



Board of Education Meeting Agenda

Date: Monday, November 6, 2017

TBCC Board Meeting – TBCC Campus – 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 October 9, 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. Strategic Plan changes----- b. Curriculum and Assessment----- c. Recommended changes to '100' Board Policies----- d. Fair and TBCC Lot Line and Water Resolution----- e. Recommended changes to '200' Board Policies-----	(ACTION) President Tomlin (ACTION) CAO Hovey (ACTION) President Tomlin (ACTION) President Tomlin Policy Review Committee
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda) a. ASTBCC and PTK Officers----- b. Draft DACA Letter----- c. Share First Class Scholar/Career to Career thank you notes----- d. CCSSE Survey results----- e. Revised Governance and Leadership document----- f. Financial Report----- g. Personnel Report----- h. President's report-----	Sheryl Vanselow, John Sandusky President Tomlin President Tomlin Erin McCarley President Tomlin CFO Williams Director Ryan President Tomlin
6.	Board Member Discussion Items -----	Chair Gervasi
7.	Adjournment -----	(Action) Chair Gervasi

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 NOVEMBER MEETING.

BACKGROUND INFORMATION ----- Chair Gervasi

Items for approval:

- a. Approval of Agenda
- b. Approval of October 9th Minutes



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE OCTOBER MEETING.

Board of Education Meeting Agenda

Date: Monday, November 6, 2017

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| 4. | New Business and/or focused policy discussions | |
| | a. Strategic Plan changes----- | (ACTION) President Tomlin |
| | b. Curriculum and Assessment----- | (ACTION) CAO Hovey |
| | c. Recommended changes to '100' Board Policies----- | (ACTION) President Tomlin |
| | d. Fair and TBCC Lot Line and Water Resolution----- | (ACTION) President Tomlin |
| | e. Recommended changes to '200' Board Policies----- | Policy Review Committee |
| 5. | Information-Only Items (Board members may request any item be placed on the discussion agenda) | |
| | a. ASTBCC and PTK Officers----- | Sheryl Vanselow, John Sandusky |
| | b. Draft DACA Letter----- | President Tomlin |
| | c. Share First Class Scholar/Career to Career thank you notes----- | President Tomlin |
| | d. CCSSE Survey results----- | Erin McCarley |
| | e. Revised Governance and Leadership document----- | President Tomlin |
| | f. Financial Report----- | CFO Williams |
| | g. Personnel Report----- | Director Ryan |
| | h. President's report----- | President Tomlin |



6. **Board Member Discussion Items** ----- Chair Gervasi
7. **Adjournment** ----- (Action) Chair Gervasi



Minutes for Joint Board Workshop with Nestucca Valley School District at the TBCC South Campus October 9, 2017 – 5:30pm

Date: Monday, October 9, 2017

NVSD In Attendance: Emily Hurliman, Annis Leslie, Evan Carver, Bill Haggerty, Diane Boisa, Lisa Macias, Megan Kellow, Misty Wharton, Ken Richwine

TBCC Staff In Attendance: Ross Tomlin, Kathy Gervasi, Tamra Gammon, Pam Zweifel, Billy Schreiber, Mary Faith Bell, Mary Jones, Rhoda Hanson, Ann Hovey, Kyra Williams, Karen Grosulak

TBCC Board Members missing: Danell Boggs

Item **Description**

1. Call to Order • Acknowledge Guests

- a. Chair Gervasi called the meeting to order at 5:36pm.

2. History of Joint Partnership

CAO Ann Hovey explained the partnership between Nestucca Valley High School and Tillamook Bay Community College, speaking to the Dual Credit and Expanded Options programs. CAO Hovey detailed that NVHS students earned a total of 147 credits towards college education. 3 NVHS students have enrolled at TBCC this fall, as well as 1 GED student. Out of the 3, 2 students received First Class Scholar Scholarships. Director Rhoda Hanson explained that TBCC will be providing a staff member on site at NVHS 8 hours a month in 2 afternoons to help students individually and in groups prepare for college.

President Ross Tomlin explained how sponsored dual credit, a program in which high school faculty will be able to teach college-level courses with the help of a sponsored TBCC faculty member, will increase the partnership promoting college education for HS students. President Tomlin explained that the Guided Pathways initiative will assist students to focus on classes that they'll actually need for their degree, and how the new transfer bill is designed to require Oregon universities to accept community college credits based on certain majors.

3. Dual Credit Plans

Superintendent Misty Wharton, Principal Ken Richwine, and President Tomlin discussed the potential for dual credit opportunities. There are also preliminary discussions about using technology to broadcast classes from the college to the high school with the use of a teaching assistant in the high school classroom.



Director Hanson explained how the Multiple Measures placement review program is replacing the previous program. She explained that studies have proven that how a student performs in high school is the better indicator of success in college than placement tests. We are in the process of using more multiple measures and fewer placement tests over the coming year.

4. Expanding our Partnerships

Superintendent Wharton discussed Measure 98, and how Principal Richwine and one of the high school teachers are attending training. Cara Elder, the staff member from TBCC who is providing college counseling to NVHS students, has been a bridge between the two institutions, and NVHS will be focusing attention on 9th Grade On Track as well.

President Tomlin explained the Grow Your Own Teacher grant opportunity between TBCC and Oregon Coast Community College, which would provide opportunity for high school students interested in studying education to take classes at the two community colleges, attend Western University, and come back to the local area for internships and employment. Superintendent Wharton explained that many students from NVHS are interested in education, and that 30% of high school staff are previous NVHS students.

5. Board Member Discussion Items

- a. There were no discussion items.

6. Adjournment

- a. Chair Gervasi adjourned the meeting at 6:15pm.

Board of Education Minutes TBCC South Campus October 9, 2017 – 6:15 p.m.

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

TBCC Board Missing: Danell Boggs

TBCC Staff: Ross Tomlin, Kyra Williams, Ann Hovey, Rhoda Hanson, Karen Grosulak

Call to Order (agenda item 1)

Chair Gervasi called the meeting to order at 6:23pm.

Consent Agenda (agenda item 2.a, 2.b)

Tamra Gammon moved to approve the consent agenda. Billy Schreiber 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)

Strategic Plan Changes (agenda item 4.a)

President Tomlin introduced the newly revised Strategic Plan (formally known as the Strategic Framework). The intent of reworking the document was to simplify the plan as a whole, and clarify measures and mission fulfillment, which is required of the college for accreditation. President Tomlin explained that the Core Themes of the plan are broken into objectives, and then each objective has specific measures. The measures are then given thresholds to be able to determine whether the college is achieving the objectives, which feed back into the Core Themes and ultimately mission fulfillment. In 2021 a team from the Northwest Commission (NWCCU) will come to the college for the big Year Seven visit to reaffirm our accreditation. President Tomlin explained that out of the 27 measures, 19 need to meet the acceptable or minimally acceptable levels each year for the college to meet mission fulfillment. Mary Jones asked if the measures were approved by the NWCCU. President Tomlin explained that we set our own criteria and measures. The NWCCU does not tell colleges how to do their planning, just the overall broad structure to use. Institutional Planning and Research Analyst Erin McCarley will be measuring mission fulfillment this fall using last year's data with the new objectives and measures. These Strategic Plan changes will be brought back to the Board to be voted on next meeting in the second reading. The revised Strategic Plan will also include an operational program review process that will be explained at the next meeting.

Curriculum and Assessment (agenda item 4.b)

CAO Hovey presented two experimental classes for review to add to the winter schedule as permanent classes. The college was not offering art history classes beyond the 1850's, and because there was interest in a more modern art history course, ART212, Modern Art History, has been introduced. There was solid enrollment in the 1st quarter. Two new experimental welding classes, Gas Metal Arc Welding, and Gas Tungsten Arc Welding, WLD201 and WLD202 (beginning and advanced), are being shifted into permanent classes as well, and there have been a lot of inquiries on national welding certifications. These classes will be voted on at the next Board meeting in the second reading.

Budget Development Guidelines and Schedule – Second Reading (agenda item 4.c)

CFO Kyra Williams advised that the 2018/2019 budget schedule and guidelines haven't changed from last meeting, and asked if there were any questions before voting. There were no questions. CFO Williams reminded the Board that the Budget Committee will meet April 9th, 2018. Vice Chair Mary Faith Bell moved to approve the budget guidelines and schedule. Billy Schreiber seconded. The motion carried.

Recommended Changes to “100” Board Policies (agenda item 4.d)

President Tomlin advised that Board members Tamra Gammon and Pam Zweifel reviewed the 100-numbered board policies. The Board will consider this a first-read, and changes/edits will be brought back to the next Board meeting for action. President Tomlin then went through all of the recommended changes and edits developed by the Policy Review Committee.



Fair and TBCC Lot Line and Water Resolution (agenda item 4.e)

President Tomlin advised the Board that the presumed lot line between the Tillamook County Fair Grounds and TBCC was discovered to be incorrect. A surveyor has posted the correct line; however, water issues such as severe flooding continue to happen. The Fair Board, CARE, and TBCC have been working to come up with a solution. FEMA was considered an option for help with the drainage issue; however, due to other, more pressing recent disasters, our FEMA proposal is a low priority for them and they will not be considered a resource to correct the problem at this time. The issue became serious in 2015, and has been a major problem for both TBCC and TCFG since. The three groups will be meeting again this year to look at other possible solutions to the drainage issue. The resolution will be brought back to the Board for a 2nd reading and vote next month.

Information-Only Items (agenda item 5)

ASAP and ASPIRE Update (agenda item 5.a)

Director Rhoda Hanson advised that the college is hoping to continue pilot programs ASAP and ASPIRE; however, there is no grant funding to do so. ASPIRE partners community members with students in corresponding fields of study, and the focus is on 2nd year students. Vice Chair Bell recommended running a workshop to educate and train community members on how to participate. Director Hanson advised that she will work on developing a workshop, in addition to getting Cara Elder involved in trying to gain interest. Chair Gervasi suggested Rotary and AAUW as good avenues for community member participants.

Financial Report (agenda item 5.b)

CFO Williams explained that the information provided shows Beginning Fund Balance numbers that are unaudited. TBCC's audit for the 16-17 Fiscal Year is scheduled for the week of November 13th. Until the audit is completed in December, the Beginning Fund Balance numbers are subject to change.

Personnel Report (agenda item 5.c)

President Tomlin advised that Director Pat Ryan is checking references for a candidate for the HR Support Specialist. Arlene Soto was hired as the SBDC Director. Arlene will start in her new role on December 1, and brings 23 years of experience as SBDC director for various organizations, 10 years of which have been in Oregon. She is coming from Southwestern Oregon Community College in Coos Bay. The Marketing Specialist position is still open, with a couple of possible candidates to be interviewed in the next couple of weeks. Chair Gervasi asked if the Board needs to approve the hiring of new employees, as there is language indicating so in the Policy Manual. President Tomlin discussed changing the wording to "confirm the hiring of." This item will be brought to the board again next month.

President's Report (agenda item 5.d)

President Tomlin detailed Fall In-Service, and how the focus was the Strategic Plan and analysis of the ICAT Survey results. These results will be brought back to the board. Equity was also a focus, and an Equity Committee is now an institutional committee, and has been incorporated into the Governance and Leadership document. The committee is tasked with defining what equity means to TBCC, and developing a values statement along with an Equity Plan. President Tomlin advised that



Fall Enrollments are up over 20%. The college's goal this year is 450 FTE, which we are on track to meet at this time.

Billy Schreiber went to the OCCA Board Meeting with President Tomlin. The community colleges will be asking the legislature for 32 million dollars in the short session, which is a move not usually seen in short sessions. The colleges had requested 634 million for the biennium, and received 570. The difference between the ask and the received amounts divided in half is 32 million. A health care tax will be on the ballot in January and if it fails, there is the possibility for community college budget cuts for next year.

The Oregon Employment Department now has data on prior students and where they are being employed but still cannot provide individual student data. While the data is still in its infancy, TBCC will be gauging how to use the data in the coming months.

The very large transfer bill group met for the first time on 10/6, which included faculty, students, administrators and college leadership. President Tomlin advised that there is discussion of penalizing the universities if they do not cooperate with the bill requirements in a timely manner.

President Tomlin reminded the Board that the Mildred Davy Scholarship and Recognition Luncheon will be held on October 12.

The OCCA Annual Conference will be held November 1st-3rd at Salishan in Gleneden Beach, OR. If Board members would like to attend they will need to contact Board Secretary Karen Grosulak as soon as possible.

The next Joint Board Workshop and regular Board meeting will be November 6 with Tillamook School District. Dinner will be served at 5, and the Joint Workshop will start at 5:30, with the regular TBCC Board meeting starting at 6:30. The meeting will be held in Room 214/215 at the TBCC main campus.

Board Member Discussion Items (agenda item 6)

There were no discussion items.

Adjournment (agenda item 7)

Billy Schreiber moved to adjourn the meeting. Vice Chair Bell seconded. The motion passed. The meeting was adjourned at 7:40pm.



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



Strategic Plan Changes

RECOMMENDATION

APPROVE THE STRATEGIC PLAN CHANGES

BACKGROUND INFORMATION ----- (Action) President Tomlin

Leadership Team worked during the summer on changes to the TBCC Strategic Framework and received good feedback at Fall In-Service that was incorporated into the draft. After reviewing the document and last year's mission fulfillment report, it was decided that we needed to simplify the plan and clarify the indicators being measured for mission fulfillment with clear and concrete thresholds. There was also a need to develop a program review process for both academic programs and service areas that ties directly to the strategic plan. To distinguish the revised process from the strategic framework, this revised document would be termed the TBCC Strategic Plan- 2017-2021.

A narrative was added to introduce the changes along with a history of the Strategic Framework that preceeded the revised Strategic Plan. The plan includes the same vision and mission statement and core themes. Definitions were added to each core theme. Objectives were then developed under each core theme, using some of the same ones from the Strategic Framework, but adding others to better measure the college's achievement of the core themes. Measures were then added under each objective that can be quantitatively measured to determine the achievement of each objective and hence each core theme. The Institutional Planning and Research Analyst will track the measures progression during the year and then determine mission fulfillment each fall for the previous year's data using the new definition of Mission Fulfillment that was developed and is part of the revised Strategic Plan. The Mission Fulfillment report will be shared with the Board each fall. This year it will be done for the 2016-17 year and completed in time to share with the Board in winter 2018.

The other process that is part of the revised Strategic Plan is the development of a Program Review process for both academic programs and service areas (departments). The two areas have a program review template and project list template that is part of the Strategic Plan document, along with the 3-year schedule for all of the program reviews. This process will be reviewed by the Board at the meeting. This was all approved by the College Council at the October meeting. We are then asking the Board to approve the revised Strategic Plan 2017-2021 as part of the second reading.





STRATEGIC PLAN 2017-2021

November 2017

Tillamook Bay Community College
Strategic Plan- 2017-2021
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History of the Planning Process

Tillamook Bay Community College (TBCC) is the smallest community college in Oregon in enrollment and headcount. While it has the smallest population service area in Oregon and the population is generally static in numbers, the Latino and older adults are both growing. TBCC serves a population that has a high percentage of employed adults without high school degree and GED. Poverty is high, and the largest percentage of workers is found in minimum wage retail or entry level food processing positions. Generally speaking, this community does not have a career college-bound culture. The staffing at the college is exactly what is needed for accreditation. Being small and personal are assets that TBCC brings to the community.

The strengths of TBCC are built on this small, personal learning environment as well as on the community partnerships that helps the college leverage resources. TBCC has community partners for each of the CTE degrees programs. TBCC partners with each of the three high schools and is working with them to create career and college going opportunities for all graduates. TBCC has invested in shared space at each high school. To cement the cooperation and coordination to our collective goals, the boards from the three school districts meet with the College Board, ensuring bridges and options for students.

Tillamook Bay Community College achieved accreditation status as a fully independent college in January 2014, retroactively effective to the start of the 2013/2014 academic year. With the focus that the accreditation effort provided, the college committed to maintaining its momentum and building on the foundation of collaborative efforts that helped us reach that important milestone. The campus community immediately began casting the vision for 2020, and initiated a review of TBCC's vision, mission, values, core themes and strategic goals as the first step for Year One of the seven-year accreditation cycle.

All college stakeholders were actively involved in the re-visioning process, which was expected to chart the course for the college for the next seven years of accreditation (2013-2020). The effort was initiated during the college "In-service" day in April of 2014, with a full day of meetings focused on strategic planning. The college community worked together to identify both strengths and gaps in the vision, mission, and core themes that constitute the guiding framework for college planning and the seven-year journey to re-accreditation. Faculty and staff also began the process of identifying values that would guide the college's work over that period. Following that solid start, the College Council continued the intentional work on the strategic plan. In late spring 2014, draft copies were shared with students for their input and feedback. During summer 2014, community partners reviewed and provided feedback on the proposed vision, mission, core themes and values. Two college-wide "in-service" meeting days were then conducted in fall 2014 which synthesized all of these steps, culminating in a final draft of our revised vision, mission, core themes, values and strategic goals. The entire campus subsequently modified and refined the strategic framework which would be used to guide the college's work through the year 2020.

Concurrent with the final self-study accreditation visit in October 2013, the college received notification that it was awarded a five-year Title III grant for \$ 2,248,211. Additionally, the college implemented its plan to strengthen its ability to use data and cohort s-tracking to enhance opportunities for and decrease barriers to student success. To help realize that goal, TBCC joined the rural Oregon Community College consortium in 2012/2013 to employ "The

Achieving the Dream” research. The College took its first look at Achieving the Dream (ATD) data in the spring of 2013. The college was in a unique position at that time to pause to evaluate its strengths and gaps, and to create a more refined and integrated strategic framework that could guide the college. The college recognized that it needed to become more strategic with its goals to ensure success for students by creating a small, personal learning environment. TBCC core themes, indicators, and strategic goals were refined and restructured to underscore the college’s over-arching commitment to focus on the success of each and every student.

Revisions to Strategic Framework

Dr. Connie Green retired in May 2017 and Dr. Ross Tomlin became the new TBCC President. With the college being half-way through the seven year accreditation cycle, the Leadership Team felt this was a good time to review the Strategic Framework and make recommendations for changes to strengthen it in preparation for our next accreditation visit in 2021. This document then serves as the updated TBCC Strategic Plan as of November 2017. To differentiate this plan from the Strategic Framework, the name was changed to be the TBCC Strategic Plan 2017-2021.

The Strategic Plan is made up of several parts:

- Vision, Mission Values
- Core Themes
- Core Theme Objectives and Measures
- Mission Fulfillment
- Program Review for Service Areas and Academic Programs

The Vision, Mission, and Values remain the same from the Strategic Framework. The Core Themes also remain the same from the Strategic Framework, but a clear definition of each core theme was developed. The core theme objectives are then developed to fit into and cover the definition of that core theme.

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

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

1. Educational Excellence (EE) - Students are provided with the opportunity to succeed in an equitable, inclusive, and supportive environment that enhances individual and professional growth, through academic, personal and professional development.
2. Economic Success (ES) - The College contributes to the economic growth and development of students, community residents, and the entire region, while also practicing good stewardship of college resources.
3. Leadership, Partnership, and Community Engagement (LPCE) – The college and its students, staff, and faculty serve as educational and community leaders through professional development, skill building, or partnership with local businesses and school districts, post-secondary institutions, the TBCC Foundation, and governmental and social services organizations.

Posters with the Mission, Vision, and Core Themes with definitions will be printed and hung throughout the TBCC campus in the hallways and classrooms to ensure that all faculty, staff, students, and community members that visit the college will be aware of those key pieces of the college strategic plan.

CORE THEME OBJECTIVES AND MEASURES

Starting with the objectives and measures from the Strategic Framework, it was decided by the Leadership Team to simplify the plan and clarify the indicators being measured for mission fulfillment with clear and concrete thresholds. The draft results were then shared with all staff at Fall In-Service 2017 where the staff provided input and feedback on the objectives and measures. Changes were then made to the list based on this feedback before taking the list to the Board for approval. This was

done in October and November 2017.

The results are 13 total objectives across the three core themes with a total of 27 measures with concrete thresholds that will allow the College to quantitatively measure the achievement of each objective and therefore each core theme. There will be small adjustments to the objectives and measures over the next few years, but it is important that most of the measures remain constant through 2021 to give the College four full years to compare data and results to show trends.

Each measure has a lead person that will be in charge of following the progress of that measure and will develop a measure report each summer detailing the results from the previous year and analyzing the results in relation to the strategic plan. The Institutional Planning and Research Analyst will be in charge of tracking the data for all of the measures and determining Mission Fulfillment for the college each fall. If there are measures that are at the Unacceptable level (Red), the measures report will include a plan of actions to implement to bring the results up to the Acceptable (green) or Minimally Acceptable (yellow) level.

The revised Core Theme Objectives and Measures for 2017-18 can be found on pages 8-13.

MISSION FULFILLMENT

The accreditation standards of the Northwest Commission of Colleges and Universities (NWCCU) which is the accrediting organization for TBCC, are specific on how colleges need to show progress with achieving their core themes and objectives. This is done by measuring Mission Fulfillment.

As part of this process, the definition for mission fulfillment was reviewed and adjusted by the Leadership Team and College Council to fit the revised objectives and measures. The revised definition for **Mission Fulfillment** at TBCC is:

TBCC achieves an Acceptable or Minimally Acceptable level in 70% or more of the Measures within each Core Theme and across all Core Themes.

The first Mission Fulfillment measurements in this revised Strategic Plan will be done as a pilot for 2016-17 using these revised objectives and measures. From this point on, Mission Fulfillment will be measured in the early fall term each year using the previous year's data. This will include Measure reports for all 27 measures that will be included in the overall Mission Fulfillment report for TBCC. This report will be shared with all faculty and staff and the Board of Education each fall term.

PROGRAM REVIEW FOR SERVICE AREAS AND ACADEMIC PROGRAMS

All college service areas and academic programs need to be reviewed on a regular schedule as part of the strategic plan process. All of the service areas and academic programs at TBCC have been put on a three year cycle for program review. The cycle will begin in 2017-18. This will allow all service areas and programs to be reviewed prior to the next accreditation visit in 2021. The Program Review Schedule for 2017-2020 can be viewed on page 14.

The Service Area program review template is different than the Academic program review template. The focus of both types of program reviews is to provide information about the program, list key outcomes, analyze key data generated by the service area, and provide a list of projects for the

coming year that are all tied to an outcome and core theme objective and has budget implications. The Academic program review templates would also include data from each program's student learning outcomes assessment work. The template for the Service Area and Academic Program Reviews can be found on pages 17-25.

The list of projects for each service area replaces the Operational Plans done for the past few years. Even though Program Reviews are done on a three year cycle, Project Lists would be done on an annual basis, with a summary and outcomes of the previous year's project list.

A flow chart diagram has been developed to illustrate the Accreditation and Strategic Planning timelines for this plan. It can be viewed on page 26.

Tillamook Bay Community College Strategic Plan ***DRAFT***

Core Theme: Educational Excellence (EE) - Students are provided with the opportunity to succeed in an equitable, inclusive, and supportive environment that enhances individual and professional growth, through academic, personal and professional development.

EE1: Students make consistent and timely progress toward their individual educational goals.

Measure:	Description:	Threshold (In Progress):	Lead:
EE1.1 - Pre-College Math Course Completion	Measured by the percentage increase in the successful completion rate of pre-college math courses.	>= 2% Increase: Green, 0-2% Increase: Yellow, <0% Increase: Red	Ann Hovey
EE1.2: Term to Term Retention	Measured by the percentage increase at the end of the 4th week, in 'fall to winter' and 'winter to spring' retention rates.	>=5% increase: Green, 3-4% increase: Yellow, < 3% increase: Red	Rhoda Hanson
EE1.3: Year to Year Retention	Measured by the percentage increase of enrolled students at the end of the 4th week, who return the following fall.	>=5% increase: Green, 3-4% increase: Yellow, < 3% increase: Red	Rhoda Hanson

EE2 - Students exhibit successful completion of credit degrees, certificates, and/or licensing/certifications or transfer.

Measure:	Description:	Threshold (In Progress):	Lead:
EE2.1 - Degree Completion	Measured by the overall percentage of students completing a degree within 150% of normal time.	>=20%: Green, 15-19%: Yellow, <15%: Red	Rhoda Hanson

EE2.2 - Certificate Completion	Measured by the percentage of students completing certificates.	>=5%: Green, 3-4%: Yellow, < 3%: Red	Rhoda Hanson
EE2.3 - Transfer Rates	Measured by the percentage of students transferring to a 4 year school.	>=25%: Green, 20-24%: Yellow, <20%: Red	Rhoda Hanson

EE3 - Students achieve student learning outcomes.

Measure:	Description:	Threshold (In Progress):	Lead:
EE3.1 Course Learning Outcomes	Measured by the percentage of students satisfactorily achieving Course Learning Outcomes.	>70%: Green, 60-70%: Yellow, <60%: Red	Ann Hovey
EE3.2 Program Learning Outcomes	Measured by the percentage of students satisfactorily achieving Program Outcomes.	>70%: Green, 60-70%: Yellow, <60%: Red	Ann Hovey
EE3.3 Institutional Learning Outcomes	Measured by the percentage of students satisfactorily achieving Institutional Outcomes.	>70%: Green, 60-70%: Yellow, <60%: Red	Ann Hovey

EE4 - Student needs are met through comprehensive support services.

Measure:	Description:	Threshold (In Progress):	Lead:
EE4.1 – Textbook Savings to Students	Measured by the savings from what the market value of traditional textbook/ancillary materials to the zero or low cost OER textbook/ancillary materials used by faculty for the same class multiplied by students in the class. Fall to Spring figures.	>= \$150,000 annually: Green; \$125,000 - \$149,999 annually: Yellow; < \$125,000 annually: Red	Michael Weissenfluh
EE4.2 Access to Online Services	Measured by the percentage of student agreeing with the statement, "Online services are accessible and easy to navigate," as reported in the Student Satisfaction Survey.	>90%: Green, 80-89%: Yellow, <79%: Red	Sheryl Neu

EE4.3 - Use of Advising Services	Measured by the percentage of students agreeing with the statement "Admissions, Registration, Advising and Financial Aid in Student Services are accessible and sufficient for me to reach my educational goals," as reported in the Student Satisfaction Survey.	>= 90%: Green, 80-89%: Yellow, <80%: Red	Rhoda Hanson
EE4.4 - Tutoring Services	Measured by the percentage of students rating the quality of tutoring services as "good" or "excellent."	>=70%: Green; 60-69%: Yellow; <60%: Red	Ann Hovey / Masyn Phoenix
EE5 - Students are supported through an environment that respects diversity.			
Measure:	Description:	Threshold (In Progress):	Lead:
EE5.1 Faculty and Staff Focus on Diversity Issues	Measured by the percentage of TBCC Service Areas that include at least one measurable project involving improving faculty and staff awareness of diversity issues or addressing a goal in the TBCC Equity Plan.	>= 80%: Green, 60-79%: Yellow, <60%: Red	Jean Garcia-Chitwood

Tillamook Bay Community College Strategic Plan ***DRAFT***

Core Theme: Economic Success (ES) - The college contributes to the economic growth and development of students, community residents, and the entire region, while also practicing good stewardship of college resources.

ES1: The college programs and services support and advance local business growth.			
Measure:	Description:	Threshold (In Progress):	Lead:
ES1.1 - Contract Training	Measured by the percentage of year to year increase in the number of participant hours of contract training provided to the community.	Growth rate >= 5%: Green; Growth rate 3.5 - 5.0%: Yellow; Growth rate < 3.5%: Red	Ann Hovey
ES1.2 - SBM FTE Generation	Measured by the number of FTE generated annually by the TBCC SBDC office, as reported by the State SBDC office.	>=8 FTE: Green; 5-7 FTE: Yellow; <5 FTE: Red	SBDC Director
ES2: College operations generate sufficient resources to support long term financial stability of the college.			
Measure:	Description:	Threshold (In Progress):	Lead:
ES2.1 State Reimbursable Student FTE	Measured by the percentage increase in State Reimbursable Student FTE for the academic year.	>3% increase: Green; 0-3% increase: Yellow; Less than 0% increase: Red	Rhoda
ES 2.2 Ending Fund Balance in the General Fund	Measured by Ending Fund Balance compared to Beginning Fund Balance for a fiscal year.	Increase: Green; No Increase: Yellow; Decrease: Red	Kyra Williams
ES3: College programs and services provide training and skills.			
Measure:	Description:	Threshold (In Progress):	Lead:
ES3.1 – Skills Certification Attainment	Measured by the percentage of program completers earning certifications.	>=60% of program completers earning certifications: Green; 40-59% earning certifications: Yellow; Below 40%: Red	Ann Hovey

Tillamook Bay Community College Strategic Plan ***DRAFT***

Core Theme: Leadership, Partnership, and Community Engagement (LPCE) – The college and its students, staff, and faculty serve as educational and community leaders through professional development, skill building, or partnership with local businesses and school districts, post-secondary institutions, the TBCC Foundation, and governmental and social services organizations.

LPCE1 – The College Foundation provides opportunities for the community to contribute to student scholarships, programs, and services of the college.

Measure:	Description:	Threshold (In Progress):	Lead:
LPCE1.1 – Increase in Resource Development	Measured by the amount of contributions or donations made to the TBCC Foundation in an academic year.	>=\$100K: Green; \$85-99K: Yellow; <\$85K: Red	Heidi Luquette

LPCE2 –The college encourages students to cultivate a commitment to civic engagement.

Measure:	Description:	Threshold (In Progress):	Lead:
LPCE2.1 - Student Participation in Community Service.	Measured by the number of service events involving the participation of students during the academic year.	>=5: Green, 3-4: Yellow, <3: Red	Jean Garcia-Chitwood

LPCE3 –The college partners with other educational institutions to expand opportunities for students.

Measure:	Description:	Threshold (In Progress):	Lead:
LPCE 3.1 Articulation Agreements with Universities (working with universities to facilitate seamless transfer opportunities).	Measured by the number of new signed articulation agreements each year.	>=2 new agreements: Green; 1 new agreement: Yellow; No new agreements: Red	Ann Hovey
LPCE 3.2 – Dual Credit course offerings	Measured by the overall percentage of county high school students taking at least one Dual Credit college course during the academic year with a C or better grade.	>=75%: Green; 50-74%: Yellow; <50%: Red	Ann Hovey

LPCE4 – TBCC provides services and information that benefit the community.

Measure:	Description:	Threshold (In Progress):	Lead:
LPCE4.1 – Community Events Hosted at TBCC	Measured by the number of events hosted with organizations offering services, support, and information to the community.	>=40: Green; 25-39: Yellow; <25: Red	Pat Ryan
LPCE4.2 – TBCC Personnel Community Involvement	Measured by TBCC personnel hours of service involvement in community organizations, boards and social activities.	>=200 hours: Green; 100 - 199 hours: Yellow; <100 hours: Red	Pat Ryan
LPCE4.3 – Contract Training Course Evaluations	Measured by the average course evaluation rating, on a scale of 0-5.	>=4.2 5.0: Green, 3.5 and 4.2: Yellow, <3.5: Red	Ann Hovey

LPCE5 - The college promotes comprehensive and continuous advancement for all employees through professional development opportunities.

Measure:	Description:	Threshold (In Progress):	Lead:
LPCE5.1 Professional Development	Measured by the percentage of faculty and staff attending two or more professional development opportunities per year.	Staff: >= 70%: Green, 50-69%: Yellow, <50%: Red Faculty: >= 60%: Green, 40-59%: Yellow, <40%: Red	Jean Garcia-Chitwood

Program Review Schedule
Including Academic Program Review
2017-2020

2017-2018	Library
	Student Services
	Business Office/Store
	<i>Business Admin. & Ag/Natural Resources</i>
2018-2019	Facilities/Safety
	President's office
	IT
	Advancement/College Development
	<i>Criminal Justice, MIT & ABE/GED/ESOL</i>
2019-2020	Instructional Support
	Institutional Planning and Research
	HR
	<i>Transfer Degrees</i>

TBCC Service Area Program Review Template 2017-18

- I. Program/Service Area Description
- II. Program/Service Area Outcomes
 - a. List of Intended Outcomes for Service Area
 - b. Assessment Tools
 - c. Criteria for Measurement
- III. Program/Service Area Details
 - a. Staff (Individual and FTE)
 - b. Duties
 - c. Responsibilities
- IV. Project and outcomes achievement from previous year
 - a. Project descriptions
 - b. Project Results
 - c. Intended Outcomes Assessment results
 - d. Refinements/modifications based on assessment results
- V. Service Area Data
 - a. Data set
 - b. Analysis of data
- VI. Project list for current year and following year
 - a. Project list form

TBCC Service Area Outcomes Assessment Plan and Summary Form

Use One Form per Outcome

Origination Date of Form _____ Completion Date of Form _____

Service Area _____ Individual Completing Form _____

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications

Project List 2017-18

Department _____

Project	Project Description	Intended Outcome	Core Theme Objective	Measure (Y/N)	Lead Person	Year (1-3)	Budget Requirements



Three-Year Instructional Program Review Template
Tentative Due Date: May 15 of the Academic Year Assigned

Program Name:

Degrees and Certificates offered within Program:

Statement of Collaboration

The program faculty listed below collaborated in an open and forthright dialogue to prepare this Program Review. Statements included herein accurately reflect the conclusions and opinions of the program faculty.

Participants in the review:

Authorization:

After the document is complete, it must be signed by the Department Faculty and Chief Academic Officer prior to submission to the Curriculum and Assessment Committee.

Signatures of Department Faculty

Signature of Chief Academic Officer

Date of Submission

1.0 Mission and Goals

1.1 *Briefly describe the relationship of your program to the college's Mission, Vision, and Core Themes.*

College Mission

College Vision

Core Themes

2.0 Program Data and Trends Analysis

2.1 For each data point listed below, summarize the trend. (Attach three year longitudinal data to appendix.)

Program Name:

Data Point	Trend	Highest Year
Enrollment		
Number Program Majors		
Total FTE		
Number Sections Offered		
FTEF		
Fill Rate		

WSCH/FTEF		
% Students Persisting from Fall to Fall		
Average Successful Completion Rate		

2.2 Program Peer Comparison

How does your program compare with peers? (Peers include similar programs at the college or programs at peer institutions as identified by the Office of Institutional Research)

Program Name:

College	Total Enrollment	Annual Number Degrees Awarded	Annual Number Certificates Awarded	% Students Persisting from Fall to Fall	Average Successful Completion Rate

Analysis:

2.3 Student Enrollment and Achievement by Gender and Race/Ethnicity

Analyze the achievement levels for each of the groups listed below. Are there differences in achievement levels across groups? Are there strategies you can implement to provide more support for these populations?

(Attach to Appendix or provide below the Persistence and Success Rates by Gender and Race/Ethnicity as identified by the Office of Institutional Research)

Program Name:

Group	Number of Students Enrolled	% Students Persisting from Fall to Fall	Average Successful Completion Rate
Males			
Females			
Asian-American			
African-American			
Filipino			
Hispanic			
Native American			
Other Non-White			
Pacific Islander			
White			
Unknown			

Analysis:

2.4 (CTE Programs Only) List the certifications students are able to earn through participation in your program.

2.5 Other Data

Please include any other data (internal or external) that may be relevant to student achievement, learning, and trends within your Basic Skills, CTE, or Transfer Education program.

Analysis

2.6 Strengths, Weaknesses, Opportunities, Challenges (SWOC)

2.6.1 What are the strengths of your program as indicated in the above data?

2.6.2 What are the weaknesses of your program as indicated in the above data?

2.6.3 What are the opportunities for your program as indicated in the above data?

2.6.4 What challenges exist for your program based on the above data?

3.0 Student Learning Outcomes Assessment

3.1 How has assessment of course level SLOs led to improvements in student learning and achievement?

3.2 How has assessment of program-level SLOs led to improvements in transfer or certificate/degree awards?

3.3 What challenges remain to make course and program level Student Learning Outcome Assessment more effective for your program?

4.0 Evaluation of Progress Toward Achievement of Previous Program Plans (Section 4.0 N/A 2017-18)

4.1 Evaluate steps taken to achieve plans established in the last program review.

4.2 In cases where resources were allocated toward goals, evaluate the efficacy of that spending.

5.0 Program Plans

5.1 Short-term Plans (three year cycle)

5.1.1 Based on the above data and analyses, identify 2 or more concrete plans, measurable outcomes, and activities that you would anticipate resulting in improvements to the program in the next three year cycle.

5.1.2 What specific aspects of these plans can be accomplished without additional financial resources? (See 5.1.1 above)

5.2 Long-term Plans (six year cycle)

5.2.1 *Based on the above data and analyses, identify 2 or more concrete plans, measurable outcomes, and activities that you would anticipate resulting in improvements to the program in the next six years.*

5.2.2 *What specific aspects of these plans can be accomplished without additional financial resources?*

6.0 Requests for Resources

For any specific aspect of a plan listed in 5.0 that would require additional financial resources, complete the form below. If you are aware of a potential funding source other than college general funds, identify the potential source below.

Type of Resource	Requested Amount	Potential Funding Source
Personnel		
Facilities		
Equipment		
Supplies		
Computer Hardware		
Computer Software		
Training		
Other (promotion)		
Total Requested Amount		

6.1 *Describe the resource request.*

6.2 *What program outcome(s) does the resource request address?*

6.3 *What measurable outcome(s) will result from filling this resource request?*

6.4 *How does this request further college fulfillment of the college mission and its Core Theme objectives?*

7.0 Advisory Committee and Employer Input (CTE Programs Only):

7.1 List Current Advisory Program Membership

7.2 Discuss the process your program followed to ensure advisory committee membership involvement in and contributions to this program review. Report on comments and concerns shared by members of the advisory committee.

7.3 Date final program review to be shared with advisory committee membership:

8.0 High School, Community, and Employer Outreach

8.1 (CTE Programs Only) List the largest employers within the service area for your program completers. How do these employers provide input to the program curriculum and information about industry trends?

8.2: (CTE Programs Only) Discuss local employer perceptions of your program and its graduates. What mechanism did you use to gather this input during the program review process?

8.3 (CTE Programs Only) What employment opportunities are available to your program completers (list specific positions)? To your certificate completers?

8.4 (CTE Programs Only) Provide labor market data regarding the projected number of job openings in the region (northwest Oregon and Portland metropolitan area). Cite the source of this data.

8.5 (CTE and Transfer Programs) What dual credit offerings does your program support? In which area high schools are these dual credit courses offered? How will your program support the expansion of dual credit offerings at area high schools?

9.0 Executive Summary

Mission Statement

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



Vision Statement

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

TBCC Is Committed To...

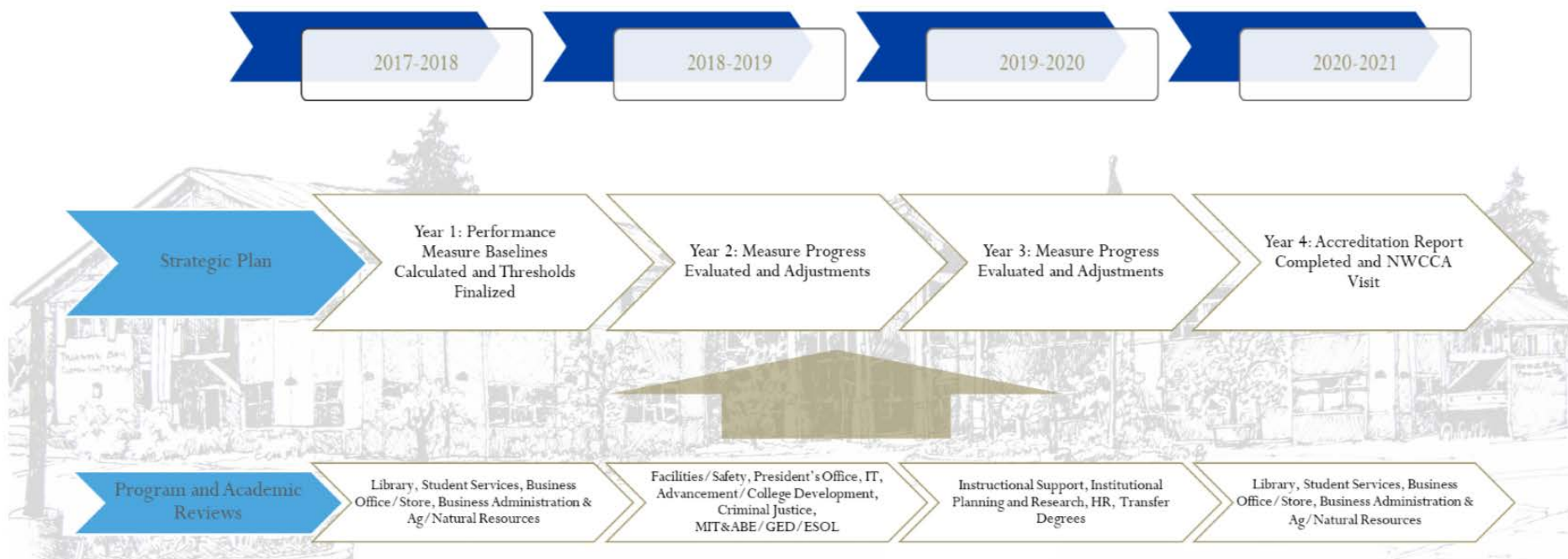
Economic Success

Educational Excellence

Leadership, Partnership, &
Community Engagement



Accreditation & Strategic Planning



Curriculum and Assessment

RECOMMENDATION

BACKGROUND INFORMATION ----- (Action) CAO Hovey

In October Chief Academic Officer Hovey presented for your first read three courses that have been revised for additional content or re-activated in the course catalog: WLD 201, WLD 202, and ART 212. Hovey is requesting Board approval of these courses today.

1. **WLD 201 Gas Metal Arc Welding (GMAW) Gas Tungsten Arc Welding (GTAW)**

Credits: 3

Lecture Hours: 20

Lecture/Lab Hours: 20

COURSE DESCRIPTION and PREREQUISITES:

Students will be introduced to equipment and techniques of GMAW and GTAW welding process. Aluminum and stainless steel metals will be the primary focus including preparation, welder settings, and welding of various base metals. The course will follow AWS specifications.

INTENDED COURSE OUTCOMES: Students satisfactorily completing WLD 201 will be able to:

1. Apply math and science concepts related to GTAW and GMAW of stainless steel and aluminum.
2. Produce common weld joints using Gas Tungsten Arc Welding to code quality standards in the flat and horizontal positions.
3. Produce common weld joints using Gas Metal Arc Welding to code quality standards in the flat and horizontal positions.
4. Interpret drawings and symbols to accurately lay out and assemble a project to specified tolerances and weld joints in accordance to AWS D1.1.
5. Demonstrate proper weld preparation with metals of varying thicknesses.

2. **WLD 202 Advanced Gas Metal Arc Welding (GMAW) Gas Tungsten Arc Welding (GTAW)**

Credits: 3

Lecture Hours: 20



Lecture/Lab Hours: 20

COURSE DESCRIPTION and PREREQUISITES:

This class will develop existing skills in MIG and TIG welding. The focus will be on weld preparation and technique. In addition to flat and horizontal surfaces, vertical, overhead and pipe welding will be added. The course curriculum follows the AWS specifications for qualification and certification. Completion of WLD 201 or instructor approved experience in GTAW/GMAW required.

INTENDED COURSE OUTCOMES: Students satisfactorily completing WLD 202 will be able to:

1. Apply math and science concepts related to GTAW and GMAW of ferrous and non-ferrous metals.
2. Demonstrate proper MIG welding techniques as applied in vertical and overhead positions.
3. Demonstrate proper TIG welding techniques as applied in vertical and overhead positions.
4. Apply proper techniques to pipe welding including seed welds and Argon Purging for corrosion prevention.
5. Construct a project and weld joints in accordance to AWS Q-11

3. ART 212 Modern Art History: Early 20th Century Art

Credits: 4

Lecture Hours: 40

COURSE DESCRIPTION and PREREQUISITES:

Explores early 20th century revolutions in science and technology, psychology and philosophy. Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment, and to gain insight into our modern world. Focuses on viewing, analyzing, and comparing many art forms in a historical context. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

INTENDED COURSE OUTCOMES: Students satisfactorily completing ART 212 should be able to:

1. Identify formal qualities in 20th century arts including architecture, and read visual elements and symbols, including artistic and cultural styles.
2. Explain how early 20th century revolutions in science, technology, psychology and philosophy influenced art and the art world.



3. Articulate responses to the uniqueness of a work, for example, its origins and precedent, its potential to influence other works of art, and its relationship to a cultural &/or political moment.
4. Explain how the methods for interpreting a specific work of art can apply to all works of art.
5. Analyze a work of art through consideration of variables such as the artist, the culture, the political climate, social and psychological influences, and technical practices that may have influenced its creation.



Recommended Changes to “100” Board Policies

RECOMMENDATION

BACKGROUND INFORMATION ----- (Action) President Tomlin

The 100 series Board Policies have been reviewed by Heidi Luquette, Pat Ryan, Kyra Williams, and President Tomlin before being reviewed by the Board Policy Review Committee – Tamra Gammon and Pam Zweifel. First reading of these changes occurred at the October 2017 Board meeting. Attached are the recommended changes to the 100 series Board Policies with only one change since the first reading. We clarified during a discussion of personnel issues that Policy 100.2.3 should read “Confirm the hiring of.....” instead of “Approve the hiring of.....”.

We are asking for the Board to approve these changes to the 100 series Board Policies.



Article No.: 100

Approved: April 7, 2008, October 13, 2014, November 14, 2016 (include last reviewed date?)Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

100.1 - PHILOSOPHY

The Board of Education of Tillamook Bay Community College recognizes that it is responsible to all the citizens of the College service area which constitutes Tillamook County, regardless of political, social, fraternal, religious or other affiliation.

MISSION

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

GOVERNANCE

The Board of Education is primarily concerned with the creation, under existing law, of policies for the CollegeCounty, and for the evaluation of the effectiveness of those policies. The execution of given policy, the daily decisions made within its framework, and the methods used to enforce its provisions, are properly the responsibility of the College professional administrative staff.

100.2 - BOARD DUTIES AND RESPONSIBILITIES

The Board of Education shall be responsible for the general oversight and control of the community college. Consistent with any applicable rules of the State Board of Education, the Board may:

1. Select and appoint the College President.
2. Select and appoint candidates to vacant Board positions.
3. Confirm the hiring of~~Employ~~ administrative officers, professional personnel and other employees, define their duties, terms and conditions of employment and prescribe compensation therefore.
4. Enact policies for the governance of Tillamook Bay Community College, including professional personnel and other employees and students therein and review on an annual basis.
5. Prescribe the educational program including the establishment of the academic requirements for diplomas, certificates and associate degrees including the degree guarantee maps for all degrees.
6. Control use of and access to the grounds, buildings, books, equipment and other property of the College.

Article No.: 100

Approved: April 7, 2008, October 13, 2014, November 14, 2016 (include last reviewed date?)Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

7. Acquire, receive, hold control of, convey, sell, manage, operate, lease, lease-purchase, lend, invest, improve and develop any and all property of whatever nature given to or appropriated for the use, support or benefit of any activity under the control of the board, according to the terms and conditions of such gift or appropriation.
8. Purchase real property upon a contractual basis when the period of time allowed for payment under the contract does not exceed 30 years.
9. Establish standards of admission to Tillamook Bay Community College and prescribe tuition rates and fees, including fixing different tuition rates for students who reside in the county, students who do not reside in the county, but are residents of the state, and students who do not reside in the state.
10. Prescribe and expend funds so raised for special programs and services for the students and for programs for the cultural and physical development of the students.
11. Provide and disseminate to the public information relating to the program, operation and finances of Tillamook Bay Community College.
12. Establish or contract for advisory and consultant services.
13. Take, hold and dispose of mortgages on real and personal property acquired by way of gift or arising out of transactions entered into in accordance with the powers, duties, and authority of the board and institute, maintain and participate in suits and actions and other judicial proceedings in the name of the college for the foreclosure of such mortgages.
14. Maintain programs, services and facilities, and, in connection therewith, cooperate and enter into agreements with any person or public or private agency.
15. Provide student services consistent with the College's mission to support student achievement of educational goals.
16. Join appropriate associations and pay any required dues therefore from resources of the College.
17. Apply for state and federal funds and accept and enter into any contracts or agreements for the receipt of such funds from the State or Federal Government or its agencies for educational purposes.
18. Prescribe rules for the use and access to public records of the college that are consistent with ORS 192.420. However, the following records shall not be made

Article No.: 100

Approved: April 7, 2008, October 13, 2014, November 14, 2016 (include last reviewed date?)Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

available to public inspection for any purpose without consent of the person who is the subject of the record, or upon order of a court of competent jurisdiction:

- (a) Student records relating to matters such as grades, conduct, personal and academic evaluations, results of psychometric testing, disciplinary actions, if any, and other personal matters.
 - (b) Employee records relating to matters such as conduct, personal and academic evaluations, disciplinary actions, if any, and other personal matters.
- 19. Enter into contracts for the receipt of cash or property, or both and establish annuities; and, commit, appropriate, authorize and budget for the payment of or other disposition of general funds to pay, in whole or in part, sums due under an annuity agreement, and to provide the necessary funding for reserves or other trust funds.
 - 20. Encourage gifts to the College by faithfully devoting the proceeds of such gifts to the college purposes for which intended.
 - 21. Approve the staff to Build, furnish, equip, repair, lease, purchase and raze facilities; and locate, buy and acquire lands for all college purposes. Financing may be any prudent method, including but not limited to loans, contract purchase or lease. Leases authorized by this section include lease-purchase agreements where under the College may acquire ownership of the leased property at a nominal price. Such financing agreements may be for a term of up to 30 years except for lease arrangements which may be for a term of up to 50 years.
 - 22. Participate in an educational consortium with public and private institutions that offer secondary, upper division and graduate instruction. To engage in such consortiums the College may expend money, provide facilities and assign staff to assist those institutions offering instruction.
 - 23. Annually, the Board of Education will do a Board Self-Evaluation to review its effectiveness as a governing board.
 - 24. Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law.

100.3 - ORGANIZATION OF THE BOARD

The Board derives its authority from ORS, Chapter 341. The Board is subject to the provisions of the Constitution of the State of Oregon, applicable state and federal laws, its own policies and procedures, and the expressed will of the electorate. Board members

Article No.: 100

Approved: April 7, 2008, October 13, 2014, November 14, 2016 (include last reviewed date?)Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

serve without remuneration, except for actual and necessary expenses incurred by Board members in authorized travel for College business, conferences, or professional meetings.

The Board consists of seven members nominated from zones and elected at large.

Elections are held in accordance with the provisions of the ORS 341.790. The zones are:

Zone 1:	Beaver, Carnahan, Cloverdale, Hebo, Neskowin, Union, and Pacific City.
Zone 2:	Fairview, Netarts, Oceanside, South Prairie, and Westside.
Zone 3:	City of Tillamook (Precincts 1-6), Eastside, and Trask.
Zone 4:	Bay City, Garibaldi, Kilchis, Maple Leaf, and Foley.
Zone 5:	Nehalem, Pine Grove, Rockaway Beach, Wheeler, and Manzanita.
Zone 6:	At Large.
Zone 7:	At Large.

The term of office of all Board members shall begin on July 1 following the date of election. Board members shall serve until their successor's term begins. Board members must qualify by taking the oath of office before assuming the duties of the office.

The Board shall declare the office of a Board member vacant if it finds any of the following:

- A. The incumbent has died or resigned, or
- B. The incumbent has been removed, recalled, or the election has been declared void by a court of competent jurisdiction, or
- C. The incumbent has ceased to be a resident of Tillamook County or the zone they were elected to represent, or
- D. The incumbent has not discharged the duties of office for two consecutive regular monthly meetings unless prevented there from by sickness or other unavoidable cause, or unless granted an excuse by the Chairperson of the Board. The Chairperson shall report and have entered such excuses in the minutes of the meeting for which the excuse was granted.

Vacant positions upon the Board shall be filled by appointment of a qualified voter residing in the zone in which the vacancy occurs. A Board member so appointed shall serve until the next regular Public Election when a successor shall be elected to serve for the remainder of the unexpired term.

100.4 - OFFICERS OF THE COLLEGE BOARD

The Board shall meet and organize at the June meeting by electing a chairperson and vice-chairperson from its members for the following academic year.

Article No.: 100

Approved: April 7, 2008, October 13, 2014, November 14, 2016 (include last reviewed date?)Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

The President of the College shall be appointed the Clerk of the Board. The ~~Comptroller/Budget Officer~~ Chief Finance Officer shall be appointed the Deputy Clerk of the Board, and the – President or support to the President shall be named the Board Secretary.

100.5 - DUTIES OF OFFICERS

The duties of Board officers and committees will be as follows:

A. Chairperson

1. To preside at all meetings of the Board.
2. To appoint or provide for the election of all committees.
3. To call special meetings as required.
4. To perform such other duties as may be prescribed by law or by action of the Board.
5. To have the same duty to vote on matters before the Board as the other members.

B. Vice-chairperson

The Vice-chairperson shall uphold the duties of the Chairperson in her/his absence.

C. President of the College as Clerk of the Board

1. The President is appointed by the Board as its Executive and shall implement the policies of the Board regarding the operation of the College.
- ~~2. It will be the duty of the Clerk to approve and sign the minutes of all special and regular meetings of the Board, and to sign all other official documents of the Board.~~

D. Deputy Clerk

1. The Deputy Clerk will function as Clerk in the absence of the Clerk. The Deputy Clerk may also be a co-signer for payment of College bills by check.

E. Secretary for the Board

The major duties and responsibilities of the Secretary for the Board will be:

1. To notify members of the Board of all regular and special meetings.
2. To attend all Board meetings.
3. To record the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.
4. To have charge of all records, proceedings and documents of the Board.

F. Committees

1. The Chairperson shall appoint no more than three members to committees designated for a specific purpose. Committees shall not perform any of the Board's functions.

G. Budget Committee

1. As directed by ORS 294.336, the Budget Committee shall consist of seven College Board members and seven members appointed by the Board for three year terms. Appointees must be qualified electors of Tillamook County.

Article No.: 100

Approved: April 7, 2008, October 13, 2014, November 14, 2016 (include last reviewed date?)Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

100.6 - AUTHORITY OF MEMBERS

Any duty imposed upon the Board as a body shall be performed at a regular or special meeting and shall be made a matter of record. The consent to any particular measure obtained from individual Board members when the Board is not in session shall not be an act of the Board and shall not be binding upon the College.

Article No.: 101

Approved: April 7, 2008

Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

| DELETE?

Article No.: 102

Approved: April 7, 2008, October 13, 2014

Reference:

102.1 - BOARD POLICIES

- A. The policies adopted by the College Board of Education have been written to be consistent with the provisions of law, but do not encompass all laws relating to the College's activities. All employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as College employees.
- B. Any policy needing immediate action may be enacted by a unanimous vote of the entire Board. The vote will be entered in the minutes of the meeting.
- C. Additions, changes and/or deletions of policies governing the College shall be considered by the Board at a minimum of two (2) separate meetings before final action is taken. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.
- D. The President will furnish a copy of the policies and a copy of any amendment thereof to each employee and to any interested person. In lieu of the distribution of the complete manual, the President may prepare a special edition for any specific group of employees; provided, however, that a copy of the complete policies is made readily accessible to all employees and to members of the public. Copies of the policies and procedures will be on file in the office of the President.
- ~~E.~~ ~~E.~~ Administrative rules. The College has a number of procedures and operational rules that are implemented operationally on a daily basis. These procedures are policy driven and are approved by the College Council as "Administrative Rules." The College Council has approved an Administrative Rule with procedures for additions, deletions, and modifications to Administrative Rules. A complete review of the Administrative Rules will take place every other year.
- ~~E.F.~~ Board Policy. The Board policies will be reviewed by the Policy Review Committee every two years with changes approved by the Board.

Article No.: 103

Approved: April 7, 2008

Reference:

103.1 - BOARD COMMUNITY RELATIONSHIPS

Tillamook Bay Community College is a public institution whose purpose is to provide education for the public. The Board encourages and welcomes public participation and awareness of the operation of the College. College activities and public records are open to inspection except in those limited instances where inspection is confidential or exempt from disclosure under law.

- A. The Board recognizes the right of the public to information concerning all of its actions and policies and concerning the details of its educational and business operations. In accordance with this policy, copies of the agenda will be furnished to all interested persons and organizations upon request to the President.
- B. Copies of minutes of Board meetings may also be furnished to interested persons and organizations upon written request.
- C. The Board will provide for the dissemination of information concerning the College and its educational programs and business operations.
- D. It will be the practice of the Board to consider input of all interested groups concerning its educational programs and business operations. The Board alone will be the final policy agent.

Article No.: 104

Approved: April 7, 2008

Reference: ORS260.432

104.1 - BOARD ACTION ON LEGISLATIVE ISSUES

The Board of Education will not take any position advocating or proposing a local, state, or national legislative matter, except if it should vote to do so in a case which is of direct concern to Tillamook Bay Community College.

Article No.: 105

Approved: April 7, 2008

Reference:

105.1 - BOARD CONFLICT OF INTEREST

Taking of a seat on the Board by an employee of the College shall automatically serve to terminate that individual's employment with the College.

In the event of a potential conflict of interest involving any member of the Board, such member shall announce publicly the nature of the potential conflict. This shall be made by the member during the meeting at which any official action related to such conflict of interest shall be proposed or taken and prior to participating in any related discussion or official action thereon, whether by vote or by abstention.

A "potential conflict of interest" means any transaction where a person acting in a capacity as a public official takes any action or makes any decision or recommendation, the effect of which would be to the person's private pecuniary benefit or detriment. There is not a "potential conflict of interest" where the transaction would effect to the same degree a class of persons consisting of all inhabitants of the state, or a smaller class of persons consisting of an entire industry, occupation, or group to which the Board member is associated, or in which the member is engaged.

The Board member need not announce a potential conflict of interest more than once during the meeting. When a Board member announces a potential conflict of interest, it shall be recorded in the minutes of the Board. Notice of the potential conflict and how it was disposed of may, at the request of a majority of the Board or upon request of the member giving notice of the potential conflict, be provided to the Oregon Government Ethics Commission.

Article No.: 106

Approved: April 7, 2008, October 13, 2014

Reference: ORS 279.A.060, ~~OAR 137, ORS 279~~~~ORS 279A.065~~

106.1 - BOARD CONTRACT REVIEW BOARD

By ORS 279A.060, the Tillamook Bay Community College Board of Education is designated as the local contract review board for the College.

Procurement of goods and services by the College is governed by the Oregon Attorney General's Model Rules as contained in OAR Chapter 137, which rules are adopted by Tillamook Bay Community College except as the College has adopted its own rules of policy. Exceptions to the Model Rules, adopted by the Board of Education, are listed below.

106.2 - Personal Service Contracts

106.2.1 - General Requirements

- A. Personal Services include, but are not limited to, contracts for auditing and financial services, legal services, architectural and engineering services, planning services, and technical inspection services.
- B. The Board by resolution may designate additional service contracts or classes of service contracts as personal service contracts if the following conditions apply:
 - 1. Specialized skills, knowledge and resources are not available within the College staff;
 - 2. The work cannot be done in a reasonable time with the College's own work force;
 - 3. An independent and impartial evaluation of a situation is required by a consultant with recognized professional expertise and stature;
 - 4. It will be less expensive to contract for the work.
- C. Persons who are interested in performing services for the College may submit their areas of interest to the - ~~Comptroller/Business Office~~Chief Finance Officer, who will compile a list of prospective consultants. This list may be used in lieu of an advertisement when issuing a request for qualifications or a request for proposals for a specific project.
- D. The Board will be informed of action(s) taken.

106.2.2 - Formal Selection Process

Article No.: 106

Approved: April 7, 2008, October 13, 2014

Reference: ORS 279.A.060, ~~OR 137, ORS 279~~~~ORS 279A.065~~

-
- A. Except as provided in Section "Informal Selection Process" below, this procedure shall be used whenever the estimated fee to the contractor exceeds fifty thousand dollars (\$50,000).
- B. Solicitation of Proposals
1. Responses shall be solicited through public advertisement or notice to persons on the College's consultant list, inviting response to either:
 - a. A request for proposals (RFP); or
 - b. A request for qualifications (RFQ) to establish a short list, followed by an RFP.
 2. The advertisement, when used, shall appear at least once in at least one newspaper of general circulation in the local area. The solicitation may be advertised in additional issues and publications to achieve adequate competition or to reach the minorities, women, and emerging small business enterprise audiences.
- C. Use of Request for Qualifications
1. An RFQ used to evaluate qualifications, screen potential consultants, and establish a short list shall contain the information required to screen and select qualified respondents.
 2. The College President or designee shall review, score and rank the consultants according to the solicitation criteria and the results of any oral interview. The College President may delegate this screening to a committee composed of qualified employees of the College or others so designated. The committee may include private practitioners of the work encompassed by the project.
 3. Following screening and evaluation, the College President or designee shall establish a short list of at least three qualified consultants. If four or fewer persons respond to the RFQ, then a short list of fewer than three qualified consultants may be established or the RFQ may be canceled and an RFP issued.
 4. Every qualified consultant placed on a short list shall receive an RFP and have an opportunity to submit a proposal. No person shall be eligible for placement on a short list during the period in which any of the person's principals, partners or associates are a member of the College's evaluation committee.

Article No.: 106

Approved: April 7, 2008, October 13, 2014

Reference: ORS 279.A.060, ~~OR 137, ORS 279~~~~ORS 279A.065~~

5. Publication of an RFQ shall not make the College responsible for any consultant costs and expenses incurred in submitting responses to an RFQ. All potential consultants who respond to an RFQ do so solely at the consultant's cost and expense.
6. Any reasonable evaluation method may be used to establish a short list of qualified consultants.

D. Request for Proposals

1. A meeting may be held for all interested consultants to discuss the proposed project and the required services. Attendance at such a meeting, if held, may be mandatory.
2. An RFP consultant selection committee of at least three persons shall be appointed by the College President or designee to review, score and rank the consultant's responses to the RFP. If the RFP follows an RFQ, the RFP consultant selection committee may be the same as any RFQ consultant evaluation committee. The RFP consultant selection committee may interview consultants. The committee may be composed of highly qualified professional employees of the College or other agencies and may include private practitioners of the work encompassed by the project. The Board may establish a different consultant selection committee when selection of the consultant is done by the College President or Board.
3. No person or firm shall be eligible for award of a consultant contract during the period in which any of the person's principals, partners or associates is a member of the consultant selection committee.
4. The RFP consultant selection committee shall review, score and rank all responsive proposals according to criteria listed in the RFP. These criteria may include but are not limited to the following:
 - a. Availability and capability to perform the work.
 - b. Experience of key staff on comparable project(s).
 - c. Demonstrated ability to successfully complete similar projects on time and within budget.
 - d. References and recommendations from past clients, public and private.

Article No.: 106

Approved: April 7, 2008, October 13, 2014

Reference: ORS 279.A.060, ~~OR 137, ORS 279~~~~ORS 279A.065~~

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- e. Consultant's performance history in (i) meeting deadlines; (ii) submitting accurate estimates; (iii) producing quality work; and (iv) meeting financial obligations.
 - f. Status and quality of any required licensing or certification.
 - g. Consultant's knowledge and understanding of the project as shown in the consultant's approach to the project's staffing and scheduling needs.
 - h. Fees required, whether estimated or firm.
 - i. Results from oral interviews, if conducted.
 - j. Design philosophy and project approach.
 - k. Any other criteria that are deemed to be relevant to the project, including where the nature and budget of the proposed project so warrant, a design competition between competing professional consultants.
 - l. Each of the evaluation criteria shall be of equal weight unless the RFP provides otherwise and states the weights or points applicable to each criterion.
5. The College may at any time during the solicitation process or during contract negotiation reject all proposals and cancel the solicitation without liability. The College shall not be responsible for any consultant costs and expenses incurred in submitting responses to the solicitation. All prospective consultants who respond to an RFP do so solely at the consultant's cost and expense.
6. An awarded project may become inactive, lapse, or change as a result of project phasing, insufficient appropriations, or other reasons. If the project is reactivated, the College may retain the same qualified consultant to complete the project. The College President or designee shall make a written finding that the College's interests are best served by retaining the same consultant.

106.2.3 - Informal Selection Process

- A. A personal service contract may be awarded using an informal selection process under any of the following circumstances:

Article No.: 106

Approved: April 7, 2008, October 13, 2014

Reference: ORS 279.A.060, OAR 137, ORS 279~~ORS 279A.065~~

-
1. When the estimated fee to the consultant does not exceed fifty thousand dollars (\$50,000);
 2. When the project consists of work which has been substantially described, planned, or otherwise previously studied or rendered in an earlier College contract;
 3. When the contract is with bond underwriters;
 4. When the contract is with financial advisors providing expert opinions for the purpose of negotiated bond sales;
 5. When the contract is for legal services.
- B. In the informal selection process, the College shall contact one or more prospective contractors with whom the College has had previous successful experience or is qualified to do the work and request a brief proposal which should address the work to be performed, the prospective contractor's experience with the type of work to be performed, and the prospective contractor's compensation requirements to perform the work. The College shall evaluate the proposal(s) received, using criteria that are deemed appropriate, and do one (1) of the following:
1. Make an award based on the proposals received.
 2. Reject the proposals received and solicit proposals from other prospective contractors using the informal selection process.
 3. Reject the proposals received and solicit proposals using the formal selection process.
 4. Cancel the solicitation and make no award.

106.2.4 - Direct Appointment Procedure

The College may recommend direct consultant appointments when conditions require prompt action for the best interest of the College. The recommended appointment and a written description of the conditions requiring the appointment shall be submitted by the College President to the Board. The Board shall determine whether a direct appointment is appropriate, and if so, approve the appointment.

106.2.5 - Protest Procedure

Article No.: 106

Approved: April 7, 2008, October 13, 2014

Reference: ORS 279.A.060, ~~OR 137, ORS 279~~~~ORS 279A.065~~

- A. Solicitation Protest. Unless a different deadline is specified in the solicitation document, prospective consultants may submit a written protest or request for change of particular solicitation provisions, specifications, or contract terms and conditions to the College no later than five calendar days prior to the close of the solicitation. Such protest or request for change shall include the reasons for the protest or request and any proposed changes to the solicitation provisions, specifications, or contract terms and conditions. No protest against selection of a consultant or award of a consultant contract, because of the contract terms and conditions, shall be considered after the deadline established for submitting such protest.
- B. Selection Protest. Unless a different deadline is specified in the solicitation document, a prospective consultant who has submitted a proposal and claims to have been aggrieved by the College's selection of a competing consultant, shall have fourteen calendar days after the College's notice of selection of the competing consultant to submit a written protest of the selection to the College. To be aggrieved for purposes of having a right to submit a protest, a proposer must claim that the proposer was the highest-ranked qualified consultant eligible for selection, i.e., the protester must ~~show~~~~claim~~ that all higher-ranked consultants were ineligible for selection because their proposals were nonresponsive or the consultants ~~nonresponsible~~~~could not fulfill requirements and are not qualified~~. The College shall not consider a selection protest submitted after the time period established in this section nor any selection protest submitted after the deadline provided in the College's solicitation.
- C. The College President has authority to settle or resolve a written protest submitted in accordance with this section. The College President shall promptly issue a written decision on the protest. The action of the College President shall be the final action on the matter.

106.2.6 - Delegation of Authority--Applicability--Statutory Authority.

- A. The College President may delegate authority granted in this chapter to appropriate College employees. Such delegation must be in writing.
- B. Policy 106.1 applies to any public contract solicited or advertised after the date of adoption by the Tillamook Bay Community College Board of Education.
- C. The College Board finds that those portions of Policy 106.1 which exempt classes of contracts from the requirement of public bidding are justifiable under ORS 279. The exemption from public bidding for these types of contracts ~~should~~~~will~~ not encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts and the award of these kinds of contracts without bidding will result in substantial cost savings to the College.

Article No.: 107

Approved: April 7, 2008, February 4, 2013

Reference: Article 100, ORS 192

107.1 - INTRODUCTION

Tillamook Bay Community College is a public institution whose purpose is to provide education for the public. The Board encourages and welcomes public participation and awareness of the operation of the College. College activities and public records are open to inspection except in those limited instances where inspection is confidential or exempt from disclosure under law. ~~Public Records are NOT student records~~ Student records are NOT Public Records.

107.2 – Pursuant to Oregon Revised Statutes, every person has a right to inspect any non-exempt public record. (See Oregon Revised Statute, Public and Private Records; Public Reports and Meetings, Chapter 192, for definitions of exempt public records.)

“Public record” means any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics, including, but not limited to, handwriting, typewriting, printing, photographing, and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles, or electronic recordings.

Inspection and copying of a public record shall be done during regular business hours at the office where the record is located, or another facility designated by the College. College records shall not leave College premises for the purposes of public record disclosure. The College may directly supervise the inspection or copying of College records, may list records inspected or copied by or at the request of a requestor, and may contemporaneously copy for the College's own purposes records inspected or copied by or at the request of the requestor. The College may provide a copy of a record in lieu of the original to protect the original record. The College may provide a redacted copy in lieu of an original record in order to delete exempt material.

Article No.: 108

Approved: February 7, 2011

Reference: ORS 341.675; ORS 341.715

It shall be the policy of Tillamook Bay Community College, to efficiently and effectively manage the use of debt for the purpose of achieving institutional goals and objectives.

The College's Debt Management Policy and accompanying administrative rule provide for planning, issuing and monitoring debt and help ensure the availability of sufficient funds to meet debt service obligations while adequately providing for reoccurring operating requirements.

The issuance of debt limits the College's flexibility to respond to future learning priorities; consequently, the College shall issue and manage debt in a manner that maintains a sound fiscal position, protects its creditworthiness and complies with ORS 341.675 and ORS 341.715.

To meet the objectives of this policy the Board shall ensure that the College incurs and services all debts in a manner that will:

- A. Maintain a balanced relationship between debt service requirements and current operating needs.
- B. Maintain and enhance the College's ability to obtain access to credit markets, at favorable interest rates, in amounts needed for capital improvements and, if necessary, to provide essential services.
- C. Prudently incur and manage debt to minimize costs to the taxpayers and ensure that current decisions do not adversely affect the long-term financial standing of the College.
- D. Preserve the College's flexibility in capital financing by maintaining an adequate margin of statutory debt capacity.

The Board may authorize borrowing for the College, in compliance with state laws, by resolution stating the upper limit to be obligated at any one time. The president or designee may initiate emergency borrowing prior to Board approval should a quorum of the Board not be available to authorize borrowing. Long-term debt (due more than a year in the future) shall not be issued to fund normal operating needs.

Article No.: 109

Approved: December 5, 2011

Reference:

Tillamook Bay Community College is committed to an active, coordinated program of fund raising including grant writing, cash solicitation, and noncash and deferred gifts. The College will participate in fund-raising efforts to improve programs and services that fall within our mission. Fund-raising efforts supplement the College's major revenue sources and allow for growth, innovation, and improved services. For the purpose of this document, fund raising will be defined as the following three activities:

A. Grants

Federal, state, local government, or private foundations. Funding organization requires formal written requests for funds.

B. Cash Solicitation

An individual, organization, or business in the form of a personal contact or letter requesting a cash gift.

C. Solicitation of Noncash and Deferred Gifts

Noncash gifts of real estate, equipment, art objects, securities, trusts, and insurance policies.

The Tillamook Bay Community College Foundation is an independent, nonprofit, 501(c) (3) tax-exempt charitable organization with the purpose of raising funds for the Ccollege. The Foundation plays a critical role in institutional advancement activities, and the Ccollege will work closely with the Foundation to enhance resource development efforts.

In addition to receiving support from the Foundation, the Ccollege may provide staffing for the Foundation or may, when it is mutually beneficial, make cash payments or other contributions to the Foundation.

To assist with communication and alignment of the mission of the College at least one member of the Board of Education will be appointed to the Foundation Board.

Fair and TBCC Lot Line and Water Resolution

RECOMMENDATION

BACKGROUND INFORMATION ----- (Action) President Tomlin

In the past 18 months, the college discovered that the lot line between the college and the TCFB that was believed by all to be the berm between the parking lot and the fairgrounds was not the actual lot line and a lot line adjustment was needed. The TCFB was helpful in resolving this issue.

The resolution that follows acknowledges the shared partnership to serve our community. It also is a commitment for the college to work with the TCFB and our other community partners to find a resolution to the water disbursement issues as well as continue to work together and share our community resources whenever possible.

This is the second reading and we are asking the Board to approve the resolution that follows and sign the resolution with the TCFB.





Tillamook Bay Community College Board and Tillamook County Fair Board Resolution, October 2017

Whereas, Tillamook Bay Community College (TBCC) mission is to create bridges to opportunity by providing quality education that serves the needs of our diverse community,

Whereas, Tillamook County Fair Board (TCFB) mission is to have the Fairgrounds serve as a gathering place for the community to showcase their products and skills. It creates educational, social, cultural and economic opportunities to help preserve and promote agriculture and traditions of Tillamook County,

Whereas, TBCC and TCFB share a community space and land that is to serve the community,

Whereas the TBCC Board of Education and the Tillamook County Fair Board agree to share and collaborate on projects, events, buildings and land use that is beneficial to both,

Whereas, TBCC and TCFB, agree to the property sale and wetland mitigation, and shared parking in 2008,

Whereas, TBCC and TCFB agree to a lot line adjustment in the summer of 2017 to reflect the lot line that has been in use since December 2009,

Whereas, there is ongoing water disbursements issues in high level rain events (such as 2015),

Whereas, TBCC is working with the County, City, and CARE for a FEMA project to resolve water disbursement issues,

Whereas, TBCC agrees to work with and consistently represent the TCFB interests on the shared water disbursement resolution processes,

Whereas, TBCC Assisted in the planning grant for FEMA,

Whereas TBCC is committed to working with all partners to address water disbursement issues,

It is agreed that the TBCC Board of Education and Tillamook County Fair Board, will work together to best serve the community and resolve the water disbursements issues as best as possible.

Chair, TBCC Board

President, Tillamook County Fair Board

President, TBCC

Tillamook Fairgrounds Manager

Recommended Changes to “200” Policies

RECOMMENDATION

BACKGROUND INFORMATION ----- Policy Review Committee

The Policy Review Committee (Tamra Gammon and Pam Zweifel) met with President Tomlin on October 16 to review the 200 series Board Policies. The edits to those policies can be found following this introduction. This is a first reading for the 200 series Board Policy edits.



Article No.: 202

Approved: June 7, 2010, April 1, 2013, May 2, 2016

Reference: Occupational Safety and Health Administration Regulations

Related to: AR B012

202.1 INTRODUCTION

The safety and security of ~~students, faculty and staff~~ **our campus community** is a top priority at Tillamook Bay Community College and is an integral part of our culture. Tillamook Bay Community College has comprehensive response plans covering operations of the College. These plans, contained in Administrative Rule, establish procedures for the College's response to and recovery from emergencies that may threaten the health and safety of our College community or inhibit the College's ability to continue its mission-critical operations and activities. The objective of this plan is to increase the College's ability to react immediately in the most appropriate and effective way to emergencies of all types.

202.2 PERSONAL EMERGENCY PLANS

All employees and faculty are encouraged to develop a personal emergency response plan. This plan should include emergency communication plans and appropriate emergency supplies. In doing so, people should consider the logistics of being able to react quickly. Employees and faculty should make their supervisors aware of personal responsibilities they may have during such an event.

All students are likewise encouraged to develop an emergency communication plan and make appropriate preparations.

~~202.3 PLAN STRUCTURE AND OPERATION~~

~~The College's safety plan has six main components or annexes, each of which deals with a separate aspect of safety on our campus.~~

~~Annex 1—Emergency Action Plan—immediate actions aimed primarily at protecting people and property from injury or damage caused in emergency situations.~~

~~Annex 2—Emergency Communications Plan—identifies procedures and resources for providing effective and timely warnings before, during, and after an emergency.~~

~~Annex 3—Laboratory Safety and Chemical Hygiene Plan—information and implementation activities aimed at preventing injury to those who use chemicals and to protect others who may be exposed to possible chemical hazards in the college environment.~~

~~The Laboratory Safety and Chemical Hygiene Plan are also required to comply with Occupational Safety and Health Administration (OSHA) Regulations.~~

Article No.: 202

Approved: June 7, 2010, April 1, 2013, May 2, 2016

Reference: Occupational Safety and Health Administration Regulations

Related to: AR B012

~~Annex 4—Chemical Hazard Communication Plan—procedures designed to prevent occupational injuries and illnesses related to chemical exposure in the workplace.~~

~~Annex 5—Bloodborne Pathogen Exposure Control Plan—procedures to eliminate or minimize exposure to human blood or other infectious body fluids.~~

~~The Bloodborne Pathogen Exposure Control Plan is also required to comply with Occupational Safety and Health Administration (OSHA) Regulations.~~

~~Annex 6—Loss Prevention and Business Continuity Plan—procedures for reducing the risk of injury, loss of life, and property; reporting losses; and, activities, including pre-planning, aimed primarily at ensuring that all critical functions and operations continue to be performed during and after an emergency situation.~~

~~In an emergency, the plan and its supporting annexes provide for a structured assessment process and cascaded activation of each of the six main components as needed.~~

~~202.4~~ 202.3— CHILDREN ON CAMPUS

Children are defined as all persons under the age of 18 unless enrolled in a course.

1. A child on property owned or leased by the College must be enrolled in a course and/or under the direct supervision of the child's parent or guardian or College staff at all times.
2. Children of an enrolled student may not attend a course without the advanced permission of the course instructor.
3. Children may not be present **independently** on property owned or leased by the College **independently**. College staff will take appropriate action, including if necessary, the notification of law enforcement authorities, if a child is unattended on College property or in College facilities.
4. College staff, including instructors, may not bring children to their worksite except in the case of an emergency and with the permission of their supervisor.
5. Concerns regarding the presence of children on campus should be brought to the attention of the Chief Academic Officer or Director of Facilities, Human Resources, and Safety.

~~202.5~~ 202.4— ANIMALS ON CAMPUS

Animals in College buildings, classrooms, offices or grounds may cause health, safety, liability, sanitary, or custodial problems. Animals are permitted in College building if they are:

Article No.: 202

Approved: June 7, 2010, April 1, 2013, May 2, 2016

Reference: Occupational Safety and Health Administration Regulations

Related to: AR B012

1. Service animals that are specifically trained to perform tasks for students, staff or visitors with disabilities such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting and protecting those who are having a seizure or performing other special tasks.
2. Animals under the guidance and control of College staff for the purpose of research, instruction, or other endeavors related to the College mission.

Animals on College grounds shall be on a leash or in a vehicle and remain outside all buildings. Owners shall ~~exercises~~ **exercise** responsibility for immediate clean-up and proper removal of waste.

~~202.6~~ 202.5- INTEGRATED PEST MANAGMENT

To ensure the health and safety concerns of student, staff and community members, the College shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

~~The IPM plan is a proactive strategy that:~~

~~1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:~~

- ~~a. Protect the health and safety of students and staff;~~
- ~~b. Protect the integrity of College buildings and grounds;~~
- ~~c. Maintain a productive learning environment; and~~
- ~~d. Protect local ecosystem health.~~

~~2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;~~

~~3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;~~

~~4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;~~

~~5. Evaluates the need for pest control by identifying acceptable pest population density levels;~~

Article No.: 202

Approved: June 7, 2010, April 1, 2013, May 2, 2016

Reference: Occupational Safety and Health Administration Regulations

Related to: AR B012

~~6. Monitors and evaluates the effectiveness of pest control measures;~~

~~7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;~~

~~8. Excludes the application of pesticides for purely aesthetic purposes;~~

~~9. Includes College staff education about sanitation, monitoring, inspection and pest control measures;~~

~~10. Gives preference to the use of nonchemical pest control measures;~~

~~11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and~~

~~12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.~~

Article No.: 203

Approved: April 7, 2008

Reference:

Related to: AR B001

203.1 - PUBLIC POSTERS AND NOTICES

Public posters, flyers, notices, etc., are permitted on designated public bulletin boards only, subject to administrative rules.

Article No.: 204

Approved: December 7, 2009, April 1, 2013, May 2, 2016

Reference:

204 TOBACCO USE

For better health Tillamook Bay Community College is a smoke and tobacco free campus. The use, distribution, or sale of smoking and tobacco products is prohibited.

Smoking and tobacco products include, but are not limited to, cigarettes, cigars, smokeless tobacco, chew tobacco, e-cigarettes, and vaporizers.

A \$50.00 fine may be imposed for any smoking or tobacco use on any TBCC property.

PUBLIC RELATIONS

Page 1/1

Article No.: 205

Approved: April 7, 2008

Reference:

Related to: AR B002

205.1 – PUBLIC RELATIONS

Tillamook Bay Community College is a service-oriented institution. It is the responsibility of all employees to provide accurate, up-to-date information in a friendly, positive manner. ~~All~~ Requests for information should be processed in a timely manner. If the information is not easily available, every effort should be made to identify resources for information. ~~All requests must be answered even if information is not available.~~

~~Favorable publicity is desired and necessary.~~ To ensure that all public information is in accord with Board policy and administrative rules, it is essential that all such information intended for release to the public be routed through the College President or designee.

Prospective news releases may originate from any source connected with the College, including administrators, faculty and students. Proposed articles ~~should~~ must be submitted to the College President or designee for approval.
~~r designee.~~

Article No.: 206

Approved: April 7, 2008

Reference:

206.1 – REPRESENTATION OF THE COLLEGE

Any time an ~~staff member~~ employee or Board Member of the College makes a contact on official College business they should immediately identify themselves, their position with the College, and the purpose of the contact. At no time is an ~~staff member~~ employee or Board Member, acting as an agent of the College, to deliberately misrepresent the purpose of the call or contact.

PUBLICATIONS

Page 1/1

Article No.: 207

Approved: April 6, 2009

Reference:

Related to: AR B003

207.1 – PUBLICATIONS

~~The College Catalog Schedule of Classes, Board Policy Manual, Faculty Handbook, Student Handbook, student publications, brochures, and website~~ College Publications will be governed by College Administrative Rules B003.

Article No.: 208

Approved: April 7, 2008, June 3, 2013

Reference:

Related to: AR B006

208.1 - INDIVIDUAL RESEARCH

Tillamook Bay Community College as a public college working within the framework of Oregon Legislative Directive for Community Colleges, is not designated as a research institution. The Board recognizes the need for professional growth, ~~however,~~ and encourages educational research activities which will benefit the employee and the College. Research projects which relate to the College may qualify for financial support. These projects must be reviewed by the President and approved by the Board.

The administration may permit the use of College equipment and facilities by those faculty or staff members conducting research on other than school time. Such use of equipment and facilities must not interfere with their use for instructional purposes, nor may it constitute other than nominal expense to the College. Advance approval is required for such use of equipment or facilities.

The writing of articles and books is a type of professional activity which the Board wishes to encourage. Financial allowance may be made for such activities when such activity is a consideration of professional growth and of benefit to the College.

208.2 - INSTITUTIONAL RESEARCH

The Board recognizes the importance of institutional research as a guide to the continuing improvement of programs and services of the College. Personnel and funds will be provided to further this activity.

To ensure that outside requests for research will serve these ends, Tillamook Bay Community College will participate only in those studies which have been approved by the President.

208.3 – INTELLECTUAL PROPERTY

The Board of Education at Tillamook Bay Community College ~~(College)~~ employs a policy recognizing that employees of the College may receive appropriate recognition and compensation for the creation of intellectual property. To clarify the ownership rights of any such intellectual property, the ~~contract~~ considerations in Administrative Rule B006 will govern. For purposes of this policy, a covered individual includes all full- or part-time employees or independent contractors who are contracted to teach or develop educational materials in support of student instruction. The College shall maintain an Administrative Rule governing Intellectual Property which is AR B006.

Article No.: 209

Approved: April 7, 2008

Reference:

209.1 – USE OF COLLEGE PROPERTY

College property may not be removed from the campus for personal use or for use by individuals or organizations outside the College unless permission has first been obtained from, or special arrangements made with, the College President or designee.

Article No.: 210

Approved: October 5, 2009

Reference:

Related to: AR B005

210.1 USE OF FACILITIES

It shall be the policy of Tillamook Bay Community College to utilize its facilities for College purposes. When facilities are not in use for college-related purposes, the facilities will be made available to the public. Priority categories of users are as follows:

- A. College instructional and board activities
- B. College meetings and events
- C. Nonprofit organizations
- D. Private organizations' events

The College shall maintain an Administrative Rule governing the use of College facilities. The College President may deny or limit the use of College facilities, within the applicable federal and state laws, to any individual or group unable, or unwilling, to comply with the Administrative Rule.

210.2 ALCOHOL SERVICE

The serving of alcoholic beverages is strictly regulated and controlled. Wine and/or beer may be served with a meal with pre-authorization by the College President. No wine and/or beer service will be permitted without an accompanying meal. The following are some requirements that must be met:

- a) Control measures must be shown that will limit the consumption to two (2) six-ounce glasses of wine or its equivalent. No alcohol will be served more than 30 minutes prior to the meal service.
- b) Comparable quality nonalcoholic beverages must be provided whenever alcoholic beverages are served.
- c) Requests for information about the use of alcoholic beverages on campus should be referred to the College President or designee. Copies of the appropriate form for requesting approval are available from the Director of Facilities Office.

Article No.: 211

Approved: April 7, 2008, April 1, 2013

Reference: Articles 208, 209, 316, and 322

Related to: AR B007

211.1 – ~~INTRODUCTION~~ USE OF COMPUTING RESOURCES

The College's computer and information network is a continually growing and changing resource that supports students, faculty, staff and the outside community. These resources are vital for the fulfillment of the academic and business needs of the College community. Their use is provided as a privilege. In order to ensure a reasonable and dependable level of service, it is essential that each individual student, faculty, and staff member, must exercise responsible, ethical behavior when using these resources. Misuse by even a few individuals has the potential to disrupt College business, and, even worse, the legitimate academic and research work of faculty and students. **Refer to AR B007 for more detailed information.**

~~This policy outlines the application of the principles that govern our academic community in the appropriate use of College computer and information network resources. Because it is impossible to anticipate all the ways in which individuals may misuse these resources, this policy focuses on a few general rules and the principles behind them.~~

~~This policy applies to the entire user community of the College and to the use of any and all College owned or managed computer-related equipment, computer systems, and interconnecting networks, as well as all information contained therein.~~

211.2 USE OF RESOURCES

~~All users are expected to utilize College computing resources in a responsible manner consistent with policies outlined in the Tillamook Bay Community College Policy manual and approved by the Board of Education.~~

~~The unauthorized use of resources is prohibited and, in many cases, may be violations of the law. Unauthorized use includes, but is not limited, to the following types of activities.~~

~~A. Harassment or threats to specific individuals, or a class of individuals:~~

- ~~1. Transmitting unsolicited information that contains obscene, indecent, lewd, or lascivious material or other material which explicitly or implicitly refers to sexual conduct.~~
- ~~2. Using e-mail or newsgroups to threaten or stalk someone.~~
- ~~3. Transmitting unsolicited information that contains profane language or panders to bigotry, sexism, or other forms of prohibited discrimination.~~

~~B. Interference or impairment to the activities of others:~~

Article No.: 211

Approved: April 7, 2008, April 1, 2013

Reference: Articles 208, 209, 316, and 322

Related to: AR B007

- ~~1. Creating, modifying, executing, or retransmitting any computer program or instructions intended to: (a) obscure the true identity of the sender of electronic mail or electronic messages, such as the forgery of electronic mail or the alteration of system or user data used to identify the sender of electronic e-mail; (b) bypass, subvert, or otherwise render ineffective the security or access control measures on any network or computer system without the permission of the owner; or (c) examine or collect data from the network (e.g., a "network sniffer" program).~~
- ~~2. Allowing unauthorized persons or organizations to use user computer accounts or TBCC network resources. Users are responsible for the appropriate use of all College computer access and accounts assigned them and must take all reasonable precautions, including password maintenance and file protection measures, to prevent unauthorized use. Users must not share passwords with anyone else or provide access to network resources to unauthorized persons.~~
- ~~3. Communicating or using any password, personal identification number, credit card number, or other personal or financial information without the permission of its owner.~~

~~C. Unauthorized access and use of the resources of others:~~

- ~~1. Use of College computer resources to gain unauthorized access to resources of this or other institutions, organizations, or individuals.~~
- ~~2. Use of false or misleading information for the purpose of obtaining access to unauthorized resources.~~
- ~~3. Accessing, altering, copying, moving, or removing information, proprietary software or other files (including programs, libraries, data, and electronic mail) from any network system or files of other users without prior authorization.~~
- ~~4. Making unauthorized copies of copyrighted materials. Users should assume all software, graphic images, music, and the like are copyrighted. Copying or downloading copyrighted materials without the authorization of the copyright owner is against the law, and may result in civil and criminal penalties, including fines and imprisonment.~~

~~D. Damage or impairment of College resources:~~

- ~~1. Use of any resource irresponsibly or in a manner that adversely affects the work of others. This includes intentionally, recklessly, or negligently (a) damaging any system (e.g., by the introduction of any so-called "virus," "worm," or "trojan-horse" program), (b) damaging or violating~~

Article No.: 211

Approved: April 7, 2008, April 1, 2013

Reference: Articles 208, 209, 316, and 322

Related to: AR B007

- ~~the privacy of information belonging to others, or (c) misusing or allowing misuse of system resources.~~
- 2. ~~Use of College resources for non-College related activities that unduly increase network load (e.g., non-business or education related email, chain mail, network games, and spamming).~~

~~E. Unauthorized commercial activities:~~

- 1. ~~Using College resources for one's own commercial gain, or for other commercial purposes not officially approved by the College, including web ads.~~
- 2. ~~Using College resources to operate or support a non-College related business.~~
- 3. ~~Use of College resources in a manner inconsistent with the College's contractual obligations to suppliers of those resources or with any published College policy.~~

~~F. Violation of city, state, or federal laws:~~

- 1. ~~Pirating software, music, and images.~~
- 2. ~~Effecting or receiving unauthorized electronic transfer of funds.~~
- 3. ~~Disseminating child pornography or other obscene material.~~
- 4. ~~Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.~~

~~211.3 - WHEN INAPPROPRIATE USE OF COMPUTER RESOURCES OCCURS~~

~~The use of College resources is a privilege. The resources have always been, and will remain, the property of the College.~~

~~It is each user's responsibility to promptly report any violation of this policy to the IT Director.~~

~~Reports of unauthorized use or misuse of computer resources will be investigated pursuant to standard College procedures. All illegal activities will be reported to local, state, or federal authorities, as appropriate, for investigation and prosecution.~~

~~While the College desires to maintain user privacy and avoid the unnecessary interruption of user activities, the College, at the direction of the College President, reserves the right to investigate any suspected unauthorized or improper use of College resources (as described~~

Article No.: 211

Approved: April 7, 2008, April 1, 2013

Reference: Articles 208, 209, 316, and 322

Related to: AR B007

~~above). As directed by the College President, investigations may be initiated which could include the inspection of data stored or transmitted on the network. In the event that use is determined to be contrary to College policy or applicable law, appropriate measures will be taken. These measures may include, but are not limited to, permanent or temporary suspension of user privileges, deletion of files, disconnection from the Tillamook Bay Community College network, referral to student or employee disciplinary processes, and cooperating with the appropriate law enforcement officials and government agencies.~~

~~211.4 - INFORMATION ON APPLICABLE LAWS AND STATUTES~~

~~All users of the College computer and information resources are expected to be familiar with and to abide by College policies, as well as local, state, and federal laws relating to electronic media, copyrights, privacy, and security. As a condition of being granted internet and network access, employees of the College complete and sign a user agreement affirming an understanding and intention to abide by these acceptable use guidelines. A summary of these guidelines are also posted at various locations across campus where they are freely accessible by students and other non-employee users.~~

~~211.5~~ 211.3 - QUESTIONS RELATING TO THIS POLICY

The examples of unauthorized use set forth above are not meant to be exhaustive. Whenever in doubt regarding an issue of questionable use, it is in the user's best interest to resolve the issue before pursuing any questionable use of College computing resources. Questions of appropriate use should be addressed to the IT Director.

IDENTITY THEFT PREVENTION

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Article No.: 212

Approved: June 22, 2009, May 2, 2016

Reference: Fair and Accurate Credit Transactions Act, Oregon Identity Theft Act

ORS 646A.622(2)(a) and (b)

Related to: AR B013

212.1 - IDENTITY THEFT PREVENTION

This policy establishes an identity theft prevention program. The program is designed to detect, prevent and mitigate identity theft. This policy applies to College records or procedures which either allow a person to: 1) register, receive financial aid, make payments or be employed by the College; or 2) present a “reasonably foreseeable risk” of identity theft.

As general guidance, this policy will apply to any College record or procedure which contains personally identifiable information. Details of the program are contained in Administrative Rule B013.

Article No.: 213

Approved: June 2, 2008, April 1, 2013, May 2, 2016

Reference: ORS 475.005 or Schedules I through V under the Federal Controlled Substances Act, 21 USC 811 and 812) **ORS 475 and ORS 167.203 to 167.252****213. 1 Alcohol, Marijuana, and Controlled Substances****A. Employees**

Tillamook Bay Community College is an alcohol and drug free workplace and campus. On occasion alcohol may be permitted, only when approved by the Board of Education, in accordance with Administrative Rules that govern alcohol service. The unlawful manufacture, distribution, dispensing, possession or use of alcoholic liquor, intoxicants, marijuana or controlled substances not medically prescribed, or being under the influence of these to any degree by any employee in or about the College buildings or on the College premises or while performing any duties for the College is prohibited and is cause for suspension and/or dismissal. If the employee is not dismissed, suspension may be imposed in combination with a requirement to complete a drug or alcohol treatment and rehabilitation program.

All employees are required to abide by this alcohol and drug-free workplace policy. In addition, they shall notify the Director of Facilities, Safety and Human Resources within five (5) days of their conviction for a violation of substance abuse laws involving the workplace, or if they became aware that another employee has been convicted of such a violation.

Employees may seek referral assistance from the Director of Facilities, Safety and Human Resources in connection with alcohol or drug-related problems. Reasonable efforts shall be made to handle such requests confidentially. Requests for assistance are encouraged and will not themselves be considered as ground for dismissal. Such requests shall not, however, excuse violations prohibited by this policy.

The consumption of alcoholic beverages by an employee at a social function held in relation to an employee's work for the College does not, by itself, constitute a violation of this Policy, provided the employee remains in compliance with all state or local laws and other provisions of this Policy.

B. Student Violations:

Possession, consumption, being under the influence, or furnishing of alcoholic beverages (as identified by federal or state law) or marijuana on College-owned or controlled property or at College or student organization supervised functions, except as provided by rules and procedures of the Tillamook Bay Community College Board of Education.

Possession, consumption, being under the influence, or furnishing of marijuana, a narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 ~~(is)~~

Article No.: 213

Approved: June 2, 2008, April 1, 2013, May 2, 2016

Reference: ORS 475.005 or Schedules I through V under the Federal Controlled Substances Act, 21 USC 811 and 812) **ORS 475 and ORS 167.203 to 167.252**

~~now law or hereinafter amended~~), except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.

C. Potential Student Penalties May Include:

1. Expulsion from Tillamook Bay Community College (i.e., permanent removal of the privilege to attend Tillamook Bay Community College)
2. Suspension from Tillamook Bay Community College for a definite period of time and/or pending the satisfaction of conditions for readmission, (i.e., suspension of the privilege to attend Tillamook Bay Community College)
3. Removal from class(es) for which the student is currently registered
4. Restitution for damages
5. A specified period of college and/or community service
6. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College
7. Disciplinary admonition and warning
8. Any other sanction the College deems educationally appropriate.

~~2—ALCOHOL SERVICE~~

~~It shall be the policy of Tillamook Bay Community College that serving wine and/or beer to individuals 21 years or older as an adjunct to food services may be permitted by the Board of Education on a limited basis at functions held at the College. The intent of this policy is to permit service and teach by example the responsible use of alcohol in appropriate social settings.~~

~~The service shall be carefully monitored by the College President, or Designee, to ensure that all external rules, including those of the Oregon Liquor Control Commission, are carefully adhered to and only those forms of service covered by the College's liability insurance are permitted.~~

~~The Administrative Rules that govern alcohol service will be kept current with external regulations.~~

~~If alcohol is to be served at an event sponsored or hosted by the Board of Education or by the Tillamook Bay Community College Foundation Board it shall not be served unless accompanied by food.~~ Other service of alcohol may be permitted at the College when the person or group serving it first provides a certificate of liquor liability insurance that covers the

Article No.: 213

Approved: June 2, 2008, April 1, 2013, May 2, 2016

Reference: ORS 475.005 or Schedules I through V under the Federal Controlled Substances Act, 21 USC 811 and 812) **ORS 475 and ORS 167.203 to 167.252**

event in question, and names the College as an additional named insured with an aggregate liability limit of \$1 million.

Article No.: 214

Approved: March 7, 2011, May 2, 2016

Reference:

Related to: AR B014

214.1 Art, collections and displays may be loaned, donated or purchased by the College to be displayed temporarily, on a rotating or permanent basis, at Tillamook Bay Community College. Any works of art, collections or displays donated or purchased by the College shall be documented, maintained and stored as appropriate and necessary. Insurance coverage for owned and loaned work shall be provided subject to standard policy exclusions, limitations and conditions.

Scope

This policy applies to all art, collections and displays owned by, loaned to, displayed or stored by the College in gallery spaces and common areas such as, but not limited to, building entryways and halls, meeting rooms, student spaces and outdoor locations. Student work in a juried exhibition is included in the scope of this policy; student work in a classroom in association with a course is not included. All art, collections and displays need to be sponsored by a TBCC staff person or organization and follow guidelines specified in Administrative Rules ~~B014~~.

Definition

For the purpose of this policy, the College makes the following definitions:

Art: The creation of beautiful or thought-provoking works that include but are not limited to printmaking, drawing, book and paper art, painting, sculpture, ceramics, textiles, photography, installation art, sound-scapes, digital art, and mixed media.

Collection: A set of objects collected for their interest, value, or beauty.

Display: A collection of things arranged or done for others to see.

Purpose

The purpose of this policy and the associated Administrative Rule is to:

1. Maximize the visibility of art, collections and displays at Tillamook Bay;
2. Ensure diversity of art, collections and displays;
3. Coordinate displays; and
4. Create accurate records of ownership, disposal and art displays for archival purposes.

LOST AND FOUND

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Article No.: 215

Approved: June 6, 2011

Reference:

Related to: AR B015

215.1 Tillamook Bay Community College is not responsible for items left behind by faculty, staff, students or other patrons, but the College would like to provide a convenient mechanism for assisting in the return of items to the owner. The TBCC Lost and Found Administrative Rule B015 establishes a procedure regarding the handling and return of items found on College property, the mechanism to track items reported lost, and the disposition of unclaimed items.

Article No.: 216

Approved: December 5, 2011

Reference: OAR 166-450-000

Related to: AR B016

216.1 All Tillamook Bay Community College employees have an important role in keeping the information and records we receive from students, customers, and employees safe and protected. Each employee shall take steps to protect records within their control and shall dispose of records in the appropriate manner, whether by recycling or destruction, and in accordance with college record retention requirements. The Oregon State Archivist grants authorization to Oregon government agencies, in the form of records retention schedules, for the retention or disposition of public records in their custody. General Records Retention Schedules published as Oregon Administrative Rule 166-450-0000 provide state and local agencies with the lawful authority to destroy or otherwise dispose of commonly occurring public records. ~~Tillamook Bay Community College shall create Administrative Rules Refer to AR B016~~, which sets minimum record retention limits within all applicable laws and best practices, which meet or exceed the Oregon State Archivist guidelines for community college records.

Article No.: 224

Approved: April 7, 2008, April 1, 2013

Reference:

Related to: AR D003

224.1 – ADVISORY COMMITTEES AND CONSORTIUMS

The Board of Education may establish citizen advisory committees to assist it and the College President in exploring the needs of the College.

Since the Board of Education has the legal duty to make final decisions, all committees appointed by the Board serve in an advisory capacity.

The College President or personnel designated by the College President shall be authorized to establish such internal committees, councils, and advisory groups deemed necessary for the organization and administration of the College.

The College President or personnel designated by the College President shall also be authorized to establish Career and Technical Education Program Advisory Committees or Consortiums made up primarily of private-sector members to support and strengthen programs and promote greater cooperation between Career and Technical Education at Tillamook Bay Community College and business/industry. Advisory Committees and Consortiums will have three major roles: 1) to advise, 2) to assist, 3) to support and advocate for career and technical education at Tillamook Bay Community College.

Information Only Items

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Gervasi



ASTBCC and PTK Officers

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION -----Sheryl Vanselow, John Sandusky

With the new academic year starting, the two TBCC Student organizations have new members and new officers. Sheryl Vanselow will introduce the officers for Phi Theta Kappa (Honor Society) and John Sandusky will introduce the officers for the Associated Students of TBCC.



Draft DACA Letter

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- President Tomlin

There has been a lot of discussion on college campuses in Oregon and nation-wide on the Deferred Action for Childhood Arrivals (DACA) issue in this country since it was rescinded by the President a few months ago. Many colleges are writing letters to Congress or to their staff and students to clarify their position on the subject. TBCC took example letters from other Oregon colleges and developed a letter that would be sent to the TBCC staff, faculty, and students, supporting the DACA program and our intent to protect our DACA students to the extent we can do so. The Leadership Team fully supports the letter being sent. It has also been shared with the College Council, who fully support the letter being sent. We present the draft letter to the Board for discussion and any suggestions for changes if they support it as well.



Dear TBCC Faculty, Staff, Students,

At Tillamook Bay Community College (TBCC), we believe you have the right to achieve your full potential. We welcome everyone, no matter who you are or where you come from. Your contributions are what make us a community college.

Recently, the White House administration announced a decision to end the Deferred Action for Childhood Arrivals (DACA) program, which allows those who were brought to the U.S. illegally as children the right to work and study in our nation. It is slated to be phased out after six months.

Without action from the U.S. Congress, impacts of ending DACA will be significant. Students currently protected under DACA may lose deportation protections as well as permits to work, which is how they pay for college since they can't access federal loans.

In a public statement, TBCC Board of Education Chair Kathy Gervasi said: “ ”

Today, we affirm to our DACA and other undocumented students:

- Representatives of TBCC (including employees, work-study students, volunteers, etc.) will NOT provide student record information without your consent, as required by the Family Education Rights and Privacy Act (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).
- TBCC will ONLY report information that is required by law. The college will let students know if law enforcement or representatives of the federal government come to the college with any kind of subpoena or warrant (for any reason).

TBCC encourages Faculty, Staff, and Students to write members of Congress to finalize and pass a “Dream” Act that will formalize and standardize the DACA process in this country to protect all the DACA students that are part of our communities and contribute greatly to the success of our country.

Sincerely,

Ross Tomlin, Ed.D.
President

Share First Class Scholar/Career to Career Thank You Notes

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- President Tomlin

The new group of First Class Scholars and Career to Career Scholarship recipients met with President Tomlin, Director Hanson, and Board Secretary Grosulak on Oct 12 in our Fall meeting. This was the first time we had Career to Career recipients which gave us a group of over 30 students.

We started off having all the students introduce themselves and give the following information:

- Name
- FCS or CtoC
- Major
- FCS- HS they graduated from
- CtoC- why they decided to come back to school
- Plans after TBCC
- What they would like to see from TBCC

Then we had all of the students write a short "Thank you" note to the Board for giving them this opportunity. We have those notes here tonight to share with the Board. It was a powerful meeting with some amazing stories that help reinforce how important the work we do is to our communities.

This group will meet once per term to do different activities and keep them connected to administration.

We were even asked to provide information to the state about the Career to Career Scholarship program that they are sharing with a national organization (Complete College America) that plans to promote successful college initiatives on their national website. The write-up follows this page in the Board packet.



Career to Career Scholarship at Tillamook Bay Community College

At Tillamook Bay Community College we have created the Career to Career Scholarship; it is a tuition scholarship available to qualified Tillamook County individuals who have been in the work force for five years and who need support transitioning to a new career or promotion. This scholarship program addresses underserved members of our community: the individuals who didn't take the traditional path and go to college directly after high school. The first cohort of scholars consists of a wonderful group of students wanting to better their lives, those of their families', and the community they call home.

The scholarship program has two tracks, one for students wanting to transition directly into the work force, the other for students planning to transfer with a path involving a four year degree. Applicants to both tracks must have five years of verifiable employment, complete a FAFSA or ORSAA, complete and submit a Career Education Plan, submit an essay outlining future career goals, and show readiness for college level or developmental courses.

We have been amazed by the amount of attention our Career to Career Scholarship received. We had 28 applicants, whereas most of our general scholarships would receive approximately five applicants. Of the 28 students who applied to the program, 20 were awarded the scholarship.

Being a small school works to our advantage with this cohort. We have been able to work with each applicant individually. This was most important for those who did not meet the required placement levels; which was to be expected after having been out of school for at least five years. One applicant was able to retest and was accepted into the program. Two students took math courses over the summer term to meet the placement requirement.

Of the eight not accepted into the program, five are attending Fall Term after we worked with them on payment strategies. One applicant was directed to another scholarship that better suited the needs of a part-time student and full-time, working mother. Others found that they could begin their college education after being shown what federal financial aid was available to them.

Hearing about the Career to Career Scholarship, for many of our applicants, was the impetus that led them to find the courage to come in and apply at Tillamook Bay Community College. What might have been most effective in getting 25 of the 28 applicants to enroll in classes was the encouragement they received on campus from our advisors as they mapped out their college career. For many in this cohort, funding was not the only factor that had kept them from attending school.

As one of our scholars explains:

Five years ago, a future with higher education seemed impossible.
Growing up in an impoverished community and being a foster youth

stacked the odds against me. A Stuart Foundation study of foster students stated I had a 50/50 chance of just making it through high school, a 1-in-10 chance to attend college, and an abysmal 3% chance to graduate with a degree.

Just 3%.

These numbers were my reality then. During high school, my future goal was to be able to walk across that stage at graduation and shake my principal's hand.... I beat the statistic and proved many wrong. Yet, that 3% stuck with me and held me back more than I'd like to admit to myself.

The essays written by applicants will come as no surprise to those familiar with community colleges. These students have faced the foster youth system, teen and single parenthood, abuse, poverty, families struggling with addiction, parent deportation, disability, and on the job injury. Their educational goals run the gamut from becoming a writer, a nurse, a veterinarian, to an accountant.

One of our Career to Career Scholars, is attending college at the age of 59. For the first time in her adult life, between being a mother of five and taking care of her own mother, she had time to focus on herself to help her find a fulfilling career.

I have worked mainly in customer service, hospitality, and retail sales for the majority of my adult life. Although I truly enjoy working with people, I haven't felt fulfilled. There's been something lacking.

Four years ago my mother took ill. I moved her in with me and took care of her for the next three years...

When I returned to work after Mother's passing, I realized my values had changed. My work meant very little to me anymore...

I started searching for other employment and although I knew I could do the jobs to which I was applying, unfortunately I haven't the college education. I couldn't seem to even land one interview.

Whether our scholars came to Tillamook Bay Community College because they wanted to replace their job with a career, or they finally had the time to focus on their own educational and professional development, the Career to Career Scholarship program helped bring them onto our campus where we could educate them on how an Associate Degree was attainable and give them the confidence to follow through. As one of our scholars has said, "I was taught that knowledge is confidence" and the Career to Career Scholarship is a good reminder that a college education doesn't necessarily end or begin in the classroom.

CCSSE Survey Results

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Erin McCarley

CCSSE 2017 Key Findings

During the spring of 2017, Tillamook Bay Community College (TBCC) participated in the Community College Survey of Student Engagement (CCSSE). This survey is designed to assess student experience in community college through nearly 40 questions which are grouped into conceptually related domains including 'Active and Collaborative Learning', 'Student Effort', 'Academic Challenge', 'Student-Faculty Interaction', and 'Support for Learners'. Additionally, a series of questions provides insight into the characteristics of the student respondents. TBCC results were compared with the national cohort (nearly 200,000 students) and a cohort of students from community colleges with fewer than 4,500 students (a cohort of about 51,000 respondents). This summary outlines the meaningful findings from the survey, the feedback from a workgroup of faculty and staff who reviewed the results in detail, and recommendations for future use.

Student Characteristics

The findings from the student characteristics items, suggest that the survey respondents from TBCC are different than both the small college cohort and the national cohort in some interesting ways. Specifically, when compared with the small college cohort and the national cohort, TBCC students are

- More likely to work for pay (either full or part-time),
- More likely to care for a parent or child,
- Have less familial support for attending college,



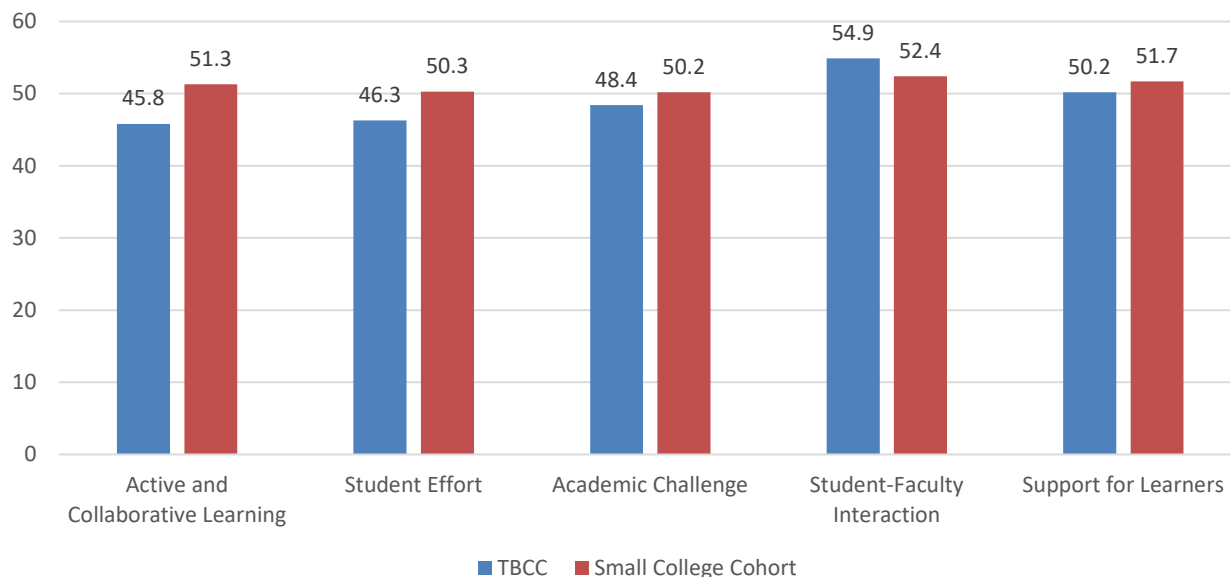
- Have earned more credit hours, and
- Attended more terms.

The faculty and staff who reviewed these results were not surprised by these differences, and agreed that this profile reinforced common perceptions about the students attending TBCC. They suggested that because of limited course offerings, TBCC students may have delays in completing courses needed. This may account for the findings of higher credit hours and more terms attended. These findings as a whole call into question whether valid comparisons should be made between TBCC students and those from other colleges, when the profile of these students may be different. The group agreed to interpret the domain scores and any statistically significant differences cautiously.

Highlights

Figure 1 compares TBCC's performance with that of the small college cohort. Because TBCC is a small rural college, comparison with the large cohort is not useful.

Figure 1: Benchmark Scores



TBCC's scores are comparable to those of the small college cohort on the benchmarks Academic Challenge and Support for Learners, and TBCC outperforms the cohort in Student-Faculty Interaction. However, because our sample is so small (103 respondents) compared to that of the small college cohort (51,000) these differences are difficult to interpret, and CCSSE does not provide any statistical comparisons for the benchmark scores.

The workgroup dove deeper to look at the results at an individual question level and could only reliably interpret the question where statistically significant differences were reported, 'frequency of class presentations'. TBCC students reported completing class presentations less frequently than the small college cohort did. Faculty and staff agreed that due to TBCC's 11-week term, and the class time required for presentations, this type of class assignment might be less common at TBCC.

Recommendations

While the CSSE provided information about the unique profile of TBCC students, the faculty and staff workgroup found very little value in the domain scores and the underlying questions. In part this was due to the size of our college and our sample which limits the validity of comparisons. The workgroup agreed that, given the time and resource required to complete the survey, there simply was not the return on investment to justify continued participation in the annual survey. The workgroup recommends discontinuing this survey once our contract ends, and refocusing our assessment efforts on the internal Student Satisfaction Survey, which while not nationally normed, provides more useful information about TBCC student experiences.



Revised Governance and Leadership Document

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- President Tomlin

TBCC has developed a Governance and Leadership document each year to list out the different committees (including the board), committee purpose and expectations, and guiding principles for the year. College Council approved adding the new Equity Committee as an institutional committee for the college.

The document has been revised for 2017-18 and has been reviewed by College Council and Leadership Team. The document is now ready to distribute. The Board has copies of the document in their packets for this meeting.





Governance and Leadership 2017-2018 November 2017

This document is a living document requiring frequent changes. If you notice or need to make a change, send to the Executive Support Specialist.

Approved by College Council 5/3/2011
Revision 9/1/2012, 7/15/2013, 9/24/14, 9/2015, 7/2016

Tillamook Bay
Community College
Governance and Leadership 2017-18

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INTRODUCTION AND PURPOSE

TBCC has a shared governance model where decisions are made by committees in different situations. The intent is to have an open and transparent governance process that allows most faculty and staff to be actively engaged in discussion of important issues and decision-making at some level. This produces better decisions that are more widely accepted by everyone. Much of the important work at the college is done through the board and committee structure that has been developed.

Many of the items that need to go to the TBCC Board of Education for approval must first be vetted at the Leadership Team and then approved by the College Council. The item can be placed on the Board of Education agenda. In many cases, items that require Board of Education approval will start in one of the many committees with recommendations forwarded to the Leadership Team and then on to College Council for approval before going to the Board of Education.

Minutes of the College Council meetings are shared with all staff. In addition, a full staff meeting is held monthly following the College Council meetings, where important issues can be shared with staff verbally to encourage discussion and feedback before an issue goes to Leadership Team or College Council for a decision. Full staff meetings also serve as a venue for sharing work being done in Leadership Team and College Council.

This handout includes the committee expectations and guiding principles of our committee work at TBCC, which is reviewed by College Council each fall to ensure relevance and buy-in. It also includes the members of each committee for the 2017-18 academic year, as well as the purpose, charge, and schedule for each committee.

COMMITTEE EXPECTATIONS

Committees and Teams at TBCC will continue to use the best practices in meeting effectiveness. Committees and Teams can expect:

1. Committees/Teams will use the same guiding principles as outlined below.
2. Committees/Teams will use the Continuous Improvement process as the framing process for their work.
3. Committees/Teams will use gradients of consensus for decision making when agreement is not possible.
4. The work will be first and foremost guided by our students and for our students to create a small and personal learning environment.

GUIDING PRINCIPLES

1. Consider foremost what will be best for Tillamook Bay Community College students over the long term.
2. Listen with an open mind to understand an issue. All points of view are valued. Build respect and trust.
3. Speak your mind and be open-minded toward other's ideas.
4. Foster teamwork through communication and coordination.
5. Maintain an active focus on the future with a commitment to continuous improvement and a strong customer focus.
6. Show optimism, passion and commitment to the College's vision, mission and values.
7. Identify and clarify institutional issues.
8. Hold a high bar for productivity and energy.
9. Share accountability - assist each other and apply energy to other's ideas.
10. Commit to a careful gathering of data before deciding upon action.
11. Be pragmatic and solution oriented. Use Continuous Improvement principles.
12. Plan institutional direction and strategies for successful outcomes.
13. Communicate college activities and events.
14. Use consensus where possible and gradients of consensus when needed.

BOARD AND COMMITTEES

BOARD OF EDUCATION

PURPOSE:
The Board of Education of Tillamook Bay Community College is responsible to all the citizens of the District, regardless of political, social, fraternal, religious or other affiliation.

The Board of Education is primarily concerned with the creation, under existing law, of policies for the District, and for the evaluation of the effectiveness of those policies.

SCHEDULE:
The regular meeting of the Board of Education will be held at a time and place prescribed by the Board in regular session. The date of a regular meeting may be changed by action of the Board. Currently regular meetings are the first Monday of each month at 6:00 p.m. at the Third Street Campus. The Board will review meeting at North and South Campuses on a yearly basis.

MEMBERSHIP

Chair	-----	Kathy Gervasi (2021)
Vice Chair	-----	Mary Faith Bell (2019)
Member	-----	Danell Boggs (2019)
Member	-----	Billy Schreiber (2021)
Member	-----	Mary Jones (2019)
Member	-----	Tamra Gammon (2021)
Member	-----	Pamela Zweifel (2021)
TBCC President (Clerk)	-----	Ross Tomlin
Board Secretary	-----	Karen Grosulak

BUDGET COMMITTEE

PURPOSE:

To review and revise when necessary the proposed College budget, ensuring that the needs of the community are represented.

SCHEDULE:

Minimally one meeting and up to two meetings per year per budget calendar. Meetings are during April of each year as needed.

MEMBERSHIP

Board Member	-----	Mary Jones, Zone 1 (2019)
Board Member	-----	Pamela Zweifel, Zone 2 (2021)
Board Member	-----	Kathy Gervasi, Zone 3 (2021)
Board Member	-----	Billy Schreiber, Zone 4 (2021)
Board Member	-----	Danell Boggs, Zone 5 (2019)
Board Member	-----	Tamra Gammon, Zone 6 (2021)
Board Member	-----	Mary Faith Bell, Zone 7 (2019)
Community Representative	-----	Vacant, Zone 1
Community Representative	-----	Van Moe, Zone 2 (2019)
Community Representative	-----	Justin Aufermauer, Zone 3 (2017)
Community Representative	-----	Steve Vanderhoef, Zone 4 (2018)
Community Representative	-----	Chris Weber, Zone 5 (2018)
Community Representative	-----	Vacant, Zone 6
Community Representative	-----	Angie Warren, Zone 7 (2019)

The Board will reappoint new Budget Committee Members in Winter 2018.

FOUNDATION BOARD

PURPOSE:

To increase awareness and the level of financial resources available to Tillamook Bay Community College; to provide quality education and bridges of opportunity in serving students and the diverse educational needs of the College and community.

CHARGE:

- Increase the college connection to the community.
- Increase the number and value of scholarships.
- Lead and have a successful capital campaign.
- Increase the number of individuals involved with and giving to the foundation.
- Increase the overall value of financial resources available to support the needs of the college.

SCHEDULE:

Every other month with an Annual meeting in March, June, September and December.

MEMBERSHIP UPDATE FOR TUESDAY MEETING

President	-----	Chris Weber (2020)
Vice President	-----	Tim Dolan (2020)
Secretary	-----	Kathy Shaw (2020)
Treasurer	-----	Michael Weissenfluh (2019)
Member	-----	
Member	-----	Kathy Gervasi (2019)
Member	-----	Van Moe (2020)
Member	-----	Jeanette Hagerty (2020)
Member	-----	Paul Betlinski (2018)
Member	-----	Omar Hernandez (2018)
Member	-----	Marilyn Phegley (2018)
Member	-----	Ron Gienger (2019)
Member	-----	Judson Randall (2019)
Executive Director	-----	Heidi Luquette
TBCC President (Ex Officio)	-----	Ross Tomlin
Chief Finance Officer (Ex Officio)	-----	Kyra Williams

CAMPUS WIDE COMMITTEES

COLLEGE COUNCIL

PURPOSE:

The purpose of College Council is to serve as a college-wide organization with representatives from all the major campus constituencies and committees. The primary purpose is to be a forum that facilitates dialogue on college-wide issues. The Council will work with the Leadership Team on the college strategic plan, enrollment management, accreditation, as well as serve as the Continuous Improvement team sounding board, and be active in all college evaluation and improvement efforts. The Council is to advise the President on issues that affect the entire college. The Council also approves items that are to go to the Board of Education for final approval. The College Council meetings are open to all and at times the President will extend the College Council time for all campus conversations. Council meeting minutes are distributed to all college faculty and staff.

CHARGE:

- Provide input, guidance and advice on the College’s strategic plan, including the core theme measures
- Make recommendations to the College Board of Education regarding the strategic plan
- Understand the college data, its implications and suggest changes to improve student persistence and completion
- Review and approve administrative rules for TBCC.
- Be an active part of the College Accreditation process and provide on-going monitoring, implementation and continuous improvement of the self-evaluation process
- Hear regular reports from other college committees
- Review and discuss college-wide recommendations from the college’s standing committees
- Function as clear communicators and advocates for the direction of the College

SCHEDULE:

Meetings will occur the last Wednesday of each month. Time is 3:00 to 4:30 or as called by the President. Leadership Team is invited to provide support and background to the conversations but are non-voting members of the Council.

MEMBERSHIP		
President	-----	Ross Tomlin (Chair)
Representative from Student Services	-----	Cara Elder
Representative from Business Services	-----	Holly Kraus
Representative from Academic Services	-----	Darryl Spitzer
Representative from SBDC/College Advancement/Foundation	-----	Arlene Soto
Representative from Library/Learning Resource Team	-----	Masyn Phoenix

Representative from Facilities, Safety, Human Resource and Information Technology	-----	Marlen Davis
Career and Technical Education Coordinator/Partners	-----	Tami Schild
Faculty Representative/s	-----	John Sandusky & Tom Atchison
ASTBCC Representative	-----	Recommended by ASTBCC
Representative from SBDC	-----	Arlene Soto

CURRICULUM AND ASSESSMENT COMMITTEE

PURPOSE:

The purpose of the Curriculum and Assessment Committee is to ensure a relevant, rigorous and quality college curriculum that reflects the needs of and builds upon the economic needs of the community, with attention to transfer opportunities and student educational goals. The Curriculum and Assessment Committee reviews course and program curriculum and recommends and approves changes as needed to maintain relevancy, rigor and consistency across all delivery and instructional modes. Members of the committee maintain awareness of changing industry and workplace trends within their fields, and assist in adapting college curriculum to reflect these changes. To further ensure instructional quality and integrity, the Curriculum and Assessment Committee coordinates the development of, provides oversight for and evaluates results from student learning outcomes assessment activities and serves as a forum to facilitate dialog on assessment issues.

The Curriculum and Assessment Committee may include special project task forces and work groups to facilitate close collaboration among faculty groups and communicate regularly with the larger committee as a whole.

CHARGE:

- Review and recommend substantive changes (additions, deletions, amendments) to Tillamook Bay Community College courses and programs.
- Review instructional and assessment data, analyze its implications and recommend changes to programming and instruction to improve student persistence and completion.
- Review and recommend changes to academic regulations and procedures.
- Monitor progress toward the achievement of the Instructional Operations Plan.
- Coordinate the ongoing design and implementation of the TBCC Student Learning Assessment Plan, ensuring that assessments are measurable and consistent across all delivery modes and instructors for each course.
- Investigate and recommend technology applications to store and track curriculum changes and to document assessment results, evaluation, and strategic response to those results.

SCHEDULE:

Once a month and more often as called by the Chief Academic Officer or requested by faculty.

MEMBERSHIP:

Chief Academic Officer	Ann Hovey
(Chair)		
Faculty Representative	Tom Atchison
Faculty Representative	Sydney Elliott
Faculty Representative	Geza Laszlo
Faculty Representative	John Sandusky
Faculty Representative	Bob Pietruszka
Faculty Representative	Michael
Weissenfluh		
Faculty Representative	Hayden Bush
Adjunct Faculty Representative	Darryl Spitzer
Adjunct Faculty Representative	TBD
Library Services	Masyn Phoenix

Ex-Officio Members:

CTE Coordinator	Tami Schild
Director of Human Resources	Pat Ryan
Student Services	Rhoda Hanson
Institutional Planning and Research	Erin McCarley

Curriculum and Assessment Committee task forces and special work groups will meet on an as needed basis and report on progress in scheduled Curriculum and Assessment committee meetings or digitally as appropriate. Current task force members or special work groups include:

Technology Advisory Group:	
Chief Academic Officer	Ann Hovey
Title III Grant Director	Jean Garcia-Chitwood
Title III Professional Development and Online Academic Specialist	Heather Brown
Faculty Representative	Michael Weissenfluh
Faculty Representative	John Sandusky
CTE Program Representative	Darryl Spitzer
Technical Services Representative	Sheryl Neu
Student Services Representative	John Sousa
Director of Library Services	Masyn Phoenix

EQUITY COMMITTEE

- CHARGE:
- Create Values Statement for the college
 - Create a strategic plan for the college
 - Ensure SB 2845 is integrated into the college equity plan – Intercultural Competence

SCHEDULE:

Meet the third Tuesday of every month.

MEMBERSHIP		
Member	-----	Jean Garcia-Chitwood
Member	-----	Hayden Bush
Member	-----	Sydney Elliott
Member	-----	Erin McCarley
Member	-----	Cara Elder
Member	-----	Pat Ryan
Member	-----	Heather Brown
Member	-----	Denise Reed
Member	-----	Heidi Luquette

FACULTY SENATE

PURPOSE:

To ensure quality educational endeavors and high academic standards by establishing a structured procedure for faculty to provide input to the college administration and to the Board of Education.

SCHEDULE:

The third Friday of the month, or as needed.

MEMBERSHIP

Co-Chairs TBA

All individuals who have a current instructional contract with TBCC are considered members of the Faculty Senate. All individuals who have received a NOTA at TBCC during the current academic year or during the previous academic year are considered members of the Senate.

LEADERSHIP TEAM

PURPOSE:

To provide a forum for college leadership to discuss complex issues, options and directions. The team will be the oversight to grants, the college information system and continuous improvement team check in as needed.

- 1. **Why do we exist?** To make our community better, we provide opportunities and bridges for citizens to be educated.
- 2. **How do we behave?** We are a team that fosters a culture of students first. We behave with integrity, respect and purposefulness when engaging our students, our community and each other.
- 3. **What do we do?** We promote and provide a welcoming learning environment for classes and support services that assist members of our community to meet their individual career educational goals. These goals can include degrees, certificates, job skill attainment, small business development, health and wellness and a balance of personal enrichment opportunity.
- 4. **How will we succeed?** We are strategic in creating a small personal learning environment that can be sustained for the future of our students and our community. We will differentiate ourselves by being relevant, intentional, flexible, transparent and committed to reach our goals.

CHARGE:

- Provide shared leadership and oversight to the college.
- Ensure the viability of the college.
- Coordinate college issues, committee directions and resources.
- Review and recommend budget priorities.
- Collaborate on data needs for better decision making.
- Understand the college data, its implications and suggest changes to improve student persistence and completion.
- Listen to staff issues and identify college level issues that may need to be addressed.
- Invite stakeholders to meetings as needed for clarity.
- Ensure the strategic direction of the college.

SCHEDULE:

Meet twice a month as scheduled.

MEMBERSHIP

President	-----	Ross Tomlin (Chair)
Chief Academic Officer	-----	Ann Hovey
Director of Advancement	-----	Heidi Luquette
Director of Title III	-----	Jean Garcia-Chitwood
Faculty Representative	-----	Michael Weissenfluh
Director of Student Services	-----	Rhoda Hanson
Chief Finance Officer	-----	Kyra Williams
Director of Information Technology	-----	Sheryl Neu
Director of Facilities, Safety and Human Resources	-----	Pat Ryan
Institutional Planning and Research Analyst	-----	Erin McCarley
Executive Support Specialist	-----	Karen Grosulak

SAFETY COMMITTEE

PURPOSE:

Responsible for helping ensure a safe, healthy, work and educational environment for all staff, students and patrons of Tillamook Bay Community College. This includes oversight of all Federal and State title programs.

CHARGE:

- Assure compliance with state and federal requirements, in part by conducting quarterly inspections, trainings and updates.
- Assure compliance with federal safety requirements, including the Clery Act.
- Offer staff training and development as appropriate or required by law.
- Provide routine and/or immediate information related to safety issues and concerns.
- Understand the college data, its implications and suggest changes to improve student persistence and completion
- Assess safety procedures, practices and products, conduct accident investigations and recommend improvements where appropriate

SCHEDULE:

Monthly meeting (generally held the 3rd Friday).

MEMBERSHIP

Facilities Maintenance Specialist	-----	George Hastings (Chair)
Director of Facilities, Safety and Human Resources	-----	Pat Ryan
Student Services	-----	Sally Jackson
Instructional Representative	-----	John Sandusky
Instructional Representative	-----	Bob Pietruszka
Business Services	-----	Karey Woodke
Information Technology	-----	Marlen Davis

SCHOLARSHIP COMMITTEE

PURPOSE:
Evaluate applications and award scholarships.

CHARGE
Review applications and make scholarship awards on a timely basis.

SCHEDULE:
On an “as-needed” basis, no regular schedule. Meet primarily in the Spring.

MEMBERSHIP		
Director of Development and College Advancement	-----	Heidi Luquette (Chair)
Business Services	-----	Karey Woodke
Instructor	-----	John Sandusky
Student Services	-----	Rhoda Hanson
Academic Services	-----	Masyn Phoenix

STUDENT ORGANIZATIONS

ASSOCIATED STUDENTS OF TILLAMOOK BAY COMMUNITY COLLEGE

PURPOSE:

To provide leadership opportunities for Tillamook Bay Community College students.

SCHEDULE:

As needed

MEMBERSHIP

ASTBCC Advisor	-----	John Sandusky
ASTBCC President	-----	Alyssa Spinar
Vice President	-----	Ben Thomas
Office Manager	-----	TBD
Financial Manager	-----	TBD
Public Relations Officer	-----	TBD

PHI THETA KAPPA –

PURPOSE:

- To recognize academic achievement.
- To foster scholarship, fellowship, leadership and service.

SCHEDULE:

Meet two or three times per month and other events as scheduled.

MEMBERSHIP

Phi Theta Kappa Advisor	-----	Sheryl Vanselow & Karey Woodke
President	-----	Zak Zwald
Vice President	-----	Holly Saindon
Secretary	-----	TBD
Treasurer	-----	TBD
Public Relations	-----	Zak Fletcher

STUDENT AMBASSADORS –

PURPOSE:

- To assist Student Services with recruitment and retention activities
- To mentor new students and encourage student participation

SCHEDULE:

Meet two or three times per month and other events as scheduled.

MEMBERSHIP

Student Ambassador Advisor	-----	Cara Elder
Student Ambassador	-----	Thelma Chavarin
Student Ambassador	-----	Jessica Elder
Student Ambassador	-----	Zak Fletcher
Student Ambassador	-----	John Nix
Student Ambassador	-----	Rena Pajarillo
Student Ambassador	-----	Jhonary Pimienta
Student Ambassador	-----	Luis Romero
Student Ambassador	-----	Corey Rowe
Student Ambassador	-----	Holly Saindon
Student Ambassador	-----	Alyssa Spinar
Student Ambassador	-----	Amanda Swift
Student Ambassador	-----	Arturo Valencia
Alumni Member	-----	Melissa Cole

PROGRAM ADVISORY COMMITTEES-

A CTE Program Advisory Committee is a group of individuals whose experience and abilities represent a cross section of a particular occupational area. All CTE programs are required to have an active advisory committee. The primary purpose of the CTE Program Advisory Committee is to assist educators in establishing, operating, and evaluating the CTE programs - which serve the needs of the students, the community, and the business/industry partners – and to provide expertise and insight about current and future industry and technological changes.

Advisory Committees of high-quality programs take an active role in assisting and advising the college and its faculty in the following areas:

- Curriculum modifications
- Ensuring job and career readiness
- Updates to facilities/budgets/student competencies
- Purchase of new instructional materials and equipment
- Adoption of policies
- Adoption of Industry-Recognized Certifications
- Evaluation of student skills using Technical Skill Assessments
- Helping arrange meaningful structured learning experiences for students in the program
- Identification of local, state and national certifications
- Identification of industry trends
- Connecting and networking the industry and its connection to training
- Building improved relationships between CTE educators, business/industry partners, and the community
- Promoting CTE programs by talking to legislators, speaking for career and technical education at board meetings, writing articles for local newspapers, or obtaining media coverage for special events

Local high schools and TBCC have limited general funds to use in building our CTE programs. With local employer guidance and direction, students can be successful in the career. Also, there are a variety of grant opportunities in Oregon for additional CTE/STEM funding.

AGRICULTURE/NATURAL RESOURCES

PURPOSE: The committee is created for the purpose of working with the Tillamook Bay Community College Agriculture and Natural Resources program and shall assist in advising on matters that directly concern the program. The specific purposes of the Committee may include the following responsibilities:

- Help develop course work for program completion
- Review and revise program outcomes as needed
- Determine necessary entry-level skills, attitude and knowledge competencies for program completers
- Facilitate cooperation and communication between the program and the community
- Assist in program evaluation and improvement
- Inform program personnel on industry trends and needs
- Help recruit students into the program
- Assist the program in setting priorities, including participating in ongoing planning activities of the program

SCHEDULE:

Quarterly, as needed.

MEMBERSHIP

Program Coordinator (Chair)	-----	Hayden Bush
President	-----	Ross Tomlin
Chief Academic Officer	-----	Ann Hovey
TBCC Foundation	-----	Heidi Luquette
Curriculum Dept. Rep	-----	Amy Alday-Murray
OSU Extension Service	-----	Troy Downing, Valerie Grant
OSU College of Forestry	-----	Nichole Kent, Randy Rosenberger
OSU College of Agricultural Sciences	-----	Penny Diebel
OSU Department of Agricultural Education & Agricultural Science	-----	Jonathan Velez
OR Dept. of Fisheries & Wildlife	-----	Vacant
Stimpson Lumber	-----	John Wehage
Hampton Lumber	-----	Dave Kunert
Bureau of Land Management	-----	Karen Shank
Tillamook County	-----	Dave McCall
Tillamook School District	-----	Bruce Rhodes
Tillamook High School	-----	Clair Thomas (NR), Brooklyn Bush (Ag), Lori Loeffler (For)
Tillamook Estuaries Partnership	-----	Kristi Foster, Lisa Phipps
OR Dept of Forestry	-----	Kate Skinner
Tillamook Bay Watershed Council	-----	Denise Lofman
Tillamook County Farm Bureau	-----	Karl Zwiefel, Carol Marie Luethold

Tillamook County Creamery Association	-----	Kate Lott
KNK High School	-----	Heidi Buckmaster
Nestucca High School	-----	Joe Meyer, Ron Smith
Dairy Industry	-----	Derrick Josi
Port of Garibaldi		Vacant

BUSINESS ADMINISTRATION

PURPOSE:

Offer professional expertise and advice to the college in the areas of

- program design,
- program content and curriculum,
- course content and delivery,

with the goal of ensuring an academically and professionally relevant program which contributes to the success of its students and meets the needs of the community.

SCHEDULE:

Semi-Annually

MEMBERSHIP

TBCC Instructor	-----	Tom Atchison
TBCC Instructor	-----	Michael Weissenfluh
TBCC CAO	-----	Ann Hovey
ESD	-----	Tami Schild
Neah-Kah-Nie School District	-----	Stevie Jackson
Neah-Kah-Nie School District	-----	Heidi Buckmaster
Tillamook High School	-----	Wil Duncan
City of Tillamook	-----	Tim Lyda
Retired	-----	Diane Lyda
OED	-----	Stephanie Hurliman
SAI	-----	Kristine Hayes
State Farm	-----	David Hollandsworth
Tillamook PUD	-----	Terri Filosi
TLC	-----	Joe Meyer
US Bank	-----	Meghan Wismer
US Bank	-----	Ryan Weber
ReCreateNow	-----	Mike Arseneault
Zwald Trucking/Alumni	-----	Amber Stein
TCCA/Alumni	-----	Wendy-Jo Wolf
Tillamook PUD/Alumni	-----	Joanna Stelzig

CRIMINAL JUSTICE AND PUBLIC SAFETY

PURPOSE:

Offer professional expertise and advice to the college in the areas of

- program design,
- program content and curriculum,
- course content and delivery,

with the goal of ensuring an academically and professionally relevant program which contributes to the success of its students and meets the needs of the community.

SCHEDULE:

Quarterly

MEMBERSHIP

Program Coordinator (Chair)

John Sandusky

Chief Academic Officer

Ann Hovey

Tillamook County Justice Court and Adjunct Faculty

Judge Joel Stevens

Tillamook County Sheriff's Office and Adjunct Faculty

Paul Fournier

Oregon Youth Authority and Adjunct Faculty

William Barnett

Tillamook County Sheriff's Office

Andy Long

Tillamook Police Department

TBD

Tillamook Regional Medical Center

Caroline Tone

Tillamook High School

Anna Kleeman

EMS Representative

Joe Oeter

EMS Representative

TBD

Tillamook County Justice Court

Paul Binford

TBCC Faculty

John Sandusky

MANUFACTURING AND INDUSTRIAL TECHNOLOGY CONSORTIUM

PURPOSE:

- To advise.
- To assist.
- To support and advocate for the Industrial Maintenance Technology (IMT) and related programs.

SCHEDULE:

Quarterly.

MEMBERSHIP

Program Coordinator (Chair)	-----	Darryl Spitzer
TBCC		Ross Tomlin, Ann Hovey
Hampton Affiliates	-----	Mark Elston, Rick Baldwin, Mark Farrier
Stimson Lumber	-----	Wes Colter
Tillamook County Creamery Association	-----	Jack Mulder, Ryan Gentry
Tillamook School District #9	-----	Randy Schild, Greg English, Nathan Radcliffe

SMALL BUSINESS DEVELOPMENT CENTER

PURPOSE:

- Fulfill a SBA contractual requirement.
- Provide a group to advise staff on policy matters.
- Provide essential input to the center from a cross section of public and private interests.

SCHEDULE:

Twice annually.
Update

MEMBERSHIP

SBDC Director (Chair)		Arlene Soto
TBCC President	-----	Ross Tomlin
TBCC Board Representative	-----	TBD
TBD	-----	TBD
TBD		TBD
TBD	-----	TBD
TBD	-----	TBD
		TBD

APPENDIX A

LEAN CHARTER: FORM, FUNCTION AND USE

PURPOSE OF THE TBCC LEAN CHARTER:

- A. Serve as a required agreement document for the President and key stakeholders to sign-off on AFTER the project has been thought through and BEFORE the project begins and resources are committed.
- B. Serves as project management tool.
- C. Serves as a communication tool to check in with sponsors and key stakeholders.

FORM:

- Use “TBCC Lean Charter Form”

FUNCTION:

1. Initializes an event.
2. License: Teams are given a license to commit resources (time) to proceed once a Charter is signed by the President and Co-Signed by the affected department(s)
3. Improves Project Planning and Implementation.
4. Insures stakeholders are part of the process.
 - Value streams impacted
 - The name or title of the process to be improved
 - Methods Used for Improvement Process (i.e., current state, future state map, Process Improvement Plan, Gemba Walk, research/best practices, targeted conversations/observations of stakeholders, etc.
 - Background:
 - Includes
 - Why is this project a priority?
 - Cost of the current condition
 - Identify current, perceived “wastes”.
 - Impact on students
 - Impact on stakeholders (upstream/downstream process partners)
- Measures:
 - Determine what measures to use to quantify waste (often this is time associated with motion, re-work, etc.)
 - Project a Return on Investment: That is, based on meeting time, IT involvement, etc....compared to the cost of wastes saved, is this project of value?
- Challenges
- Projected outcomes (benefits)
- Data Source(s)
- Boundaries (what boundaries does the team anticipate to be a challenge (time, available resources, people, etc.)
- Anticipated Project steps (big chunks)
- Identify the team
- Identify the facilitator
- Identify the Stakeholders

- Identify the Sponsor/Co-Sponsor(s)

USE:

- Required: When a process improvement team (Kaizen Team) is comprised of members from a variety of departments and not led by the department manager.
- Optional, but recommended: In all cases where the project is large, impacts people throughout the organization
- Optional: When a process is reviewed (current or new) within a department and is led by the department manager.

ROLE OF THE LEAN TEAM FACILITATOR:

- Identify/confirm the team.
- Call meetings.
- Develop the Lean Charter
- Present Charter to the Sponsor (and Co-Sponsors, if needed)
- Use Lean tools and other facilitation methods leading to fulfilling Lean Charter expectations.
- Seek assistance from other lean facilitators, if needed.
- Maintain project status on the Lean Charter Tracking Board in Room 105.
- Provide measures associated with wastes (before and after process changes).
- Invite stakeholders to team meetings at various check-in points to insure good communication and seek stakeholder insight and understanding.
- Celebrate successes and benchmark attainment.

ROLE OF THE SPONSOR AND KEY STAKEHOLDER(S):

- Review, discuss the project with the project facilitator and/or team.
- When there's agreement about project scope, impact, and value (ROI), sign the Charter.
- After the Charter is signed:
 - Meet with the facilitator and determine when the key stakeholder(s) and the team are likely to meet based on the project plan in the Charter.
 - As the project progresses, support the efforts of the team, provide insight and knowledge when needed, connect team with networks they may not be associated with, provide the "bigger picture", when needed, respond promptly to questions from the facilitator/team.
 - Promote/celebrate team successes and benefits to students and TBCC!

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- CFO Williams

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



Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended September 2017

25.00% of fiscal year elapsed

	FY 2016-2017			FY 2017-2018		
	Annual Budget	09/30/16 Actual	Percentage of Budget	Annual Budget	09/30/17 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 755,349	\$ 1,047,260.35	138.65%	\$ 950,000	\$ 1,387,183.16	146.02%
State	\$ 1,350,000	\$ 360,038.96	26.67%	\$ 1,356,106	\$ 384,736.31	28.37%
Property Taxes	\$ 1,195,863	\$ 4,331.98	0.36%	\$ 1,241,050	\$ 5,695.83	0.46%
Tuition	\$ 868,855	\$ 36,510.00	4.20%	\$ 881,855	\$ 313,529.00	35.55%
Fees	\$ 154,296	\$ 6,294.93	4.08%	\$ 154,296	\$ 69,331.00	44.93%
Sale of Goods	\$ 2,000	\$ 394.59	19.73%	\$ 2,000	\$ 729.13	36.46%
Interest	\$ 5,500	\$ 1,926.35	35.02%	\$ 5,500	\$ 9,264.97	168.45%
Rental	\$ 12,000	\$ 3,645.00	30.38%	\$ 12,000	\$ 4,015.00	33.46%
Miscellaneous	\$ 7,000	\$ 1,166.67	16.67%	\$ 7,000	\$ 2,488.48	35.55%
Transfers	\$ 442,328	\$ 12,480.28	2.82%	\$ 493,829	\$ 9,305.10	1.88%
 Total resources	 \$ 4,793,191	 \$ 1,474,049.11	 30.75%	 \$ 5,103,636	 \$ 2,186,277.98	 42.84%
Expenditures						
Instruction	\$ 1,457,046	\$ 200,695.88	13.77%	\$ 1,403,246	\$ 136,929.12	9.76%
Instructional Support	\$ 370,104	\$ 75,956.58	20.52%	\$ 344,629	\$ 80,597.74	23.39%
Student Services	\$ 416,800	\$ 74,434.32	17.86%	\$ 463,665	\$ 101,740.40	21.94%
College Support	\$ 1,198,340	\$ 312,125.67	26.05%	\$ 1,365,563	\$ 362,328.90	26.53%
Plant Operation	\$ 271,552	\$ 83,325.66	30.68%	\$ 288,533	\$ 77,931.41	27.01%
Transfers	\$ 274,000	\$ 32,022.95	11.69%	\$ 288,000	\$ 35,742.11	12.41%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
 Total expenditures	 \$ 4,037,842	 \$ 778,561.06	 19.28%	 \$ 4,203,636	 \$ 795,269.68	 18.92%
 Ending fund balance	 \$ 755,349	 \$ 695,488.05	 92.08%	 \$ 900,000	 \$ 1,391,008.30	 154.56%

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

	Fund No.	Beginning Fund Balance	2017-2018 Revenue	2017-2018 Expenditures	Ending Fund Balance	2017-2018 Spendable Budget	2016-2017 Prior Year Expenditures 9/30/2016
Adult Basic Education	210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,926.81
United Way Literacy Grant	216	\$ 2,749.13	\$ 30.00	\$ -	\$ 2,779.13	\$ 2,700	\$ -
Title III Grant	220	\$ (186.18)	\$ 104,313.00	\$ 166,442.60	\$ (62,315.78)	\$ 625,974	\$ 170,288.99
Pathways Grant	225	\$ -	\$ -	\$ 7,035.78	\$ (7,035.78)	\$ 29,783	\$ 6,951.49
Industrial Maintenance Tech	226	\$ 35,327.15	\$ 7,750.00	\$ 6,993.42	\$ 36,083.73	\$ 30,300	\$ 3,828.12
SBDC Federal Grant	230	\$ -	\$ -	\$ 7,111.09	\$ (7,111.09)	\$ 30,250	\$ 6,240.59
SBDC State Grant	231	\$ -	\$ -	\$ 11,428.41	\$ (11,428.41)	\$ 45,939	\$ 12,420.19
SBDC Program Income	232	\$ 20,217.83	\$ 3,378.20	\$ 503.29	\$ 23,092.74	\$ 6,000	\$ 860.98
SBDC Rural Outreach Grant	233	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ -	\$ 2,573.80
Academic Counselor Grant	255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,363.04
Student Success Support Grant	257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,462.86
Oregon Dev Ed Redesign Grant	277	\$ 7,765.10	\$ -	\$ -	\$ 7,765.10	\$ -	\$ -
Partners for Rural Innovation Operations	289	\$ 3,027.67	\$ 4,992.00	\$ 13,105.32	\$ (5,085.65)	\$ 30,000	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 435,423.11	\$ 722.06	\$ -	\$ 436,145.17	\$ 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	\$ 4,773.04	\$ -	\$ 1,329,211.74	\$ 100,000	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ 168,848.77
Total Special Fund		\$ 3,604,799.49	\$ 125,958.30	\$ 212,619.91	\$ 3,518,137.88	\$ 1,348,811	\$ 432,765.64
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 9/30/2017		
Total of Grants that borrow from the General Fund		\$ (87,891.06)	\$ 8,225.65	\$ -	\$ (96,116.71)		
Total of Grants that are not borrowing from the General Fund		\$ 3,606,028.94	\$ 125.00	\$ -	\$ 3,605,903.94		
Total Special Fund		\$ 3,518,137.88	\$ 8,350.65	\$ -	\$ 3,509,787.23		
	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	\$ 1,185.00	\$ 53.89	\$ 18,651.24	\$ 7,825	\$ 269.74
Driver Education Program	311	\$ (2,268.93)	\$ 6,332.50	\$ 3,401.71	\$ 661.86	\$ 10,062	\$ 1,502.00
Summer Term Fund	312	\$ -	\$ 53,968.00	\$ 43,797.56	\$ 10,170.44	\$ 52,400	\$ -
TBCC Store	320	\$ 1,213.42	\$ 303.05	\$ 484.64	\$ 1,031.83	\$ 13,370	\$ 3,120.89
Customized Training Projects	330	\$ 33,729.73	\$ 15,481.00	\$ 10,633.47	\$ 38,577.26	\$ 64,108	\$ 79.00
TBCC Vending	340	\$ 3,888.07	\$ 273.80	\$ 517.99	\$ 3,643.88	\$ 3,500	\$ 102.11
Total Enterprise Fund		\$ 54,082.42	\$ 77,543.35	\$ 58,889.26	\$ 72,736.51	\$ 151,265	\$ 5,073.74
PERS Pension Bond Fund	410	\$ 4,464.80	\$ 35,404.04	\$ 1,600.00	\$ 38,268.84	\$ 137,566	\$ 1,600.00
General Obligation Bond Fund	420	\$ 100,651.98	\$ 3,850.96	\$ -	\$ 104,502.94	\$ 685,124	\$ -
Total Debt Service Fund		\$ 105,116.78	\$ 39,255.00	\$ 1,600.00	\$ 142,771.78	\$ 822,690	\$ 1,600.00
Local Match Fund	525	\$ 624,960.89	\$ 3,099.37	\$ -	\$ 628,060.26	\$ 485,000	\$ -
State Match Fund	530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 535,700.43
Grant Construction Fund	555	\$ (354,412.17)	\$ -	\$ 6,412.71	\$ (360,824.88)	\$ 250,000	\$ -
Total Capital Projects Fund		\$ 270,548.72	\$ 3,099.37	\$ 6,412.71	\$ 267,235.38	\$ 735,000	\$ 535,700.43
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	\$ 120.00	\$ 413.25	\$ 1,902.26	\$ 5,625	\$ 393.83
Economic Development Council	730	\$ 70,017.41	\$ 393.11	\$ 21,995.14	\$ 48,415.38	\$ 103,007	\$ 23,591.68
Economic Development Council - USDA Grant	731	\$ 30,859.94	\$ -	\$ 1,458.29	\$ 29,401.65	\$ 23,083	\$ -
Visit Tillamook Coast	740	\$ 1,110,896.73	\$ 3,679.61	\$ 225,365.57	\$ 889,210.77	\$ 1,552,094	\$ 213,056.55
Visit Tillamook Coast - Non-TLT Funds	741	\$ 24,556.30	\$ 4,883.21	\$ 17,227.84	\$ 12,211.67	\$ 76,600	\$ -
Total Agency Fund		\$ 1,240,645.78	\$ 9,416.13	\$ 266,626.85	\$ 983,435.06	\$ 1,769,409	\$ 237,146.18
PELL Grant	801	\$ -	\$ 39,180.00	\$ 39,180.00	\$ -	\$ 751,500	\$ 18,875.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ 14,500	\$ 400.00
Direct Loans	810	\$ -	\$ 21,277.00	\$ 21,277.00	\$ -	\$ 750,000	\$ 17,550.00
Federal Work Study	819	\$ -	\$ -	\$ -	\$ -	\$ 14,350	\$ 1,106.73
Oregon Opportunity Grant	821	\$ -	\$ 39,700.00	\$ -	\$ 39,700.00	\$ 150,000	\$ 33,600.00
Chafee Grant	822	\$ -	\$ 5,001.00	\$ -	\$ 5,001.00	\$ 10,000	\$ -
Oregon Promise Grant	823	\$ -	\$ 18,600.00	\$ -	\$ 18,600.00	\$ 45,000	\$ -
Tuition Waivers	831	\$ 20,401.39	\$ -	\$ 1,872.00	\$ 18,529.39	\$ 7,000	\$ 3,734.00
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	\$ 50.00	\$ -	\$ 23,469.57	\$ 18,000	\$ 65.08
Non-Institutional Scholarships	840	\$ 11,560.57	\$ 6,504.00	\$ 2,210.84	\$ 15,853.73	\$ 51,500	\$ -
Total Financial Aid Fund		\$ 140,666.55	\$ 130,512.00	\$ 64,933.04	\$ 206,245.51	\$ 2,091,494	\$ 76,056.31

Agenda Item 5.F. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended September 2017

25.00% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,501,845			\$ 2,916,366			\$ 41,686			\$ 95,949	
Beginning Fund Balance	\$ 950,000	\$ 1,387,183	146.02%	\$ 3,231,763	\$ 3,604,799	111.54%	\$ 52,762	\$ 54,082	102.50%	\$ -	\$ 105,117	0.00%
Resources												
State Aid	\$ 1,356,106	\$ 384,736	28.37%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 870,446	\$ 112,063	12.87%	\$ 35,000	\$ 15,481	44.23%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,036,151	\$ 382,860	36.95%	\$ 4,000	\$ 2,400	60.00%	\$ 64,700	\$ 61,486	95.03%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,241,050	\$ 5,696	0.46%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 683,824	\$ 3,602	0.53%
Timber	\$ -	\$ -	0.00%	\$ 429,465	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 729	36.45%	\$ -	\$ -	0.00%	\$ 17,600	\$ 577	3.28%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 9,265	168.45%	\$ 8,000	\$ 5,495	68.69%	\$ -	\$ -	0.00%	\$ 1,305	\$ 301	23.07%
Rental	\$ 12,000	\$ 4,015	33.46%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 2,488	35.54%	\$ 25,000	\$ 6,000	0.00%	\$ 6,500	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 493,829	\$ 9,306	1.88%	\$ 485,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 35,352	23.57%
Total Revenues	\$ 4,153,636	\$ 799,095	19.24%	\$ 1,821,911	\$ 125,958	6.91%	\$ 123,800	\$ 77,544	62.64%	\$ 835,129	\$ 39,255	4.70%
Expenditures												
Salaries and Wages	\$ 2,968,457	\$ 537,843	18.12%	\$ 375,821	\$ 99,236	26.41%	\$ 85,129	\$ 45,508	53.46%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 871,179	\$ 221,685	25.45%	\$ 490,247	\$ 96,502	19.68%	\$ 61,796	\$ 11,579	18.74%	\$ 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	\$ 35,742	12.41%	\$ 467,743	\$ 4,357	0.93%	\$ 4,340	\$ 1,802	41.52%	\$ -	\$ -	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	\$ 795,270	18.92%	\$ 4,990,040	\$ 212,620	4.26%	\$ 156,995	\$ 58,889	37.51%	\$ 822,690	\$ 1,600	0.19%
Ending Fund Balance	\$ 900,000	\$ 1,391,008		\$ 63,634	\$ 3,518,137		\$ 19,567	\$ 72,737		\$ 12,439	\$ 142,772	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 531,041			\$ 8,351			\$ -			\$ 44,417	
Inventories		\$ 1,361			\$ -			\$ 1,435			\$ -	
NET EFFECT ON CASH		\$ (532,402)			\$ (8,351)			\$ (1,435)			\$ (44,417)	
Liabilities												
Accounts Payable		\$ 100,093			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 72,028			\$ -			\$ -			\$ 44,417	
Payroll		\$ 112,552			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 284,673			\$ -			\$ -			\$ 44,417	
NET ADJUSTMENTS		\$ (247,729)			\$ (8,351)			\$ (1,435)			\$ -	
ENDING CASH BALANCE		\$ 1,143,279			\$ 3,509,786			\$ 71,302			\$ 142,772	

Agenda Item 5.F. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended September 201

25.00% 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	\$ 270,549	39.79%	\$ 1,094,464	\$ 1,240,646	113.36%	\$ 91,244	\$ 140,667	154.17%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,060,520	\$ 2,100	0.00%	\$ 1,735,250	\$ 123,958	7.14%
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	\$ 3,099	61.98%	\$ 12,680	\$ 4,036	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 250,000	\$ -	0.00%	\$ 51,375	\$ 2,940	5.72%	\$ 135,000	\$ 6,504	4.82%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 340	4.25%	\$ 130,000	\$ 50	0.04%
Total Revenues	\$ 255,000	\$ 3,099	1.22%	\$ 1,132,575	\$ 9,416	0.83%	\$ 2,000,250	\$ 130,512	6.52%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 400,821	\$ 73,450	18.32%	\$ 53,344	\$ -	0.00%
Operating Expenditures	\$ 250,000	\$ 6,413	2.57%	\$ 1,350,092	\$ 190,030	14.08%	\$ 2,034,900	\$ 64,933	3.19%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 485,000	\$ -	0.00%	\$ 18,496	\$ 3,147	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 122,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 735,000	\$ 6,413	0.87%	\$ 1,891,409	\$ 266,627	14.10%	\$ 2,091,494	\$ 64,933	3.10%
Ending Fund Balance	\$ 200,000	\$ 267,235		\$ 335,630	\$ 983,435		\$ -	\$ 206,246	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables		\$ 70,115			\$ (1,271)			\$ -	
Inventories		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ (70,115)			\$ 1,271			\$ -	
Liabilities									
Accounts Payable		\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
NET ADJUSTMENTS		\$ (70,115)			\$ 1,271			\$ -	
ENDING CASH BALANCE		\$ 197,120			\$ 984,706			\$ 206,246	

\$ 6,255,211

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.

Personnel

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
H.R. Support Specialist	Aug. 2, 2017	Nov. 6, 2017	Interview Oct. 3	Pat Ryan	Pam Harvey
SBDC Director	Sept. 18, 2017	Dec. 1, 2017	Interview Oct. 4	Ross Tomlin	Arlene Soto
Marketing & Development Specialist	Oct. 2, 2017	TBD	Open until filled Interview Oct. 17	Heidi Luquette	
Career Education Advisor	Nov. 6, 2017	TBC	Open until filled	Rhoda Hanson	
EMS Instructor (Adjunct Faculty)	Nov. 1, 2017	Jan, 8, 2017	Open until filled	Ann Hovey	



President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- President Tomlin

1. Mildred Davy Luncheon on Oct 12 a big success
2. Accreditation visit in WA
3. Guided Pathways Symposium in Portland for all 17 OR CC
4. Nursing Agreement with Clatsop CC
5. New SBDC Director starts on Dec 1
6. OCCA Conference summary
7. Manzanita Women's Club meeting
8. Upcoming dates
 - a. Board Policy Review Committee meeting Nov 13 at 5pm to start on '300' Policies
 - b. OCCA Board meeting/OPC Meeting at SWOCC on Nov 30-Dec 1
 - c. **Next Board meeting is scheduled for Dec 4 in Room 214/15 at 6pm.**



Board Member Discussion Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Gervasi



Adjournment

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION

-----Chair Gervasi

MOTION TO ADJOURN THE MEETING.

