



Board of Education Meeting Agenda

Date: Monday, September 11, 2017

TBCC Board Meeting – Neah-Kah-Nie District Office – 6:30pm – 8:30pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Gervasi
2.	Consent Agenda: ----- a. Approval of Agenda b. Approval of July 10 th , 2017 minutes	(Action) Chair Gervasi
3.	Invitation for Public Comment ----- 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.	Chair Gervasi
4.	New Business and/or focused policy discussions a. Community College Funding, Bills from 2017 Session----- b. Budget Development Guidelines and Schedule----- c. Oregon Promise, Retention and Recruitment----- d. Tuition Around the State----- e. Policy Approval-----	President Tomlin CFO Williams Director Hanson CFO Williams (Action) CFO Williams
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda) a. Jenzabar Update ----- b. Curriculum and Assessment (focus for 2017-18)----- c. Reminder of Policy Review----- d. Fall In-service Invite and Information----- e. Financial Report----- f. Personnel Report----- g. President’s Report-----	CFO Williams CAO Hovey President Tomlin President Tomlin CFO Williams Director Ryan President Tomlin
6.	Board Member Discussion Items -----	Chair Gervasi
7.	Adjournment -----	(Action) Chair Gervasi

Executive Session – 214/215 – 8:00pm ----- Chair Gervasi

Pursuant to O.R.S. § 192.660 (2) (a) (b) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of discussing personnel issues.

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER

BACKGROUND INFORMATION-----

Chair Gervasi



Approval of the Consent Agenda

RECOMMENDATION

MOTION TO APPROVE THE CONSENT AGENDA FOR THE SEPTEMBER MEETING.

BACKGROUND INFORMATION----- Chair Gervasi

Items for approval:

- a. Approval of Agenda
- b. Approval of July 10th minutes



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE SEPTEMBER MEETING.

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4.	New Business and/or focused policy discussions	
	a. Community College Funding, Bills from 2017 Session-----	President Tomlin
	b. Budget Development Guidelines and Schedule-----	CFO Williams
	c. Oregon Promise, Retention and Recruitment-----	Director Hanson
	d. Tuition Around the State-----	CFO Williams
	e. Policy Approval-----	(Action) CFO Williams
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Jenzabar Update -----	CFO Williams
	b. Curriculum and Assessment (focus for 2017-18)-----	CAO Hovey
	c. Reminder of Policy Review-----	President Tomlin
	d. Fall In-service Invite and Information-----	President Tomlin
	e. Financial Report-----	CFO Williams
	f. Personnel Report-----	Director Ryan
	g. President's Report-----	President Tomlin
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Board of Education Minutes July 10, 2017 – 5:15pm

Date: Monday, July 10, 2017

TBCC Board Attending: Pamela Zweifel, Kathy Gervasi, Mary Faith Bell, Billy Schreiber, Tamra Gammon

TBCC Board Members Absent: Mary Jones, Danell Boggs

TBCC Staff Attending: Ross Tomlin, Ann Hovey, Heidi Luquette, Kyra Williams, Sheryl Neu, Karen Grosulak

TBCC Special Board Meeting – TBCC Room 214 – 5:15pm – 6:00pm

Call to Order (agenda item A1)

The meeting was called to order by Chair Schreiber at 5:16pm.

Approval of Consent Agenda (agenda item 2a,b,c) – Action Item

Pam moved to approve the consent agenda. Kathy seconded. The motion carried.

Invitation for Public Comment (agenda item 3)

There was no public comment.

New Business and/or Focused Policy Discussions (agenda item 4)

Approval of Election Results (agenda item 4.a)

President Tomlin advised the Board Members that each must recite and sign the TBCC Board of Education Oath of Office. Pamela Zweifel, Kathy Gervasi, Mary Faith Bell, Billy Schreiber, and Tamra Gammon all recited the Oath of Office and signed the Oath of Office document. Ross advised that a letter of confirmation of election results would go to the County Clerk, making results and titles official. Mary Jones was not present, and it was discussed that she would sign later in person with President Tomlin. Danell Boggs was also not present; however, she did not need to take the Oath of Office because she is in the middle of her term.

Election of Officers – (agenda item 4.b) – Action Item

Ross explained that the Board needed to elect a Board Chair and Vice Chair. Billy moved to nominate Kathy Gervasi as Board Chair. Pamela Zweifel seconded, all were in favor. The motion carried.

Billy moved to nominate Mary Faith Bell as Vice Chair. Pamela Zweifel seconded. All were in favor. The motion carried.



Chair Gervasi explained that committee involvement needed to be decided on as well. President Tomlin explained that a Policy Review Committee is needed. Tamra Gammon and Pamela Zweifel agreed to be on the Policy Review Committee. Kathy Gervasi elected to stay on the Foundation Board. Billy indicated he wanted to stay involved with the OCCA Board. President Tomlin explained that the OCCA has a winter conference at Salishan resort the 1st week of November, Thursday/Friday/Saturday. President Tomlin advised that he would be getting more information out to the Board and hoped as many board members as possible would be able to attend.

President Tomlin discussed TBCC Connections, and explained that while Vice Chair Bell was working with him on creating some of the monthly articles, more involvement from the TBCC Leadership Team would be following, and that Board involvement in TBCC Connections could be less frequent. Tamra Gammon expressed interest in participating. Chair Gervasi brought up the Foundation newsletter, and suggested the next edition of the newsletter include a roster of the Foundation Board Members. Director Heidi Luquette explained that the next edition would be larger than this first edition.

2017-2018 Organization, Finance, and Legal Designations (agenda item 4.c) – Action Item

CFO Kyra Williams explained that the Annual Designation gets updated every year, and that this year's update was primarily updating the year itself on the documents. CFO Williams also detailed that the documents will be changing Connie Green to President Tomlin as Clerk, and updating the Board Secretary to Karen Grosulak. Vice Chair Bell moved to accept the designations, Billy Schreiber seconded. The motion carried.

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

President's Report (agenda item 5.a)

President Tomlin discussed what he described as a meaningful graduation ceremony, detailing the great speeches and wealth of information on individual graduates.

President Tomlin explained that the Presidents met a couple weeks ago in Eugene to say farewell to Mary Spilde, the Lane Community College President who is retiring this year, and they met her replacement. The Presidents were updated on the legislative session results, and details were emailed to the Board's TBCC emails. President Tomlin explained that the Community Colleges ended up with \$570 Million for the Biennium, which is an increase from \$550M for the current biennium. Despite a large push from the college for a larger increase, Community Colleges ended up receiving a 1 increase in budget, while Universities received 6%, and K12 received an 11% increase. President Tomlin advised that some legislators were under the impression that we did not need a larger increase since property tax revenue increased.

President Tomlin advised that the OCCA had its last weekly update call, and that it had been explained to him that the transfer bill had passed, mandating that over the next few years, 25 majors will be required by Universities to have 30 credits accepted from Community Colleges.

President Tomlin explained that there were changes to Oregon Promise, which covers tuition by the state. Oregon Promise will be funded at almost \$40 million, while we needed \$43-45 million to be fully



funded. President Tomlin explained that while all students who started in Oregon Promise last year will continue to be fully funded, students starting out in the program this year will not be fully funded.

President Tomlin explained that TBCC will be working with other colleges on Guided Pathways, a statewide movement which will focus on advising students in metamajors and into classes that will transfer to universities in those majors.

President Tomlin advised that the TBCC Leadership Team had a retreat in June at the Garibaldi Museum, where strategic planning was discussed. The revised Strategic Plan should be out and available for Board review by October of this year after getting staff input and feedback at fall in-service.

President Tomlin explained other college items, including that planning for fall in-service was under way, and that the college had also officially hired an Institutional Planning and Research Analyst, and that this new hire will be starting in August. President Tomlin advised that the next Board meeting will be held in September, and that the college will be closed on Fridays through the summer. July 26 will be an OCCA New Board Member training in Newport at the Best Western Agate Beach Inn. Tamra Gammon is currently registered, and Pamela Zweifel agreed to go as well.

President Tomlin will be creating the agenda for the joint Board meeting in September with Neah-Kah-Nie Superintendent Paul Erlebach in August. The meeting will be held on September 11th at the Neah-Kah-Nie district office in Rockaway Beach. President Tomlin advised the Board that if they would like anything to be included in the meeting to let him know.

President Tomlin explained that a grant was being submitted by Oregon Coast Community College (OCCC) that would create a program to identify high school juniors who are interested in becoming teachers. The program would allow these students to take teaching-specific classes their junior and senior year, then enroll at TBCC or OCCC for their 1st and 2nd year, then transfer to Western Oregon University for their 3rd year. The students would then complete internships locally in the Newport/Lincoln City or Tillamook area, and any remaining required classes could be taken online, giving students more time to live at home to ease the financial pressures of school. The primary goal of this program would be to develop teachers who are from the area to come back and work for their own local school districts. If OCCC is successful at obtaining the grant TBCC will work with them on it.

Board Member Discussion Items (agenda item 6)

Chair Gervasi detailed that she had finished working with Tech Trek, which involved 33 female students from across middle schools throughout the state.

Adjournment (agenda item 7) – Action Item

Chair Gervasi moved to adjourn the meeting. Vice Chair Bell seconded. The motion carried and the meeting was adjourned at 5:47pm.



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 Gervasi



NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Gervasi

- a. Community College Funding, Bills from 2017 Session-----President Tomlin
- b. Budget Development Guidelines and Schedule-----CFO Williams
- c. Oregon Promise, Retention and Recruitment-----Director Hanson
- d. Tuition Around the State-----CFO Williams
- e. Policy Approval----- (Action) CFO Williams



Community College Funding, Bills from 2017 Session

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- President Tomlin

Highlights from the recent legislative session affecting community colleges:

- \$570M for the 17 community colleges this biennium, up by \$20M from the previous biennium
- Oregon Promise received \$39.7M, several million less than what was needed to fully fund the program this year
- 40-40-20 legislation changed the goals to apply to Oregonians currently in K-12
- OER bill- to increase the number of open education resources used in courses - \$1M allocated for this work
- Transfer bill- to establish foundational curriculum for the first year of coursework (30 credits) in top 25 majors (3 this coming year) so a student can seamlessly transfer and without credit loss to any Oregon public university
- Cultural competency standards which will require each community college and public university to establish a process for recommending and providing oversight for implementation of cultural competency standards for the institution and their employees
- Grant program to assist veterans provides a grant program to enhance existing campus veteran resources centers and employ veteran resource coordinators, as well as providing one-time grants for expansion of veteran services
- Workforce system realignment combines the Oregon Workforce Investment Board and the Oregon Talent Council into one body



Budget Development Guidelines and Schedule

RECOMMENDATION

INFORMATION ONLY – FIRST READING.

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 2018-2019 Budget may commence.

The Proposed 2018-2019 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 2018-2019 Budget Schedule

	Time Line	Personnel	T a s k s
1.	July 10, 2017	College Board of Education	Appoint College CFO as Budget Officer
2.	September 11 through October 16, 2017	College Board of Education	Review and Refine Budget Development Guidelines
3.	October 16, 2017	College Board of Education	Approve Budget Development Guidelines and Schedule
4.	October 17 through January 12, 2018	Budget Managers	Review processes and begin budget development.
5.	January 14 through February 16, 2018	Budget Managers	Budget Managers work with Departments to prepare recommendations for the 2018-2019 budget along with supporting information. Consult with CFO for needed information.
6.	February 5, 2018	College Board of Education	Appoint Public Budget Committee members as needed.
7.	February 19, 2018	Budget Managers	Budget Managers submit budget proposals to the Budget Officer for compiling document.
8.	February 19, 2018	Budget Officer	Consumer Price Index available for calculating cost of living. Deadline to complete 2018-2019 revenue projection assumptions.
9.	February 19 through March 2, 2018	Budget Officer Budget Managers	Meet to review and discuss budget proposals and work on balancing budget.
10.	February 19 through March 2, 2018	Budget Managers	Budget Managers meet with departments to discuss budget balance progress for 2018-2019 Preliminary Proposed Budget.
11.	March 5, 2018	College Board of Education	Approve 2018-2019 tuition and fee schedule and cost of living adjustment
12.	March 19, 2018	Budget Officer Budget Managers	Meet to finalize 2018-2019 Proposed Budget.
13.	March 19 through March 30, 2018	Budget Officer	Compilation of proposed budget document.
14.	March 30, 2018	Budget Officer	Publish, mail and distribute preliminary 2018-2019 Budget to Public Budget Committee Members and Budget Managers.
15.	April 9, 2018	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 2018-2019 budget and tax levy.
16.	May 16, 2018	Budget Officer	Publish Notice of Budget Hearing and Financial Summary.
17.	June 4, 2018	College Board of Education	Hold Public Hearing on 2018-2019 budget approved by Public Budget Committee. Enact Resolutions to adopt budget, make appropriations, levy property taxes and categorize property tax levy for 2018-2019.
18.	By July 15, 2018	Budget Officer	Submit Budget levy and resolutions to County Assessor.

2018-2019 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. College projects are tied to a core theme objective with budget requirements.	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.	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 planning for construction of the Partners for Rural Innovation building was begun and only punch-list items remain for completion. Our 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. There are no current plans for further facilities expansion and the budget will include maintenance and safety enhancements for existing structures.
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 continue to assist over the next year.
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 continue to assist over the next year.
Faculty and Staff Remuneration: Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2017-2018 salary levels after accounting for inflation.	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.



Oregon Promise, Retention and Recruitment

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- Director Hanson

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

At Tillamook Bay Community College we believe in the interest of student success as defined by the student. Our primary purpose is to provide guidance to the students to assure they have the best path toward achieving those goals.

To maximize retention and help students reach completion, TBCC has established a series of proven procedures and academic tools to support students' progression. These include required new student orientation, required College Success and Survival (CG-100), Career Education Plans (CEP), degree audits, mandatory advising, guaranteed maps to completion, and automatic graduation review. We have also established new cohort mentoring programs for at risk students.

Students are off to a strong start with a required New Student Orientation (NSO), where they gain insight into the workings of the college, how to navigate advising, financial aid, college policies, registration, and other support services available to them.

At orientation, students register for our college success and survival course. As part of that class students complete a career education plan to help guide them to completion using our guaranteed maps for guidance. The plan is structured yet flexible and provides direction when making registration decisions. The NSO is also a great place to start making the connections that research shows are vital to college success. Those initial connections are strengthened during the first term in College Success and Survival.

One of the outstanding attributes of Tillamook Bay Community College is our ability to be small and personal. To that end our Career Education Advisors meet with all our students on a regular basis. During these meetings the importance of having the Career Education Plan developed in CG 100 is emphasized. Our advisors also allow walk-in appointments to help those students that feel stressed or in need of a friendly conversation. Every time we can make another connection with our students it makes it easier to retain them from term to term. We have dedicated staff to meet with two specific cohorts to provide additional support for underserved students in the form of individual counseling sessions and group activities. These groups meet outside of class and along with conversation about school, they also have fun. There have been pizza parties and a faculty sponsored soup and grilled cheese luncheon.

Students are more likely to persist when they can see their progress and path to completion. Our advising trees have been updated to allow students access to their degree audit 24/7. Another function of the Career Education Advisor meetings is to provide training on how to use these tools that



are available online. During registration, students are immediately notified when a selected course does not contribute to their chosen degree and encouraged to meet with an academic advisor to review their academic plan. Once a student earns 80 credits, we perform a graduation review and notify the student of remaining degree coursework.

One of the newest tools we are in the process of adopting is Dropout Detective. This will allow us to do in-time interventions. By catching student problems earlier in the term we can possibly prevent them from spinning out of control thus helping a student to stay enrolled. Dropout Detective is a collaboration between faculty and Student Services. Having support coming from both Instruction and Student Services we are hopeful that we can make a positive difference for the student.

TBCC's commitment to Student Success is evidenced by all the things listed above; however, the most important thing we have to share with our students is the dedication and respect that comes from every member of the TBCC team. Without that we would just be another one of those schools.



Tuition Around the State

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- CFO Williams

In March 2017, the Board approved a \$1 increase of TBCC's In-State Tuition Rate to \$96.00 for the 2017-2018 academic year. At that time, there was still a significant amount of uncertainty around State funding and what tuition rate adjustments the other 16 Oregon Community Colleges would make.

As of June 22, 2017, all 17 community colleges had finalized their rate for the new academic year. The average rate for all 17 community colleges for 2017-2018 is \$98.32.

Since the State approved the appropriation for community colleges in July 2017, there has been no rate changes that we know about. However, there has been discussion of possible reductions from some of the larger community colleges.

A summary of the schedule of rates as of June 22, 2017 is shown on the next page.



Oregon Community Colleges: 2017-18 Tuition and Fees

Community College	Tuition	
	In-State	
	Charge Per Credit Hour	Charge per 15 cr. Hour
Blue Mountain	\$103.00	\$1,545.00
Central	\$95.00	\$1,425.00
Chemeketa	\$85.00	\$1,275.00
Clackamas	\$93.00	\$1,395.00
Clatsop	\$99.00	\$1,485.00
Columbia Gorge	\$99.00	\$1,485.00
Klamath	\$96.50	\$1,447.50
Lane	\$109.50	\$1,642.50
Linn-Benton	\$104.40	\$1,566.00
Mt. Hood	\$100.00	\$1,500.00
Oregon Coast	\$99.00	\$1,485.00
Portland	\$104.00	\$1,560.00
Rogue	\$104.00	\$1,560.00
Southwestern	\$92.00	\$1,380.00
Tillamook Bay	\$96.00	\$1,440.00
Treasure Valley	\$99.00	\$1,485.00
Umpqua	\$93.00	\$1,395.00
Statewide Average	\$98.32	\$1,474.76

Policy Approval

RECOMMENDATION

APPROVE POLICY APPENDIX C-1 FOR FY17-18

BACKGROUND INFORMATION ----- CFO Williams

In June 2016, the Board approved a 2% COLA for all staff and faculty. However, the version of Policy Appendix C-1 that I presented in the board packet for June 6, 2016 did not reflect the increase. Faculty paid based on Appendix C-1 did indeed receive their COLA for the 16-17 academic year as was specified, but the error in the Appendix itself was not discovered. On June 13, 2017, I presented to the Board the same incorrect Appendix C-1 with no COLA for the 17-18 academic year.

In the following pages, the history of these events is shown and the corrected version of Appendix C-1 for 2017-2018 is presented for your approval.



FACULTY SALARY SCHEDULE

Article No.: Appendix C-1

Approved: June 1, 2015

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
 2015-2016 Regular Full-Time & Regular Part-Time Faculty Salary Schedule
 173 DAY CONTRACT

	BA	BA+15	BA+30	BA+45	MA	MA+5	MA+10	MA+15	MA+20	MA+25	MA+30	MA+35	MA+40	MA+45 or 2nd Masters	MA+50	MA+55	MA+60	PhD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	\$38,801	\$39,966	\$41,164	\$42,399	\$43,671	\$44,982	\$46,331	\$47,721	\$49,153	\$50,627	\$52,146	\$53,710	\$55,322	\$56,981	\$58,691	\$60,451	\$62,265	\$64,133
2	\$39,578	\$40,765	\$41,988	\$43,247	\$44,545	\$45,881	\$47,258	\$48,675	\$50,136	\$51,640	\$53,189	\$54,785	\$56,428	\$58,121	\$59,865	\$61,660	\$63,510	\$65,416
3	\$40,369	\$41,580	\$42,828	\$44,112	\$45,436	\$46,799	\$48,203	\$49,649	\$51,138	\$52,672	\$54,253	\$55,880	\$57,557	\$59,283	\$61,062	\$62,894	\$64,780	\$66,724
4	\$41,176	\$42,412	\$43,684	\$44,995	\$46,344	\$47,735	\$49,167	\$50,642	\$52,161	\$53,726	\$55,338	\$56,998	\$58,708	\$60,469	\$62,283	\$64,152	\$66,076	\$68,058
5	\$42,000	\$43,260	\$44,558	\$45,894	\$47,271	\$48,689	\$50,150	\$51,655	\$53,204	\$54,800	\$56,444	\$58,138	\$59,882	\$61,678	\$63,529	\$65,435	\$67,398	\$69,420
6	\$42,840	\$44,125	\$45,449	\$46,812	\$48,217	\$49,663	\$51,153	\$52,688	\$54,268	\$55,896	\$57,573	\$59,301	\$61,080	\$62,912	\$64,799	\$66,743	\$68,746	\$70,808
7					\$49,181	\$50,657	\$52,176	\$53,742	\$55,354	\$57,014	\$58,725	\$60,487	\$62,301	\$64,170	\$66,095	\$68,078	\$70,120	\$72,224
8								\$54,816	\$56,461	\$58,155	\$59,899	\$61,696	\$63,547	\$65,454	\$67,417	\$69,440	\$71,523	\$73,669
9											\$61,097	\$62,930	\$64,818	\$66,763	\$68,766	\$70,828	\$72,953	\$75,142
10														\$68,098	\$70,141	\$72,245	\$74,412	\$76,645
11																\$73,690	\$75,901	\$78,178
12																		\$79,741
13 and on	COLA + Half-Step																	

INSURANCE BENEFIT AMOUNT

Full-time \$1,278 per month
 Part-time \$1,278 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT
 (Opt-Out stipend is calculated as defined in Policy 407)

Below is a snip of the information presented to the Board on June 6, 2016. The following page shows that Appendix C-1 didn't change from June 2015.

Approval of Policy Appendices

RECOMMENDATION

APPROVE POLICY APPENDICES FOR FY16-17.

BACKGROUND INFORMATION----- Chief Finance Officer Williams

Appendix A-1 includes previously proposed position title changes along with a few additional changes. The rest is just cleanup of existing position titles.

Appendix A-2 has a 2% Cost of Living Adjustment (COLA) for staff. The insurance stipend has not been increased. The half step for staff that have reached Step 13 has been eliminated. Once staff reaches Step 13 of their pay grade, they will continue to receive COLAs but will no longer be eligible for step increases. Grade 20/Step 1 has also been blacked out due to Federal Department of Labor Overtime regulations to take effect on December 1 addressing overtime provisions of the Fair Labor Standards Act. TBCC currently doesn't have any staff at this Grade/Step. Grades 1 and 2 are blacked out due to being below state minimum wage.

Appendix B-1 includes corrections to the notations.

Appendix C-1 has a 2% COLA for regular faculty that are .5 FTE or above. The insurance stipend has not been increased. The half step for faculty that have reached Step 12 has been eliminated. There are two faculty members currently on Step 13 and Step 14 of the PhD grade, so the pay schedule has been extended to include them. Once faculty reaches Step 14 of the PhD pay grade, they will continue to receive COLAs but will no longer be eligible for step increases. All other faculty pay grades are capped by the black area of the pay schedule. The black area of this schedule has not been changed from the prior year.

FACULTY SALARY SCHEDULE

Article No.: Appendix C-1

Approved: June 6, 2016

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
 2016-2017 Regular Full-Time & Regular Part-Time Faculty Salary Schedule
 173 DAY CONTRACT

	BA	BA+15	BA+30	BA+45	MA	MA+5	MA+10	MA+15	MA+20	MA+25	MA+30	MA+35	MA+40	MA+45 or 2nd Masters	MA+50	MA+55	MA+60	PhD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	\$38,801	\$39,966	\$41,164	\$42,399	\$43,671	\$44,982	\$46,331	\$47,721	\$49,153	\$50,627	\$52,146	\$53,710	\$55,322	\$56,981	\$58,691	\$60,451	\$62,265	\$64,133
2	\$39,578	\$40,765	\$41,988	\$43,247	\$44,545	\$45,881	\$47,258	\$48,675	\$50,136	\$51,640	\$53,189	\$54,785	\$56,428	\$58,121	\$59,865	\$61,660	\$63,510	\$65,416
3	\$40,369	\$41,580	\$42,828	\$44,112	\$45,436	\$46,799	\$48,203	\$49,649	\$51,138	\$52,672	\$54,253	\$55,880	\$57,557	\$59,283	\$61,062	\$62,894	\$64,780	\$66,724
4	\$41,176	\$42,412	\$43,684	\$44,995	\$46,344	\$47,735	\$49,167	\$50,642	\$52,161	\$53,726	\$55,338	\$56,998	\$58,708	\$60,469	\$62,283	\$64,152	\$66,076	\$68,058
5	\$42,000	\$43,260	\$44,558	\$45,894	\$47,271	\$48,689	\$50,150	\$51,655	\$53,204	\$54,800	\$56,444	\$58,138	\$59,882	\$61,678	\$63,529	\$65,435	\$67,398	\$69,420
6	\$42,840	\$44,125	\$45,449	\$46,812	\$48,217	\$49,663	\$51,153	\$52,688	\$54,268	\$55,896	\$57,573	\$59,301	\$61,080	\$62,912	\$64,799	\$66,743	\$68,746	\$70,808
7					\$49,181	\$50,657	\$52,176	\$53,742	\$55,354	\$57,014	\$58,725	\$60,487	\$62,301	\$64,170	\$66,095	\$68,078	\$70,120	\$72,224
8								\$54,816	\$56,461	\$58,155	\$59,899	\$61,696	\$63,547	\$65,454	\$67,417	\$69,440	\$71,523	\$73,669
9											\$61,097	\$62,930	\$64,818	\$66,763	\$68,766	\$70,828	\$72,953	\$75,142
10														\$68,098	\$70,141	\$72,245	\$74,412	\$76,645
11																\$73,690	\$75,901	\$78,178
12																		\$79,741
13																		\$80,539
14																		\$81,344

INSURANCE BENEFIT AMOUNT

Full-time \$1,278 per month
 Part-time \$1,278 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

Full-time \$245 per month
 Part-time \$245 per month (prorated based on actual FTE)

FACULTY SALARY SCHEDULE

Article No.: Appendix C-1

Approved: June 13, 2017

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
 2017-2018 Regular Full-Time & Regular Part-Time Faculty Salary Schedule
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	BA	BA+15	BA+30	BA+45	MA	MA+5	MA+10	MA+15	MA+20	MA+25	MA+30	MA+35	MA+40	MA+45 or 2nd Masters	MA+50	MA+55	MA+60	PhD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	\$38,801	\$39,966	\$41,164	\$42,399	\$43,671	\$44,982	\$46,331	\$47,721	\$49,153	\$50,627	\$52,146	\$53,710	\$55,322	\$56,981	\$58,691	\$60,451	\$62,265	\$64,133
2	\$39,578	\$40,765	\$41,988	\$43,247	\$44,545	\$45,881	\$47,258	\$48,675	\$50,136	\$51,640	\$53,189	\$54,785	\$56,428	\$58,121	\$59,865	\$61,660	\$63,510	\$65,416
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8								\$54,816	\$56,461	\$58,155	\$59,899	\$61,696	\$63,547	\$65,454	\$67,417	\$69,440	\$71,523	\$73,669
9										\$61,097	\$62,930	\$64,818	\$66,763	\$68,766	\$70,828	\$72,953	\$75,142	
10													\$68,098	\$70,141	\$72,245	\$74,412	\$76,645	
11																\$73,690	\$75,901	\$78,178
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13																		\$80,539
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FACULTY SALARY SCHEDULE

Article No.: Appendix C-1

Approved:

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
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	BA	BA+15	BA+30	BA+45	MA	MA+5	MA+10	MA+15	MA+20	MA+25	MA+30	MA+35	MA+40	MA+45 or 2nd Masters	MA+50	MA+55	MA+60	PhD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
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2	\$40,369	\$41,580	\$42,828	\$44,112	\$45,436	\$46,799	\$48,203	\$49,649	\$51,138	\$52,672	\$54,253	\$55,880	\$57,557	\$59,283	\$61,062	\$62,894	\$64,780	\$66,724
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6	\$43,697	\$45,008	\$46,358	\$47,749	\$49,181	\$50,657	\$52,176	\$53,741	\$55,354	\$57,014	\$58,725	\$60,487	\$62,301	\$64,170	\$66,095	\$68,078	\$70,120	\$72,224
7					\$50,165	\$51,670	\$53,220	\$54,816	\$56,461	\$58,155	\$59,899	\$61,696	\$63,547	\$65,454	\$67,417	\$69,440	\$71,523	\$73,669
8								\$55,913	\$57,590	\$59,318	\$61,097	\$62,930	\$64,818	\$66,763	\$68,766	\$70,828	\$72,953	\$75,142
9										\$62,319	\$64,189	\$66,114	\$68,098	\$70,141	\$72,245	\$74,412	\$76,645	
10													\$69,460	\$71,544	\$73,690	\$75,901	\$78,178	
11																\$75,164	\$77,419	\$79,741
12																		\$81,336
13																		\$82,149
14																		\$82,971

INSURANCE BENEFIT AMOUNT

Full-time \$1,278 per month
 Part-time \$1,278 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

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 Part-time \$245 per month (prorated based on actual FTE)

Information Only Items

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Gervasi

- a. Jenzabar Update ----- CFO Williams
- b. Curriculum and Assessment (focus for 2017-18)----- CAO Hovey
- c. Reminder of Policy Review-----President Tomlin
- d. Fall In-service Invite and Information-----President Tomlin
- e. Financial Report-----CFO Williams
- f. Personnel Report----- Director Ryan
- g. President's Report-----President Tomlin



Jenzabar Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- CFO Williams

Jenzabar is the enterprise software that TBCC uses for all course and student records and all accounting processes. In addition, it is the web portal used for online services for students, staff, and faculty.

In February 2017, we contracted with Jenzabar to provide Remote Database Administrator Services. The Title III grant provided funding for the contract. They have assisted us with programming related issues, server issues, and are in the process of getting ready to apply the next major software update. We have developed a list of priority projects for them to accomplish over the coming year. One project is helping to streamline processes with our third party online bookstore. This will include automating the transfer of files so that we can devote our time to helping students rather than manually entering into the online bookstore system or manually creating files. We are hoping this will be completed in the Fall term. The focus this summer was on Student Services related issues with registration. Due to new State reporting requirements, we asked to have information collected when students register online. Students will be required to answer a couple simple questions before they will be allowed to register. Other projects on the list will be initiated and completed as Jenzabar and TBCC staff can fit them into their busy schedules.

In addition, we are on a second contract for consulting services that began in May 2017. Title III grant funding paid for both the first and second contract. With this contract, they have provided support for report writing and additional training services needed for staff. A large amount of ongoing training services are provided online for free, but sometimes the training necessary is in greater detail or to help solve a problem with how TBCC set it up in 2006 or modifications made after initial implementation. In the Spring term, we used the contract to provide training for the report writing software. Only a handful of staff initially said that they were interested in the training, but over several days of training, more and more staff ended up in the training room. And, over the summer, we used it to provide training for a dashboard reporting tool. Fifteen employees took part in the training. Additional report writing will also be completed next month.



Curriculum and Assessment (focus for 2017-18)

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- CAO Hovey

CAO Hovey presents the following plan of work for the Curriculum and Assessment project for the Board's information:

I. Outcomes and Assessment Work

Completed in 2016 - 2017: For all courses listed on catalog degree maps and program electives regularly taught during the year, course learning outcomes were rewritten/revised and these outcomes were mapped to institutional learning outcomes. The AACC VALUE rubrics were adopted for assessment of institutional learning outcomes.

To Be Completed in 2017 - 2018: CTE program outcomes are to be reviewed and rewritten/revised, with course learning outcomes being mapped to program learning outcomes. General education courses will be mapped to discipline learning outcomes. NOTE: Courses for which this work has been completed will come up for Board Information and Approval in the months of January through March of 2018.

Program Reviews: The College's instructional programs will undertake program reviews for all its programs according to the following schedule:

Instructional Program Reviews to Be Completed in 2017 – 2018:

Business Administration
Agriculture and Natural Resources
ABE and GED (ESOL and Spanish GED)

Instructional Program Reviews Scheduled To Be Completed in 2018-2019:

Manufacturing and Industrial Technology
Criminal Justice and Public Safety
Accelerated Learning (Dual Credit and Expanded Options)
Transfer Degrees (using Discipline Learning Outcomes)

Assessment Work: On an annual basis, college faculty will complete assessments for one course, while also assessing student achievement of program learning outcomes



addressed by the course, as well as the institutional learning outcomes, if addressed by the course.

II. College Curriculum:

To Be Completed in 2017 – 2018: Remaining catalog courses will be reviewed for relevancy to program offerings and student demand. New courses may be proposed and approved. Courses no longer to be offered will be removed from the published course catalog and switched to inactive in the state's Webforms curriculum records. The Webforms historic inactive course list will be reviewed, and if needed, deleted.

III. Potential and/or Planned New Programs

- Potential Grant Partnership with OCCC (Meyer Memorial Trust): Education Two-Year degree and Early Childhood Certificate
- Feasibility Study: Nursing Program (supported by newly approved CNA2 and existing Medical Assisting partnership program with Clatsop Community College).
- Design and Implementation of new Forestry Emphasis in Agriculture and Natural Resources degree



Reminder of Policy Review

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- President Tomlin

The Board will be reviewing and approving changes to some of the Board Policies this year. Board members Tamra Gammon and Pam Zweifel are on the Policy Review Committee this year. They will be meeting with President Tomlin and some of the Leadership Team members on Sept 19 to review the 100 series policies. Once the committee approves any recommended changes to those policies, we will take those recommendations to Leadership Team and then to College Council prior to bringing to the Board for final approval.

The policy committee will then meet every month to keep going through the policies to get them all reviewed by the end of this coming academic year.



FALL In-Service Invite and Information

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- President Tomlin

The college is holding its fall in-service session for all faculty and staff on Thursday, September 14 and Friday, September 15, from 8:00am to 4:30pm. All Board members are welcome to attend any and all sessions. The agenda for the sessions:

Thursday, Sept 14

8:00 AM - 8:30 AM	Coffee and Connect
8:30 AM - 9:00 AM	New Horizons ~ Ann Hovey
9:00 AM - 9:30 AM	TBCC Focus for 2017-18 ~ President Tomlin
9:30 AM - 10:00 AM	Communication Resources ~ Sheryl Neu & Pat Ryan
10:00 AM - 10:15 AM	Faculty Update ~ Michael Weissenfluh
10:15 AM - 10:30 AM	<i>Break</i>
10:30 AM - 11:30 AM	Strategic Plan: Changes ~ President Tomlin
11:30 AM - 12:00 PM	IT Update ~ Sheryl Neu
12:00 PM - 1:00 PM	<i>Lunch on your own</i>
1:00 PM - 2:30 PM	Strategic Plan: Staff Input & Feedback ~ President Tomlin
2:30 PM - 3:00 PM	U.S. Constitution Activity ~ Sheryl Vanselow
3:00 PM - 3:15 PM	<i>Break</i>
3:15 PM - 4:45 PM	ICAT Survey - World Café Results ~ President Tomlin

Friday, Sept 15

8:00 AM - 8:30 AM	Coffee and Connect
8:30 AM - 8:45 AM	Student Guest Speaker ~
8:45 AM - 10:15 AM	Strategic Plan: Review revisions to the Core Theme, Objectives & Measures ~ President Tomlin
10:15 AM - 10:30 AM	<i>Break</i>
10:30 AM - 10:45 AM	Business Office Update ~ Kyra Williams
10:45 AM - 11:00 AM	IR Update ~ Erin McCarley
11:00 AM - 12:00 PM	Equity Inclusion: Introduction ~ Jean Garcia-Chitwood
12:00 PM - 1:00 PM	<i>Lunch on your own</i>
1:00 PM - 3:00 PM	Equity Inclusion: Discussion ~ Jean Garcia-Chitwood
3:00 PM - 3:15 PM	<i>Break</i>
3:15 PM - 3:30 PM	Foundation & Advancement Update - Heidi Luquette
3:30 PM - 3:45 PM	Instructional Update ~ Ann Hovey



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended July 2017
 8.33% of fiscal year elapsed

	FY 2016-2017			FY 2017-2018		
	Annual Budget	07/31/16 Actual	Percentage of Budget	Annual Budget	07/31/17 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 755,349	\$ 1,092,443.36	144.63%	\$ 950,000	\$ 1,413,149.07	148.75%
State	\$ 1,350,000	\$ -	0.00%	\$ 1,356,106	\$ -	0.00%
Property Taxes	\$ 1,195,863	\$ -	0.00%	\$ 1,241,050	\$ -	0.00%
Tuition	\$ 868,855	\$ 36,700.00	4.22%	\$ 881,855	\$ -	0.00%
Fees	\$ 154,296	\$ 6,868.93	4.45%	\$ 154,296	\$ 11,575.00	7.50%
Sale of Goods	\$ 2,000	\$ 20.84	1.04%	\$ 2,000	\$ 105.00	5.25%
Interest	\$ 5,500	\$ 585.88	10.65%	\$ 5,500	\$ 2,764.11	50.26%
Rental	\$ 12,000	\$ 525.00	4.38%	\$ 12,000	\$ 1,275.00	10.63%
Miscellaneous	\$ 7,000	\$ 63.00	0.90%	\$ 7,000	\$ 61.00	0.87%
Transfers	\$ 442,328	\$ 2,475.48	0.56%	\$ 493,829	\$ 3,116.39	0.63%
Total resources	\$ 4,793,191	\$ 1,139,682.49	23.78%	\$ 5,103,636	\$ 1,432,045.57	28.06%
Expenditures						
Instruction	\$ 1,457,046	\$ 52,236.63	3.59%	\$ 1,403,246	\$ 27,612.29	1.97%
Instructional Support	\$ 370,104	\$ 29,123.74	7.87%	\$ 344,629	\$ 28,208.07	8.19%
Student Services	\$ 416,800	\$ 25,437.20	6.10%	\$ 463,665	\$ 35,343.06	7.62%
College Support	\$ 1,198,340	\$ 143,924.86	12.01%	\$ 1,365,563	\$ 154,697.67	11.33%
Plant Operation	\$ 271,552	\$ 38,481.64	14.17%	\$ 288,533	\$ 31,132.78	10.79%
Transfers	\$ 274,000	\$ 11,388.83	4.16%	\$ 288,000	\$ 12,108.93	4.20%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 4,037,842	\$ 300,592.90	7.44%	\$ 4,203,636	\$ 289,102.80	6.88%
Ending fund balance	\$ 755,349	\$ 839,089.59	111.09%	\$ 900,000	\$ 1,142,942.77	126.99%

Agenda Item 5.A. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended July 2017

	Fund No.	Beginning Fund Balance	2017-2018 Revenue	2017-2018 Expenditures	Ending Fund Balance	2017-2018 Spendable Budget	2016-2017 Prior Year Expenditures 7/31/2016
Adult Basic Education	210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,191.32
United Way Literacy Grant	216	\$ 2,749.13	\$ -	\$ -	\$ 2,749.13	\$ 2,700	\$ -
Title III Grant	220	\$ (6,295.23)	\$ -	\$ 74,843.28	\$ (81,138.51)	\$ 625,974	\$ 45,382.09
Pathways Grant	225	\$ -	\$ -	\$ 2,346.27	\$ (2,346.27)	\$ 29,783	\$ 2,334.43
Industrial Maintenance Tech	226	\$ 35,327.15	\$ 500.00	\$ 2,338.56	\$ 33,488.59	\$ 30,300	\$ 1,203.63
SBDC Federal Grant	230	\$ -	\$ -	\$ 2,370.72	\$ (2,370.72)	\$ 30,250	\$ 2,080.13
SBDC State Grant	231	\$ -	\$ -	\$ 2,897.91	\$ (2,897.91)	\$ 45,939	\$ 4,397.27
SBDC Program Income	232	\$ 20,217.83	\$ 380.00	\$ 23.00	\$ 20,574.83	\$ 6,000	\$ 450.00
SBDC Rural Outreach Grant	233	\$ 3,252.79	\$ -	\$ -	\$ 3,252.79	\$ 8,000	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Connect2Complete	253	\$ 6,574.45	\$ -	\$ -	\$ 6,574.45	\$ 6,574	\$ -
ASPIRE Program	254	\$ 3,567.39	\$ -	\$ -	\$ 3,567.39	\$ -	\$ 813.54
Academic Counselor Grant	255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,314.03
Student Success Support Grant	257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,796.21
Oregon Dev Ed Redesign Grant	277	\$ 7,765.10	\$ -	\$ -	\$ 7,765.10	\$ -	\$ -
Partners for Rural Innovation Operations	289	\$ (220.38)	\$ 1,664.00	\$ 6,535.75	\$ (5,092.13)	\$ 30,000	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 84,534.11	\$ 102.18	\$ -	\$ 84,636.29	\$ 10,000	\$ -
Timber Tax Reserve Fund	291	\$ 1,765,895.14	\$ -	\$ -	\$ 1,765,895.14	\$ 333,791	\$ -
Strategic Investment Fund	295	\$ 1,324,438.70	\$ 1,600.87	\$ -	\$ 1,326,039.57	\$ 100,000	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ 54,431.14
Total Special Fund		\$ 3,247,806.18	\$ 4,247.05	\$ 91,355.49	\$ 3,160,697.74	\$ 1,348,811	\$ 151,393.79
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 7/31/2017		
Total of Grants that borrow from the General Fund		\$ (88,753.41)	\$ 24,609.43	\$ -	\$ (113,362.84)		
Total of Grants that are not borrowing from the General Fund		\$ 3,249,451.15	\$ 205,097.96	\$ -	\$ 3,044,353.19		
Total Special Fund		\$ 3,160,697.74	\$ 229,707.39	\$ -	\$ 2,930,990.35		
	Fund No.	Beginning Fund Balance	2017-2018 Revenue	2017-2018 Expenditures	Ending Fund Balance	2017-2018 Spendable Budget	2016-2017 Prior Year Expenditures
Community Education	310	\$ 17,520.13	\$ -	\$ 21.16	\$ 17,498.97	\$ 7,825	\$ 1.15
Driver Education Program	311	\$ (2,268.93)	\$ 2,592.50	\$ 1,801.87	\$ (1,478.30)	\$ 10,062	\$ 425.00
Summer Term Fund	312	\$ -	\$ 54,352.00	\$ 21,599.97	\$ 32,752.03	\$ 52,400	\$ -
TBCC Store	320	\$ 2,952.92	\$ 110.05	\$ 139.29	\$ 2,923.68	\$ 13,370	\$ 1,644.39
Customized Training Projects	330	\$ 23,039.74	\$ 15,481.00	\$ 780.98	\$ 37,739.76	\$ 64,108	\$ 79.00
Culinary & Hospitality Program	340	\$ 3,791.88	\$ 64.45	\$ 103.44	\$ 3,752.89	\$ 3,500	\$ 14.38
Total Enterprise Fund		\$ 45,035.74	\$ 72,600.00	\$ 24,446.71	\$ 93,189.03	\$ 151,265	\$ 2,163.92
PERS Pension Bond Fund	410	\$ 4,464.80	\$ 11,804.32	\$ 1,600.00	\$ 14,669.12	\$ 137,566	\$ 1,600.00
General Obligation Bond Fund	420	\$ 100,651.98	\$ 121.66	\$ -	\$ 100,773.64	\$ 685,124	\$ -
Total Debt Service Fund		\$ 105,116.78	\$ 11,925.98	\$ 1,600.00	\$ 115,442.76	\$ 822,690	\$ 1,600.00
Local Match Fund	525	\$ 975,849.89	\$ 1,179.52	\$ -	\$ 977,029.41	\$ 485,000	\$ -
State Match Fund	530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,602.29
Grant Construction Fund	555	\$ (398,699.48)	\$ -	\$ 1,601.64	\$ (400,301.12)	\$ 250,000	\$ -
Total Capital Projects Fund		\$ 577,150.41	\$ 1,179.52	\$ 1,601.64	\$ 576,728.29	\$ 735,000	\$ 5,602.29
Associated Students of TBCC	710	\$ 2,119.89	\$ 340.20	\$ 166.76	\$ 2,293.33	\$ 9,000	\$ 104.12
Phi Theta Kappa Honorary Society Fund	720	\$ 2,195.51	\$ -	\$ 231.47	\$ 1,964.04	\$ 5,625	\$ 87.74
Economic Development Council	730	\$ 70,057.31	\$ 164.32	\$ 6,734.22	\$ 63,487.41	\$ 103,007	\$ 7,004.29
Economic Development Council - USDA Grant	731	\$ 30,859.94	\$ -	\$ 486.16	\$ 30,373.78	\$ 23,083	\$ -
Visit Tillamook Coast	740	\$ 1,110,844.33	\$ 1,359.08	\$ 52,709.91	\$ 1,059,493.50	\$ 1,552,094	\$ 53,228.53
Visit Tillamook Coast - Non-TLT Funds	741	\$ 28,991.30	\$ 2,131.54	\$ 1,436.39	\$ 29,686.45	\$ 76,600	\$ -
Total Agency Fund		\$ 1,245,068.28	\$ 3,995.14	\$ 61,764.91	\$ 1,187,298.51	\$ 1,769,409	\$ 60,424.68
PELL Grant	801	\$ -	\$ 34,601.00	\$ 35,588.00	\$ (987.00)	\$ 751,500	\$ 18,934.00
Supplemental Education Opportunity Grant	802	\$ -	\$ -	\$ -	\$ -	\$ 14,500	\$ 400.00
Direct Loans	810	\$ -	\$ 19,321.00	\$ 20,604.00	\$ (1,283.00)	\$ 750,000	\$ 15,764.00
Federal Work Study	819	\$ -	\$ -	\$ -	\$ -	\$ 14,350	\$ -
Oregon Opportunity Grant	821	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Chafee Grant	822	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -
Oregon Promise Grant	823	\$ 778.00	\$ -	\$ -	\$ 778.00	\$ 45,000	\$ -
Tuition Waivers	831	\$ 20,401.39	\$ -	\$ -	\$ 20,401.39	\$ 7,000	\$ 1,272.00
Board Scholarships	832	\$ 63,541.36	\$ -	\$ -	\$ 63,541.36	\$ 172,900	\$ -
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ -	\$ 193.20	\$ (193.20)	\$ 85,000	\$ 725.50
Student Employees	835	\$ 23,419.57	\$ -	\$ -	\$ 23,419.57	\$ 18,000	\$ 2.68
Non-Institutional Scholarships	840	\$ 11,560.57	\$ -	\$ 2,210.84	\$ 9,349.73	\$ 51,500	\$ -
Total Financial Aid Fund		\$ 141,444.55	\$ 53,922.00	\$ 58,596.04	\$ 136,770.51	\$ 2,091,494	\$ 37,098.18

Agenda Item 5.A. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended July 2017
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		\$ 1,501,845			\$ 2,916,366			\$ 41,686			\$ 95,949	
Beginning Fund Balance	\$ 950,000	\$ 1,413,149	148.75%	\$ 3,231,763	\$ 3,247,806	100.50%	\$ 52,762	\$ 45,036	85.36%	\$ -	\$ 105,117	#DIV/0!
Resources												
State Aid	\$ 1,356,106	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 870,446	\$ 500	0.06%	\$ 35,000	\$ 15,481	44.23%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,036,151	\$ 11,575	1.12%	\$ 4,000	\$ 380	9.50%	\$ 64,700	\$ 56,945	88.01%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,241,050	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 683,824	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 429,465	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 105	5.25%	\$ -	\$ -	0.00%	\$ 17,600	\$ 175	0.99%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 2,764	50.25%	\$ 8,000	\$ 1,703	21.29%	\$ -	\$ -	0.00%	\$ 1,305	\$ 157	12.03%
Rental	\$ 12,000	\$ 1,275	10.63%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 61	0.87%	\$ 25,000	\$ 1,664	0.00%	\$ 6,500	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 493,829	\$ 3,117	0.63%	\$ 485,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 11,769	7.85%
Total Revenues	\$ 4,153,636	\$ 18,897	0.45%	\$ 1,821,911	\$ 4,247	0.23%	\$ 123,800	\$ 72,601	58.64%	\$ 835,129	\$ 11,926	1.43%
Expenditures												
Salaries and Wages	\$ 2,968,457	\$ 164,218	5.53%	\$ 375,821	\$ 34,111	9.08%	\$ 85,129	\$ 22,875	26.87%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 871,179	\$ 112,776	12.95%	\$ 490,247	\$ 43,389	8.85%	\$ 61,796	\$ 758	1.23%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 26,000	\$ -	0.00%	\$ 15,000	\$ 12,525	83.50%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 821,090	\$ -	0.00%
Transfers	\$ 288,000	\$ 12,109	4.20%	\$ 467,743	\$ 1,330	0.28%	\$ 4,340	\$ 814	18.76%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 3,641,229	\$ -	0.00%	\$ 5,730	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,203,636	\$ 289,103	6.88%	\$ 4,990,040	\$ 91,355	1.83%	\$ 156,995	\$ 24,447	15.57%	\$ 822,690	\$ 1,600	0.19%
Ending Fund Balance	\$ 900,000	\$ 1,142,943		\$ 63,634	\$ 3,160,698		\$ 19,567	\$ 93,190		\$ 12,439	\$ 115,443	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 224,251			\$ 229,707			\$ -			\$ 47,302	
Inventories		\$ 1,680			\$ -			\$ 5,794			\$ -	
NET EFFECT ON CASH		\$ (225,931)			\$ (229,707)			\$ (5,794)			\$ (47,302)	
Liabilities												
Accounts Payable		\$ 168,976			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 72,028			\$ -			\$ -			\$ 44,417	
Payroll		\$ 102,575			\$ -			\$ 2,620			\$ -	
NET EFFECT ON CASH		\$ 343,579			\$ -			\$ 2,620			\$ 44,417	
NET ADJUSTMENTS		\$ 117,648			\$ (229,707)			\$ (3,174)			\$ (2,885)	
ENDING CASH BALANCE		\$ 1,260,591			\$ 2,930,991			\$ 90,016			\$ 112,558	

Agenda Item 5.A. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended July 2017
 8.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 507,036			\$ 1,045,267			\$ 138,795	
Beginning Fund Balance	\$ 680,000	\$ 577,150	84.88%	\$ 1,094,464	\$ 1,245,068	113.76%	\$ 91,244	\$ 141,445	155.02%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,060,520	\$ 2,100	0.00%	\$ 1,735,250	\$ 53,922	3.11%
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	\$ 5,000	\$ 1,180	23.60%	\$ 12,680	\$ 1,508	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 250,000	\$ -	0.00%	\$ 51,375	\$ 47	0.09%	\$ 135,000	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 340	4.25%	\$ 130,000	\$ -	0.00%
Total Revenues	\$ 255,000	\$ 1,180	0.46%	\$ 1,132,575	\$ 3,995	0.35%	\$ 2,000,250	\$ 53,922	2.70%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 400,821	\$ 24,381	6.08%	\$ 53,344	\$ -	0.00%
Operating Expenditures	\$ 250,000	\$ 1,602	0.64%	\$ 1,350,092	\$ 36,411	2.70%	\$ 2,034,900	\$ 58,596	2.88%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 485,000	\$ -	0.00%	\$ 18,496	\$ 973	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 122,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 735,000	\$ 1,602	0.22%	\$ 1,891,409	\$ 61,765	3.27%	\$ 2,091,494	\$ 58,596	2.80%
Ending Fund Balance	\$ 200,000	\$ 576,728		\$ 335,630	\$ 1,187,298		\$ -	\$ 136,771	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables		\$ 70,115			\$ (1,271)			\$ 2,650	
Inventories		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ (70,115)			\$ 1,271			\$ (2,650)	
Liabilities									
Accounts Payable		\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
NET ADJUSTMENTS		\$ (70,115)			\$ 1,271			\$ (2,650)	
ENDING CASH BALANCE		\$ 506,613			\$ 1,188,569			\$ 134,121	

\$ 6,223,459

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.

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION-----CFO Williams

The report for the month of July 2017 is available for your review.



Personnel

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Institutional Planning and Research Analyst		Aug. 3, 2017		Ross Tomlin	Erin McCarley
Library Assistant		Sept. 5, 2017		Masyn Phoenix	Lisa Taylor
H.R. Support Specialist	Aug. 2, 2017		Open until filled	Pat Ryan	
SBDC Director	Sept. 18, 2017		Open until filled	Ross Tomlin	



President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- President Tomlin

Oregon President's Council Retreat:

- OPC has \$2M to allocate for college initiatives over this coming biennium
- Title III approved by HOUSE, still has to go through Senate
- Perkins Retained by House
- Big push on Guided Pathways this coming year- workshop on Oct 19-20
 - Intrusive advising
 - Metamajors
 - Reducing number of choices of courses
 - Transferability
- Super Education Board concept to move forward in next legislative session

ATD Summer Meeting:

- Rural community colleges met in Salem in August to discuss the ICAT survey and the main strengths and challenges for each college this coming year

New Student Orientation on Aug 7:

- Successful new student orientation on Aug 7 with 41 new students participating
- Students got tours, advising, registration
- Additional new student orientations held since then

New Institutional Planning and Research Analyst- Erin McCarley:

- Erin started on Aug 3
- She comes from working as Researcher for Multnomah County

Classroom technology upgrades:

- Spending over \$70,000 out of Title III to upgrade technology in all classrooms
- New, interactive LCD projectors being installed in classrooms
- Writing Studio in upstairs computer lab

Important Dates:

- Next Board meeting – **October 9, 5:30pm**, Nestucca Valley School District – JOINT board meeting **** Date Change**
- OCCA Conference – November 1-3, Salishan Resort



Board Member Discussion Items

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Gervasi



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE MEETING.

BACKGROUND INFORMATION ----- (Action) Chair Gervasi



Executive Session

Pursuant to O.R.S. § 192.660 (2) (a) (b) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of discussing personnel issues-----Chair Gervasi

