



Board of Education Meeting Agenda

Date: Sept. 14, 2015

Joint Board Workshop with Neah-Kah-Nie School District—5:30 to 6:30 p.m –NKN High School Library

- A. **Call to Order • Acknowledge Guests** ----- Chair Lincoln
- B. **Approval of the Agenda** ----- (Action) Chair Lincoln
- C. **Invitation of Public Comment** ----- Chair Lincoln
 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.
- D. **Opportunities for post-secondary education** - President Green and Superintendent Erlebach
- E. **Adjournment** - ----- (Action) Chair Lincoln

Regular TBCC Board Meeting --6:30 -8:00 pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Lincoln
2.	Consent Agenda: -----	(Action) Chair Lincoln
	a. Approval of Agenda	
	b. Approval of July 6, 2015 Minutes	
3.	Invitation for Public Comment -----	Chair Lincoln
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4.	New Business and/or focused policy discussions	
	a. Oath of Office -----	Chair Lincoln
	b. Budget development guidelines and scheduling -----	Chief Finance Officer Williams
	c. Tuition and fees -----	Chief Finance Officer Williams
	d. Strategic Planning and Accreditation -----	Chief Academic Officer Hovey
	e. Voluntary Framework of Accountability -----	President Green
	f. Criminal Justice Program Update -----	Chief Academic Officer Hovey
	g. Partners for Rural Innovation Center Update -----	President Green
	h. In service Invitation -----	President Green
	i. Courses and Curriculum -----	(action) Chief Academic Officer Hovey

5. Information-Only Items (Board members may request any item be placed on the discussion agenda)

- a. Financial Report ----- Chief Finance Officer Williams
- b. Community College and Workforce Update ----- President Green
- c. Economic Development and Tourism Update-----President Green
- d. Personnel ----- Director Ryan
- e. Announcements and General Information ----- President Green
- 6. **Board Member Discussion Items** ----- Chair Lincoln
- 7. **Adjournment** ----- (Action) Chair Lincoln

Call to Order

RECOMMENDATION

CALL TO ORDER THE JOINT BOARD WORKSHOP WITH NEAH-KAH-NIE SCHOOL DISTRICT.

BACKGROUND INFORMATION

----- Chair Lincoln



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JOINT BOARD WORKSHOP.

BACKGROUND INFORMATION ----- Chair Lincoln

Joint Board Workshop with Neah-Kah-Nie School District—5:30 to 6:30 p.m –NKN High School

Library

- A. **Call to Order • Acknowledge Guests** ----- Chair Lincoln
- B. **Approval of the Agenda** ----- (Action) Chair Lincoln
- C. **Invitation of Public Comment** ----- Chair Lincoln
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- D. **Opportunities for post-secondary education** - President Green and Superintendent Erlebach
- E. **Adjournment** ----- (Action) Chair Lincoln



Opportunities for Post-secondary Education

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green and Superintendent Erlebach

TBCC and NKN high school have been working together on projects to assist students in high school receive college credit and in delivering classes to the community. As part of our discussion for the shared Board workshop, TBCC is providing the following information. Some previous years' numbers (2013-2014) may have been edited for accuracy and consistency.

Highlights for the conversation for the shared Board workshop on September 14th include:

1. **TBCC commitment** to high students obtaining career and college readiness and credits:
 - First Class Scholarships (FCS) for all NKN graduates with a 3.0 for transfer or a 2.5 for CTE and place into college level classes. In 2014/2015 1 NKN graduate and for 2015/2016 potentially 2 graduates have taken advantage of this (one returning student and one new FCS).
 - Expanded options. The college provides a 20% reduced tuition for NKN HS students who are approved to take college level classes at TBCC while attending NKN. In 2014/2015 16 expanded options courses, compared to 17 expanded options courses in 2013/2104, were taken by NKN students at this reduced tuition option.
 - Dual credit courses - when a HS instructor is approved by TBCC to teach a college level class that is transcribed at TBCC and that is also used for HS credit. In 2013/2014 19 courses were taken by 119 (duplicated) NKN students in the dual credit options. In 2014/2015 17 courses were taken by 148 (duplicated) students. TBCC charges no tuition for enrollment in these courses to either the student or the high school.
2. When considering both dual credit and expanded options courses, in 2014/2015 as compared to 2013/2014:

2013/2014	2014/2015
NKS students enrolled in 499 credits	NKS students enrolled in 756 credits
Enrolled in 36 courses, including 19 dual credit and 17 expanded options courses	Enrolled in 33 distinct courses, including 17 dual credit and 16 expanded options courses
If the full tuition had been charged for all courses: \$45,360.00	If the full tuition had been charged for all courses: \$60,308.00
Neah Kah Nie HS school paid \$9,216 in tuition	Neah Kah Nie HS school paid \$9,028 in tuition for students enrolled in expanded options courses
Number of placement tests administered at NKN and subsidized by TBCC: 184	Number of placement tests administered at NKN and subsidized by TBCC: 79
Savings last year was up to \$36,429.00 (tuition savings on all courses plus TBCC-subsidized placement test costs)	Savings last year was up to \$61,402.00 ((tuition savings on all courses plus TBCC-subsidized placement test costs)



2013/2014 Dual Credit classes offered	2014/2015 Dual Credit classes offered
Physical Science: AP Biology - BI 211/212/213 (30 enrollments) possible 15 credits total Oceanography C - GS 108 – (9 enrollments) 4 credits	Physical Science: AP Biology - BI 211/212/213 (33 enrollments) possible 15 credits total Oceanography C- GS 108 – (20 enrollments) 4 credits
Culinary Arts and Hospitality, Tourism, and Recreation Management: CA 165/275 – (3 enrollments) – 10 credits HTM 107 – (2 enrollments) – 3 credits	Culinary Arts and Hospitality, Tourism, and Recreation Management: CA 165/275 – (2 enrollments) - 10 credits HTM 105/107 – (2 enrollments) – 6 credits
Mathematics: Algebra 2b - MA 95 (16 enrollments) - 4 credits AP Calculus - MA 251/252/253 (18 enrollments) possible 14 credits total	Mathematics: MTH 065 – (7 enrollments) – 4 credits Algebra 2b - MTH 95 – (22 enrollments) – 4 credits Pre-Calculus - MTH 111/112 – (15 enrollments) possible 10 credits total
Health Education: MP 111 – (3 enrollments) – 4 credits	Health Education: HE 110/112 – (2 enrollments) – 2 credits total
Library Procedures-ED 109 - (2 enrollments) (no longer offered) 3 credits CG 130H – (3 enrollments) – 2 credits	Writing: WR 121 English Composition – (30 enrollments) – 4 credits WR 122 English Composition – (20 enrollments) – 4 credits

3. TBCC potential options.

- a. Increase the use of first class scholars
- b. Increase the use of the new Business degree online
- c. Increase the connection with the Agriculture and Natural Resource program.
- d. Increase the use of driver's education. This is also an opportunity for NKN students.



4. **Facility sharing.** The use of NKN HS for TBCC classes is a great option. There is room for better use. This past year the college offered the following at NKN:

2014/2015
English for Speakers of a Second Language A and B
AARP Smart Drivers course
Introduction to French
Introduction to Windows
Quickbooks
Photoshop
Smart Start Your Business

In the coming year TBCC will also be offering Adult Basic Skills and GED courses at the high school to enhance services provided to North County.

Shared issues:

1. How to communicate the Oregon Promise information
2. How to provide the access at the current level with limited resources and be a valued partner? 3. How to increase involvement in the shared Tillamook Education Consortium (TEC) programs of Health Occupation and Hospitality, Tourism and Recreation (HTR)?
4. How to share a college application day?

The Future. TBCC is committed to the collaboration we have with NKN and to increase student and adult access to post-secondary education.



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE JOINT BOARD WORKSHOP.

BACKGROUND INFORMATION ----- Chair Lincoln



Call to Order • Acknowledge Guests

RECOMMENDATION

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

BACKGROUND INFORMATION

----- Chair Lincoln



Approval of the Consent Agenda

RECOMMENDATION

MOTION TO APPROVE THE CONSENT AGENDA FOR THE JUNE MEETING.

BACKGROUND INFORMATION----- Chair Lincoln

Items for approval:

- a. Approval of Agenda
- b. Approval of July 6, 2015 Minutes



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE SEPTEMBER MEETING.

Regular TBCC Board Meeting –6:30 -8:00 pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Lincoln
2.	Consent Agenda: -----	(Action) Chair Lincoln
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4.	New Business and/or focused policy discussions	
	a. Oath of Office -----	Chair Lincoln
	b. Budget development guidelines and scheduling -----	Chief Finance Officer Williams
	c. Tuition and fees -----	Chief Finance Officer Williams
	d. Strategic Planning and Accreditation -----	Chief Academic Officer Hovey
	e. Voluntary Framework of Accountability -----	President Green
	f. FLETA Update -----	Chief Academic Officer Hovey
	g. Partners for Rural Innovation Center Update -----	President Green
	h. In service Invitation -----	President Green
	i. Courses and Curriculum -----	(action) Chief Academic Officer Hovey
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Financial Report -----	Chief Finance Officer Williams
	b. Community College and Workforce Update -----	President Green
	c. Economic Development and Tourism Update-----	President Green
	d. Personnel -----	Director Ryan
	e. Announcements and General Information -----	President Green
6.	Board Member Discussion Items -----	Chair Lincoln
7.	Adjournment -----	(Action) Chair Lincoln



Approval of July 6, 2015 Minutes

RECOMMENDATION

MOTION TO APPROVE THE JULY 6, 2015 BOARD MINUTES.

BACKGROUND INFORMATION

Chair Lincoln



Board of Education Minutes July 6, 2015

TBCC Board Attending: Deborah Lincoln, Craig Wakefield, Kathy Gervasi, Danell Boggs and Billy Schreiber.

TBCC Staff: Michele Burton, Kyra Williams, and Connie Green.

Contracted Services: Jon Carnahan, Jerry Vessello attended by phone.

Contract Review Board Meeting

Call to Order • Acknowledge Guests (agenda Item A)

Chair Lincoln called the meeting to order at 6:02 p.m. Chair Lincoln welcomed new board member Danell Boggs.

Approval of Agenda (agenda item B)

Mr. Wakefield moved to approve the agenda. Mr. Schreiber seconded. The motion carried.

New Business

Review and Recommend Site Planning and Design Contract (agenda item C.A)

President Green informed the Board that two architectural firms applied and both were interviewed. She said they are recommending AC + Co. Mr. Schreiber moved to have President Green negotiate terms and sign a contract with AC + Co. Mrs. Gervasi seconded. The motion carried.

Review and Recommend CMGC Contract (Agenda Item C.B)

President Green informed the Board that four firms applied for the CMGC, and two were met the qualifications and were interviewed. She said they are recommending Todd Construction. Mr. Schreiber moved to have President Green negotiate terms and sign a contract with Todd Construction. Mrs. Gervasi seconded. The motion carried.

Adjournment

The meeting was adjourned by Chair Lincoln at 6:20 p.m.



Regular Board Meeting

TBCC Board Attending: Deborah Lincoln, Craig Wakefield, Kathy Gervasi, Danell Boggs and Billy Schreiber.

TBCC Staff: Michele Burton, Heidi Luquette, Sheryl Neu, Pat Ryan, Kyra Williams and Connie Green.

Call to Order • Acknowledge Guests (agenda item 1)

The meeting was called to order by Chair Lincoln at 6:20 p.m. There were no guests.

Approval of Consent Agenda (agenda item 2)

Mr. Wakefield moved to approve the consent agenda. Mr. Schreiber seconded. The motion carried. Chair Lincoln noted that Mr. Weitman was here in June but was left off the minutes. Heidi Luquette was also left off.

Invitation of Public Comment (agenda item 3)

There was no public comment at this time.

New Business

Oath of Office (agenda item 4.A)

Danell Boggs, Kathy Gervasi and Billy Schreiber each took the Oath of Office to serve on the Board. President Green noted that Robert Weitman and Mary Faith Bell would be sworn in at the September meeting.

Board Contributions (agenda item 4.E)

Director Luquette informed the board that she and her team are working on grants to fund the new building, and the Oregon Community Foundation wanted to report how many board members were contributing toward the college's budget. With more grants to write, Director Luquette asked the Board members to give what they are able in order to show that the Board is in support of the project. Whatever comes in from the Board can count toward the community match.

There was discussion about the Milne Sears Tea, which has been canceled for this year, and the 35th anniversary celebration which might include moving the Mildred Davy Memorial Luncheon into the new building as part of the grand opening and celebration.

Organization, Finance & Legal Designations for 2015/2016 (agenda item 4.B)

Chief Finance Officer Williams presented the board with the changes for the 2015/2016 year. Everything remained the same and the only changes were the years. Mr. Wakefield moved to approve the organization, finance and legal designation for 2015/2016. Mrs. Gervasi seconded. The motion carried.

Tuition and Fees (agenda item 4.C)

Chief Finance Officer Williams reminded the Board that in February they approved a motion to increase tuition to \$98 for in state and \$118 out of state. Since the state budget for community colleges was \$550 million, she recommended a decrease to \$94 for in state tuition and \$114 for out of state tuition, which is a \$1 increase for the year. This proposed increase would take effect fall term. Ms. Boggs moved to approve the recommended tuition rate. Mr. Schreiber seconded. The motion carried.



A discussion ensued about the state budget, how Career Technical Education will be funded and how the College benefits from the Small School Base.

Courses and Curriculum (agenda item 4.D)

President Green presented changes to the Agriculture and Natural Resources Degree Program. No new changes have been made since the last Board meeting. She noted that it is less than 30 percent change, but because it is a brand new curriculum she is requesting board approval. Mr. Wakefield moved to approve the redesign of Agriculture and Natural Resources Degree Program as presented. Mrs. Gervasi seconded. The motion carried. A discussion ensued about the program changes, having Hayden Bush as an adjunct, and how these stand to positively affect the program.

Authorization of Purchase of Real Property (agenda item 4.F)

President Green gave a brief overview of the legislative wrap up, which included a bill that allowed the College to purchase real property with its \$2 million. Mr. Schreiber made a motion to approve the authorization of purchase and close of real property on July 6. Mrs. Gervasi seconded. The motion carried.

A discussion ensued about how the Fairgrounds will be handling parking this year, since they have traditionally used the Wyss Lot for volunteer parking. It was agreed that the Fair would continue to use the property this year, and College staff would be able to part there for free.

Approve Site Plan and Design Contract/ CMGC Contract (agenda item 4.G & 4.H)

Chair Lincoln recommended combining both agenda items into one motion. Mr. Schreiber made the motion to have President Green negotiate terms and sign a contract with AC + Co. and Todd Construction. Ms. Boggs seconded. The motion carried.

Board Member Discussion Items (Item 6)

President Green reminding the board about an OCCA sponsored training for new board members coming up at the Silverton Gardens in Silverton on July 21 and 22. Mr. Schreiber was willing to go. Ms. Boggs said she would check her work schedule.

Mrs. Gervasi shared that Tech Trek had another successful year, and they were able to enjoy the newly remodeled 4H dorm.

Adjournment (Item 7)

The meeting was adjourned by Chair Lincoln at 6:58 p.m.



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 Lincoln



NEW BUSINESS

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Lincoln

- a. Oath of Office ----- Chair Lincoln
- b. Budget development guidelines and scheduling ----- Chief Finance Officer Williams
- c. Tuition and fees ----- Chief Finance Officer Williams
- d. Strategic Planning and Accreditation ----- Chief Academic Officer Hovey
- e. Voluntary Framework of Accountability ----- President Green
- f. FLETA Update ----- Chief Academic Officer Hovey
- g. Partners for Rural Innovation Center Update ----- President Green
- h. In service Invitation ----- President Green
- i. Courses and Curriculum ----- (action) Chief Academic Officer Hovey



Oath of Office

RECOMMENDATION

ACTION.

BACKGROUND INFORMATION ----- Chair Lincoln

OATH OF OFFICE TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION

I, (Mary Faith Bell, Robert Weitman) do solemnly swear to support the laws of the United States and of the State of Oregon, and faithfully discharge any duties which shall become my responsibility as a member of Tillamook Bay Community College Board of Education.

Dated this 2 day of February, 2015

Signature

ATTEST:

Constance C. Green, President



Budget Development Guidelines and Scheduling

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- CFO Williams

Budget Development Guidelines and Calendar are presented for Board review and comment. In October, the Board will be asked to approve the Guidelines and Calendar so that orderly planning for the 2016-2017 Budget may commence.

The Proposed 2016-2017 Budget Development Guidelines are broad in scope and designed to provide policy direction for preparation of the budget. A table is provided that correlates the guidelines with our Mission and Board approved goals.



Tillamook Bay Community College 2016-2017 Budget Schedule

	Time Line	Personnel	T a s k s
1.	July 6, 2015	College Board of Education	Appoint College CFO as Budget Officer
2.	September 14 through October 5, 2015	College Board of Education	Review and Refine Budget Development Guidelines
3.	October 5, 2015	College Board of Education	Approve Budget Development Guidelines and Schedule
4.	October 5 through January 15, 2016	Budget Managers	Review processes and begin budget development.
5.	January 15 through February 8, 2016	Budget Managers	Budget Managers work with Departments to prepare recommendations for the 2016-2017 budget along with supporting information. Consult with CFO for needed information.
6.	February 1, 2016	College Board of Education	Appoint Public Budget Committee members as needed.
7.	February 12, 2016	Budget Managers	Budget Managers submit budget proposals to the Budget Officer for compiling document.
8.	February 16, 2016	Budget Officer	Consumer Price Index available for calculating cost of living. Deadline to complete 2016-2017 revenue projection assumptions.
9.	February 16 through March 7, 2016	Budget Officer Budget Managers	Meet to review and discuss budget proposals and work on balancing budget.
10.	February 16 through March 7, 2016	Budget Managers	Budget Managers meet with departments to discuss budget balance progress for 2016-2017 Preliminary Proposed Budget.
11.	March 7, 2016	College Board of Education	Approve 2016-2017 tuition and fee schedule and cost of living adjustment
12.	March 18, 2016	Budget Officer Budget Managers	Meet to finalize 2016-2017 Proposed Budget.
13.	March 18 through April 4, 2016	Budget Officer	Compilation of proposed budget document.
14.	April 8, 2016	Budget Officer	Publish, mail and distribute preliminary 2016-2017 Budget to Public Budget Committee Members and Budget Managers.
15.	April 18, 2016	Budget Committee Budget Officer	Public Budget Committee Meeting. Receive budget message and deliberate on content. Hold Public Hearing on Proposed Budget, review Proposed Budget and approve 2016-2017 budget and tax levy.
16.	May 18, 2016	Budget Officer	Publish Notice of Budget Hearing and Financial Summary.
17.	June 6, 2016	College Board of Education	Hold Public Hearing on 2016-2017 budget approved by Public Budget Committee. Enact Resolutions to adopt budget, make appropriations, levy property taxes and categorize property tax levy for 2016-2017.
18.	By July 15, 2016	Budget Officer	Submit Budget levy and resolutions to County Assessor.

2016-2017 Budget Development Guidelines

Guideline	Gloss ¹
Assessment and Planning: Financially support comprehensive planning and assessment activities leading to continuous improvement in fulfilling the College's mission, core themes, and strategic initiatives.	Determining the short, intermediate, and long-range goals, objectives, and activities necessary to fulfill the College's mission and core themes in a continuously improving manner is essential to meet the expectations of those TBCC is charged to serve.
Educational Program Support: Direct the highest levels of financial support to those programs and courses with a demonstrated potential for growth in the following priority order: (1) degree and certificate programs, (2) other credit courses, (3) reimbursable non-credit programs and courses, (4) non-reimbursable. If resources are not sufficient to fund all existing programs, exit them in reverse priority order.	This guideline addresses a key principle: to remain viable, resources must be invested where they will provide the best return. It also acknowledges TBCC's roles as a comprehensive community college. There may also be a need for self-supporting courses and programs.
Educational Program Equipment: Give priority to maintaining up-to-date instructional technology and training equipment.	In today's highly technological society, students trained in up to date labs and equipment are afforded the highest opportunity for success. In addition, the competitive nature of the higher education industry places an institution that does not maintain up-to-date training equipment at a significant disadvantage. Grant and industry support will be investigated to assist with this need.
Facilities: Maintain current facilities and acquire facilities necessary to achieve mission, core themes, and strategic initiatives.	TBCC since 2010 has completed the capital construction projects projected in 2008. They include: the new central campus building, a new technical training center in remodeled Tillamook School District facilities, a new TBCC South facility, and renovated facilities within Neah-Kah-Nie High School. In 2015 an additional parcel of land was purchased for a second building across the street from the main campus. Construction is expected to start this Fall and be complete in October 2016. Our new facilities are expected to fully support the institution and the students it serves and allow TBCC to better fulfill its mission, goals, and strategic plans.
Technological Resources: Provide computing and other technological resources leading to enriched educational opportunities for students and enhanced management information systems.	Information technologies are expanding at a phenomenal pace. Developing and maintaining a technological infrastructure to support information technologies is a paramount objective of progressive institutions of higher education. To serve the best interests of students, and to meet the information and accountability demands of the public, TBCC must establish a long-term financial commitment to this objective. The Title III grant will assist over the next four years.
Faculty and Staff Development: Encourage faculty and staff development and training.	The professional staff is the single most consequential resource of the College. Maintaining this resource by supporting a process that encourages renewal of professional development and training is essential. The Title III grant will assist over the next four years.
Staff Remuneration: Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2015-2016 salary levels after accounting for inflation. Within the constraints imposed by fiscal and other limitations, adjust salaries to a level reflective of the median average of the rural community colleges in Oregon.	A key to attracting and keeping outstanding professional staff is to maintain remuneration at levels competitive with those offered by other similar community college employment opportunities in Oregon.
Student Tuition and Fees: Within the constraints imposed by fiscal and other limitations, target movement of general tuition and fees to a level generally equivalent to those of Oregon's other community colleges.	Community colleges are colleges of the people. Providing access to TBCC's educational offerings is a concept intrinsic to the foundation of the College's mission. Targeting tuition and fees to level reflective of neighboring and statewide institutions ensures maintenance of this objective.



Mission, Core Themes, Vision and Values:

VISION

Tillamook Bay Community College is a local leader in educational excellence and innovation, community advancement, and economic success.

MISSION

Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.

VALUES

Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

STUDENT SUCCESS

TBCC values being keenly receptive and intentionally responsive to students and fully supports achievement of their goals.

ACADEMIC EXCELLENCE

TBCC values rigorous, relevant education and training for students and the community.

RESOURCEFUL TEAMWORK

TBCC values collaboration, effective communication, and the wise use of resources to accomplish our mission.

PERSONAL & FRIENDLY ENVIRONMENT

TBCC values and demonstrates genuine concern and respect for each other, communities we serve, and our students while helping each achieve their potential.

CORE THEMES

Educational Excellence

Economic Success

Leadership, Partnership and Community Engagement

¹ Explanation of logic supporting the implementation of Budget Development Guidelines. The gloss is meant to elucidate, not substitute for, the Guideline.



Tuition and Fees

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- CFO Williams

CFO Williams will be prepared to discuss Oregon Community College tuition and fee rates for AY15-16.



Strategic Planning and Accreditation

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

Online Business Administration Degree:

On July 24 TBCC received notification from NWCCU that the accrediting body has approved the submitted Substantive Change Proposal (attached within your Board packet) to offer its first fully online degree. The expedited decision enables the college to begin the first year of online degree offerings this fall (2015). Until this formal approval had been received, the college was not authorized to market the degree or recruit students. Careful planning and preparation meant that the college was poised to release marketing materials as soon as the approval had been received, however. Due to this advance preparation, the fall schedule was released for print with ads marketing the new degree and flyers, and newspaper ads and media announcements have been published. Clatsop Community College has been notified and supplied with materials so that this online degree opportunity may be accessible to their students. TBCC is proud to offer this new degree option, and the college has received calls from local entrepreneurs who intend to pursue the degree now that they have the online option available to them and the flexibility to arrange their studies around their busy lives.

Mid-Cycle (Year Three) Evaluation for Accreditation:

As the college moves into the 2015-2016 academic year, it is beginning preparations for the Mid-Cycle evaluation visit. This visit is focused on evaluating whether the college will be properly prepared for its year seven report, and centers on the assessment process the college undertakes to evaluate its success in fulfilling its mission. The review is intended to ensure that the college has clearly defined mission, values, and core themes and has identified clear performance measures to assess its progress.

The development of the new Strategic Framework and the supporting area 18-month Operations Plans provides the college with a strong foundation for the upcoming evaluation, which is accomplished through a site visit in the fall of 2016 by a small team of two or three evaluators. The evaluators will conduct a series of meetings with college personnel representing different areas of the college and are meant to serve as advisors in a support role. Per accreditation guidelines, no recommendations or action on the part of NWCCU may result from a mid-cycle evaluation report.

Strategic Planning:

At the TBCC Leadership Team retreat on July 22, President Green facilitated a mid-period report and review of each college area's operations plans. Leadership team members provided a status update on all action items in their 18-month operations plans. A matrix that identified periodic reporting on performance measures was also presented and reviewed. All areas appear to be making good progress toward the attainment of their 18-month area objectives, which support the revised college strategic goals and core themes.





Substantive Change Proposal:
Online Option in Existing Business Administration Degree
Tillamook Bay Community College
Submitted June 18, 2015

Tillamook Bay Community College

Substantive Change Proposal: Online Option in Existing Business Administration Degree

Mission and Core Themes

Clear statement of the nature and purpose of the change in the context of institutional mission and core themes

Tillamook Bay Community College (TBCC) is requesting approval from the Northwest Commission on Colleges and Universities (NWCCU) to add an online option to its existing Business Administration degree with emphases in Accounting and Management. TBCC will cross the 50% threshold in terms of online offerings for the degree in Fall 2015, with additional online course offerings for the degree to be scheduled during the winter and spring quarters of 2016.

In fulfillment of year one accreditation requirements, TBCC reviewed its mission, vision, values and core themes during the 2013-2014 academic year. After extensive input from its community of stakeholders, the mission was revised to read:

“Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.”

TBCC serves this mission with guidance from and influenced by its core themes:

1. Educational Excellence
2. Economic Success
3. Leadership, Partnership and Community Engagement

The college interprets its mission in consideration of the unique nature of its service area and its population. Tillamook County is a sparsely populated, rural area with an area of 1,333 square miles (1,103 square miles of land) and 25,342 residents. It has a low population density of 22.9 people per square mile (<http://quickfacts.census.gov/qfd/states/41/41057.html>) As the crow flies from north to south, the county is 51 miles long. A single, two-lane road which meanders through forest, coastal areas and small towns runs the length of the county, with an average drive time of an hour and a half north to south. Travel time to the TBCC campus can add significant time and cost to the pursuit of college studies for many county residents. The county is situated on the northwest Oregon coast with the barrier of the Coast Range Mountains between the county and the state's I-5 corridor, where the majority of the state's population resides.

As the only source of higher education in a radius of 70 miles, access to TBCC's educational offerings serves an important role in the economic success of its region and its residents.

Growth in online offerings will increase access to college offerings by reducing barriers created by transportation challenges and by enabling students to schedule their class time around their work and family obligations. It will bring the benefits of education to a greater number of county residents and improve the economic base of the community, by increasing both the earning potential of college students and the skills set of the labor force. The proposed online option for the Business Administration degree therefore assists the college in “creating bridges to opportunity” for its service area by reducing barriers to education for students with diverse needs, and increases opportunities for economic success for both area residents and employers.

Authorization

Evidence of formal approval by the governing board and by the appropriate governmental agency to offer the proposed existing and/or new program(s) at the approved site(s). If the institution is located in, or operates in, a state that has only minimal requirements for chartering, but also a higher level of authorization to grant degrees, approval at the higher level is required

The concept of expansion of the Business Administration degree to include an online option was presented to the TBCC Board of Education in its May 2015 meeting. Business department faculty Michael Weissenfluh and Tom Atchison presented the degree map to the Board at that time and discussed the plan for development of remaining courses for the online option during the coming academic year. The item was then presented to the Board for its approval in the June 2015 meeting. The Board approved the addition of the online option to the degree at this time (see Attachment 1, page 16, and Attachment 2, page 19, Board Meeting Minutes for the months of May 2015 and June 2015).

Oregon’s Community College Workforce Development (CCWD) division, which oversees the curriculum approval and revision process for all community colleges, does not require approval of distance education options for existing degree programs. The philosophy underlying this practice is that the CCWD is aware of the requirement through NWCCU that the Commission approve the distance education option for degree programs, and supports their decision.

Educational Offerings

Descriptive information of the educational offering(s)

The college currently offers an Associate’s degree in Business Administration, with emphasis areas in Accounting and Management. The degree consists of 90 quarter units, with 49 credits in core courses, 23 credits in general education courses, and 18-19 credits of elective courses in the selected emphasis area (see Attachment 3, page 23).

While the majority of course offerings within the degree are delivered through a traditional on-ground format, the department faculty have gradually increased the number of online and hybrid course offerings in the last two years. Enrollment records reflect that students in the program are increasingly choosing the online format over the on-ground sections, with enrollment in online sections on average more than double the enrollment in traditional format sections.

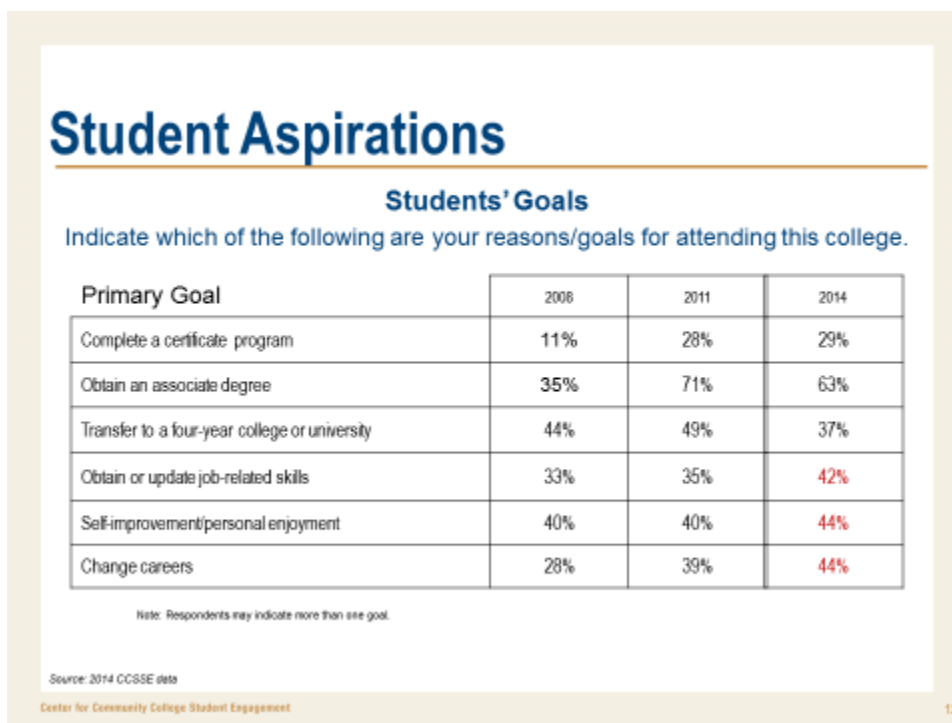
Evidence of approval by the appropriate academic policy body of the institution

TBCC Curriculum Committee adheres to the curriculum revision and approval guidelines set forth by the Oregon CCWD office. As stated previously, the CCWD does not require approval of additional delivery modalities for existing degrees. Therefore the college curriculum committee is not required to formally approve the distance education option for the degree.

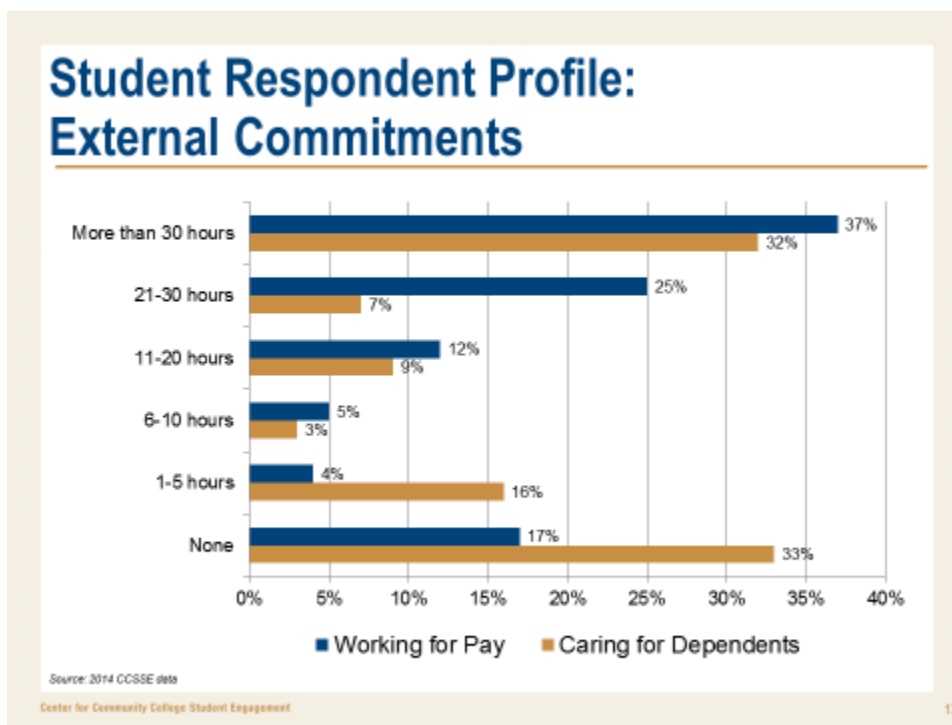
Planning

Plans and descriptive materials indicating evidence of need for the change, the student clientele to be served

Student responses to the 2014 Community College Survey of Student Engagement (CCSSE) indicate that over the last six years (2008 to 2014) the percentage of respondents attending TBCC to obtain an Associate's degree or transfer to a four-year college has declined (see below). The percentage of student respondents attending the college to update their job skills, change careers, or for self-improvement has increased over the same period.



The 2014 CCSSE survey results show that for these same students responding to the survey, 37% of them were working outside the home at least 30 hours per week, and 32% spend more than 30 hours per week caring for dependents (see below).



A significant percentage of TBCC's student population, therefore, has outside commitments of at least 30 hours per week, and an even larger percentage are attending college to improve their employment/financial prospects.

With a county-wide population density of 22 people per square mile, Tillamook County residents are spread widely across a broad area that is comprised of either farmland or state forest. The lack of availability of convenient transportation options and the time and expense of travel to campus represent potential barriers to a student base that is working or caring for dependents at least 30 hours a week.

The college intends to support both on-ground and online degree options in the first year. The college may move to offering only the online degree option in the future based on student success and student demand.

Procedures used in arriving at the decision to change

The application for the Title III Grant was originally written in 2012, with notification of the award received in the year 2013-2014. Leadership changes in the instructional area

of the college slowed progress in the initiation of activities, and the hiring of a new Chief Academic Officer in June of 2014 brought a re-evaluation of the grant goals in light of changes in technology that had taken place since the writing of the grant.

A Technology Advisory Group (TAG) was created to oversee Title III grant activities in the instructional area. Representatives serving on the committee include full-time and adjunct faculty, the Information Technology department, the Library, and administration. The Chief Academic Officer, the Title III Grant Director, and the Title III Professional Development and Online Academic Specialist also serve on the TAG group. The group meets at least monthly or more frequently if needed.

The Title III goals of significantly increasing the use of technology in instruction, specifically through the development of online, hybrid, and technology-enhanced courses, were reviewed. An evaluation of the status of the college's current resources with respect to trained faculty, enrollment and student majors, and currently developed courses was also conducted. The evaluation indicated that the preponderance of all categories of resources lies within the Business Administration department and its faculty. Two of the college's three full-time faculty experienced in online instruction are in the department, with the Accounting instructor holding two Master's degrees in Instructional Technology-related areas and a certification in Quality Matters Online Instruction and Peer Review. Department faculty have consistently offered a mix of online and hybrid sections of courses in recent program history, with enrollment consistently strong in these sections.

During this period the college was also undertaking a review of its mission and core themes in fulfillment of NWCCU Year One Evaluation requirements. The college mission was revised to read:

"Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community."

The new college mission focuses on creating bridges to opportunity through education for its community. With the unique demographics of its service area, one of the ways the college can create these bridges is by increasing access for its population, which is distributed across a wide geographic area, through the provision of more online courses. Increased access through online offerings also serves the diverse needs of the college's community by permitting students to pursue coursework at a time that is convenient for their daily schedule, which often includes full or part-time work and caring for dependent children or adults.

Meetings of college groups, including the college Leadership Team and the College Council, throughout fall and into winter 2014-2015 focused on strategic planning in light of the revised mission, core themes, and Title III grant goals. A new strategic framework

was developed to guide the college's decision-making and goal-setting through the year 2020, with the Title III grant goals integrated into college goals and performance indicators.

The development of an online degree was identified as one of the strategic objectives within the Instructional area's operations plan for the next eighteen months. The Business Administration degree was selected as the most feasible degree for which to implement the online option, due to the expertise of the faculty in this area, the online and hybrid courses are already integrated into some of the degree offerings, and the fact that students enrolled in the degree have already become accustomed to pursuing online studies.

The initiative is supported college-wide, with Student Services, Instructional Technology, and the college Business Office also adopting objectives to support the success of this strategic objective. The Business Administration's two full-time faculty members are fully supportive of the development of an online option, with responsibilities for oversight divided between the two faculty. Mr. Weissenfluh, the Accounting instructor who has degrees in instructional technology, is overseeing the course development process, in collaboration with the Chief Academic Officer, the new Title III Online Academic Specialist, and the Title III Director. Mr. Atchison, the Management faculty, is assisting with research and development of online student support services. Both faculty members are receiving compensation for these duties outside the normal scope of their position from the Title III grant.

Organizational arrangements required within the institution to accommodate the change

In October 2013 TBCC was awarded a Title III grant which provides a total of \$ 2,248,221 over a period of five years for technological innovation in instruction and college-wide system improvement. Annual allocations for the remaining three years of the grant vary slightly, with an average of \$ 449,000 per year. The grant period expires in June 30, 2018. The grant will therefore provide a remaining period of three years' funding to support the online degree, with the goal of the degree achieving sustainable enrollment levels by the end of the academic year 2017-2018.

Title III funds are assisting the college in acquiring personnel and developing the services deemed necessary to provide student support services and to meet high quality standards in instruction for the degree in the following areas:

- **Personnel:** The College has hired a Title III Professional Development and Online Academic Specialist under the auspices of the grant. The position is designed to provide support in the professional development area, conducting needs assessments and scheduling activities to meet those needs. The position is also responsible for designing and conducting assessments of these sessions.

In addition, as online academic specialist the position will provide support for the development of an online student orientation to Moodle, the college's course management system, and an online skills assessment to gauge student readiness to pursue online studies. Other responsibilities include support in online curriculum design and the identification of faculty resources and tools to enhance instruction. The Title III Professional Development and Online Academic Specialist reports to the Chief Academic Officer while working collaboratively with the Title III Grant Director.

- **Infrastructure Capacity:** To accommodate the anticipated growth in online activity and content, including the need for support services, the college needed to expand the capabilities and capacity of its technical infrastructure. During the academic year 2014-2015, the college purchased additional servers to provide this capacity, for a total of 28.8 terabytes of storage.
- **Standards for Instruction:** As instructional quality and consistency is paramount to the success of our students, the college needed to develop standards for online courses and form a group to oversee these standards and review courses for standard compliance. The Technology Advisory Group (TAG) was formed this year, with members from full-time and adjunct faculty, the IT department, Library Services, and administration. This group considered standards for online instruction and best practices from a variety of sources nationwide and after discussion adopted the Quality Matters rubric for evaluating quality and enhancing student engagement in the online classroom. The TAG group will also serve as the first peer review committee for courses developed and/or revised for the online degree.
- **Professional Development:** While the college is pursuing the development of a fully online degree in Business Administration, it is also encouraging the development of technology-enhanced courses in other instructional areas as a means of increasing student access. However at the start of the academic year faculty with the required knowledge and skill set to undertake this task were in the minority. The need for extensive professional development was identified, as well as the need to provide an incentive for faculty to participate. A greater number of faculty qualified and trained in this area will also provide sustainability after the grant expires, with qualified faculty serving as mentors to new faculty entering the college.

The Title III grant provides stipends for faculty to compensate them for the time associated with the development of online, hybrid, and technology-enhanced courses. A process was developed for faculty to apply for these stipends, with completion of a sequence of professional development sessions required as a condition of proposal acceptance. The cost of providing these and other professional development activities is covered under Title III. Adjunct faculty are paid at the college's meeting rate of \$18.46 per hour for participation.

The initial round of required professional development courses was offered on-campus during winter and spring quarters with certified Quality Matters instructors. The college expects to offer these sessions at least twice a year for interested faculty in the 2015-2016 year; however, as the number of participants will naturally decline as more faculty participate, it is expected that the college will move to providing access to these sessions online as opposed to in-person.

Additional professional development sessions have also been provided on the topics of a technology-enhanced classroom and Open Educational Resources. Professional development, when combined with the use of the Quality Matters rubric and a peer review process, will help the college ensure consistency in course design and quality instruction across all the online Business Administration degree coursework, in keeping with its Core Theme of Educational Excellence.

- **Virtual Student Support Services:** A variety of student support services is under development for online students across all instructional areas. These include online orientations to the college and to online studies, online financial aid and loan counseling, online tutoring services, and the integration of technical applications which will enable program faculty to conduct virtual office hours. In addition, a new college website will be developed to enhance student access to information and ease of navigation.

Timetable for implementation

TBCC expects to go live with first quarter offerings Fall 2015, with the intent to offer degree courses online in winter and spring 2016. New students entering the program in fall 2015 will therefore have the ability to complete all year one courses online during the academic year 2015-2016. The college intends to continue to offer on-ground degree courses during this year, subject to enrollment demand. The decision of whether to continue the on-ground option will be made in the academic year 2015-2016 after a review of year one enrollments and surveys of program students.

Budget

Projections (revenue and expenditures) for each of the first three years of operation at the program or department level, plus, one year prior to the change at the institutional level

Due to the small size of our college, TBCC does not track revenues and expenditures by program or department. Rather revenues and expenditures are tracked with broader categories, with the Instructional area broken down into Skills Development (ABE/GED), Career Technical Programs (CTE), and Lower Division Transfer. Statewide, Business Administration is considered a Career Technical Program. Therefore the revenues and expenditures for the Business Administration program are combined within the CTE budget category. Revenues to cover instructional and operating expenditures come

from tuition and fees collected from student enrollment, and are supplemented by revenues received from the state Community College Support Fund.

For the year 2014-2015,

(Projected) Tuition and Fee revenues totaled	\$ 1,333,372
(Projected) Community College Support Fund income totaled	<u>\$ 985,893</u>
For total revenues toward instructional expenses of	\$ 2,319,065

Projected Instructional Requirements (Expenditures) totaled: \$ 1,465,445.

Current and future three-year program expenditures are primarily associated with the salaries and benefits of the two program faculty. These expenditures totaled \$197,417.00 for the 2014-2015 year, and will actually decline for the year 2015-2016 to \$193,867.00, due to adjustments in PERS related expenses. Instructional area revenues are currently sufficient to adequately meet this obligation. Since the expense associated with program salaries and benefits will actually decline somewhat over the next three years, instructional program revenues will continue to support these expenditures without difficulty. Supplies and materials expenses are negligible for the program and are currently provided for within the college's general fund.

Title III grant funds will support expenditures on technical applications, professional development, and the development of support services.

Revenue and expenditures associated with the change itself

To date the college has funded \$ 104,250.00 in Title III grant funds for professional development for faculty. This includes travel to conferences, contracting with Quality Matters for instructors and instructional materials for three on-site sessions, and LEAN continuous improvement activities. Over the next three years of the grant it is expected that the college will expend \$ 293,370.00 in salaries and benefits for the Title III Professional Development and Online Academic Specialist position. At the end of the grant period the college will make a decision on whether to continue the position.

The college recently invested \$ 9,585.00 from its general fund Instructional Technology budget to purchase new laptop computers for its full-time faculty.

Revenues associated with the online degree option are dependent on growth in student enrollment, and will consist of tuition and online/hybrid course fee revenues. Projected revenues are illustrated in the chart below, with the assumption of ten new students entering the program in the coming and subsequent year, and pursuing their studies full-time. Based on this projection the program will generate an additional \$ 75,510.00 in annual revenue in tuition and fees, with an additional \$23,680.00 generated by enrollment in non-program general education courses. An additional \$99,910.00 in revenues will be generated for the college based on this projection.

	2015-2016 (projection ten new students, year one classes)	2016-2017 (projection ten new students, year one and year two classes)
Additional revenues generated by Business Administration department online courses	32,910.00	75,510.00
Additional revenues generated by non- department courses required for degree	15,300.00	23,680.00
Additional Projected Total Revenues Accruing to the College	\$ 48,710.00	\$ 99,910.00

This indicates the potential for the online program to generate sufficient revenue by the end of the grant period to contribute to the financial support for the Professional Development and Online Academic Specialist position which supports online and hybrid offerings throughout the college.

Institutional financial support to be reallocated to accommodate the change

Over the period of the next three years it is not anticipated that there will be a need for reallocation of institutional financial support to accommodate the online Business Administration degree. Resources from the Title III grant, available for the next three years, will be utilized to enhance services to online students, provide professional development, and support the Title III Professional Development and Online Academic Specialist position.

Budgetary and financial implications of the change for the entire institution

One of the factors influencing the decision to move forward at this time with the implementation of the online degree option is the availability of Title III grant funds for another three years to assist in financing the fledgling degree option during its start-up period. The college will have a period of three years to ensure that the degree option is developed to the extent that it is sustainable through general fund revenues.

Prior to the end of the Title III grant period (June 30, 2018), the college will need to evaluate the feasibility of continuing to fund the Title III Professional Development and Online Academic Specialist position. Current projections indicate that additional enrollment expected in the online degree option (and through other online offerings in the general education area) should be sufficient to cover the salary and benefits of this position, if the decision is made to continue it.

Should enrollment increase to the extent that it becomes desirable to hire additional adjunct instructors to teach additional sections within the degree, the college has the necessary resources for this expenditure.

To contribute to sustainability for technical licensing and upgrades, an additional fee for online and hybrid courses was researched and reviewed by the college leadership team and the Board of Education. Statewide, online and hybrid course fees at community colleges was found to range between \$15.00 and \$95.00. At the June 2015 meeting of the Board, a \$35.00 fee for online courses and a \$15.00 fee for enrollment in hybrid courses was approved. It is hoped that as enrollment grows this fee will form the foundation for sustainability in licensing and upgrade requirements for technical applications contributing to online and blended instruction.

Most recent IPEDS financial report – See Attachment 4, page 25.

Student Services

Capacity of student services to accommodate the change

As TBCC is a small college with Fall 2014 enrollment totaling 473 students (2014-2015 IPEDS report), the current Student Services staff are adequate to support a doubling of enrollment in the program from 12 majors to 24. Advising services for the additional students enrolling in the online Business Administration program will be provided through telephone, teleconferencing, or email appointments and sessions.

To ensure that online students have access to student services equal to that of on-ground students, the Student Services department is undertaking the following projects for the summer of 2015, with pilots completed by fall quarter 2015:

- Development of online college orientation. A web-based video orientation to the college and its services will be developed during the summer quarter. The orientation will be based on the content delivered in face-to-face college orientations and will be financed with Title III grant funds.
- Development of online student financial aid orientation. A web-based video orientation to financial aid services will be developed by Student Services staff in conjunction with IT personnel and contracted service representatives. The orientation will mirror the orientation currently being delivered face-to-face for campus-based students, and will be financed through the use of Title III grant funds.
- Development of online student loan counseling services. Capacity to provide online loan counseling services is also under development during the summer. This is envisioned as a web-based information system with inter-active components and teleconferencing available to students with a financial aid advisor. Expenditures necessary for the development of this service will be covered through the use of Title III grant funds.

An online payment process has also been developed and was implemented during the spring 2015 quarter. The project was funded with Title III grant funds and permits students to use online payment processes for their tuition and fee payments at the time of registration.

Implications of the change for services to the rest of the student body

Due to the small size of TBCC, the addition of an online degree option in Business Administration is not expected to adversely affect the rest of the student body. However, online services developed and implemented will be available to the entire student body regardless of whether they are Business Administration majors or are enrolled in the online courses for the degree. Therefore access to Student Services is expected to increase for all students as a result of this change. Growth in access to services is in keeping with the college mission of building bridges to opportunity and serving the diversity of needs represented in its community.

Physical Facilities

Provision for physical facilities and equipment - No significant change in the current allocation and availability of physical space is anticipated. Equipment needs are comprised primarily of computing equipment, which will be funded through the college general fund and Title III grant funds.

Library and Information Resources

Adequacy and availability of library and information resources

TBCC Library and Information Resources were evaluated as being sufficient to support its instructional programs during the site visit evaluation conducted in Fall of 2013. In the time since that site evaluation, there has been no reduction in the availability of resources within the library collection. The college library is a member of the Chinook Library Network, a library catalog system shared by public and community college libraries (www.chinooklibraries.org) which provides interlibrary loans if a resource is not available at the college library. Remote access to a variety of library and research databases is offered through the TBCC Library webpage, with access instructions for students (<http://www.tbcc.cc.or.us/index.php/returning-students-mytbcc-moodle-more/tbcc-library/51-returning-students/returning-students/203-databases-a-z>).

Open access to databases of journal articles is also provided for students, with instructions for access (<http://www.tbcc.cc.or.us/index.php/open-access-journal-articles>).

During the academic year 2014-2015 the college has also initiated the development of a virtual resource center for all full-time and adjunct faculty which is able to be accessed remotely.

1. **Faculty Resource Center:** To provide faculty with remote access to online instructional resources, this year the college developed a Faculty Resource Center (FRC), currently housed in Moodle. The FRC is a searchable database that provides access to resources for Moodle training, best practices in online instruction, and ideas for promoting student engagement. It also provides links to online forums for faculty to contact peers in their discipline across the nation to discuss issues and gain information on discipline-specific resources and online instruction techniques. Links to online professional development in online instruction and teaching adult learners are included. The FRC is facilitated and maintained by the Library Services Director in collaboration with the Title III Professional Development and Online Academic Specialist.
2. **Open Educational Resources:** The ever increasing cost of textbooks has magnified the cost of education for students. As a result a growing number of students completely forego the purchase of textbooks and attempt to succeed in their coursework without this resource. The college has launched an effort to encourage faculty in all areas to adopt the use of Open Educational Resources (OERs) in their courses and assist students with reducing the cost of achieving their educational goals. It is anticipated that the online degree in Business Administration will utilize OERs heavily. Numerous professional development sessions have been hosted at the college this year to promote the use of OERs, and faculty and staff have also traveled to other institutions to hear speakers on the topic. The Oregon Community College Distance Learning Association has hired an OER librarian to develop an online resource for all community college faculty to assist in the identification of available and appropriate OERs for instruction. In addition, the college has developed a process for the production and distribution of OERs to students who request them, for a fee which covers the cost of printing the materials and the time for collation.
3. **Online tutoring** – A task force has been formed to research and develop online tutoring services for online students college-wide, which will also support students in the Business Administration degree. This project is a component of a redesign of tutoring services available to students on-campus. The college is currently reviewing web-based tutoring services which will provide extended access online to tutors across a broad array of subject matters through video conferencing. Students will also be able to utilize the peer tutoring services currently available to all TBCC students through the Learning Center in the campus library.

Faculty

Two full-time faculty teach within the Business Administration program, with one full-time faculty representing the Business Administration Accounting emphasis and the other teaching in the Business administration Management emphasis.

Analysis of the faculty and staff needed - Average enrollment in Business Administration courses is 12 students, with a maximum section size of 30. Therefore the college is able to accommodate up to a 100% growth in enrollment before needing to schedule additional sections of Business Administration core courses or electives. It is not anticipated that the college will need to hire additional adjunct faculty to support the program during the next three years. Should the need arise the college has the resources necessary to ensure the program is adequately supported with instructional personnel.

Educational and professional experience qualifications of the faculty members relative to their individual teaching assignments:

Michael Weissenfluh, full-time faculty member, Business Administration, Accounting Emphasis:

- Master of Arts in Information and Learning Technology with emphasis on E-learning Design and Implementation, University of Colorado.
- MBA in Technology Management from the University of Phoenix
- Bachelor of Science in Business Administration
- CPA Licensure in Oregon and Washington
- Licensed Municipal Auditor – State of Oregon
- 14 years Public Practice as Accountant and Auditor
- Eight years' teaching experience with Tillamook Bay Community College
- Certified Quality Matters Instructor and Peer Reviewer

Tom Atchison, Full-time faculty member, Business Administration, Management Emphasis:

- PhD in Business Management, George Fox University
- Master's degree in Business, George Fox University
- Bachelor of Science in Education, University of Portland
- Eleven years teaching experience with Tillamook Bay Community College

Anticipated sources of plans to secure qualified faculty and staff:

The College will recruit adjuncts on an as needed basis following its normal process. This includes posting of the job opening on the college website, publishing print

advertisements in local and surrounding community and county newspapers, and distribution to state universities and private four-year colleges.

Approval of May 4, 2015 Minutes

RECOMMENDATION

MOTION TO APPROVE THE MAY 4, 2015 BOARD MINUTES.

BACKGROUND INFORMATION ----- Chair Lincoln



Board of Education Minutes **May 4, 2015**

TBCC Board Attending: Deborah Lincoln, Craig Wakefield, Kathy Gervasi, Mary Faith Bell and Billy Schreiber.

TBCC Staff: Ann Hovey, Michele Burton, Sheryl Neu, Pat Ryan, Sayde Moser and Connie Green.

Regular Board Meeting

Call to Order • Acknowledge Guests (agenda item 1)

The meeting was called to order by Chair Lincoln at 6:04 p.m. There were no guests.

Approval of Consent Agenda (agenda item 2)

Mr. Wakefield moved to approve the consent agenda. Mr. Schreiber seconded. The motion carried.

Invitation of Public Comment (agenda item 3)

There was no public comment at this time.

New Business

Oregon Community College Update (agenda item 4.A)

Andrea Henderson, Executive Director of the Oregon Community College Association (OCCA), gave a brief overview via conference call of the legislative session. She noted that the Oregon Supreme Court has made a decision regarding PERS and a majority of the savings from the PERS package is now gone. The PERS board is not expected to change its COLA rates until the 2017/2018 biennium, when rates are expected to go up. Ms. Henderson said this will impact the budget numbers for this biennium. She noted that the \$535 million in the state budget is still very solid, although moving up to \$550 million will be quite a bit harder given the PERS decision.

Other key issues include the restructuring of the Oregon Education Investment Board (OEIB). She said a very different looking OEIB is expected after this legislative session and achievement compacts will be going away.

Accelerated learning and the 5th year issue will not be tackled this session, but will be back next session, she said.

Program Partner Highlight (agenda item 4.B)

Michael Weissenfluh, one of the faculty in the business administration program, gave a **presentation to the Board regarding TBCC's first online degree program in business management**. Mr. Weissenfluh has been developing this program with fellow faculty member Tom Atchison. This 100 percent online degree program will have specific tracks of study for accounting and management, as well as embedded certificates that students can earn without getting the full degree. Mr. Weissenfluh noted that all online classes offered at TBCC would use a consistent template to make it easier for students, which are based on a national Quality **Matters rubric. They are also creating a brand new online portal to help assess students'** readiness to take an online course, and train students to be successful in online courses. All courses will also be ADA accessible.

Mr. Weissenfluh noted that the new online business degree would utilize Open Educational Resources, and they will also be offering this new degree to students at Clatsop Community College and Oregon Coast Community College.

He noted that they are considering adding an online fee, which most colleges in Oregon already have, and which will be critical to making the program sustainable once the Title III grant has expired.

Chair Lincoln asked if there would be any on ground classes left. Dr. Hovey said for fall term they will be running both online and on ground courses, but she noted that students tend to flock to online courses when they are available. She noted this is not a strategy to eliminate unground classes, but a way of increasing access.

Foundation Board Report (agenda item 4.C)

Ms. Luquette gave an update about the Foundation. She noted that the Title III grant allowed for a full time staff member, and she was hired in April to fill that role.

Ms. Luquette said the goal of Title III is that the Foundation increases donations from \$101,000 to \$152,000 over a three year rolling average.

Ms. Luquette said in 2014 the Foundation gave out \$28,000 in scholarships to about 19 students. This year they have about \$57,000 in scholarships open. Part of that is due to a \$25,000 annual gift from the Pastega family which is divided up into five new scholarships. There are also several new scholarships that offer a wide range of diversity for students. The Futuro Brillante scholarship is offered specifically to a Latino student. The Virgil Chadwick Memorial Scholarship is for a student studying in the Agriculture and Natural Resources degree program. And, this was the first year the Foundation is able to offer a scholarship from the Jensen family endowment. The Wayne M. Jensen scholarship is for an adult returning to school. She also noted that the Mildred Davy endowment is now offering two scholarships a year, and so far three families have come forward with estate plans.

Chair Lincoln asked what was the possibility of moving the First Class Scholar program to the Foundation. Ms. Luquette said it was a possibility, but the Foundation plans to do some feasibility studies around that to see how the community would respond.

Board Meeting Calendar (agenda item 4.D)

The Board had their first reading of the Board meeting calendar. They will approve it next month. President Green noted there will be no meetings in July or August, unless they need to call a special meeting to approve an RFP.

Capital Construction (agenda item 4.E)

President Green noted that **Jon Carnahan and Jerry Vessello have agreed to jointly provide the Project Management Services for the new building. Mr. Carnahan will be handling the pre-construction and bidding process, while Mr. Vessello will be in charge of construction and closing.** Both will be in attendance at the June board meeting.

On line learning fees and options (agenda item 4.F)

Dr. Hovey noted they are in process of researching online fees of other colleges around the state. She said many colleges have online fees to help defray the costs of teaching that course. She said these fees range anywhere from \$15 to \$95 around the state. She said they will bring a recommendation on online fees to the Board in June.

President Green asked the Board whether they would like to charge summer tuition at \$98 per credit, as posted in the summer schedule, or charge \$93 per credit which is the current rate. She noted that the \$98 per credit posted in the summer schedule was to reflect the increase in tuition. She recommended keeping the summer tuition rate at \$98 and lowering it in the fall once the budget is determined. The Board agreed.

Information only Items

Strategic Planning and Accreditation (agenda item 5.A)

President Green noted that they have put in a request with the Northwest Commission on Colleges and Universities to offer the business management degree online.

Curriculum and Assessment Update (agenda item 5.B)

President Green noted there are a variety of shifts happening throughout the programs, however nothing that needs to be acted on at the board level. She said they will be advertising for a new IMT coordinator in multiple ways to see what pool of candidates applies, which will **determine how that position will end up functioning. She also said they aren't sure yet what will** happen with the EMS program, but it might become part of a broader Criminal Justice degree. There are also some curriculum changes expected in the Agriculture and Natural Resources Degree program that Dr. Hovey and faculty member Emily Henry are working on with help from OSU. She noted these changes are student-driven.

Economic Development and Tourism Update (agenda item 5.D)

President Green said the EDC has asked if the college would be the entire fiscal agent for the EDC and TLT. She said to accommodate the additional work load, the College would like to hire a .5 person. The College will enter into a contract with the EDC on July 1.

Board Member Discussion Items (Item 6)

There were no Board member discussion items at this time.

Adjournment (Item 7)

The meeting was adjourned by Chair Lincoln at 7:26 p.m.

ATTACHMENT 2

TBCC Board of Education June 2015 Meeting Minutes (Draft – subject to approval at July 2015 Board meeting)

Agenda Item 2.B
July 6, 2015

Approval of June 1, 2015 Minutes

RECOMMENDATION

MOTION TO APPROVE THE JUNE 1, 2015 BOARD MINUTES.

BACKGROUND INFORMATION

----- Chair Lincoln



Board of Education Minutes June 1, 2015

TBCC Board Attending: Deborah Lincoln, Craig Wakefield, Kathy Gervasi, and Billy Schreiber.

TBCC Staff: Michele Burton, Kyra Williams, Sayde Moser and Connie Green.

Contracted Services: Jon Carnahan, Jerry Vessello.

Contract Review Board Meeting

Call to Order • Acknowledge Guests (agenda item 1)

Chair Lincoln called the meeting to order at 5:36 p.m. Chair Lincoln acknowledged guests Jon Carnahan, Jerry Vessello, Pat Ryan and George Hastings.

Approval of Agenda (agenda item 2)

Mr. Weitman moved to approve the agenda. Mr. Schreiber seconded. The motion carried.

Public Hearing (agenda item 3)

The public hearing was opened by Chair Lincoln. There was no public comment. The hearing was closed by Chair Lincoln at 5:45 p.m.

New Business

Resolution 612015 (agenda item 4.A)

President Green presented the resolution for alternative bidding process for a CM/GC and Architect for the Partners for Rural Innovation Center. Mr. Wakefield moved to approve the resolution. Mr. Schreiber seconded. The motion passed. President Green noted the board would be approving an RFP at a special July meeting. Discussion included architectural design, Mr. Carnahan and Mr. Vessello's qualifications, a land acquisition update and the process for posting, scoring and choosing each RFP.

Adjournment

The meeting was adjourned by Chair Lincoln at 5:55 p.m.

Special Board Meeting on 2014-2015 Supplemental Budget

Call to Order • Acknowledge Guests (agenda item 1)

Chair Lincoln called the meeting to order at 6:01 p.m.

Approval of Agenda (agenda item 2)

Mr. Wakefield moved to approve the agenda. Mrs. Gervasi seconded. The motion carried.

Public Hearing on 2014-2015 Supplemental Budget (agenda item 3)

The public hearing on the 2014-2015 supplemental budget was opened by Chair Lincoln. There was no public comment. The hearing was closed by Chair Lincoln at 6:02 p.m.

Adjournment

The meeting was adjourned by Chair Lincoln at 6:02 p.m.

Regular Board Meeting

TBCC Board Attending: Deborah Lincoln, Craig Wakefield, Kathy Gervasi, and Billy Schreiber.

TBCC Staff: Ann Hovey, Michele Burton, Sheryl Neu, Pat Ryan, Sayde Moser, Kyra Williams and Connie Green.

Audience: Danell Boggs ,Rebecca Perez, Dana Polich, Philippe Josi, Carly Persons, Cody Sampson and Brad Mosher

Call to Order • Acknowledge Guests (agenda item 1)

The meeting was called to order by Chair Lincoln at 6:03 p.m. Chair Lincoln acknowledged several guests in the audience, including Danell Boggs who will be sworn in at the July meeting to fill Zone 5.

Approval of Consent Agenda (agenda item 2)

Mr. Schreiber moved to approve the consent agenda. Mr. Weitman seconded. The motion carried.

Invitation of Public Comment (agenda item 3)

It was requested by students present and allowed by Chair Lincoln to move public comment to the end of the meeting.

New Business

Oregon Community College Update (agenda item 4.A)

Andrea Henderson, Executive Director of the Oregon Community College Association (OCCA), gave a brief overview via conference call of the legislative session. She said at this point the budget is expected to stay at \$550 million. The overview also included updates about policy and discussion around free community college tuition, accelerated learning, the 5th year program, the restructuring of the Oregon Education Investment Board, and the sick leave bill. She also addressed questions from the Board about the effects of the change in Governor on policy issues.

Program Partner Highlight (agenda item 4.E)

TBCC Faculty Emily Henry and Amy Alday-Murray gave a presentation to the Board about suggested changes to the Agriculture and Natural Resources Degree program in response to student and community feedback. These changes would create two emphasis areas within the Associate's degree in Agriculture or Natural Resources. Various Career Pathways certificates will also be woven into the program. Questions were raised from the Board about the elective selection, attendance, and how to build the program in the future. The presented program changes will be brought before the Board at the July meeting for approval.

Adoption of the 2014-2015 Supplemental Budget Resolution (agenda item 4.B)
Comptroller Williams presented the resolution required to balance the current budget. Mr. Weitman moved to approve the Resolution. Mr. Wakefield seconded. The motion carried.

Adoption of the 2015-2016 Budget (agenda item 4.C)
Comptroller Williams presented the budget for approval, with no changes since it was approved by the Budget Committee in April. Mrs. Gervasi moved to adopt the 2015-2016 Budget. Mr. Schreiber seconded. The motion carried.

Approval of Policy Appendices (agenda item 4.D)
Comptroller Williams presented the standard policy appendices that are changed each year. Policies included salary grades, salary schedules for all staff, full-time and part-time definitions, salary increases for faculty and non-regular positions. Mr. Wakefield moved to approve the policy appendices. Mr. Weitman seconded. The motion carried.

Election Certification (agenda item 4.F)
President Green presented the election certification for the Board zones. Mr. Schreiber moved to approve the certifications. Mrs. Gervasi seconded. The motion carried. The Board will be sworn in at the July meeting.

Election of Board Officers (agenda item 4.G)
Mr. Schreiber moved to nominate Chair Lincoln to serve as Board Chair for the 2015-2016 year. Mr. Weitman moved to close the election. Mrs. Gervasi seconded the motion. The motion carried. Mr. Weitman moved to nominate Mr. Wakefield as Vice Chair. Mr. Schreiber seconded. The motion carried.

Capital Construction (agenda item 4.H)
President Green gave a brief capital construction update, noting that the College was approved by the Meyer Memorial Trust to go forward with a \$250,000 grant application. She is also meeting with individuals to match a \$200,000 donation from a community member.

Approval of Curriculum (agenda item 4.I)

Chief Academic Officer Hovey presented the curriculum for the online business degree program. Mr. Wakefield moved to approve the online business degree program. Mrs. Gervasi seconded. The motion carried.

Approval of the 2015-2016 Tuition and Fee Schedule (agenda item 4.J)

Dr. Hovey presented changes to the 2015-2016 tuition and fee schedule to include an online course fee of \$35 and a \$15 fee for hybrid courses. Mr. Schreiber moved to approve the tuition and fee schedule. Mr. Weitman seconded. The motion carried.

Invitation of Public Comment (deferred agenda item 3)

Several students voiced their concerns about an adjunct faculty being non renewed and a lack of communication to students about why. Chair Lincoln encouraged students to take their concerns to Dr. Hovey and President Green, who noted that there would be some personnel issues that could not be shared. The Board requested Hovey and Green to offer conversation with other members of the class.

Board Member Discussion Items (Item 6)

There were no Board member discussion items at this time.

Adjournment (Item 7)

The meeting was adjourned by Chair Lincoln at 7:40 p.m.

ATTACHMENT 3

Business Administration with Emphasis in Accounting or Management Degree Maps

AAS in Business Administration*Accounting Emphasis*

Year One	Fall Term	Winter Term	Spring Term
	BA 101, 4 Cr. Intro to Business	BA 131, 4 Cr. Intro to Business Technology	BA 205, 4 Cr. Business Communication
	BA 111, 3 Cr. Intro to Accounting	BA 211, 3 Cr. Principles of Accounting	BA 212, 3 Cr. Principles of Accounting II
	CAS 133, 4 Cr. Basic Computer Skills	CAS 170, 3 Cr. Beginning Excel	BA 228, 3 Cr. Computer Accounting Applications: QuickBooks
	CG 100, 3 Cr. College Success	HST 203, 4 Cr. History of the US III	MTH 65, 4 Cr. Intro to Algebra
		WR 121, 4 Cr. English Composition	
	14 credits	18 credits	14 credits
Year Two	Fall Term	Winter Term	Spring Term
	BA 177, 3 Cr. Payroll Accounting	BA 222, 3 Cr. Financial Management	BA 213, 4 Cr. Principles of Accounting III
	BA 285, 3 Cr. Human Relations in Organizations	BA 226, 4 Cr. Business Law	BA 277, 4 Cr. Business Ethics
	CAS 121, 3 Cr. Keyboarding	BA 256, 3 Cr. Income Tax	BA 280, 3 Cr. Business Experience
	CAS 171, 3 Cr. Intermediate Excel	COMM 111, 4 Cr. Public Speaking	BA 290, 3 Cr. Business Seminar
	EC 201, 4 Cr. Micro Economics	G 201, 4 Cr. Physical Geology	
	16 credits	18 credits	14 credits

Curriculum Requirements

- BA Core Courses 49 cr.
- Degree Emphasis Electives 18 cr.
- General Education Courses 23 cr.

Credit Total 90 cr.

AAS in Business Administration *Management Emphasis*

Year One	Fall Term	Winter Term	Spring Term
	BA 101, 4 Cr. Intro to Business	BA 131, 4 Cr. Intro to Business Technology	BA 205, 4 Cr. Business Communication
	BA 111, 3 Cr. Intro to Accounting	BA 211, 3 Cr. Principles of Accounting	BA 206, 3 Cr. Management Fundamentals
	CAS 133, 4 Cr. Basic Computer Skills	CAS 216, 3 Cr. Beginning Word	BA 212, 3 Cr. Principles of Accounting II
	CG 100, 3 Cr. College Success	HST 203, 4 Cr. History of the US III	MTH 65, 4 Cr. Intro to Algebra
		WR 121, 4 Cr. English Composition	
	14 credits	18 credits	14 credits
Year Two	Fall Term	Winter Term	Spring Term
	BA 250, 3 Cr. Small Business Management	BA 223, 4 Cr. Principles of Marketing	BA 213, 4 Cr. Principles of Accounting III
	BA 285, 3 Cr. Human Relations in Organizations	BA 224, 3 Cr. Human Resources Management	BA 277, 4 Cr. Business Ethics
	CAS 121, 3 Cr. Keyboarding	BA 226, 4 Cr. Business Law I	BA 280, 3 Cr. Business Experience
	CAS 217, 3 Cr. Intermediate Word	COMM 111, 4 Cr. Public Speaking	BA 290, 3 Cr. Business Seminar
	EC 201, 4 Cr. Micro Economics	G 201, 4 Cr Physical Geology	
	16 credits	19 credits	14 credits

Curriculum Requirements

- BA Core Courses 49 cr.
- Degree Emphasis Electives 19 cr.
- General Education Courses 23 cr.

Credit Total 91 cr.

Voluntary Framework of Accountability

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

At the summer Oregon Presidents Council meeting, the Voluntary Framework of Accountability (VFA) was shared and discussed. Overall the Presidents agreed that the measures and the method for measuring was much better than IPEDS (Integrated Postsecondary Education Data System) and that the VFA could be used in an outcomes based funding formula. More information will be shared at the meeting.

BACKGROUND:

What is VFA? The VFA is the principle accountability framework for community colleges with measures defined to encompass the full breadth of the community college mission and the diversity of students' goals and educational experiences.

More than 60 community college leaders guided the 18-month development of the VFA resulting in the release of more appropriate measures. The VFA gauges student progress and outcomes including pre-collegiate preparation (such as developmental education and Adult Basic Education), academic progress and momentum points, completion and transfer measures, and workforce outcomes for career and technical education.

In general, the VFA cohort was defined to be very widely inclusive and to examine the progress and outcomes of all students who enroll at the community college. The VFA uses a retrospective cohort tracking method for measuring the progress (after 2 years) and outcomes (after 6 years) of a student population that includes all students who enter in the fall who are first-timers at that college and attend part time or full time. Additionally, the VFA looks at the progress and outcomes of a subcohort of students defined as those students who earned 12 credit hours by the end of the initial 2 years of the 6-year tracking period. The measures address developmental education progress, student milestones and progress, and relevant 6-year outcomes such as credential (degree or certificate) attainment, transfer, and persistence.

Career and Technical Education

One of the qualities that distinguishes the community college sector is a focus on workforce development, often linked directly to a college's mission to serve its community through workforce and community development. Community colleges are the leading providers of both Career and Technical Education (CTE) and workforce training. Nearly all community colleges offer some form of CTE, and some are solely devoted to this type of education and training. It was clear from the outset that the VFA would have to identify metrics that could capture the results of the CTE and workforce missions. The CTE measures examine enrollments in CTE classes and the outcomes of these



students, such as licensure pass rates, employment, and wages upon exiting the institution having completed hours or a program (credit or noncredit) in workforce education.

Adult Basic Education and GED

Additionally, the VFA has incorporated measures to track the enrollments and outcomes of students who come to the community college for adult basic education (ABE) and GED courses or programs. The metrics in this area look at enrollments and transitions from ABE and GED course work or programs into further education or the workforce.

Student Progress and Outcomes Measures for VFA

A. Developmental Education Progress Measures (for all referred students in the fall 2005 6-year cohort)

- a. Percentage of students referred who attempted their first developmental math, English, or reading course.
- b. Percentage of students referred who completed the highest-level developmental math, English, or reading course.
- c. Percentage of students referred who completed any college-level developmental course in math, English, or reading.
- d. Percentage of students referred who completed all developmental education.

B. Two-Year Progress Measures (for all students in the fall 2009 2-year cohort and for the students in the credential-seeking subcohort of the fall 2009 2-year cohort)

- a. Percentage of credit hours successfully completed in the first term of the cohort (fall 2009).
- b. Percentage of students who reached credit thresholds by the end of the second year (24 credits completed by part-time students; 42 credits completed by full-time students). Percentage of students who were retained from the fall (term one) to their next academic term or who completed a formal award.
- c. Percentage of students who reached year 2 outcomes as follows:
 - Completed a certificate or degree.
 - Transferred to a 2-year or 4-year institution.
 - Were still enrolled at the initial institution.
 - Percentage of credit hours successfully completed at the end of year 2

C. Six-Year Outcomes Measures (for all students in the fall 2005 6-year cohort and for the students in the credential-seeking subcohort of the fall 2005 6-year cohort)

- a. Percentage of students who earned an associate degree—without transfer.
- b. Percentage of students who earned an associate degree—with transfer.
- c. Percentage of students who earned an award of less than an associate degree (certificate)—with transfer.
- d. Percentage of students who earned an award of less than an associate degree (certificate) — without transfer.
- e. Percentage of students who transferred to another postsecondary institution with no degree or certificate.
- f. Percentage of students who were still enrolled during the sixth academic year.



- g. Percentage of students who left the institution without an award and without transfer having earned 30 or more semester credit hours (or equivalent).
- h. Percentage of students who left the institution without an award and without transfer having earned less than 30 semester credit hours (or equivalent).



Criminal Justice Program Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

Over the course of the past year Chief Academic Officer Ann Hovey has had numerous discussions with Judge Joel Stevens and Deputy Sheriff Paul Fournier about the potential of expanding opportunities available to students and our community in Criminal Justice and Law Enforcement education. Conversations centered on the development of additional certificates within the area of Public Safety and Law Enforcement, in addition to the review of Criminal Justice offerings. The need was identified to update curriculum and to enhance access through the development of online and hybrid options for prospective students.

In late spring of this year Small Business Development Center Director Mike Cohen was present at a Port of Tillamook Board meeting for a presentation to the Board. Brian Lynott, an entrepreneur in the IT business and veteran, proposed utilizing former Naval Air Station (NAS) facilities to house a compressed, intensive degree program in Law Enforcement to serve returning veterans and state law enforcement personnel and candidates. In addition to facilities to house the program and its students, Lynott was attempting to find an accredited college that would work with his organization to develop a program. SBDC Director Cohen referred Lynott to TBCC.

Initial meetings between TBCC personnel and Lynott indicated there might be an opportunity for collaboration and partnership and to achieve some common goals. The college made the decision to explore the feasibility of a partnership with Lynott's organization through a series of meetings over the summer months. Throughout June, July, and August, Ann Hovey and TBCC contract employee Eileen Casey White have met with Lynott, the Joint Regional Operations Center executive director, law enforcement representatives from surrounding counties, armed service representatives, and current and prospective adjunct faculty.

Lynott's vision centers on a resident cohort of 50 students who would pursue studies and training while in residence at the old Naval Air Station facilities. He envisions recruiting students from the ranks of returning veterans around the country, with a minimum of two cohorts completing a compressed program during the course of an academic year. Additional coursework could be provided for law enforcement personnel seeking continuing education opportunities in order to be eligible for pay increases and for career advancement. The JROC foundation would provide funding and support for the renovation of the facilities, and oversight of the resident students. The educational support arm of the organization (yet to be named – potential names include FLETA or GLETA for Federal or Global Law Enforcement Training Academy) would provide financial and organizational support for studies in counter-terrorism, homeland security, and law enforcement. Lynott also owns property in Timber which, when fully developed, will include a "body farm" for decomposition studies and training grounds for crime re-enactment and simulations.



Meetings over summer have focused on ways in which TBCC might be able to provide the curriculum design and quality instruction for these cohort groups through adaptation and expansion of the existing Criminal Justice curriculum. The intent of the college is to preserve the integrity of the criminal justice curriculum for its current student audience, while expanding the college's ability to serve a larger target audience of veterans, reserve officers and current law enforcement members of our community. Should the goals of JROC, TBCC, and our community coincide, however, a partnership in law enforcement education has the potential to evolve.

As part of the curriculum review and partnership exploration, Hovey and Casey White obtained copies of POST (Police Officer Standardized Training) curriculum from other states and Oregon DPSST (Department of Public Safety Standards and Training) requirements. Curriculum content and course outlines from both sources have been reviewed, in addition to the curriculum from other community colleges within the state.

Utilizing a matrix which cross-references required outcomes and training time, a tentative outline of potential certificates within the Criminal Justice degree has been developed. TBCC Criminal Justice faculty are currently reviewing these certificates and additional changes within the degree option for the integrity of coursework, alignment of courses and reduction of redundancy within the curriculum, and identification of needs in terms of course development and revision. Faculty are also reviewing the curriculum to identify opportunities for the integration of online curriculum and course enhancement through the use of technology. It is anticipated that Title III funding may be utilized to assist with resources for this curriculum development project.

It is expected that this Criminal Justice program revision will be implemented in an evolutionary manner. The first stage will include the addition of the certificates that faculty are currently reviewing. These include the following certificate options:

- Corrections Officer
- Law Enforcement Officer
- Law Enforcement Administration

The three certificates would provide stepped pathways to the criminal justice two-year degree. As these pathways are defined, the possibility of offering coursework in a compressed format will also be explored. In a longer-term, evolutionary approach, further additional pathways and/or coursework elective options could be developed to support studies in homeland security and counter-terrorism.

In compliance with NWCCU accreditation requirements, a substantive change proposal will need to be developed and submitted for the agency's approval. However contact with NWCCU officials indicate that the college can offer the revised program initially as a pilot model for a period of one year. If the college were to select this option, a smaller "minor" substantive change proposal would be required, with the larger "major" and more comprehensive substantive change proposal due at the end of the pilot period.

Continuing meetings and discussions with Lynott and his JROC foundation are currently covered under a generalized memorandum of understanding. At the end of September the status of the project and its potential will be reviewed, with the possibility of extending the agreement. Regardless of the decision regarding the feasibility of the JROC project, the college will continue with the Criminal Justice program revision and expansion that is a developing product of the work of TBCC personnel and faculty.



Partners for Rural Innovation Center Update

RECOMMENDATION

INFORMATION ONLY.


BACKGROUND INFORMATION-----President Green

The Partners for Rural Innovation continues to move forward at a fast pace. AC+Co. deserve credit for meeting with all users and modifying floor plans. The final floor plan will be shared with the Board at the meeting. The civil, electrical and landscaping subs are also moving quickly and President Green will provide the most current update at the meeting. Todd Construction is working closely with AC+Co and our two project managers to meet the timeline of being in the building by October 31, 2016. There have been weekly meetings and refinement on all areas of the building development.

Groundbreaking will be on Tuesday September 15 at 5:00. The college will also be announcing the public phase of fund raising at the ground breaking.







*You are cordially invited to celebrate in the ground
breaking of Tillamook Bay Community College's
Partners for Rural Innovation Center*

**Sept. 15, 2015
5 p.m.**

Future Home of 

**Partners for Rural
Innovation Center**

OPENING FALL 2016

    Brought to you by:  

The TBCC Board of Education looks forward to seeing you there. Please park on site. Contact Sayde at 503-842-8222 ext. 1060 with any questions.



In -Service Invitation

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION -----President Green

The college in-service is Thursday September 17 and Friday September 18. There will be time each morning from 8 to 8:30 to connect. The first day will focus more on academic changes for the upcoming year. The second day will have a variety of success in different departments in moving toward more online services and success in our operational plans. We will wrap up Friday with a student panel. Please let Sayde or Connie know if you want to attend part of In-service.

Then on Monday September 21 and Tuesday September 22 there will be professional development opportunities for our full time and adjunct faculty. Classes begin on Wednesday September 23.

September In Service

*"Small changes can
make huge
destination
differences."
~ Author Sean Covey*

Small and Personal = Small Changes and a Huge Difference.
Come learn about our small changes.

Sept. 17 & 18
8 a.m. - 4:30 p.m.
Lunch is provided



Courses and Curriculum

RECOMMENDATION

MOTION TO APPROVE

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

College Preparation: Adult Basic Skills and GED classes:

In preparation for the 2017 release of the new Workforce Innovations and Opportunity Act, which funds the college preparation classes that TBCC provides to students needing to complete studies in preparation for college and/or the GED test, this year the college is moving these ABE/GED classes off-site to locations within the community. The goal is to increase access and remove psychological barriers to this group of potential students, with the hopes of growing the base of community members we can reach. For this coming fall College Preparation: ABE/Ged classes will be offered on TBCC North and South campus and at Worksource in Tillamook. This change will also forge stronger partnerships with service providers in the area and facilitate the integration of career education and training into these classes to assist in transition to the world of work.

EMS/EMT classes:

TBCC will be suspending the EMS certificate program due to low enrollment and the need to be compliant with federal gainful employment regulations. The two courses which lead to EMT certification, EMS 105 and EMS 106, will be moved into the Criminal Justice degree program as electives for students. This will preserve the eligibility of these classes for financial aid by linking them to a degree program and also preserve community access to this important training.



Information Only Items

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Lincoln

- a. Financial Report ----- Chief Finance Officer Williams
- b. Community College and Workforce Update ----- President Green
- c. Economic Development and Tourism Update-----President Green
- d. Personnel ----- Director Ryan
- e. Announcements and General Information ----- President Green



Financial Report

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Chief Finance Officer Williams

The report for the month of July is available for your review.



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended July 2015
 8.33% of fiscal year elapsed

	FY 2013-2014			FY 2014-2015		
	Annual Budget	07/31/14 Actual	Percentage of Budget	Annual Budget	07/31/15 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 668,698	\$ 785,624.16	117.49%	\$ 755,349	\$ 910,910.88	120.59%
State	\$ 985,893	\$ -	0.00%	\$ 1,121,379	\$ -	0.00%
Property Taxes	\$ 1,136,822	\$ -	0.00%	\$ 1,159,417	\$ -	0.00%
Local Contract	\$ 72,000	\$ -	0.00%	\$ 72,000	\$ -	0.00%
Tuition	\$ 1,137,472	\$ 70,093.00	6.16%	\$ 1,047,472	\$ 51,309.00	4.90%
Fees	\$ 195,700	\$ 11,965.00	6.11%	\$ 175,700	\$ 6,804.00	3.87%
Sale of Goods	\$ 4,000	\$ 80.00	2.00%	\$ 2,000	\$ 65.00	3.25%
Interest	\$ 5,500	\$ 536.53	9.76%	\$ 5,500	\$ 640.22	11.64%
Rental	\$ 10,000	\$ 245.00	2.45%	\$ 12,000	\$ 1,575.00	13.13%
Miscellaneous	\$ 7,000	\$ 25.65	0.37%	\$ 7,000	\$ 0.40	0.01%
Transfers	\$ 392,729	\$ 1,620.00	0.41%	\$ 412,570	\$ 1,319.45	0.32%
Total resources	\$ 4,615,814	\$ 870,189.34	18.85%	\$ 4,770,387	\$ 972,623.95	20.39%
Expenditures						
Instruction	\$ 1,465,445	\$ 74,371.61	5.08%	\$ 1,507,437	\$ 68,173.46	4.52%
Instructional Support	\$ 438,015	\$ 28,458.54	6.50%	\$ 409,489	\$ 28,277.10	6.91%
Student Services	\$ 395,901	\$ 36,838.94	9.31%	\$ 417,211	\$ 32,926.60	7.89%
College Support	\$ 1,036,847	\$ 123,012.67	11.86%	\$ 1,072,550	\$ 103,404.09	9.64%
Plant Operation	\$ 279,193	\$ 30,988.34	11.10%	\$ 270,351	\$ 31,726.97	11.74%
Transfers	\$ 278,000	\$ 9,975.80	3.59%	\$ 288,000	\$ 10,609.98	3.68%
Contingency	\$ 53,715	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,947,116	\$ 303,645.90	7.69%	\$ 4,015,038	\$ 275,118.20	6.85%
Ending fund balance	\$ 668,698	\$ 566,543.44	84.72%	\$ 755,349	\$ 697,505.75	92.34%

Agenda Item 5.A. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended July 2015

	Fund No.	Beginning Fund Balance	2015-2016 Revenue	2015-2016 Expenditures	Ending Fund Balance	2015-2016 Spendable Budget	2014-2015 Prior Year Expenditures 7/31/2014
Adult Basic Education	210	\$ -	\$ -	\$ 3,080.34	\$ (3,080.34)	\$ 75,182	\$ 3,786.52
United Way Literacy Grant	216	\$ 2,869.12	\$ -	\$ -	\$ 2,869.12	\$ 3,173	\$ 154.30
Learning Standards Grant	219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Title III Grant	220	\$ -	\$ -	\$ 29,125.60	\$ (29,125.60)	\$ 505,494	\$ 16,803.02
Lumina Core to College Grant	222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,305.55
CASE Grant	223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,001.13
Pathways Grant	225	\$ -	\$ -	\$ 2,577.89	\$ (2,577.89)	\$ -	\$ -
Industrial Maintenance Tech	226	\$ 20,086.80	\$ -	\$ -	\$ 20,086.80	\$ 81,475	\$ 3,887.98
SBDC Federal Grant	230	\$ -	\$ -	\$ 2,413.40	\$ (2,413.40)	\$ 31,550	\$ 3,915.12
SBDC State Grant	231	\$ -	\$ -	\$ 3,916.61	\$ (3,916.61)	\$ 42,304	\$ 1,481.63
SBDC Program Income	232	\$ 18,789.59	\$ -	\$ 153.46	\$ 18,636.13	\$ 18,423	\$ -
SBDC - EDC Fund	235	\$ -	\$ -	\$ 6,514.01	\$ (6,514.01)	\$ 82,750	\$ 8,865.20
EDC TLT Fund	237	\$ -	\$ -	\$ 30,011.54	\$ (30,011.54)	\$ 1,561,849	\$ 47,272.20
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ -
Juan Young TBCC Library	252	\$ 3,059.04	\$ -	\$ -	\$ 3,059.04	\$ -	\$ -
Connect2Complete	253	\$ 6,863.59	\$ -	\$ -	\$ 6,863.59	\$ -	\$ -
Oregon Dev Ed Redesign Grant	277	\$ 7,664.42	\$ -	\$ -	\$ 7,664.42	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 83,078.19	\$ 36.96	\$ -	\$ 83,115.15	\$ -	\$ -
Timber Tax Reserve Fund	291	\$ 766,873.96	\$ -	\$ -	\$ 766,873.96	\$ 482,989	\$ -
Strategic Investment Fund	295	\$ 1,301,628.00	\$ 579.11	\$ -	\$ 1,302,207.11	\$ 263,500	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ 46,218.98
Total Special Fund		\$ 2,212,473.10	\$ 616.07	\$ 77,792.85	\$ 2,135,296.32	\$ 3,740,289	\$ 143,691.63
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 7/31/2015		
Total of Grants that borrow from the General Fund		\$ (41,113.84)	\$ 29,728.01	\$ -	\$ (70,841.85)		
Total of Grants that are not borrowing from the General Fund		\$ 2,176,410.16	\$ 175,151.68	\$ -	\$ 2,001,258.48		
Total Special Fund		\$ 2,135,296.32	\$ 204,879.69	\$ -	\$ 1,930,416.63		
	Fund No.	Beginning Fund Balance	2015-2016 Revenue	2015-2016 Expenditures	Ending Fund Balance	2015-2016 Spendable Budget	2014-2015 Prior Year Expenditures
Community Education	310	\$ 13,588.14	\$ 520.00	\$ 195.98	\$ 13,912.16	\$ 7,665	\$ 208.18
Driver Education Program	311	\$ (1,642.56)	\$ 1,642.50	\$ 1,122.93	\$ (1,122.99)	\$ 9,834	\$ 2,170.46
Bookstore	320	\$ 72,561.86	\$ 76.55	\$ 4,373.69	\$ 68,264.72	\$ 230,330	\$ 3,905.14
Customized Training Projects	330	\$ 24,226.17	\$ -	\$ 5,740.97	\$ 18,485.20	\$ 41,698	\$ 2,626.31
Culinary & Hospitality Program	340	\$ 3,266.59	\$ 149.60	\$ 132.70	\$ 3,283.49	\$ 15,375	\$ -
Culinary Catering	341	\$ 753.68	\$ -	\$ 325.00	\$ 428.68	\$ 16,000	\$ -
Total Enterprise Fund		\$ 112,753.88	\$ 2,388.65	\$ 11,891.27	\$ 103,251.26	\$ 320,902	\$ 8,910.09
PERS Pension Bond Fund	410	\$ (1,704.52)	\$ 10,089.39	\$ 1,600.00	\$ 6,784.87	\$ 128,137	\$ 1,600.00
General Obligation Bond Fund	420	\$ 32,420.93	\$ 17.28	\$ -	\$ 32,438.21	\$ 716,238	\$ -
Total Debt Service Fund		\$ 30,716.41	\$ 10,106.67	\$ 1,600.00	\$ 39,223.08	\$ 844,375	\$ 1,600.00
Campus Construction Fund - GO Bonds	520	\$ 1,023,334.48	\$ 206.50	\$ 629,876.85	\$ 393,664.13	\$ 1,046,250	\$ 1,403.76
Local Match Fund	525	\$ 959,042.93	\$ 426.69	\$ -	\$ 959,469.62	\$ 957,000	\$ -
State Match Fund	530	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -
Grant Construction Fund	555	\$ -	\$ -	\$ -	\$ -	\$ 957,000	\$ -
Total Capital Projects Fund		\$ 1,982,377.41	\$ 633.19	\$ 629,876.85	\$ 1,353,133.75	\$ 4,960,250	\$ 1,403.76
Associated Students of TBCC	710	\$ 130.00	\$ 302.40	\$ 182.92	\$ 249.48	\$ 9,680	\$ 193.65
Phi Theta Kappa Honorary Society Fund	720	\$ 1,581.75	\$ 16.25	\$ -	\$ 1,598.00	\$ 7,525	\$ -
Total Agency Fund		\$ 1,711.75	\$ 318.65	\$ 182.92	\$ 1,847.48	\$ 17,205	\$ 193.65
PELL Grant	801	\$ -	\$ 37,812.00	\$ 37,812.00	\$ -	\$ 1,101,500	\$ 66,031.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 875.00	\$ 875.00	\$ -	\$ 21,000	\$ -
Direct Loans	810	\$ -	\$ 28,637.00	\$ 28,637.00	\$ -	\$ 1,000,000	\$ 61,471.00
Federal Work Study	819	\$ -	\$ -	\$ -	\$ -	\$ 15,850	\$ 823.16
Oregon Opportunity Grant	821	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Chafee Grant	822	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -
Tuition Waivers	831	\$ 26,113.00	\$ -	\$ -	\$ 26,113.00	\$ 7,000	\$ 279.00
Board Scholarships	832	\$ 67,052.02	\$ -	\$ -	\$ 67,052.02	\$ 192,900	\$ -
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ -	\$ 2,339.50	\$ (2,339.50)	\$ 60,000	\$ 744.00
Student Employees	835	\$ 15,444.34	\$ 218.75	\$ 102.88	\$ 15,560.21	\$ 18,000	\$ 64.02
Non-Institutional Scholarships	840	\$ 3,826.92	\$ 500.00	\$ 500.00	\$ 3,826.92	\$ 51,500	\$ 656.25
\$5 Tuesday Fund	898	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300	\$ -
Total Financial Aid Fund		\$ 134,479.94	\$ 68,042.75	\$ 70,266.38	\$ 132,256.31	\$ 2,659,794	\$ 130,068.43

Agenda Item 5.A. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended July 2015

8.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 839,223			\$ 1,857,516			\$ 87,948			\$ 20,017	
Beginning Fund Balance	\$ 755,349	\$ 910,911	120.59%	\$ 1,967,548	\$ 2,212,473	112.45%	\$ 73,100	\$ 112,754	154.25%	\$ 24,875	\$ 30,716	123.48%
Resources												
State Aid	\$ 1,121,379	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 72,000	\$ -	0.00%	\$ 2,929,129	\$ -	0.00%	\$ 25,000	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,223,172	\$ 58,113	4.75%	\$ 4,000	\$ -	0.00%	\$ 11,134	\$ 2,163	19.43%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,159,417	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 694,648	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 506,393	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 65	3.25%	\$ -	\$ -	0.00%	\$ 253,000	\$ 226	0.09%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 640	11.64%	\$ 7,500	\$ 616	8.21%	\$ -	\$ -	0.00%	\$ 1,255	\$ 18	1.43%
Rental	\$ 12,000	\$ 1,575	13.13%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 7,000	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 412,570	\$ 1,320	0.32%	\$ 957,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 130,000	\$ 10,089	7.76%
Total Revenues	\$ 4,015,038	\$ 61,713	1.54%	\$ 4,404,022	\$ 616	0.01%	\$ 296,134	\$ 2,389	0.81%	\$ 825,903	\$ 10,107	1.22%
Expenditures												
Salaries and Wages	\$ 2,741,230	\$ 175,124	6.39%	\$ 654,013	\$ 45,071	6.89%	\$ 85,819	\$ 4,948	5.77%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 907,808	\$ 89,384	9.85%	\$ 1,331,726	\$ 31,580	2.37%	\$ 210,520	\$ 6,765	3.21%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 28,000	\$ -	0.00%	\$ 33,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 823,364	\$ -	0.00%
Transfers	\$ 288,000	\$ 10,610	3.68%	\$ 405,757	\$ 1,142	0.28%	\$ 3,563	\$ 178	5.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 3,935,497	\$ -	0.00%	\$ 21,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,015,038	\$ 275,118	6.85%	\$ 6,359,993	\$ 77,793	1.22%	\$ 320,902	\$ 11,891	3.71%	\$ 824,964	\$ 1,600	0.19%
Ending Fund Balance	\$ 755,349	\$ 697,506		\$ 11,577	\$ 2,135,296		\$ 48,332	\$ 103,252		\$ 25,814	\$ 39,223	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 191,572			\$ 204,880			\$ 2,507			\$ 52,153	
Inventories		\$ 2,189			\$ -			\$ 33,701			\$ -	
NET EFFECT ON CASH		\$ (193,761)			\$ (204,880)			\$ (36,208)			\$ (52,153)	
Liabilities												
Accounts Payable		\$ 50,500			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 77,648			\$ -			\$ -			\$ 49,315	
Payroll		\$ 121,273			\$ -			\$ 10,386			\$ -	
NET EFFECT ON CASH		\$ 249,421			\$ -			\$ 10,386			\$ 49,315	
NET ADJUSTMENTS		\$ 55,660			\$ (204,880)			\$ (25,822)			\$ (2,838)	
ENDING CASH BALANCE		\$ 753,166			\$ 1,930,416			\$ 77,430			\$ 36,385	

Agenda Item 5.A. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended July 2015
8.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,972,377			\$ 1,712			\$ 134,480	
Beginning Fund Balance	\$ 1,999,750	\$ 1,982,377	99.13%	\$ 525	\$ 1,712	326.10%	\$ 91,244	\$ 134,480	147.39%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 2,308,250	\$ 67,324	2.92%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ 3,500	\$ 633	18.09%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ 9,200	\$ 16	0.17%	\$ 110,300	\$ 500	0.45%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 302	3.78%	\$ 150,000	\$ 219	0.15%
Total Revenues	\$ 3,500	\$ 633	18.09%	\$ 17,200	\$ 318	1.85%	\$ 2,568,550	\$ 68,043	2.65%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 5,580	\$ -	0.00%	\$ 54,844	\$ 103	0.19%
Operating Expenditures	\$ 4,003,250	\$ 6,558	0.16%	\$ 11,625	\$ 183	1.57%	\$ 2,601,700	\$ 70,163	2.70%
Capital Outlay	\$ -	\$ 623,319	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 957,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,960,250	\$ 629,877	12.70%	\$ 17,205	\$ 183	1.06%	\$ 2,659,794	\$ 70,266	2.64%
Ending Fund Balance	\$ (2,957,000)	\$ 1,353,133		\$ 520	\$ 1,847		\$ -	\$ 132,257	
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		\$ 1,353,133			\$ 1,847			\$ 132,257	

\$ 4,284,634

Community College and Workforce Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

With the legislative session over, time and effort at the state level is the implementation of the bills and study groups that came from the 2015 session. Oregon Presidents Council met in early August and worked with Andrea Henderson, Executive Director of the Oregon Community College Association (OCCA) to group these many bills and topics into “like areas” for better tracking and more holistically thinking of how to address the direction/s needed.

The broad groups are:

Affordability. This includes Oregon Opportunity grant changes from SB 932 and HB 2407; Open Education Resources bill HB 2871 and the free community college tuition.

Grades 11-16. This includes 5th year programs, SB 418 (accelerated learning), HB 3072, HB 3335 (credentialing), transfer issues (HB 2525 and the Affordable Baccalaureate (HB2973).

Student Success and Equity lens. This includes HB 2016 (African American students education plan), HB3308 (underserved and marginalized students) HB 3063 (Future Connect), HB 2681 (placement processes) and the developmental education redesign, student success oversight and design by scale.

Workforce. This includes the new local workforce boards and the new legislation for everything from career pathways, eligible training providers to adult basic skills.

Financial/Legislative. This includes capital construction, seismic funding, budget development for 2017 and the 2016 February session.

College Services Operations. This includes reporting on employment status (SB 113), SB 759 (sexual assault policies), SB 473 (sexual orientation and preferred name) SB 454 (sick leave) Sb 470 (UI for summer and breaks) as well as HB 2410 (noncredit training) and the Oregon Talent Council.

The new Community College and Workforce Development Direct is Dan Findley. He and Andrea will keep us posted through the year.



Economic Development and Tourism Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

The major time, process and community effort has been around the first round of tourism related grants. The update of the process has been in all the local news reporting. By the time the Board meets in September a final decision should have been made or be very close. Also in the news is the continued growth of the resources based on a mild year at the coast that has brought records tourists. However in light of changing economic times (Black Monday) and unknown but forecasted a **very "wet winter, it is an unknown and not necessarily a stable funding source; just an additional and valued funding source.**

Economic Development Council (EDC) and the Small Business Development efforts continue to meet our small business and mid-**size business as Mike Cohen's leadership continues to reach out.**

This is the first year where the college is the entire fiscal backbone for EDC. EDC will continue with their own budget committee and budget development. The college is serving as the fiscal agent.



Personnel

RECOMMENDATION

INFORMATION ONLY — NO ACTION REQUESTED.

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
EDC/TLT Accountant (0.5 FTE)	6/29/2015	8/31/2015		Kyra Williams	Amy Blackburn
IMT Program Coordinator	6/10/2015	9/8-9/23	Open until filled	Ann Hovey	
College Librarian/ Library Director	8/16/2015		Open until filled	Ann Hovey	
EDC/Tourism Sales and Marketing Program Coordinator	8/1/2015		Interviews scheduled for 8/17, 20/ 2015	Nan Devlin	
Research and Data Visualization Specialist (0.5 FTE)	8/24/2015		Open until filled	Ann Hovey	
Data Specialist (0.5 FTE)	8/24/2015		Open until filled	Ann Hovey	
Chief Student Services Officer	10/12/2015		Open until filled	Connie Green	
Aspire Advisor and Coordinator/ Enrollment Specialist	10/1/2015		Open until filled	TBD	



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

Key dates to remember:

In-service - September 17 and 18
Classes begin September 23
OCCA – Grants Pass at RCC- October 1 - 11 to 4
Mildred Davey Luncheon- October 15

OCCA Annual Conference, Salishan, November 4-6, 2015

Thanksgiving staff potluck -Friday November 20
Fall term ends – December 11
Campus closed – December 21 – thru December 28

National Conference. Kyra Williams and I are attending the Rural Community College Alliance. Some of the sessions that caught our interest and why we decided to have two of us attend:

- Opening Session: The Resilient Rural College: Built to Navigate the Perfect Storm
- Responding to a Performance-Based Funding Policy: Small Rural Community College Perspectives
- A Journey to the Top 2 Percent
- Providing Postsecondary Educational Opportunities to One of the Nation's Most Rural Areas



- Planned Giving for the Small Shop
- Economic Revitalization is a Team Effort: Rural Community Colleges Role in the Entrepreneurial Ecosystem
- Rescuing Troubled Programs Using a Combined Curriculum Modularization and Integrated Marketing Approach
- Working as a Team across 96,000 Square Miles: Shared Services in Institutional Research and Effectiveness
- Federal Student Loans in Rural Appalachia: Maintaining Access and Preventing Default
- Engagement, Completion, Student Success: SSC's Campus-wide Initiative to Better Serve Our Students



Board Member Discussion Items

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Lincoln



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE MEETING.

BACKGROUND INFORMATION

----- Chair Lincoln

