



Board of Education Meeting Agenda

Date: February 1, 2016

Regular TBCC Board Meeting --6:00 -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 Jan. 4, 2016 Minutes	
3.	Invitation for Public Comment -----	Chair Lincoln
	Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	New Business and/or focused policy discussions	
	a. Program Partner Highlight: ASTBCC and PTK -----	President Green
	b. Program Partner Highlight: Medical Assisting -----	Chief Academic Officer Hovey
	c. Academic Calendar (information) -----	Chief Academic Officer Hovey
	d. Courses and Curriculum -----	Chief Academic Officer Hovey
	e. Enhanced Advising -----	Director Hanson and Chief Academic Officer Hovey
	f. Partners for Rural Innovation Center Update -----	President Green
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 Colleges and Workforce Development -----	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 • 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 FEBRUARY MEETING.

BACKGROUND INFORMATION ----- Chair Lincoln

Items for approval:

- a. Approval of Agenda
- b. Approval of Jan. 4, 2016 Minutes



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE FEBRUARY MEETING.

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

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	e. Announcements and General Information -----	President Green
6.	Board Member Discussion Items -----	Chair Lincoln
7.	Adjournment -----	(Action) Chair Lincoln



Approval of January 4, 2016 Minutes

RECOMMENDATION

MOTION TO APPROVE THE JAN. 4, 2016 BOARD MINUTES.

BACKGROUND INFORMATION

----- Chair Lincoln



Board of Education Minutes Jan. 4, 2016

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

TBCC Staff: Kyra Williams, Rhoda Hanson, Ann Hovey, Pat Ryan, Sheryl Neu, Heidi Luquette, Ray Hoyt, Sally Jackson and Connie Green.

Regular Board Meeting

Call to Order • Acknowledge Guests (agenda item 1)

The meeting was called to order by Chair Lincoln at 5:58 p.m. There were no guests.

Approval of Consent Agenda (agenda item 2)

Mary Faith Bell moved to approve the consent agenda. Billy Schreiber seconded. The motion carried.

Invitation of Public Comment (agenda item 3)

There was no public comment at this time.

New Business

Annual Financial Report (agenda item 4.B)

Chief Financial Officer Williams referred to the letter in the packet from TBCC's Auditor to The Board. The Audit Report identified new auditing standards regarding pension plans and reported one deficiency in internal control over compliance reported of the major federal aid award programs. This deficiency was not considered to be a material weakness. There were no significant deficiencies in internal control over financial reporting of TBCC's financial statements. Director Williams asked the Board to accept and approve for filing and distribution of TBCC's Audit Report for the fiscal year 2015. Billy Schreiber moved to approve for filing and distribution of the report and Kathy Gervasi seconded. The motion carried.



Program Partner Highlight/Policy Conversation: Title III (agenda item 4.A)

Ray Hoyt, Title III Grant Director presented information regarding Title III including the three full-time positions currently funded by Title III. Director Hoyt provided data and statistics supporting the success of Title III at TBCC by reporting on the deliverables within four major components and twelve measurable objectives. Director Hoyt presented this policy question to the Board: Should TBCC proceed with Continuous Process Improvement (aka LEAN) from a preferred process to an expected way of doing business? TBCC staff, faculty and administrators have received training in the LEAN process with measurable positive outcomes in the operations of TBCC. After a discussion and comments from TBCC staff to the benefits of LEAN, the Board approved TBCC adopt LEAN as an expected way of doing business.

Board Self Evaluation (agenda item 4.C)

President Green suggested the use of Governance Institute for Student Success (GISS) as the tool the Board use for their self-evaluation. Results and next steps will be discussed at the OCCA workshop in June of 2016. The Board agreed to this proposal.

Presidential Evaluation (agenda item 4.D)

President Green explained the process for the presidential evaluation. Chair Lincoln asked that all comments from the board members be returned to her in February in preparation for an Executive Session in March.

Board Policy Review (agenda item 4.E)

Chair Lincoln thanked board members, Bell and Gervasi, who recently reviewed the Board policy with President Green. The revisions recommended by the committee were discussed. Robert Weitman moved the changes be adopted. Billy Schreiber seconded. The motion carried.

Partners for Rural Innovation Center Update (agenda item 4.F)

President Green updated the board on the progress of the Partners building. She attended the Tillamook Planning Commission meeting on December 17th. Easements and design elements were discussed at the planning meeting and President Green reported the Commission approved the plan with conditions the Architect and Projects Manager concur are reasonable and manageable. President Green said bids are coming in and construction on the building should begin in mid-February. She also stated personal donations have increased and fund raising efforts through TBCC Foundation are ongoing.

Oregon Northwest Workforce Investment Board (agenda item 4.G)

President Green announced the Oregon Northcoast Workforce Investment Board (ONWIB) will meet at TBCC on January 15, 2016 with for the purpose of drafting a five county plan. She explained the Workforce Investment Board collaborates with TBCC to develop apprenticeships, OJT and contracted training for participants to gain job skills in areas of need for community partners.



Information Only Items

Financial Report (agenda item 5.A)

CFO Williams prepared TBCC's financial report which was distributed to the Board in their monthly packets prior to the meeting date. No comment or discussion occurred on this report.

Community College and Workforce Update (agenda item 5.B)

President Green prepared information relating to the highlights of community college meetings during the month of December. This information was distributed to the Board in their monthly packets prior to the meeting date. No comment or discussion occurred on this item.

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

President Green reported the Economic Development and Tourism determined the Tillamook County Board of Commissioners approved a recommendation that Tillamook County will provide oversight for facilities for Travel Tillamook Coast operations and EDC will continue with oversight and marketing.

Personnel (agenda item 5.D)

Pat Ryan, Director – Facilities, Safety and Human Resources prepared a matrix of three open positions at TBCC currently. This information was distributed to the Board in their monthly packets prior to the meeting date. No comment or discussion occurred on this item.

Announcements and General Information (agenda item 5.E)

No announcements or general information were presented for discussion.

Board Member Discussion Items (Item 6)

There were no discussion items at this time.

Adjournment (Item 7)

The meeting was adjourned by Chair Lincoln at 7:28 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. Program Partner Highlight: ASTBCC and PTK ----- President Green
- b. Program Partner Highlight: Medical Assisting ----- Chief Academic Officer Hovey
- c. Academic Calendar ----- Chief Academic Officer Hovey
- d. Courses and Curriculum ----- Chief Academic Officer Hovey
- e. Enhanced Advising ----- Director Hanson and Chief Academic Officer Hovey
- f. Partners for Rural Innovation Center Update ----- President Green



Program Partner Highlight: PTK and ASTBCC

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION -----President Green

At the February meeting, the board will hear briefly from the ASTBCC and PTK officers about their respective student groups and what projects they are working on.

The Beta Delta Epsilon Chapter of Phi Theta Kappa, a two year honor society, recognizes and encourages the academic achievement of accomplished students. PTK provides opportunities for individual growth and development through fellowship, leadership, scholarship and service. Current officers include: Andrew Eklof and Macy O'Donnell. Sheryl Vanselow acts as group advisor. The chapter is currently in a rebuilding year with 18 PTK members attending winter term.

The Associated Student body of Tillamook Bay Community College (ASTBCC) operates under a constitution designed to promote student activities that stimulate the social, physical, moral, and intellectual growth of students. It is organized to benefit the students, the college, and the community, and to provide opportunity for student input. All credit and non-credit students currently enrolled at TBCC are members of ASTBCC. Current officers include: Cody Sampson, Judith Lobato, Stephanie Rodriguez, and Brenda Velazquez. John Sandusky acts as advisor.



Program Partner Highlight: Medical Assisting

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

In winter 2015, meetings with the new human resources director at Tillamook Regional Medical Center (TRMC) highlighted a labor market need in the region for qualified medical assistants. Although TBCC is not able at this time to support a full program in Medical Assisting (MA), it was decided to explore the potential of partnering with a college that already had an existing program, such as Clatsop Community College. TBCC and Clatsop could thus build on an already strong relationship that has been fostered by college staff, through an ongoing collaboration between TRMC, the college and Clatsop in providing qualified nursing graduates to our community.

A series of meetings throughout winter and spring of 2015 with Chief Academic Officer Ann Hovey, Clatsop Nursing Director Allison Swanson, and Holly Tumbarello, Clatsop Medical Assisting program director, produced an agreement to partner, as a trial for one year, on a Medical Assisting program in Tillamook County. Hovey worked closely with Tumbarello to facilitate a program design that would provide benefit to both colleges while also maximizing the use of existing resources to every extent possible. Through the efforts of Heidi Luquette, working with Clatsop representatives, an effective marketing and recruitment campaign for the program was pursued through late spring and summer to inform the community of the new program opportunity, and the program was launched in Fall 2015.

The Medical Assisting program is a one-year certificate program. When students complete the program they are fully qualified to be immediately hired as a Medical Assistant in hospitals, doctor's offices, medical clinics, and alternative medicine facilities. Currently Clatsop is unable to keep up with the demand for these professionals - graduates are most often hired immediately, and the number of students waiting to enroll continues to be strong.

Tillamook Bay Medical Assisting students take all courses, with the exception of their clinical assignments, at the TBCC campus. General education courses are taught by TBCC faculty, and the college receives FTE for these enrollments. Program-specific courses are taught by Clatsop faculty on our campus, with the FTE for those classes going to Clatsop. A financial aid reciprocity agreement was signed between the two colleges to facilitate financial aid provisions for students.

Clatsop has hired a TBCC adjunct to teach the Medical Assisting courses for them, and they report both they and the students are pleased with the quality of instruction. In her capacity as



Clatsop adjunct for the program, Kaisa Larson travels from Clatskanie to Tillamook to teach the classes. Kaisa has also completed online course training and has developed two online courses for TBCC in Medical Terminology and in Health and Safety for Life, both of which are slated for offering this spring quarter.

Currently, TBCC has six full-time students and two part-time students enrolled in the collaborative program. The six full-time students began their clinical practices this winter quarter with two of them serving at the Tillamook Health department. The other four are working with Adventist Health, with one placed at the Urgent Care facility in Manzanita. All are doing very well. The two part-time students are completing prerequisites for the program and will enter actual MA studies this coming fall. Clatsop is hoping to graduate a total of 28 students between their home program and the collaborative program with TBCC - including the six from our college.

Given the success of the program to date and the continuing demand for Medical Assistants, the initial plan to run the program for one year has been amended. Clatsop and TBCC will continue the partnership for another year. Clatsop has already received inquiries from four students in Tillamook who hope to start the program in the fall. MA application information for 2016/20176 will be in the spring schedule.



Academic Calendar

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

Attached is the proposed college calendar for the 2016-2017 academic year.

You will note that Winter term 2017 will begin a week later than normal, with the first day of classes scheduled January 9. This is to avoid the loss of two days of instruction during winter quarter to the federally observed holidays in January which fall on Mondays.

The college will have a one week instructional break between the end of spring term, June 17, and the start of summer term, June 26. Because financial aid cannot be distributed until July 1, if the start of the summer term is scheduled prior to June 26, summer students would be two weeks into the term before their financial aid could be disbursed to them. Thus the decision was made to move summer start back one week, to June 26.

The proposed calendar is attached for your convenience and review, and printed in color to help capture the color coding.



DRAFT TBCC 2016/17 Calendar

2016

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	H	12
13	14	15	16	17	18	19
20	21	22	23	H	H	26
27	28	29	30			

December 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	H	24
25	H	H	28	29	30	31

2017

January 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	H	30	31			

June 2017						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Calendar Color Key

Holiday (College Closed)	Spring Break (Between Terms)
First Day/Last Day of Term	In-Service/Faculty Duty Days
Term Registration Begins	College Closed
Term Final Grades Due	

July - August 2016 - College Closed on Fridays - Open M-TH 8-5
 July 4 - Independence Day (College Closed)
 August 20 - 2016 Summer 8 Week Term Ends
 August 22 - Fall Term Registration Begins
 September 3 - 2016 Summer 10 Week Term Ends
 September 5 - Labor Day (College Closed)
 September 15-16 - College In-Service Days (College Closed)
 September 14 and 19-23 - Faculty In-Service/Duty Days
 September 25 - 2017 Fall Term Registration Ends
 September 26 - Fall Term 2016 Classes Begin
 November 11 - Veterans' Day Holiday (College Closed)
 November 21 - Winter 2017 Term Registration Begins
 November 24-25 - Thanksgiving Holidays (College Closed)
 December 5 - 9 - Fall Term Finals Week
 December 10 - 2016 Fall Term Ends
 December 12, 5:00 pm - Fall 2016 Grades Due
 December 28-30 - Winter Holidays/College Closed
 January 2 - New Year's Holiday Observed (College Closed)
 January 8 - 2017 Winter Term Registration Ends

January 16 - Martin Luther King Day (College Closed)
 February 27 - Spring Term Registration Begins
 March 20-24 - Winter Term Finals Week
 March 25 - 2017 Winter Term Ends
 March 27, 5:00 pm - Winter Term Grades Due
 March 27-31 - Spring Break
 April 2 - Spring Term Registration Ends
 April 3 - Spring Term 2017 Classes Begin
 April 28 - College In-Service Day
 May 22 - Summer Term Registration Begins
 May 29 - Memorial Day (College Closed)
 June 12-16 - Spring Term Finals Week
 June 16 - Commencement Exercises
 June 17 - 2017 Spring Term Ends
 June 19, 5:00 pm - Spring Term Grades Due
 June 25 - Summer Term Registration Ends
 June 26 - Summer Term 2017 Classes Begin
 August 19, 2017 - Summer 8 Week Term Ends
 September 2, 2017 - Summer 10 Week Term Ends

Courses and Curriculum

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

The college Curriculum Committee is recommending two items for Board approval: BA 214 and LEAD 242. The Chief Academic Officer is presenting PE 142B, Zumba II, as an item for the Board's information.

Item 1 for Board Approval: BA 214

BA 214 Lean Manufacturing and Process Control

BA 214 was presented for your information in December as BA 210. Faculty made the decision to change the number to BA 214. This course is currently in the college course catalog as IMT 222. It is being adopted by the Business Management curriculum and utilized as a contract training course for TCCA personnel.

BA 214 Course Description: Provides instruction in concepts of quality, value, industrial standards, and "lean manufacturing" methods involving the improvement of industrial efficiency and production. Also covers the use of statistical process control to improve maintenance and production processes. Prerequisite: MTH 065 or placement above this level.

BA 214 Course Learning Outcomes:

- * Apply statistical concepts that form Statistical Process Control and perform industrial applications of its implementation.
- * In manufacturing operations, recognize common causes and effects of variation of processes on production output.
- * Use the different types of control charts often used as part of statistical process control systems and interpret different control charts from actual industrial processes to control output.
- * Apply principles of statistical process control to carry out corrections needed from the interpretation of different charts noting opportunities for improvement.
- Identify and implement "lean manufacturing" methods to a variety of industrial applications.
- Identify procedures and processes where waste is commonly found; develop elimination-of-waste strategies.
- Implement statistical concepts related to process control and optimization of output efficiencies.
- Recognize common causes and effects of variation of processes on production output.



- Use and interpret the different types of control charts commonly used as part of statistical process control systems.
- Apply principles of statistical process control to carry out corrections needed from the interpretation of different charts noting opportunities for improvement.

Item 2 for Board Approval: LEAD 242

LEAD 242: Agricultural Leadership

LEAD 242 Course Description: This course is designed for students to learn foundational leadership concepts related to leadership styles, traits, and ethics. Additionally, students have the opportunity to learn skills related to conflict management. Students will also develop a personal leadership plan, as well as work on personal projects throughout the course.

LEAD 242 Course Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Utilize record keeping to accomplish agriculture business objectives while complying with laws and regulations.
- Use oral and written communication skills in creating, expressing and interpreting agricultural information and ideas including technical terminology.
- Solve agriculture problems using critical thinking skills.
- Use information technology tools to assess, manage, integrate, create, and communicate agricultural information.
- Use leadership skills in collaborating with others to accomplish agriculture related organization goals and objectives.
- Know and understand the importance of professional ethics and legal responsibilities in agricultural careers.
- Know and understand the importance of employability skills for agricultural careers.

For the Board's Information: PE 142B

The Chief Academic Officer anticipates bringing, for the Board's approval in March, PE 142B, Zumba II. This course is a continuation of Zumba I, a popular physical education course for the college. There have been many student requests for the instructor to offer an advanced version of Zumba.

PE 142B COURSE DESCRIPTION and PREREQUISITES:

Expands knowledge, application and skills of Zumba Fitness. Continues fundamental techniques learned in Zumba Fitness I. Promotes continued improvement of cardiorespiratory conditioning, muscle endurance, and flexibility through the safe and proper skill of rhythmic exercise. Prerequisite: PE 142A or instructor permission. Audit available.

ADDENDUM TO COURSE DESCRIPTION:

Course activities and design should facilitate:



- Continued improvement of overall physical conditioning through Zumba Fitness participation, including but not limited to improvements in cardiorespiratory fitness, muscle fitness, balance, agility and flexibility.
- Performance of safe and effective Zumba fitness exercises.
- Identification of different rhythms, step patterns and the techniques associated with those rhythms.
- Development of lifelong fitness, health, and wellness.

PE 142B INTENDED COURSE OUTCOMES:

Upon successful completion of this course, students should be able to:

1. Apply the benefits of cardiorespiratory fitness and muscular endurance as attained in Zumba.
2. Apply skills from Zumba II to continue lifelong fitness.
3. Continue to practice fitness principles started in Zumba II.



Enhanced Advising

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION -----Director Hanson and Chief Academic Officer Hovey

What is Enhanced Advising?

While traditional advising has tended to focus on academic and career education advising, enhanced advising recognizes that many barriers for students exist outside the actual academic environment, in their personal lives or past experiences. Enhanced advising attempts to provide a more holistic approach, by providing assistance in locating college supports, public services in the community and/or referral to outside agencies or other college personnel who can assist the student in addressing their barriers to success.

Through daily contact with TBCC students, college faculty, staff, and advisors find that a large percentage of our students withdraw from classes or do not achieve success at the level they are capable of due to complications in their personal lives. Some students struggle with their feelings of not being capable. Some students are homeless and living in cars, the woods or surfing between friend's homes with their children. Some students may return home after class to an abusive spouse or significant other, or to a home with a drug or alcohol addicted individual. . It can be difficult at best to maintain a long-term focus on pursuing a course of study when you are worried about how you will provide your children (or yourself) with food that day, or what you will encounter when you get home.

As colleges around the county have implemented enhanced advising models, they have seen strong improvements in student retention, success, and completion. Studies indicate that students who can successfully complete their first quarter are more likely to return and succeed in the second quarter. At TBCC, students have historically exhibited a sharp decline in persistence to the third quarter.

Leadership interest in implementing an enhanced advising model at TBCC has been strong for many years. Up to the last year, the environment was not as receptive in all faculty and staff areas. In 2014-2015 a strong effort was made to educate faculty and staff on the philosophy behind enhanced advising and to change existing perceptions. Presentations were made in the fall 2015 In-Service sessions, with the goal of beginning to implement a pilot model in the academic year 2015-2016. This year's Fall in-service featured a session devoted to seeking input on this implementation, resulting in significant feedback. The feedback assisted leadership in identifying and addressing concerns and also provided valuable practical suggestions on details of actual process design, record-keeping, and tracking of student progress.



In January TBCC's College Council participated in a LEAN planning session that yielded a framework for enhanced advising at TBCC. Because college council is comprised of representatives from all college areas, it was deemed the best group to lead the implementation. As currently envisioned, and because the classroom and faculty contact is the one experience that all students share, faculty will take the lead in establishing regular, personalized contact with their students. This contact will be through either a phone call, face-to-face meeting, or informal check-in before or after class. The goal of this contact is to establish a feeling of "connectedness" for the student and to reinforce to them that the college is genuinely invested in their success. Faculty will reach out to each student to ask them how they are feeling and what they may need for greater success. Faculty will then, based on their conversation with the student, refer the student to appropriate personnel within the college or to external agencies within the community for assistance in locating resources or counseling services.

The attached graph/picture sheet is an outgrowth of the LEAN meeting. It summarizes the goals of the project for the college and the philosophy behind the enhanced advising concept. During the LEAN session, faculty and staff learned how to initiate contact with a student and to ask open-ended questions to invite interaction, rather than shut the conversation down with yes-no questions. They were counseled to actively listen to the students they are working with, to provide an opportunity for the student to open up and to help understand the student's situation. All of these interactions will be conducted with respect, empathy, and a commitment to help the student. Students will be referred to an internal or external subject matter expert, as appropriate, and based on need.

The target population for this effort will be incoming, first year students, as research shows they are the students at greatest risk. Participants in the LEAN session identified the strategic points during the quarter when these contacts would be initiated:

1. Start Strong: Before Day 1 of the quarter: Students will be given essential information to get them off to a strong start. This may include information on the MyTBCC portal, college email, Moodle, textbooks for courses, and perhaps a copy of the course syllabus with the first weeks' assignment.
2. Check In: Week 3 - Students will be contacted to ask "How are classes are going? What can we assist you with? What success have you had last week?" They will also be reminded of support services available in the library and learning center, and about tutoring resources available to them.
3. Halfway: Week 5 – Students will be contacted to ask "We are halfway through the term – how are you feeling/doing? How are you feeling about your college experience? What success have you had last week?"



4. Persist: Week 7 – Students will be asked “What do you need or what can we assist you with to succeed this term? What success have you had last week?”
5. Do It Again – Week 9 – Students will be asked “What is your plan for next term? What is your next step to accomplish your college/career plan? What success have you had last week?”

While the framework for the project has been outlined there still remains additional work before a pilot can be started. A digital application to be used in documenting contacts and tracking student progress needs to be identified, and training provided for faculty and staff. A formal and detailed process needs to be developed, with all faculty and staff involved educated about the benefits of enhanced advising and the expectations for their participation. The work will continue in College Council meetings and, potentially, additional LEAN sessions. It is hoped that a small pilot can be begun for the spring term this year.



What Student

Problem are we solving?

An experience gap in college/career/personal
Success Strategies.

**How will the
work change?
(WHAT)**

Make regular
contact with
current
students to
provide a safe
environment to
openly discuss
goals,
challenges,
and ways to
support
success.

**What system(s) are
required?**

A method to track advising
information must be secure
and available to all involved
with Enhanced Advising.

**What leadership behaviors
are required?**

**What do
employees (we)
need to learn?**

(HOW)

Initiate Contact;
Ask Open Ended
Questions; Actively
Listen – Purpose
behind their
question;
Understanding their
situation; Discuss
Potential Outcomes
of a Discussion –
positive, negative,
long term impact;
Refer to Subject
Matter Expert
(SME) as
Appropriate – on
campus or off
campus; Done with
respect, empathy
and a commitment
to help.

What will drive this transformation? (WHY)

To build relationships, confidence, self-learning and long-term personal
well-being with income, home, career, etc. to help students succeed.

Partners for Rural Innovation Center Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- President Green

The Partners for Rural Innovation continues to move forward. The building permits were requested on January 14. They have not been processed as of January 20 until storm, and water agreements with the city can be finalized. Construction will begin sometime in February 2016.

A grant letter of interest was submitted to the Reser Foundation. A grant to the Ford Foundation is underway and will be submitted by the end of February.

I am suggesting an executive session at the March meeting to discuss the current status of the project.



Information Only Items

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Lincoln

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



Financial Report

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION -----Chief Finance Officer Williams

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



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended December 2015
 50.00% of fiscal year elapsed

	FY 2013-2014			FY 2014-2015		
	Annual Budget	12/31/14 Actual	Percentage of Budget	Annual Budget	12/31/15 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 668,698	\$ 823,472.28	123.15%	\$ 755,349	\$ 910,658.32	120.56%
State	\$ 985,893	\$ 520,615.69	52.81%	\$ 1,121,379	\$ 666,956.79	59.48%
Property Taxes	\$ 1,136,822	\$ 961,035.30	84.54%	\$ 1,159,417	\$ 994,463.46	85.77%
Local Contract	\$ 72,000	\$ 82,000.00	113.89%	\$ 72,000	\$ -	0.00%
Tuition	\$ 1,137,472	\$ 400,412.00	35.20%	\$ 1,047,472	\$ 299,161.00	28.56%
Fees	\$ 195,700	\$ 63,554.00	32.48%	\$ 175,700	\$ 50,230.88	28.59%
Sale of Goods	\$ 4,000	\$ 545.50	13.64%	\$ 2,000	\$ 1,181.50	59.08%
Interest	\$ 5,500	\$ 3,604.77	65.54%	\$ 5,500	\$ 4,685.98	85.20%
Rental	\$ 10,000	\$ 8,572.50	85.73%	\$ 12,000	\$ 7,425.00	61.88%
Miscellaneous	\$ 7,000	\$ 1,359.07	19.42%	\$ 7,000	\$ 12,951.16	185.02%
Transfers	\$ 392,729	\$ 35,248.59	8.98%	\$ 412,570	\$ 27,509.99	6.67%
Total resources	\$ 4,615,814	\$ 2,900,419.70	62.84%	\$ 4,770,387	\$ 2,975,224.08	62.37%
Expenditures						
Instruction	\$ 1,465,445	\$ 582,098.98	39.72%	\$ 1,507,437	\$ 566,944.31	37.61%
Instructional Support	\$ 438,015	\$ 200,087.22	45.68%	\$ 409,489	\$ 165,754.88	40.48%
Student Services	\$ 395,901	\$ 194,986.93	49.25%	\$ 417,211	\$ 173,819.89	41.66%
College Support	\$ 1,036,847	\$ 528,954.79	51.02%	\$ 1,072,550	\$ 486,059.33	45.32%
Plant Operation	\$ 279,193	\$ 135,552.95	48.55%	\$ 270,351	\$ 129,042.06	47.73%
Transfers	\$ 278,000	\$ 60,957.26	21.93%	\$ 288,000	\$ 63,512.80	22.05%
Contingency	\$ 53,715	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,947,116	\$ 1,702,638.13	43.14%	\$ 4,015,038	\$ 1,585,133.27	39.48%
Ending fund balance	\$ 668,698	\$ 1,197,781.57	179.12%	\$ 755,349	\$ 1,390,090.81	184.03%

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

	Fund No.	Beginning Fund Balance	2015-2016 Revenue	2015-2016 Expenditures	Ending Fund Balance	2015-2016 Spendable Budget	2014-2015 Prior Year Expenditures 12/31/2014
Adult Basic Education	210	\$ -	\$ 27,807.30	\$ 27,807.30	\$ -	\$ 75,182	\$ 29,657.69
Tutor Grant	211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,984.52
United Way Literacy Grant	216	\$ 2,869.12	\$ -	\$ 636.00	\$ 2,233.12	\$ 3,173	\$ 1,360.77
Title III Grant	220	\$ -	\$ 137,016.65	\$ 156,090.19	\$ (19,073.54)	\$ 505,494	\$ 161,578.93
Lumina Core to College Grant	222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,692.58
CASE Grant	223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,442.34
Pathways Grant	225	\$ -	\$ -	\$ 15,317.95	\$ (15,317.95)	\$ -	\$ 13,758.72
Industrial Maintenance Tech	226	\$ 20,086.80	\$ 10,000.00	\$ 4,972.27	\$ 25,114.53	\$ 81,475	\$ 23,979.32
SBDC Federal Grant	230	\$ -	\$ 15,125.00	\$ 15,125.00	\$ -	\$ 31,550	\$ 15,775.00
SBDC State Grant	231	\$ -	\$ 25,369.35	\$ 25,369.35	\$ -	\$ 42,304	\$ 24,000.21
SBDC Program Income	232	\$ 18,789.59	\$ 355.00	\$ 159.21	\$ 18,985.38	\$ 18,423	\$ -
SBDC - EDC Fund	235	\$ -	\$ -	\$ -	\$ -	\$ 82,750	\$ 65,420.78
EDC TLT Fund	237	\$ -	\$ -	\$ -	\$ -	\$ 1,561,849	\$ 204,775.49
TEC Vocational Education Grant	240	\$ -	\$ 1,530.91	\$ 1,530.91	\$ -	\$ 40,000	\$ 23,849.00
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ -
Juan Young TBCC Library	252	\$ 3,059.04	\$ -	\$ 3,059.04	\$ -	\$ -	\$ 1,940.96
Connect2Complete	253	\$ 6,863.59	\$ -	\$ -	\$ 6,863.59	\$ -	\$ 3,000.00
ASPIRE Program	254	\$ -	\$ 12,812.50	\$ -	\$ 12,812.50	\$ -	\$ -
Lumina Credit When It's Due Grant	275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,098.82
Oregon Dev Ed Redesign Grant	277	\$ 7,664.42	\$ -	\$ 92.58	\$ 7,571.84	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 83,078.19	\$ 217.89	\$ -	\$ 83,296.08	\$ -	\$ -
Timber Tax Reserve Fund	291	\$ 766,873.96	\$ 119,909.94	\$ -	\$ 886,783.90	\$ 482,989	\$ -
Strategic Investment Fund	295	\$ 1,301,628.00	\$ 3,413.92	\$ -	\$ 1,305,041.92	\$ 263,500	\$ -
State IGA Fund	296	\$ -	\$ 177,908.40	\$ 214,145.54	\$ (36,237.14)	\$ 550,000	\$ 270,370.64
Total Special Fund		\$ 2,212,473.10	\$ 531,466.86	\$ 464,305.34	\$ 2,279,634.62	\$ 3,740,289	\$ 894,685.77
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 11/30/2015		
Total of Grants that borrow from the General Fund		\$ (34,391.49)	\$ 54,911.07	\$ -	\$ (89,302.56)		
Total of Grants that are not borrowing from the General Fund		\$ 2,314,026.11	\$ 105.00	\$ -	\$ 2,313,921.11		
Total Special Fund		\$ 2,279,634.62	\$ 55,016.07	\$ -	\$ 2,224,618.55		
	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	\$ 1,962.00	\$ 556.30	\$ 14,993.84	\$ 7,665	\$ 708.87
Driver Education Program	311	\$ (1,642.56)	\$ 3,472.50	\$ 4,640.74	\$ (2,810.80)	\$ 9,834	\$ 7,836.96
Bookstore	320	\$ 49,359.42	\$ 30,731.06	\$ 72,973.21	\$ 7,117.27	\$ 230,330	\$ 103,862.40
Customized Training Projects	330	\$ 24,226.17	\$ 9,280.00	\$ 21,246.31	\$ 12,259.86	\$ 41,698	\$ 12,637.22
Culinary & Hospitality Program	340	\$ 3,266.59	\$ 1,340.41	\$ 2,842.98	\$ 1,764.02	\$ 15,375	\$ 4,298.87
Culinary Catering	341	\$ 878.68	\$ 1,644.25	\$ 3,602.43	\$ (1,079.50)	\$ 16,000	\$ 3,740.99
Total Enterprise Fund		\$ 89,676.44	\$ 48,430.22	\$ 105,861.97	\$ 32,244.69	\$ 320,902	\$ 133,085.31
PERS Pension Bond Fund	410	\$ (2,261.17)	\$ 60,092.48	\$ 37,368.63	\$ 20,462.68	\$ 128,137	\$ 38,413.30
General Obligation Bond Fund	420	\$ 32,420.93	\$ 616,403.47	\$ 158,118.75	\$ 490,705.65	\$ 716,238	\$ 167,368.75
Total Debt Service Fund		\$ 30,159.76	\$ 676,495.95	\$ 195,487.38	\$ 511,168.33	\$ 844,375	\$ 205,782.05
Campus Construction Fund - GO Bonds	520	\$ 1,023,334.48	\$ 1,000.73	\$ 995,890.87	\$ 28,444.34	\$ 1,046,250	\$ 25,099.29
Local Match Fund	525	\$ 959,042.93	\$ 2,515.38	\$ -	\$ 961,558.31	\$ 957,000	\$ -
State Match Fund	530	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -
Grant Construction Fund	555	\$ -	\$ -	\$ -	\$ -	\$ 957,000	\$ -
Total Capital Projects Fund		\$ 1,982,377.41	\$ 3,516.11	\$ 995,890.87	\$ 990,002.65	\$ 4,960,250	\$ 25,099.29
Associated Students of TBCC	710	\$ 130.00	\$ 1,844.40	\$ 925.79	\$ 1,048.61	\$ 9,680	\$ 2,372.67
Phi Theta Kappa Honorary Society Fund	720	\$ 1,581.75	\$ 783.95	\$ 346.63	\$ 2,019.07	\$ 7,525	\$ 405.46
Economic Development Council	730	\$ -	\$ 117,904.45	\$ 51,098.21	\$ 66,806.24	\$ -	\$ -
Visit Tillamook Coast	740	\$ -	\$ 707,491.77	\$ 321,634.78	\$ 385,856.99	\$ -	\$ -
Total Agency Fund		\$ 1,711.75	\$ 828,024.57	\$ 374,005.41	\$ 455,730.91	\$ 17,205	\$ 2,778.13
PELL Grant	801	\$ -	\$ 210,889.00	\$ 210,784.00	\$ 105.00	\$ 1,101,500	\$ 318,772.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 4,375.00	\$ 4,375.00	\$ -	\$ 21,000	\$ 5,100.00
Direct Loans	810	\$ -	\$ 116,694.00	\$ 116,403.00	\$ 291.00	\$ 1,000,000	\$ 241,464.00
Federal Work Study	819	\$ -	\$ 1,947.76	\$ 3,270.84	\$ (1,323.08)	\$ 15,850	\$ 3,809.16
Oregon Opportunity Grant	821	\$ -	\$ 42,400.00	\$ 35,000.00	\$ 7,400.00	\$ 150,000	\$ 41,694.00
Chafee Grant	822	\$ -	\$ 3,501.00	\$ 2,332.00	\$ 1,169.00	\$ 20,000	\$ 1,000.00
Tuition Waivers	831	\$ 25,772.00	\$ -	\$ 4,486.00	\$ 21,286.00	\$ 7,000	\$ 1,601.50
Board Scholarships	832	\$ 67,052.02	\$ -	\$ 36,308.93	\$ 30,743.09	\$ 192,900	\$ 36,141.00
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ 20,793.32	\$ 20,793.32	\$ -	\$ 60,000	\$ 10,091.75
Student Employees	835	\$ 15,444.34	\$ 1,568.50	\$ 672.71	\$ 16,340.13	\$ 18,000	\$ 4,615.01
Non-Institutional Scholarships	840	\$ 3,826.92	\$ 13,585.00	\$ 6,758.78	\$ 10,653.14	\$ 51,500	\$ 17,672.58
\$5 Tuesday Fund	898	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300	\$ -
Total Financial Aid Fund		\$ 134,138.94	\$ 415,753.58	\$ 441,184.58	\$ 108,707.94	\$ 2,659,794	\$ 681,961.00

Agenda Item 5.A. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended December 2015
50.00% 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	\$ 910,658	120.56%	\$ 1,967,548	\$ 2,212,473	112.45%	\$ 73,100	\$ 89,676	122.68%	\$ 24,875	\$ 30,160	121.25%
Resources												
State Aid	\$ 1,121,379	\$ 666,957	59.48%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 72,000	\$ -	0.00%	\$ 2,929,129	\$ 527,480	18.01%	\$ 25,000	\$ 9,280	37.12%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,223,172	\$ 349,392	28.56%	\$ 4,000	\$ 320	8.00%	\$ 11,134	\$ 5,435	48.81%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,159,417	\$ 994,463	85.77%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 694,648	\$ 615,861	88.66%
Timber	\$ -	\$ -	0.00%	\$ 506,393	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 1,182	59.10%	\$ -	\$ 35	0.00%	\$ 253,000	\$ 33,701	13.32%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 4,686	85.20%	\$ 7,500	\$ 3,632	48.43%	\$ -	\$ -	0.00%	\$ 1,255	\$ 545	43.43%
Rental	\$ 12,000	\$ 7,425	61.88%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 12,951	185.01%	\$ -	\$ -	0.00%	\$ 7,000	\$ 15	0.21%	\$ -	\$ -	0.00%
Transfers	\$ 412,570	\$ 27,510	6.67%	\$ 957,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 130,000	\$ 60,091	46.22%
Total Revenues	\$ 4,015,038	\$ 2,064,566	51.42%	\$ 4,404,022	\$ 531,467	12.07%	\$ 296,134	\$ 48,431	16.35%	\$ 825,903	\$ 676,497	81.91%
Expenditures												
Salaries and Wages	\$ 2,741,230	\$ 1,139,087	41.55%	\$ 654,013	\$ 162,147	24.79%	\$ 85,819	\$ 32,821	38.24%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 907,808	\$ 359,034	39.55%	\$ 1,331,726	\$ 266,850	20.04%	\$ 210,520	\$ 71,711	34.06%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 28,000	\$ 23,499	83.93%	\$ 33,000	\$ 15,271	46.28%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 823,364	\$ 193,887	23.55%
Transfers	\$ 288,000	\$ 63,513	22.05%	\$ 405,757	\$ 20,037	4.94%	\$ 3,563	\$ 1,330	37.33%	\$ -	\$ -	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	\$ 1,585,133	39.48%	\$ 6,359,993	\$ 464,305	7.30%	\$ 320,902	\$ 105,862	32.99%	\$ 824,964	\$ 195,487	23.70%
Ending Fund Balance	\$ 755,349	\$ 1,390,091		\$ 11,577	\$ 2,279,635		\$ 48,332	\$ 32,245		\$ 25,814	\$ 511,170	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 162,076			\$ 55,016			\$ 321			\$ 43,256	
Inventories		\$ 2,042			\$ -			\$ 11,121			\$ -	
NET EFFECT ON CASH		\$ (164,118)			\$ (55,016)			\$ (11,442)			\$ (43,256)	
Liabilities												
Accounts Payable		\$ 75,970			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 69,543			\$ -			\$ -			\$ 43,256	
Payroll		\$ 116,483			\$ -			\$ 10,356			\$ -	
NET EFFECT ON CASH		\$ 261,996			\$ -			\$ 10,356			\$ 43,256	
NET ADJUSTMENTS		\$ 97,878			\$ (55,016)			\$ (1,086)			\$ -	
ENDING CASH BALANCE		\$ 1,487,969			\$ 2,224,619			\$ 31,159			\$ 511,170	

Agenda Item 5.A. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended December 2015
 50.00% 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	\$ 134,139	147.01%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 2,000,000	\$ -	0.00%	\$ -	\$ 803,883	0.00%	\$ 2,308,250	\$ 379,797	16.45%
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	\$ 3,516	100.46%	\$ -	\$ 1,405	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 957,000	\$ -	0.00%	\$ 9,200	\$ 20,893	227.10%	\$ 110,300	\$ 34,378	31.17%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 1,844	23.05%	\$ 150,000	\$ 1,579	1.05%
Total Revenues	\$ 2,960,500	\$ 3,516	0.12%	\$ 17,200	\$ 828,025	4814.10%	\$ 2,568,550	\$ 415,754	16.19%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 5,580	\$ 148,860	2667.74%	\$ 54,844	\$ 3,944	7.19%
Operating Expenditures	\$ 4,003,250	\$ 368,462	9.20%	\$ 11,625	\$ 219,001	1883.88%	\$ 2,601,700	\$ 437,241	16.81%
Capital Outlay	\$ -	\$ 627,429	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 957,000	\$ -	0.00%	\$ -	\$ 6,144	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,960,250	\$ 995,891	20.08%	\$ 17,205	\$ 374,005	2173.82%	\$ 2,659,794	\$ 441,185	16.59%
Ending Fund Balance	\$ -	\$ 990,002		\$ 520	\$ 455,732		\$ -	\$ 108,708	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables		\$ -			\$ -			\$ -	
Inventories		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
Liabilities									
Accounts Payable		\$ 9,155			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 9,155			\$ -			\$ -	
NET ADJUSTMENTS		\$ 9,155			\$ -			\$ -	
ENDING CASH BALANCE		\$ 999,157			\$ 455,732			\$ 108,708	

\$ 5,818,514

Cell: A33

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

Cell: A47

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

Community Colleges and Workforces Development

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

The 2016 legislative session is getting in gear. Hearings were held in Salem the week of January 19. Some hearings were reports on bills from the 2015 legislative session while others were ideas for the February 2016 session.

The January 15, 2016 OCCA newsletter has the materials and links to areas of interest:
<http://www.occa17.com/occa-newsletters>

The areas that will effect TBCC include:

- Placement tests and a range of metrics for students to be “ready” for college classes
- Resources identified in the Oregon Promise to assist students that are now being identified of how those resources will be used. This does include AVID.
- Minimum wage in rural areas increasing
- Campus Safety summit and information

The Oregon Workforce Investment Board strategic plan has been out for review. The link to the plan is: [Unified State Plan for WIOA covering Program Years 2016-2019](#)

Community Colleges did give comments to the plan. If you are interested please contact Connie.



Economic Development and Tourism Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

The Economic development Council met the third week of January for the regular meeting and for a planning session. The EDC is committed to a focused vision and key goals with active strategies that can be achieved.

There is a work group to revise the Tourism Memorandum of Agreement with EDC for the next 5 years. This will be brought back to EDC in late spring so that budget and other areas can align.



Personnel

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Research and Data Visualization Specialist		ASAP	Position will be reopened	Ann Hovey	
Data Specialist		ASAP	Position will be reopened	Ann Hovey	
Career Education Advisor and ASPIRE Coordinator		ASAP		Rhoda Hanson	
Human Resources Support Specialist	1/4/ 2016	ASAP	Interviews Jan, 26, 27	Pat Ryan	
Curriculum Specialist		Feb 1, 2016	This is a 0.5 FTE position	Ann Hovey	Amy Alday-Murray
Comm. Ed. Coordinator; Data Entry/Document Management Specialist			Position is being revised and will be reposted.	Ann Hovey	



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

Connie will be out of the country from 2/11 through 2/28. Kyra Williams and Ann Hovey will assist the campus staff, Board and community with questions.

Save March 31 from 6 pm to 8 pm for TBCC 35th Anniversary Celebration at the Tillamook Pelican Brewery.

Spring Break is March 19 through 26.

Spring Classes begin on March 28th.

April 20th is the OCCA All Stars Recognition in Salem.

The College will be closed on April 29th for In-service.

Graduation is June 10.

June 28 through the 30 is the Governance Institute for Student Success in Salem. Please hold those dates.



Board Member Discussion Items

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Lincoln



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE MEETING.

BACKGROUND INFORMATION

----- Chair Lincoln

