



Board of Education Meeting Agenda

Date: Monday, October 9, 2017

TBCC Board Meeting – TBCC South Campus Classroom – 6:15pm – 8:15pm

<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 September 11 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. Budget Development Guidelines and Schedule..... d. Recommended changes to '100' Board Policies..... e. Fair and TBCC Lot Line and Water Resolution.....	President Tomlin CAO Hovey (Action) CFO Williams President Tomlin President Tomlin
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda) a. ASAP and ASPIRE update..... b. Financial Report..... c. Personnel Report..... d. President's report.....	Director Hanson 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 OCTOBER MEETING.

BACKGROUND INFORMATION ----- Chair Gervasi

Items for approval:

- a. Approval of Agenda
- b. Approval of September 11th Minutes



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE OCTOBER MEETING.

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7.	Adjournment -----	(Action) Chair Gervasi



Minutes for Joint Board Workshop at Neah-Kah-Nie School District Office September 11, 2017 – 5:30pm

Date: Monday, September 11, 2017

In Attendance: Terry Kelly, Pat Ryan, JoDee Ridderbusch, Carol Mahoney, Michele Aeder, Mark Riggs, Paul Erlebach, Mark Sybouts, Kathie Sellars, Heidi Buckmaster,

Ross Tomlin, Kathy Gervasi, Mary Faith Bell, Pamela Zweifel, Billy Schrieber, Mary Jones, Tamra Gammon, Danell Boggs, Karen Grosulak, Rhoda Hanson, Ann Hovey

Item **Description**

1. **Call to Order • Acknowledge Guests**

- a. Terry Kelly called the meeting to order at 5:43pm.

2. **History of Joint Partnership**

- a. Superintendent Erlebach gave a brief history of the collaboration between the Neah-Kah-Nie Board and the TBCC Board. He detailed that four years ago he and President Emeritus Connie Green worked together to schedule these Joint Board Workshops. He also mentioned the four classrooms renovated using TBCC Bond money and how well they have served students over the past eight years.
- b. CAO Ann Hovey spoke about the work between TBCC and Neah-Kah-Nie to allow students, through the Dual Credit and Expanded Options programs, to earn college credit while still in high school. She gave numbers of students that took dual credit and expanded options classes last year.
- c. CAO Hovey gave the number of Neah-Kah-Nie students enrolled at TBCC this year and that two Neah-Kah-Nie students received First Class Scholarships this year.

3. **Dual Credit Plans for this year-**

- a. President Tomlin discussed the new HECC Standards for Dual Credit, along with the new emphasis on Guided Pathways.
- b. CAO Hovey listed the Dual Credit classes scheduled this year for Neah-Kah-Nie HS.
- c. Directory Hanson explained how TBCC is using multiple measures to place students in Dual Credit Classes, reducing the number of Accuplacer tests that need to be given.
- d. CAO Hovey talked about the upcoming Dual Credit faculty meetings scheduled this fall and spring for both HS and college faculty working on Dual credit courses.

4. **Expanding our Partnership**

- a. Principal Buckmaster spoke about Measure 98, and the loss of technical programs such as welding, and explained that the two schools are working on revamping the programs to suit student needs again.



- b. Cara Elder discussed the ASPIRE program at TBCC, which involves community members in mentoring students interested in their respective fields.
- c. President Tomlin discussed the possible collaboration between TBCC and Oregon Coast Community College in creating a path to a degree in education using credits earned at TBCC, OCCC, and Western Oregon University, if a grant through Myer Memorial Trust is approved.

5. Board Member Discussion Items

- a. Superintendent Erlebach asked the group if the Joint Board Workshops were providing value to the Boards, and the consensus was that the sessions were beneficial to both institutions.

6. Adjournment

- a. Chair Gervasi adjourned the meeting at 6:23pm.

Board of Education Minutes September 11, 2017 – 6:30 p.m.

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

TBCC Staff: Ross Tomlin, Heidi Luquette, Kyra Williams, Ann Hovey, Rhoda Hanson, Erin McCarley, Sheryl Neu, Karen Grosulak

TBCC Board of Education Meeting Agenda Items and Discussions

Call to Order (agenda item 1)

The meeting was called to order by Chair Gervasi at 6:28pm. President Tomlin introduced new Institutional Planning and Research Analyst Erin McCarley. Erin explained she had come from working as Data Analyst in Human Services with Multnomah County, bringing with her experience with homeless services, mental health, and nonprofits. This is her first time working in higher education.

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

Billy Schrieber motioned to approve both the agenda and the July 10th minutes. Tamra Gammon 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)

Community College Funding, Bills from 2017 Session (agenda item 4.a)

President Tomlin explained that Oregon community colleges will be receiving a \$570,000,000 budget for the biennium, which is \$20,000,000 more than the past biennium; however, the colleges were hoping for more. K12 received an approximate 11% increase in their budget; Universities received an approximate 6% increase, while community colleges received an approximate 1% increase.

President Tomlin explained that the OR Promise program was not fully funded this year, creating problems for students who didn't know until last-minute if they would be receiving funding from the program or not. All students who received OR Promise last year will be fully funded this year.

The 40/40/20 program has been changed to include data only on students graduating from high school from now forward, essentially disregarding all prior data collected on existing adults.

Another \$1,000,000 will be allocated through the state for Open Educational Resources (OERs). President Tomlin explained that TBCC is a leading school for this resource, saving students over \$250,000 in textbook costs in the last 3 years.

The transfer bill was passed for this coming year, and work groups of different academic teams will be convening to work out details. Chair Gervasi asked if the universities are open to the general idea of the transfer bill, and President Tomlin explained that this bill is going to affect them heavily, essentially requiring them to standardize their curriculums in different majors among themselves, and agree to accept up to 30 credits of courses from community colleges that will directly transfer for major requirements. President Tomlin explained that the AAOT has not been accomplishing what it was set out to accomplish, and that because each major has different requirements, and AAOT is very broad, community college students rarely transfer with the transfer degree into a university as a full junior due to not meeting the requirements of the major discipline.

President Tomlin explained that there is legislature being developed that will require community colleges to develop a plan on how to address equity and cultural competency. He described that our ICAT survey indicates that the college needs to focus on equity. The upcoming in-service will include work on developing a definition and plan for what equity means for TBCC.

Budget Development Guidelines and Schedule (agenda item 4.b)

CFO Kyra Williams explained that this was a first-read, information only review of the 2018/19 budget, and that this overall budget schedule is providing overarching goals for the items the college wants to accomplish through the budget process. Chair Gervasi reminded the Board that each Board member is required to be at the budget meeting. This meeting is currently set for April 9, 2018, the Monday following the April 2018 Board meeting.

Oregon Promise, Retention and Recruitment (agenda item 4.c)

Director Rhoda Hanson explained that OR Promise had required some additional counseling and advising services for high-risk students, which has led to the college setting up monthly meetings with these students. The college has also created activities and workshops around scholarships and FAFSA because of OR Promise, as well as certain automation processes in the registration system.



Student orientation happened in August, and students had the opportunity to learn about the campus and take a tour with a student ambassador. Student Services is reaching out and doing more recruitment activities than before, including getting in touch with students who have applied for admission at any time or filled out a FAFSA.

Director Hanson gave a Career-to-Career program update, detailing that half of the students who applied are looking for transfer degrees, and half are looking into CTE programs. 28 students had applied for Career-to-Career, and there was a lot of advertising done, such as a Facebook blitz and a movie theater ad. Director Heidi Luquette recommended that a Career-to-Career student come talk at a Board meeting to give the board more exposure to the program.

Director Hanson explained that Cara Elder in Student Services has been recruiting volunteers for the ASPIRE program; Pam Zweifel and Danell Boggs both volunteered to be community mentors.

Tuition Around the State (agenda item 4.d)

CFO Williams described how the college has one of the lower tuition rates in the state, and that the Board had approved a \$1 increase for this year, bringing our tuition rates to \$96 per credit. At the time of this approval there had been a lot of uncertainty in what we would be receiving in funding; however, we received a little more money than we had in the previous two years. The average tuition rate in the state is \$98.32, and no college is going to reduce their rates based on the additional appropriation. It was noticed that some larger schools have lower tuition rates; however, CFO Williams pointed out that their program fees are often very high. She explained that TBCC has an \$11 fee per credit, \$35 onetime fee per online course, and \$15 onetime fee per hybrid course.

Policy Approval (agenda item 4.e) - ACTION ITEM

CFO Williams explained that technically the board already approved a 2% Cost of Living Adjustment in 2016, however when the 2017/2018 budget was adopted there was no policy appendix included, and it was moved forward without the COL adjustment. All employees have been paid at the correct rate; this mistake, however, was caught this year and at this time Board approval is needed to change the policy. Vice Chair Bell moved to approve the policy, Danell Boggs seconded. The motion carried.

Information-Only Items (agenda item 5)

Jenzabar Update (agenda item 5.a)

CFO Williams gave an update on contracts for additional services with our enterprise software, Jenzabar. In February of 2017, we contracted for remote database administrator services with Title III funding. This has given us assistance through Jenzabar with programming and server issues, as well as preparing us for software updates and priority projects. The other contract is for consulting services, which allowed us to train staff, run additional complex reports, and provide specialized training, also paid for through Title III.

Curriculum and Assessment (focus for 2017-18) (agenda item 5.b)

CAO Hovey explained that last year faculty started revision and review of course learning outcomes for all courses, and then mapped them to institutional outcomes. Courses that were completed last year now need to be mapped to new outcomes, and all program outcomes will be reviewed this year.



CAO Hovey also detailed that there are courses that have not been taught in a number of years, and faculty will be sitting down during in-service to go through courses and review which ones can be made inactive. The college is looking at expanding current course offerings and exploring the development of new programs, including a Meyer Memorial Trust grant to “grow your own teachers,” a CNA2 program, and a forestry path in the Ag/Natural resources department. Now that all course learning outcomes are revised and program learning outcomes are being revised, the revisions will come to the board for review and approval in January through March, probably in two batches.

Reminder of Policy Review (agenda item 5.c)

President Tomlin explained that Tamra Gammon and Pamela Zweifel will be on the Policy Review Committee, with a first meeting on September 19th to go through 100-level policies (board procedures). Any edits and comments will be brought to the college Leadership Team, then to College Council, and then brought back to the board next month for a second reading. The policies will be reviewed on a rotating schedule, with the 200 level policies being reviewed next, and taken through the same process.

Fall In-Service Invite and Information (agenda item 5.d)

President Tomlin spoke about the upcoming in-service session at the college, September 14th and 15th. Last year, faculty and staff expressed in the ICAT survey that they felt unfamiliar with the Board. President Tomlin invited the entire Board to attend any part of in-service they would be interested in, and detailed that 8-8:30am would be a “coffee and connect” time. The three big topics to be covered at in-service will be Strategic Plan changes, the ICAT survey results, and an equity/inclusion discussion.

Financial Report (agenda item 5.e)

CFO Williams pointed out that the beginning fund balances on all funds are still in progress, and that last fiscal year is still open, making everything subject to change until the audit. She detailed that there is a significant increase in the general fund, with estimates that it will decrease slightly before being finalized. The increase is due to a number of factors, including many position being paid for with grants last year, along with several vacant positions that were not filled. President Tomlin added that the college will be looking at strategically spending money with goals of growing and moving forward.

Personnel Report (agenda item 5.f)

Director Ryan was not present, so President Tomlin detailed that a Library Assistant and the new Institutional Planning and Research Analyst were hired. A part-time HR Support Specialist position is open, which will fulfill the need of an enormous amount of DocuWare scanning and categorizing. This will be paid for under Title III. The SBDC Director position, which is now separate from the EDC, will now be full time, and the job announcement closes on the 18th. Two applications have been received, and the position has been empty since April.

President’s Report (agenda item 5.g)

President Tomlin discussed that the idea of a Super Education Board is still being considered at the state level, with push from Senator Arnie Roblan, and it is expected to come up again during the winter short session. This Board would consolidate HECC and the State Education Board. The concern for community colleges is the fact that much will be overshadowed by K12.



Director Sheryl Neu discussed that after testing and discussion with faculty, the decision to move forward with interactive LCD projectors was made for all classrooms. The project should be completed during the fall term.

Erin McCarley detailed her new process for capturing FTE trends, which shows the college is on trajectory to hit the same or more FTE than last year.

President Tomlin explained that the next Board meeting is on October 9 at 5:30pm in Cloverdale, in conjunction with the Joint Board Workshop with Nestucca School District. The Board meeting with Tillamook will be on November 6.

President Tomlin reminded the Board that the OCCA conference is November 1st through the 3rd at Salishan Resort. Billy Schrieber indicated he would like to go but would not need a room, and would be driving back and forth. Chair Gervasi indicated she would like to go as well, and Ross agreed to get out an agenda or more information for the next Board meeting.

Director Heidi Luquette explained that the Mildred Davy Memorial Scholarship and Recognition Luncheon would be held at noon on October 12, at the Church of the Nazarene. General invitations will go out at the end of next week. The event is put on by the TBCC Foundation, and anyone who has contributed is invited, including all Board members. There will be no video this year, but instead a student speaker is being invited.

Board Member Discussion Items (agenda item 6)

There were no discussion items.

Adjournment (agenda item 7)

Vice Chair Bell moved to adjourn the meeting, Bill Schrieber seconded. The motion carried. The meeting was adjourned at 7:41pm.



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

INFORMATION ONLY – FIRST READING

BACKGROUND INFORMATION-----PRESIDENT TOMLIN

Leadership Team worked during the summer on changes to the TBCC Strategic Framework. 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. We are asking the Board to approve these Strategic Plan changes next month.

The components that will be introduced are as follows (handouts on next several pages):

- Core Themes and Mission and Vision statements will remain the same through this planning process timeline, which will culminate in 2021 after our year 7 accreditation visit.
- Definitions of each of the three Core Themes were developed.
- A poster has been developed to show the Mission, Vision, and Core Themes for TBCC. These posters will be hung up all over campus so that staff, students, and the public can clearly view the College's key planning statements.
- Using the objectives and measures from the Strategic Framework as a starting point, revised objectives and measures were developed. Each measure was given a quantitative threshold. These changes were based on following the Accreditation Standards from NWCCU. The Board will receive regular reports throughout the year on progress being made with the measures, which will be tracked by the Institutional Planning and Research Analyst.
- A new definition of Mission Fulfillment was developed. It can be found at the top of the revised objectives/measures handout. It will be quantitatively measured each fall for the previous academic year so the college can clearly document for NWCCU and the community that the college is meeting its mission each year and where improvement is needed. These reports will be shared with the Board each fall.
- The College has developed one overarching goal each year from the list of measures that can be focused on to make significant progress. This year the overarching goal is to reach 450 FTE for the 2017-18 academic year.
- Next month, the Board will be given information on the new Program Review process being implemented as part of the revised Strategic Plan.



Mission Fulfillment: TBCC achieves an Acceptable or Minimally Acceptable level in 70% or more of the Measures within each core theme and across all core themes.

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 \geq 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.	\geq 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 Willams

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.	\geq 60% of program completers earning certifications: Green; 40-59% earning certifications: Yellow; Below 40%: Red	Ann Hovey

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Tillamook Bay Community College Strategic Plan

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

Curriculum and Assessment

RECOMMENDATION

INFORMATION ONLY – FIRST READING

BACKGROUND INFORMATION-----CAO HOVEY

Chief Academic Officer Hovey is presenting two courses for your information in this meeting, which will be presented for your approval in the November meeting.

Last year the Manufacturing and Industrial Technology program received grant funding which was approved to upgrade Welding equipment housed in program facilities at the THS Career and College Center. This equipment broadened the scope of training the college is able to offer to students and employers in our community. WLD courses were redesigned to include the new content necessary to provide training on the new equipment, and were scheduled to run last spring and summer as experimental courses, with the numbers WLD 199 and 299.

These courses are now being presented for your information as WLD 201 and WLD 202:

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



Budget Development Guidelines and Schedule

RECOMMENDATION

APPROVE BUDGET DEVELOPMENT GUIDELINES AND CALENDAR

BACKGROUND INFORMATION------(ACTION) CFO WILLIAMS

Budget Development Guidelines and Calendar are presented for Board's approval. No changes have been made since the Sept. 11th meeting.



Tillamook Bay Community College 2018-2019 Budget Schedule

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

2018-2019 Budget Development Guidelines

Guideline	Gloss ¹
Assessment and Planning: Financially support comprehensive planning and assessment activities leading to continuous improvement in fulfilling the College's mission, core themes, and strategic initiatives. College projects are tied to a core theme objective with budget requirements.	Determining the short, intermediate, and long-range goals, objectives, and activities necessary to fulfill the College's mission and core themes in a continuously improving manner is essential to meet the expectations of those TBCC is charged to serve.
Educational Program Support: Direct the highest levels of financial support to those programs and courses with a demonstrated potential for growth in the following priority order: (1) degree and certificate programs, (2) other credit courses, (3) reimbursable non-credit programs and courses, (4) non-reimbursable.	This guideline addresses a key principle: to remain viable, resources must be invested where they will provide the best return. It also acknowledges TBCC's roles as a comprehensive community college. There may also be a need for self-supporting courses and programs.
Educational Program Equipment: Give priority to maintaining up-to-date instructional technology and training equipment.	In today's highly technological society, students trained in up to date labs and equipment are afforded the highest opportunity for success. In addition, the competitive nature of the higher education industry places an institution that does not maintain up-to-date training equipment at a significant disadvantage. Grant and industry support will be investigated to assist with this need.
Facilities: Maintain current facilities and acquire facilities necessary to achieve mission, core themes, and strategic initiatives.	TBCC since 2010 has completed the capital construction projects projected in 2008. They include: the new central campus building, a new technical training center in remodeled Tillamook School District facilities, a new TBCC South facility, and renovated facilities within Neah-Kah-Nie High School. In 2015 planning for construction of the Partners for Rural Innovation building was begun and only punch-list items remain for completion. Our facilities are expected to fully support the institution and the students it serves and allow TBCC to better fulfill its mission, goals, and strategic plans. There are no current plans for further facilities expansion and the budget will include maintenance and safety enhancements for existing structures.
Technological Resources: Provide computing and other technological resources leading to enriched educational opportunities for students and enhanced management information systems.	Information technologies are expanding at a phenomenal pace. Developing and maintaining a technological infrastructure to support information technologies is a paramount objective of progressive institutions of higher education. To serve the best interests of students, and to meet the information and accountability demands of the public, TBCC must establish a long-term financial commitment to this objective. The Title III grant will continue to assist over the next year.
Faculty and Staff Development: Encourage faculty and staff development and training.	The professional staff is the single most consequential resource of the College. Maintaining this resource by supporting a process that encourages renewal of professional development and training is essential. The Title III grant will continue to assist over the next year.
Faculty and Staff Remuneration: Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2017-2018 salary levels after accounting for inflation.	A key to attracting and keeping outstanding professional staff is to maintain remuneration at levels competitive with those offered by other similar community college employment opportunities in Oregon.
Student Tuition and Fees: Within the constraints imposed by fiscal and other limitations, target movement of general tuition and fees to a level generally equivalent to those of Oregon's other community colleges.	Community colleges are colleges of the people. Providing access to TBCC's educational offerings is a concept intrinsic to the foundation of the College's mission. Targeting tuition and fees to level reflective of neighboring and statewide institutions ensures maintenance of this objective.



Mission, Core Themes, Vision and Values:

VISION

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

MISSION

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

VALUES

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

STUDENT SUCCESS

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

ACADEMIC EXCELLENCE

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

RESOURCEFUL TEAMWORK

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

PERSONAL & FRIENDLY ENVIRONMENT

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

CORE THEMES

Educational Excellence

Economic Success

Leadership, Partnership and Community Engagement

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



Recommended Changes to “100” Board Policies

RECOMMENDATION

INFORMATION ONLY – FIRST READING

BACKGROUND INFORMATION----- 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. Attached are the recommended changes to the 100 series Board Policies. This will be the first reading for these changes.



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. Approve 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

BOARD PROCEDURES

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.

BOARD ACTION ON LEGISLATIVE ISSUES

Page 1/1

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, ~~OR 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, OAR 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, OAR 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, OAR 137, ORS 279~~ORS 279A.065~~

- 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 College. The Foundation plays a critical role in institutional advancement activities, and the College will work closely with the Foundation to enhance resource development efforts.

In addition to receiving support from the Foundation, the College 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

Information Only- First Reading

BACKGROUND INFORMATION----- PRESIDENT TOMLIN

Background: When Tillamook Bay Community College (TBCC) Board chose the location for a permanent campus, the Tillamook County Fair Board (TCFB) became the permanent neighbor and partner. From the beginning of this partnership, TBCC and TCFB have worked together. Originally TBCC agreed to be closed the entire week of the Tillamook County Fair as to ensure parking. After two years it was agreed that the college would operate classes on Wednesday and Thursday but closed on Friday. The Fair staff provides "parking passes" for students and staff for those two days. The college has permitted the TCFB to use the undeveloped land next to PRI for parking. 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 the fairgrounds was not the actual lot line and a lot line adjustment was needed. The TCFB was helpful in resolving this issue.

An ongoing shared issue for both TBCC and TCFB is the water disbursement during times of heavy rains. When the college campus main building was planned, the college had hydrology studies done and used the services requested by Tillamook County. The design of the holding ponds, parking lot and berms were all guided by the hydrology study. There was also wetland mitigation guided by the same consultants that was paid for by TBCC.

The past three winter's storms have created larger water disbursement issues. From the opening of TBCC in January 2010 until the winter of 2014/2015, there was standing water on the fairground side of the parking lot berm but the holding ponds collected the water and there was no flooding of the TBCC parking lot or the owner downhill from the college - CARE's Kilchis House.

However, in Winter 2014/2015, the water ran down the lane from the fairground's higher land across the college parking lot and overflowed the college holding ponds which affected Kilchis house. Kilchis is the lowest point of the "Fair, College and Kilchis" watershed. In the Winter 2015/2016, Kilchis was flooded and needed to be evacuated. After that storm, the city, county, CARE (operates Kilchis House) and the college agreed to work together to find a solution. The college assisted in paying for a study that was submitted to FEMA. The study was submitted by the county and the status is still unknown. In the Winter of 2016/2017, the TBCC parking lot had high water. Kilchis House, with assistance from many, was able to keep the water from entering the facility.

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 first reading to approve this resolution which is on the next page.





**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

Information Only Items

RECOMMENDATION

BACKGROUND INFORMATION Chair Gervasi



ASAP and ASPIRE Update

RECOMMENDATION

Information Only

BACKGROUND INFORMATION-----DIRECTOR HANSON

Aspire: "Access to Student Assistance Programs in Reach of Everyone"

The college version of our ASPIRE program provides one-on-one mentoring to assist students with a variety of activities such as academic preparation, scholarship search and application, transfer college applications, career exploration and job shadowing opportunities.

2016/2017 academic year

15 students were partnered with 13 community mentors
Students met with their mentors at least once per month
15 students successfully completed the academic year
1 student graduated at the end of the year
1 student transferred

Goals for the 2017/2018 academic

Maintain mentorships for 12 returning students
Recruit additional students for a cohort of 25
Recruit additional community mentors from all parts of the county (target 25)

ASAP: "Access to Student Assistance Programs"

This is a grant-funded support program that looks for ways to assist potentially at-risk student populations (first-generation and/or low-income students) with navigating their first year in college.

2016/2017 academic year

23 students were accepted into the program
Students participated in monthly one-on-one success meetings
Cohort students had access to workshops, college visits, and social activities
20 students completed the academic year with a 2.6 average GPA (goal was >2.0)

Goals for the 2017/2018 academic year

Continue program with or without grant funding
Engage 13 returning students with new cohort (target 25)
Expand workshop offerings (goal of one per month)



Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION-----CFO WILLIAMS

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



Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended August 2017

16.67% of fiscal year elapsed

	FY 2016-2017			FY 2017-2018		
	Annual Budget	08/31/16 Actual	Percentage of Budget	Annual Budget	08/31/17 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 755,349	\$ 1,046,881.44	138.60%	\$ 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	\$ -	0.00%	\$ 1,241,050	\$ -	0.00%
Tuition	\$ 868,855	\$ 36,415.00	4.19%	\$ 881,855	\$ 129.00	0.01%
Fees	\$ 154,296	\$ 6,244.93	4.05%	\$ 154,296	\$ 15,276.00	9.90%
Sale of Goods	\$ 2,000	\$ 163.59	8.18%	\$ 2,000	\$ 311.00	15.55%
Interest	\$ 5,500	\$ 1,514.45	27.54%	\$ 5,500	\$ 6,019.94	109.45%
Rental	\$ 12,000	\$ 2,025.00	16.88%	\$ 12,000	\$ 2,700.00	22.50%
Miscellaneous	\$ 7,000	\$ 64.49	0.92%	\$ 7,000	\$ 62.45	0.89%
Transfers	\$ 442,328	\$ 4,802.71	1.09%	\$ 493,829	\$ 6,279.45	1.27%
Total resources	\$ 4,793,191	\$ 1,458,150.57	30.42%	\$ 5,103,636	\$ 1,802,697.31	35.32%
Expenditures						
Instruction	\$ 1,457,046	\$ 107,888.83	7.40%	\$ 1,403,246	\$ 63,919.21	4.56%
Instructional Support	\$ 370,104	\$ 51,855.02	14.01%	\$ 344,629	\$ 54,981.44	15.95%
Student Services	\$ 416,800	\$ 48,828.47	11.72%	\$ 463,665	\$ 68,536.52	14.78%
College Support	\$ 1,198,340	\$ 219,612.11	18.33%	\$ 1,365,563	\$ 260,853.69	19.10%
Plant Operation	\$ 271,552	\$ 55,750.38	20.53%	\$ 288,533	\$ 49,130.47	17.03%
Transfers	\$ 274,000	\$ 22,370.47	8.16%	\$ 288,000	\$ 24,064.56	8.36%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 4,037,842	\$ 506,305.28	12.54%	\$ 4,203,636	\$ 521,485.89	12.41%
Ending fund balance	\$ 755,349	\$ 951,845.29	126.01%	\$ 900,000	\$ 1,281,211.42	142.36%

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

	Fund No.	Beginning Fund Balance	2017-2018 Revenue	2017-2018 Expenditures	Ending Fund Balance	2017-2018 Spendable Budget	2016-2017 Prior Year Expenditures 8/31/2016
Adult Basic Education	210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,206.32
United Way Literacy Grant	216	\$ 2,749.13	\$ -	\$ -	\$ 2,749.13	\$ 2,700	\$ -
Title III Grant	220	\$ (1,065.98)	\$ 74,843.28	\$ 104,313.00	\$ (30,535.70)	\$ 625,974	\$ 109,048.92
Pathways Grant	225	\$ -	\$ -	\$ 4,691.27	\$ (4,691.27)	\$ 29,783	\$ 4,577.30
Industrial Maintenance Tech	226	\$ 35,327.15	\$ 7,250.00	\$ 4,676.96	\$ 37,900.19	\$ 30,300	\$ 2,400.55
SBDC Federal Grant	230	\$ -	\$ -	\$ 4,741.83	\$ (4,741.83)	\$ 30,250	\$ 4,160.53
SBDC State Grant	231	\$ -	\$ -	\$ 6,598.49	\$ (6,598.49)	\$ 45,939	\$ 8,183.60
SBDC Program Income	232	\$ 20,217.83	\$ 1,338.20	\$ 454.25	\$ 21,101.78	\$ 6,000	\$ 457.30
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	\$ -	\$ 1,693.95
Academic Counselor Grant	255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,900.50
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	\$ 3,328.00	\$ 9,664.41	\$ (3,308.74)	\$ 30,000	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 435,423.11	\$ 203.84	\$ -	\$ 435,626.95	\$ 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	\$ 3,193.70	\$ -	\$ 1,327,632.40	\$ 100,000	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ 104,869.95
Total Special Fund		\$ 3,603,919.69	\$ 90,157.02	\$ 135,140.21	\$ 3,558,936.50	\$ 1,348,811	\$ 284,961.78
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 8/31/2017		
Total of Grants that borrow from the General Fund		\$ (46,567.29)	\$ 24,437.56	\$ -	\$ (71,004.85)		
Total of Grants that are not borrowing from the General Fund		\$ 3,605,503.79	\$ 31,489.67	\$ -	\$ 3,574,014.12		
Total Special Fund		\$ 3,558,936.50	\$ 55,927.23	\$ -	\$ 3,503,009.27		
	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	\$ -	\$ 48.11	\$ 17,472.02	\$ 7,825	\$ 1.15
Driver Education Program	311	\$ (2,268.93)	\$ 2,692.50	\$ 3,303.78	\$ (2,880.21)	\$ 10,062	\$ 1,502.00
Summer Term Fund	312	\$ -	\$ 53,968.00	\$ 42,245.69	\$ 11,722.31	\$ 52,400	\$ -
TBCC Store	320	\$ (1,406.30)	\$ 140.80	\$ 144.31	\$ (1,409.81)	\$ 13,370	\$ 1,666.46
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	\$ 112.85	\$ 387.42	\$ 3,613.50	\$ 3,500	\$ 14.38
Total Enterprise Fund		\$ 51,462.70	\$ 72,395.15	\$ 56,762.78	\$ 67,095.07	\$ 151,265	\$ 3,262.99
PERS Pension Bond Fund	410	\$ 4,464.80	\$ 23,760.09	\$ 1,600.00	\$ 26,624.89	\$ 137,566	\$ 1,600.00
General Obligation Bond Fund	420	\$ 100,651.98	\$ 243.09	\$ -	\$ 100,895.07	\$ 685,124	\$ -
Total Debt Service Fund		\$ 105,116.78	\$ 24,003.18	\$ 1,600.00	\$ 127,519.96	\$ 822,690	\$ 1,600.00
Local Match Fund	525	\$ 624,960.89	\$ 2,353.12	\$ -	\$ 627,314.01	\$ 485,000	\$ -
State Match Fund	530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 521,710.21
Grant Construction Fund	555	\$ (399,599.48)	\$ -	\$ 3,080.67	\$ (402,680.15)	\$ 250,000	\$ -
Total Capital Projects Fund		\$ 225,361.41	\$ 2,353.12	\$ 3,080.67	\$ 224,633.86	\$ 735,000	\$ 521,710.21
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	\$ 35.00	\$ 279.27	\$ 1,951.24	\$ 5,625	\$ 220.10
Economic Development Council	730	\$ 70,017.41	\$ 319.25	\$ 14,105.96	\$ 56,230.70	\$ 103,007	\$ 15,028.07
Economic Development Council - USDA Grant	731	\$ 30,859.94	\$ -	\$ 972.40	\$ 29,887.54	\$ 23,083	\$ -
Visit Tillamook Coast	740	\$ 1,110,896.73	\$ 2,595.47	\$ 127,538.02	\$ 985,954.18	\$ 1,552,094	\$ 150,943.19
Visit Tillamook Coast - Non-TLT Funds	741	\$ 24,556.30	\$ 2,916.77	\$ 4,183.35	\$ 23,289.72	\$ 76,600	\$ -
Total Agency Fund		\$ 1,240,645.78	\$ 6,206.69	\$ 147,245.76	\$ 1,099,606.71	\$ 1,769,409	\$ 166,295.48
PELL Grant	801	\$ -	\$ 35,257.00	\$ 35,257.00	\$ -	\$ 751,500	\$ 18,277.00
Supplemental Education Opportunity Grant	802	\$ -	\$ -	\$ -	\$ -	\$ 14,500	\$ 400.00
Direct Loans	810	\$ -	\$ 21,721.00	\$ 21,721.00	\$ -	\$ 750,000	\$ 17,550.00
Federal Work Study	819	\$ -	\$ -	\$ -	\$ -	\$ 14,350	\$ 176.34
Oregon Opportunity Grant	821	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Chafee Grant	822	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -
Oregon Promise Grant	823	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -
Tuition Waivers	831	\$ 20,401.39	\$ -	\$ -	\$ 20,401.39	\$ 7,000	\$ 1,684.00
Board Scholarships	832	\$ 63,541.36	\$ -	\$ -	\$ 63,541.36	\$ 172,900	\$ -
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ -	\$ 193.20	\$ (193.20)	\$ 85,000	\$ 725.50
Student Employees	835	\$ 23,419.57	\$ -	\$ -	\$ 23,419.57	\$ 18,000	\$ 2.68
Non-Institutional Scholarships	840	\$ 11,560.57	\$ -	\$ 2,210.84	\$ 9,349.73	\$ 51,500	\$ -
Total Financial Aid Fund		\$ 140,666.55	\$ 56,978.00	\$ 59,382.04	\$ 138,262.51	\$ 2,091,494	\$ 38,815.52

Agenda Item 5.B. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended August 2017
 16.67% 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	\$ 3,603,920	111.52%	\$ 52,762	\$ 51,463	97.54%	\$ -	\$ 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	\$ 82,093	9.43%	\$ 35,000	\$ 15,481	44.23%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,036,151	\$ 15,405	1.49%	\$ 4,000	\$ 360	9.00%	\$ 64,700	\$ 56,661	87.57%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,241,050	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 683,824	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 429,465	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 311	15.55%	\$ -	\$ -	0.00%	\$ 17,600	\$ 254	1.44%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 6,020	109.45%	\$ 8,000	\$ 3,398	42.48%	\$ -	\$ -	0.00%	\$ 1,305	\$ 279	21.38%
Rental	\$ 12,000	\$ 2,700	22.50%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 62	0.89%	\$ 25,000	\$ 4,306	0.00%	\$ 6,500	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 493,829	\$ 6,280	1.27%	\$ 485,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 23,724	15.82%
Total Revenues	\$ 4,153,636	\$ 415,514	10.00%	\$ 1,821,911	\$ 90,157	4.95%	\$ 123,800	\$ 72,396	58.48%	\$ 835,129	\$ 24,003	2.87%
Expenditures												
Salaries and Wages	\$ 2,968,457	\$ 328,798	11.08%	\$ 375,821	\$ 66,450	17.68%	\$ 85,129	\$ 44,220	51.94%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 871,179	\$ 168,623	19.36%	\$ 490,247	\$ 53,369	10.89%	\$ 61,796	\$ 11,005	17.81%	\$ 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	\$ 24,065	8.36%	\$ 467,743	\$ 2,796	0.60%	\$ 4,340	\$ 1,538	35.44%	\$ -	\$ -	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	\$ 521,486	12.41%	\$ 4,990,040	\$ 135,140	2.71%	\$ 156,995	\$ 56,763	36.16%	\$ 822,690	\$ 1,600	0.19%
Ending Fund Balance	\$ 900,000	\$ 1,281,211		\$ 63,634	\$ 3,558,937		\$ 19,567	\$ 67,096		\$ 12,439	\$ 127,520	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 226,952			\$ 55,927			\$ 525			\$ 44,417	
Inventories		\$ 1,508			\$ -			\$ 1,435			\$ -	
NET EFFECT ON CASH		\$ (228,460)			\$ (55,927)			\$ (1,960)			\$ (44,417)	
Liabilities												
Accounts Payable		\$ 98,310			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 72,028			\$ -			\$ -			\$ 44,417	
Payroll		\$ 111,360			\$ -			\$ 2,620			\$ -	
NET EFFECT ON CASH		\$ 281,698			\$ -			\$ 2,620			\$ 44,417	
NET ADJUSTMENTS		\$ 53,238			\$ (55,927)			\$ 660			\$ -	
ENDING CASH BALANCE		\$ 1,334,449			\$ 3,503,010			\$ 67,756			\$ 127,520	
		1,334,449.29						\$ 67,754.93			127519.96	

Agenda Item 5.B. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended August 2017
 16.67% 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	\$ 225,361	33.14%	\$ 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	\$ 56,978	3.28%
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	\$ 2,353	47.06%	\$ 12,680	\$ 2,892	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 250,000	\$ -	0.00%	\$ 51,375	\$ 874	1.70%	\$ 135,000	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 340	4.25%	\$ 130,000	\$ -	0.00%
Total Revenues	\$ 255,000	\$ 2,353	0.92%	\$ 1,132,575	\$ 6,206	0.55%	\$ 2,000,250	\$ 56,978	2.85%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 400,821	\$ 48,764	12.17%	\$ 53,344	\$ -	0.00%
Operating Expenditures	\$ 250,000	\$ 3,081	1.23%	\$ 1,350,092	\$ 96,537	7.15%	\$ 2,034,900	\$ 59,382	2.92%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 485,000	\$ -	0.00%	\$ 18,496	\$ 1,945	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 122,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 735,000	\$ 3,081	0.42%	\$ 1,891,409	\$ 147,246	7.78%	\$ 2,091,494	\$ 59,382	2.84%
Ending Fund Balance	\$ 200,000	\$ 224,633		\$ 335,630	\$ 1,099,606		\$ -	\$ 138,263	
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		\$ 154,518			\$ 1,100,877			\$ 138,263	
		\$154,519.20			1100877.97			138262.51	
								\$ 6,426,393	

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		Open until filled Interview Oct. 3	Pat Ryan	
SBDC Director	Sept. 18, 2017		Open until filled Interview Oct. 4	Ross Tomlin	
Marketing & Development Specialist	Oct. 2, 2017		Open until filled	Heidi Luquette	



President's Report

RECOMMENDATION

Information only

BACKGROUND INFORMATION-----PRESIDENT TOMLIN

Successful Fall In-service session on Spet 14-15:

- Focused on three big topics along with regular department updates:
 - Strategic Plan changes
 - ICAT Survey results analysis and World Café comment prioritization
 - Equity
- Thanks to Kathy for attending Friday morning session

Enrollment Data for Fall Term

OPC and OCCA Board Meeting Summary:

- OCCA Goals
- Legislative Ask for short session
- OPC items

Important Dates:

- Mildred Davy Luncheon this Thursday at noon
- OCCA Conference at Salishan on Nov 1-3. Need to know which Board members are planning to attend any or all of the conference.
- Next Board Meeting: Monday, November 6 at 5:30pm here at TBCC
Joint Board Meeting with Tillamook School District Board at 5:30pm
TBCC Board Meeting at 6:30pm



Board Member Discussion Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- Chair Gervasi



Adjournment

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION-----Chair Gervasi

MOTION TO ADJOURN THE MEETING.

