	<b>\$ 1,271,143</b>	<b>\$ 674,488</b>	<b>53.06%</b>	<b>\$ 7,500</b>	<b>\$ 4,651</b>	<b>62.01%</b>	<b>\$ 251,000</b>	<b>\$ 123,465</b>	<b>49.19%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,682,847	\$ 1,562,180	58.23%	\$ 306,111	\$ 249,482	81.50%	\$ 4,000	\$ 1,728	43.20%	\$ 48,937	\$ 31,188	63.73%
Operating Expenditures	\$ 929,071	\$ 479,230	51.58%	\$ 496,793	\$ 262,084	52.76%	\$ 3,150	\$ 231	7.33%	\$ 208,050	\$ 138,065	66.36%
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	\$ 76,419	34.88%	\$ 457,956	\$ 20,514	4.48%	\$ 161	\$ (5)	-3.11%	\$ 1,945	\$ 1,283	65.96%
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>\$ 2,117,829</b>	<b>54.18%</b>	<b>\$ 3,631,300</b>	<b>\$ 544,813</b>	<b>15.00%</b>	<b>\$ 7,311</b>	<b>\$ 1,954</b>	<b>26.73%</b>	<b>\$ 278,932</b>	<b>\$ 170,536</b>	<b>61.14%</b>
Ending Fund Balance	\$ 504,830	\$ 1,365,789		\$ 11,965	\$ 2,661,887		\$ 4,689	\$ 8,889		\$ 32,068	\$ 32,252	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 180,388			\$ 105			\$ -			\$ -	
Inventories		\$ 2,798			\$ -			\$ -			\$ 38,837	
NET EFFECT ON CASH		\$ (183,186)			\$ (105)			\$ -			\$ (38,837)	
Liabilities												
Accounts Payable		\$ 130,532			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 80,830			\$ -			\$ -			\$ -	
Payroll		\$ 135,308			\$ -			\$ -			\$ 9,802	
NET EFFECT ON CASH		\$ 346,670			\$ -			\$ -			\$ 9,802	
NET ADJUSTMENTS		\$ 163,484			\$ (105)			\$ -			\$ (29,035)	
ENDING CASH BALANCE		\$ 1,529,273			\$ 2,661,782			\$ 8,889			\$ 3,217	

Agenda Item 6.B. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended February 2014

66.67% 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	\$ -	\$ 350	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 677,138	\$ 616,079	90.98%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 12,000	\$ 8,004	66.70%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 505	\$ 919	181.98%	\$ 5,000	\$ 3,281	65.62%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ 625	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 110,000	\$ 69,798	63.45%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	\$ 11,000	\$ 15,736	143.05%	\$ 12,000	\$ 8,629	71.91%	\$ 787,643	\$ 686,796	87.20%	\$ 5,000	\$ 3,281	65.62%
<b>Expenditures</b>												
Salaries and Wages	\$ 6,316	\$ 2,908	46.04%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 8,220	\$ 7,549	91.84%	\$ 14,375	\$ 8,183	56.93%	\$ 1,600	\$ 1,600	100.00%	\$ 1,105,000	\$ 426,338	38.58%
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	\$ 10,615	71.36%	\$ 15,375	\$ 8,183	53.22%	\$ 815,722	\$ 213,661	26.19%	\$ 1,105,000	\$ 426,338	38.58%
Ending Fund Balance	\$ 8,524	\$ 17,500		\$ 1,625	\$ 5,312		\$ 45,921	\$ 538,820		\$ -	\$ 773,181	
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	\$ 17,500	\$ 17,500		\$ 5,312	\$ 5,312		\$ 538,820	\$ 538,820		\$ 773,181	\$ 773,181	

Agenda Item 6.B. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended February 2014  
 66.67% 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	\$ 1,329,874	29.23%
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	\$ 1,987	24.84%	\$ 100,000	\$ 43,284	43.28%
Transfers	\$ 9,112	\$ 5,272	57.86%	\$ 100,000	\$ 1,350	1.35%
<b>Total Revenues</b>	<b>\$ 17,112</b>	<b>\$ 7,259</b>	<b>42.42%</b>	<b>\$ 4,750,000</b>	<b>\$ 1,374,508</b>	<b>28.94%</b>
<b>Expenditures</b>						
Salaries and Wages	\$ -	\$ 3,066	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 19,637	\$ 3,928	20.00%	\$ 4,846,177	\$ 1,445,959	29.84%
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>\$ 6,994</b>	<b>35.62%</b>	<b>\$ 4,846,177</b>	<b>\$ 1,445,959</b>	<b>29.84%</b>
Ending Fund Balance	\$ -	\$ 1,162		\$ -	\$ 37,878	
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		\$ 1,162			\$ 37,878	

**\$ 5,577,014**



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.

## Preliminary 2014-2015 Budget Information

### RECOMMENDATION

Receive information presented. No formal action on the 2014-2015 Budget is requested at this time.

### BACKGROUND INFORMATION-----

Comptroller

Williams

In accordance with the 2014-2015 Budget Development Schedule, a proposed detail budget will be mailed to the Board and Public Budget Committee Members in preparation for the Budget Committee Meeting scheduled for April 21, 2014. The information shown below is preliminary and is provided for informational purposes only.

#### PRELIMINARY BUDGET - REVENUE CATEGORIES

	2012-2013	2013-2014	2014-2015	
	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	
		<u>Budget</u>	<u>Budget</u>	<u>Notes</u>
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$ 737,977	\$ 539,247	\$ 668,698	
<b>State – CC Support Fund</b>	824,063	895,000	985,893	Note 1
<b>Property Taxes</b>	1,055,941	1,103,711	1,136,822	Note 2
<b>Contracts – Local</b>	36,734	37,500	72,000	Note 3
<b>Tuition</b>	1,006,317	1,165,000	1,137,472	Note 4
<b>Fees</b>	176,635	190,000	195,700	Note 5
<b>Sale of Goods</b>	5,460	4,000	4,000	Note 6
<b>Interest</b>	6,365	5,000	5,500	Note 7
<b>Miscellaneous</b>	21,039	14,000	17,000	Note 8
<b>Transfers</b>	419,558	460,402	374,031	Note 9
<b>Total Resources</b>	\$ 4,290,089	\$ 4,413,860	\$ 4,597,116	

### Budget Notes – Resources

- Community College Support Fund** – Amount equals the projected transfer to TBCC based on the Department of Community Colleges and Workforce Development funding formula calculated distribution of an estimated 2013-2015 state biennial appropriation of \$465,000,000. An additional \$15,000,000 was added to the state appropriation during the 2013 special session. The additional funds have been added to the calculation to be distributed to the community colleges based on the allocation formula in the 3 payments during FY14-15.
- Property Taxes** – Amount equals the projected collections of FY14-15 and prior year's property tax receipts for Tillamook County and includes 3 percent growth per County practice.
- Contracts - Local** – Tillamook County General Hospital pays to support a portion of the contract with Clatsop Community College for the Nursing Program and the Tillamook Education Consortium is supporting the Culinary/Hospitality Program.
- Tuition** – Tuition revenue for FY13-14 is not expected to meet the Adopted Budget. Tuition revenue



estimate is based on projected enrollment growth of 1% from FY13-14 and a \$3 per credit increase in the tuition rate.

5. **Fees** – No changes aimed at increasing fee revenue are proposed.
6. **Sale of Goods and Services** - This revenue is primarily from testing services – no material change is proposed.
7. **Interest Income** - Interest is from investment in the Local Government Investment Pool and interest earned on property taxes collected by the County.
8. **Miscellaneous Income** – includes revenue primarily from reimbursed expenses and rent for use of our facilities.
9. **Transfers In** – includes transfers from the Capital Depreciation and Maintenance and Strategic Initiatives Reserves to pay for facilities equipment, maintenance and strategic instructional program initiatives. Other transfers include monies from the Enterprise and Special Funds for PERS debt service and administrative overhead and timber tax support.

PRELIMINARY BUDGET - EXPENDITURE CATEGORIES

	2012-2013	2013-2014	2014-2015	
	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Notes</u>
<b>Expenditures</b>				Note 1
<b>Instruction</b>	\$1,313,059	\$1,478,801	\$1,464,176	
<b>Instructional Support</b>	410,564	487,119	434,301	
<b>Student Services</b>	309,735	377,772	395,901	
<b>College Support</b>	872,108	1,016,215	1,036,847	
<b>Plant Operations</b>	319,606	280,011	279,193	
<b>Transfers</b>	263,252	219,112	268,000	Note 3
<b>Contingency</b>		554,830	718,698	Note 2
<b>Total Expenditures</b>	\$3,488,324	\$4,413,860	\$4,597,116	
<b>Ending Fund Balance</b>	\$ 801,765			Note 2

**Budget Notes - Expenditures**

1. **General Assumptions and Information –**

- a. **Inflation** – Across the board increases in the cost of purchased goods and services are not programmed in the FY14-15 proposed budget. However, specific amounts for materials and services have been adjusted where increases(or decreases) are known or can be reasonably estimated.
- b. **Salaries and Benefits** – In the 2014-2015 budget, there is a cost of living adjustment of 1% proposed. However, no longevity step increase has been included in the proposed budget.

Furloughs are being integrated into the pay schedule and will no longer be considered furloughs. Staff employees will have 249 day contracts rather than 260 days and faculty members will have 173 day contracts rather than 180 days.



The College's insurance stipend is increasing by 3.0% to \$1,241 per employee per month to insure that full payment of employee-only health insurance is maintained and a partial contribution to dependent coverage remains. Insurance coverage at pro-rated amounts for part-time employees is maintained. The budget retains the PERS employee portion pickup.

- c. **Positions** – A Culinary/Hospitality Instructor has been added to the Instructional budget. This position is being funded by a contribution from the Tillamook Education Consortium and the College. All other faculty and staff positions at the College are retained in this budget.
  - d. **Major Capital Expenditures** – No major capital projects are contemplated to be funded from the General Fund in this fiscal year. However, the Campus Construction Fund - established to receive, record and disburse bond revenue – includes funding in FY14-15 for construction of a new building at the main campus. Additional funding needs to be obtained in order to make this project feasible.
2. **Contingency and Ending Fund Balance** – The budget will contain approximately \$718,698 for Operating Contingency and Ending Fund Balance which represents approximately 18.5% of the General Fund Budget. Operating Contingency is \$50,000 and the balance is designated for Ending Fund Balance. Ending Fund Balance allows TBCC to maintain cash flow without having to borrow.
  3. **Transfers** – Transfers include funding for financial aid, PERS debt service, and student government support. College-funded student financial aid is budgeted and accounted for in the Financial Aid Fund (FAF). In order to provide adequate funding for the College's financial aid activities in FY14-15, \$150,000 is being transferred into the FAF from the General Fund. In FY13-14, it was reduced to \$100,000.



# Board Openings

## **RECOMMENDATION**

REVIEW REQUIREMENTS FOR FILLING BOARD VACANCIES AND APPROVE PROCESS.

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

Oregon Revised Statute (ORS 341.335) outlines the process for filling vacancies on the Board Education and the term of an appointed member. If an incumbent board member resigns, The Board must declare a vacancy at a public meeting and make citizens aware of the opening. The Board must also notify the public of the zone from which the vacancy occurs or an at-large position, open to any electors of the district.

The period of service of an appointed board member expires June 30 following the next regular district election. The appointee must run for office at the next regular district election. Whoever wins that election shall serve the remainder, if any, of the term for which the appointment was made

Recommended Process for filling board vacancies:

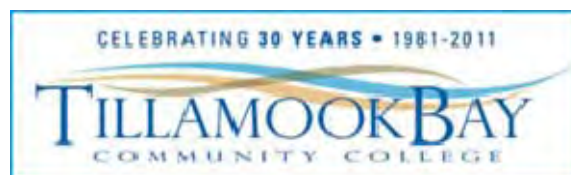
Current board members make constituents aware of the opening, including zone number or at-large, and share information about the college with potential candidates.

Board provides public notice of the opening, including zone number or at-large including boundaries for the opening and sets a deadline for receiving applications for the open position.

The administration makes application forms and information about the college available to interested applicants for the board opening.

The remaining board members interview the candidates who have completed the application by the deadline at a public meeting.

The Board of Education takes action on the appointment of the new board member at a public meeting.



## Strategic Planning and Accreditation

### **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

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

A team of four college staff (President Connie Green, Interim Chief Academic Officer Dave Phillips, Michele Burton, Director Student Services, and Michael Weissenfluh, Instructor Business Administration, are attending a High Impact Practices Institute conducted by the Center for Community College Student Engagement March 30-April 1, 2014. We will be focusing on various strategies that can help us better engage students into the college environment, increase student retention, and assist them in being successful.

We will provide the Board a brief report on the highlights of the conference and share our thoughts on some possible next steps for TBCC.



## Courses and Curricula

### RECOMMENDATION

BOARD ACTION REQUESTED TO APPROVE A REVISED ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE IN BUSINESS ADMINISTRATION, REINSTATED BASIC COMPUTER LITERACY CAREER PATHWAY CERTIFICATE, REVISED RETAIL MANAGEMENT LESS-THAN-ONE-YEAR CERTIFICATE, REVISED RETAIL MANAGEMENT AAS DEGREE, REVISED CERTIFICATES FOR CULINARY ARTS, AND NEW COURSES FOR BUSINESS ADMINISTRATION, BIOLOGY, CULINARY ARTS, AND MACHINE MANUFACTURING TECHNOLOGY. AUTHORIZE SUBMISSION OF THE PROGRAMS AND COURSES TO REQUIRED AUTHORITIES.

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

(1) **Business Administration AAS** degree has been created by revising the Accounting AAS and Management AAS degrees at TBCC. New structure requires a common core of business courses for all degree-seeking majors plus focus areas in either Accounting or Management. Changes are intended to streamline requirements, aggregate number of majors, and provide more flexibility for program options (such as certificates in related areas). A mock-up of the TBCC Catalog entry reflecting these changes is attached.

(2) **Basic Computer Literacy Career Pathway Certificate** (13 Credits) is proposed for reinstatement as a related certificate to the Business Administration AAS degree. Requirements:

CAS 122	Keyboarding for Speed and Accuracy	3
CAS 133	Basic Computer Skills/MS Office	4
CAS 170	Beginning Excel	3
CAS 216	Beginning Word	3

(3) **Retail Management program** changes propose to revise the Retail Management Less-Than-One-Year Certificate courses and Retail Management AAS courses and degree credits. Statewide Retail Management Consortium certificate requirements changed and colleges must update requirements to meet new consortium requirements. MTH 30 Business Math (or MTH 60 or higher), 4 credits, requirement has been replaced with BA 213 Managerial Accounting, 4 credits, in the Certificate and the MTH 30 Business Math (or MTH 60 or higher), 4 credits, requirement removed from the degree (BA 213 was already required for the degree). A mock-up of the TBCC Catalog entry reflecting these changes is attached. In future, the Retail Management credentials may be moved under the Business Administration AAS umbrella, but additional changes to the Retail Management Statewide AAS courses/requirements will require approval of the Statewide Consortium.

(4) **Culinary Arts** program changes propose to revise the Culinary Less-Than-One-Year Certificate and the Culinary Arts One-Year Certificate courses and credits. Certificate changes will remove courses no longer needed and add a Related Instruction Computation course (CA 220 Food and Beverage Cost Control, 4 credits) to the One-Year Certificate. A mock-up of the TBCC Catalog entry reflecting the certificate changes is attached.



(5) **New Courses**

- **BA 290 Business Seminar, 3 Cr.** - Capstone course for all specializations in the Associate of Applied Science degree in Business Administration. Provides an opportunity for the student to demonstrate all they have learned in the areas of accounting, management, marketing and operations in the project; communication and technology skills in the presentation. The end result will be a great sample of work for the student's portfolio that can be used in seeking employment or career advancement. (Requirement for revised Business Administrative AAS and will serve as a capstone experience for program graduates.)
- **BI 211, BI 212, BI 213 Principles of Biology (5 credits each)** – Biology sequence for science majors that articulates with AP Biology at Neah-Kah-Nie High School and “Principles of Biology” sequence at Oregon State University (OSU). May also be offered on TBCC campus when Agriculture and Natural Resources program is established as it is required of some B.S. transfer programs at OSU.
- **MCH 220 Manufacturing Processes II, 4 Cr.** - A technical requirement in the Associate of Applied Science Degree in the Industrial Maintenance Technology program. Covers the interaction of design with industrial materials and processes in connection with technical and economic feasibility, trade-offs and automation. Prerequisite: MCH 121. (Currently required for the AAS in IMT at TBCC but previously deleted from TBCC Catalog when eliminated at PCC. May become IMT elective rather than requirement in future.)





# Personnel

**RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

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

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Dir. of Development and College Advancement	2/7/2014	April 1, 2014	Open until filled	Jon Carnahan	Heidi Luquette
Chief Academic Officer	2/7/2014	June 1, 2014	Open until filled. On site interviews held 3/13 & 3/17. Doing reference checks.	Jon Carnahan Michael Weissenfluh	Ann Hovey



## Announcements and General Information

### **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

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

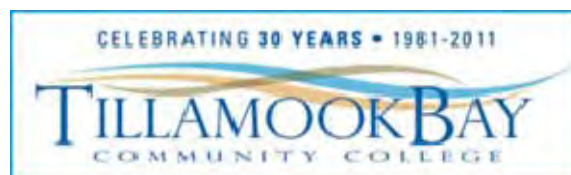
TBCC Budget Committee meeting is April 21 at 6:00.

Spring In-Service is Friday April 25 and the college will be closed.

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

Triple A will be held again at TBCC from June 16 to June 19.

The Tech Trek camp for 8<sup>th</sup> grade girls will be held at TBCC on June 23 to June 27.



## Written Communication to the Board

**RECOMMENDATION**

INFORMATION ONLY

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



# Tillamook County



*Land of Cheese, Trees and Ocean Breeze*

Tillamook County Commissioners  
201 Laurel Avenue  
Tillamook, Oregon 97141  
Mark Labhart, Bill Baertlein, Tim Josi  
Phone 503-842-3403  
Fax 503-842-1384

Tillamook Bay Community College  
4301 3rd St  
Tillamook, OR 97141

Dear President Green:

The Tillamook County Board of Commissioners congratulates you, the College Board, the faculty and previous President Dr. John Carnahan for this major accomplishment in achieving full accreditation for Tillamook Bay Community College.

Accreditation for a college is a long process and your dedication and work in achieving this should not go unrecognized by the citizens of this County. TBCC is an integral part of what makes Tillamook County a great place to live, work and receive a higher level of education. Our citizens have shown their support for TBCC by building this facility and the two offsite campuses in north and South County. They also understand the importance of TBCC to our county.

This Board of Commissioners wishes to go on record on this day in full support of TBCC's accomplishment and stand ready to support this college in the future as you provide valuable education services to our citizens.

Again, congratulations on this important milestone in your history.

Bill Baertlein, Chair

Tim Josi, Vice Chair

Mark Labhart, Commissioner



Mt. San Jacinto Community College District  
1499 N. State Street, San Jacinto, CA 92583

Roger Schultz  
*Superintendent/President*

*Board of Trustees*  
Eugene V. Kadow  
Dorothy J. McGargill  
Ann Motte  
Gwen Schlange  
Joan F. Sparkman

February 28, 2014

Chris Weber  
Tillamook Bay Community College  
4301 Third Street  
Tillamook, Or. 97141

Dear Chris,

Thank you for your recent invitation to celebrate the Accreditation of the College. Accreditation was one of the top priorities from the very beginning with the establishment of Tillamook Bay Community College Service District. I certainly recall the many hours spent writing letters and giving testimony to various State and Accreditation agencies explaining the unique position of our "community college service district".

In the 30 + years since the creation of Tillamook Bay Community College, I have served as president of two more colleges in two different states and on many accreditation visits. I have often thought about those early years in Tillamook and sent a prayer of goodwill into the heavens.

It gives me great personal pleasure to see that Accreditation has finally been granted. I sincerely wish I could join you as you celebrate but my duties here at Mt. San Jacinto College prohibit my attendance. Please convey my sincere appreciation to all the administrators, staff and faculty of the college that have brought accreditation to fruition.

Sincerely,

A handwritten signature in black ink, appearing to read "Roy B. Mason". The signature is stylized and cursive.

Dr. Roy B. Mason, Professor  
Biology and Environmental Science  
Chairman, Natural Science

Founding President Tillamook Bay Community College Service District

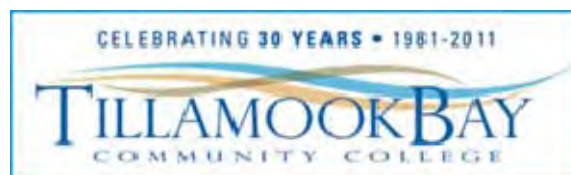
[rmason@msjc.edu](mailto:rmason@msjc.edu)  
951-639-5730

## 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.

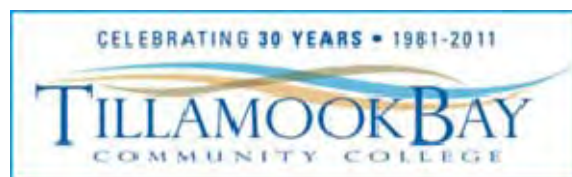
**BACKGROUND INFORMATION**----- Chair Wakefield



## Board Member Discussion Items

**RECOMMENDATION**

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

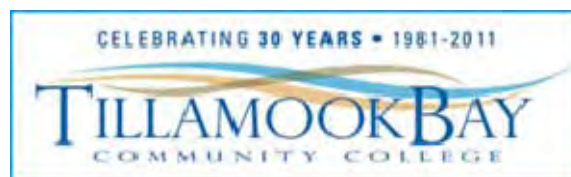


# Adjournment

**RECOMMENDATION**

MOTION TO ADJOURN THE MEETING.

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



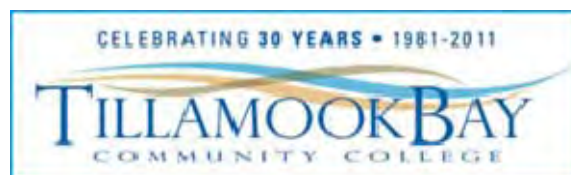


## Executive Session

### **RECOMMENDATION**

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.

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



# Adjournment

**RECOMMENDATION**

MOTION TO ADJOURN THE EXECUTIVE SESSION.

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



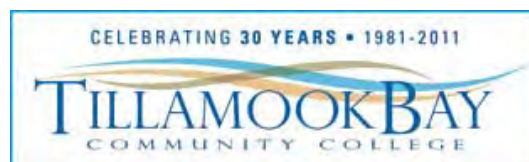
## Call to Order

### **RECOMMENDATION**

CALL THE MEETING TO ORDER.

### **BACKGROUND INFORMATION**

----- Chair Wakefield



# Approval of President's Evaluation and Contract

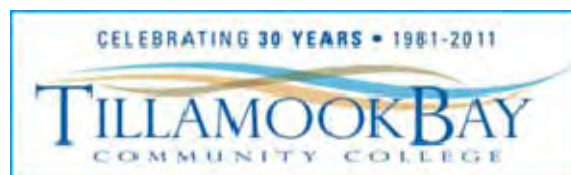
## **RECOMMENDATION**

APPROVAL OF PRESIDENT'S GREEN EVALUATION AND CONTRACT

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

Each year the Board of Education conducts an evaluation of the President aligned with goals approved for the academic year. The Board led the evaluation for 2013-2013 and discussed the 2014-15 goals in March. This process creates the context and overarching strategic direction for Tillamook Bay Community College Board and President.

The President's evaluation was positive and the Board values the work being done by the President. Based on positive evaluation the Board will continue President Green's contract.



# Adjournment

**RECOMMENDATION**

MOTION TO ADJOURN THE MEETING.

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

