



## Board of Education Meeting Agenda

**Date:** Monday, December 4, 2017

**TBCC Board Meeting – TBCC Campus – 6:00pm – 8:00pm**

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Acknowledge Guests</b> .....	Chair Gervasi
2.	<b>Consent Agenda:</b> .....	(Action) Chair Gervasi
	a. Approval of Agenda	
	b. Approval of November 6, 2017 Minutes	
	c. Personnel Report.....	Director Ryan
3.	<b>Invitation for Public Comment</b> .....	Chair Gervasi
	Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	<b>New Business and/or focused policy discussions</b>	
	a. Board Policy revisions (200s).....	(Action) President Tomlin
	b. Board Policy revisions (101).....	President Tomlin
	c. Board Policy revisions (300s).....	President Tomlin
	d. President Evaluation process.....	(Action) President Tomlin
	e. 2017-18 Organization, Finance, and Legal Designations....	(Action) CFO Williams
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b>	
	a. MIT program update.....	CAO Hovey, Darryl Spitzer
	b. Title III grant update.....	Director Garcia
	c. Equity Committee update.....	Director Garcia
	d. VFA/Measure data update.....	Analyst McCarley
	e. Financial Report.....	CFO Williams
	f. President's Report.....	President Tomlin
6.	<b>Board Member Discussion Items</b> .....	Chair Gervasi
7.	<b>Adjournment</b> .....	(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 DECEMBER MEETING.

BACKGROUND INFORMATION ----- Chair Gervasi

Items for approval:

- a. Approval of Agenda
- b. Approval of November 6<sup>th</sup> Minutes
- c. Approval of the Personnel Report



## Approval of the Agenda

### RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE DECEMBER MEETING.

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6.	<b>Board Member Discussion Items</b> .....	Chair Gervasi
7.	<b>Adjournment</b> .....	(Action) Chair Gervasi



## November 6 Joint Board of Education Workshop Minutes

**Date:** Monday, November 6, 2017

**TBCC/Tillamook School District Joint Board Workshop – TBCC Campus Room 214/215 – 5:30pm – 6:15pm**

**TSD9 Staff/Board In attendance:** Randy Schild, Eva Manderson, Nick Troxel, Kris Lachenmeier, Michelle Gordon, Dave Hollandsworth, Stephanie Hurliman, Gail Levesque, Jesse Johnson

**TBCC Board Members in Attendance:** Kathy Gervasi, Billy Schreiber, Tamra Gammon, Pam Zweifel, Mary Jones, Danell Boggs

**TBCC Board Members Absent:** Mary Faith Bell

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

- | <b><u>Item</u></b> | <b><u>Description</u></b>   | <b><u>Resource</u></b> |
|--------------------|---|------------------------|
| 1.                 | <b>Call to Order • Acknowledge Guests</b> -----(Action) Chair Gervasi<br>Superintendent Schild discussed the partnership between TSD and TBCC, and how creating opportunities for all Tillamook High School students through the First Class Scholar program, the Dual Credit program, and the Expanded Options program has fostered a healthy relationship between the institutions. |                        |
| 2.                 | <b>Discussion on C2R partnership</b> – Principal English, CAO Hovey   |                        |
|                    | a. Advantages of this partnership - CAO Hovey discussed the advantages of the partnership between TSD and TBCC, and that we are one of very few partnerships in the country that are working together so closely.   |                        |
|                    | b. Dual Credit Classes - CAO Hovey explained that Dual Credit courses are college-level courses taught by THS faculty, through a partnership with TBCC faculty, which allows students to take free college courses at the high school.  |                        |
|                    | c. Expanded Options Classes - CAO Hovey detailed the Expanded Options program, which gives high school students the opportunity to take college courses at the college. Tuition is at a discounted rate of 20% off tuition for the school district, and is free to students who satisfactorily complete the class.  |                        |



- d. Overall Enrollments in Accelerated Options - CAO Hovey explained that last year there were 418 Dual Credit enrollments, and 30 Expanded Option enrollments, allowing all together 205 THS students to earn a total of 1600 college credits.
  - e. Number of students enrolled in TBCC post-HS - CAO Hovey explained that 34 THS graduates are currently first-year students at TBCC.
  - f. First Class Scholars - CAO Hovey explained that this year, 9 THS students were awarded First Class Scholar scholarships, allowing them up to 19 credits per term for free for two years.
3. **Update on “Grow your own Teacher” Grant-** Superintendent Schild, President Tomlin  
President Tomlin announced that TBCC and Oregon Coast Community College (OCCC) are recipients of the Meyer Memorial Trust grant, which will allow the two colleges to institute a “Grow Your Own Teacher” program. The program will target local high school juniors interested in teaching, and will allow them to take 6 different education classes, taught between TBCC and OCCC using a video conferencing. Students will then attend their third year at Western Oregon University, and then return to Tillamook or Lincoln County to finish their degree online, and gain local internships. President Tomlin explained that the goal is to create a base of locally educated teachers, who return to teach in the county. Superintendent Schild explained that while 30% of THS students are Hispanic, the faculty is almost entirely white. This grant will make it possible to look ahead in educating and then hiring bilingual and bicultural faculty for the school district.
4. **Small Group discussion (mixing members of the two boards)** - Both groups of board members dispersed into three small groups, and discussed what TBCC and THS can do together to help students be successful. The ideas included:
- a. collaboration with the Wilson River School;
  - b. student exposure to trades and community mentoring;
  - c. meaningful relationships between students and adults, particularly for students with adverse childhood experiences;
  - d. continue to have productive collaboration and meetings between the college and the school district;
  - e. focus on STEM field education,
  - f. and getting community leaders involved more with high school students
5. **Adjournment** ----- (Action) Chair Gervasi  
The meeting adjourned at approximately 6:15pm.



# November 6 Board of Education Meeting Minutes

**Date:** Monday, November 6, 2017

**TBCC Board Meeting – TBCC Campus – 6:30pm – 8:30pm**

**TBCC Board Members in Attendance:** Kathy Gervasi, Billy Schreiber, Pam Zweifel, Tamra Gammon, Danell Boggs, Mary Jones

**TBCC Board Members Absent:** Mary Faith Bell

**TBCC Staff, Faculty, and Students in Attendance:** Ross Tomlin, Pat Ryan, Heidi Luquette, Kyra Williams, Rhoda Hanson, Ann Hovey, Erin McCarley, John Sandusky, Sydney Elliott, Sheryl Vaneslow, Karey Woodke, Zak Fletcher, Holly Saindon, Alyssa Spinar

**Guests in Attendance:** Angela Paladeni, Kalista Paladeni

**Description**

**Resource**

**Call to Order • Acknowledge Guests (agenda item 1)**-----Chair Gervasi  
Chair Gervasi called the meeting to order at 6:28pm. TBCC students and Phi Theta Kapa (PTK) members Zak Fletcher and Holly Saindon were in attendance, accompanied by TBCC Staff and PTK advisors Sheryl Vanselow and Karey Woodke. Zak and Holly discussed projects that PTK was involved with, including the creation of a Student Ambassadors group, outreach for 1<sup>st</sup> year students, and an upcoming blood drive. PTK has approximately 15 members, with membership fluctuating slightly throughout the year. TBCC faculty member John Sandusky introduced ASTBCC President Alyssa Spinar, who detailed the group's upcoming projects and initiatives, including monthly movie nights, student surveys, and the possibility of a school mascot. Chair Gervasi introduced Angela Paladeni and her daughter Kalista Paladeni, both students at TBCC, who read letters about both of their experiences with higher education, as well as a letter from Angela's son, Ryan Paladeni, who is also a TBCC student. TBCC faculty member Sydney Elliott spoke about the family's educational achievements.

**Consent Agenda (agenda item 2)**----- (Action) Chair Gervasi  
Billy Schreiber moved to approve the consent agenda. Pam Zweifel seconded. The motion carried.

**Invitation for Public Comment (agenda item 3)** ----- Chair Gervasi  
There was no public comment.





**New Business and/or focused policy discussions (agenda item 4)**

**Strategic Plan changes (agenda item 4.a)**------(Action) President Tomlin  
President Tomlin reviewed the Strategic Plan document, and detailed that a narrative with Strategic Framework history have been added. Right now the Strategic Plan includes 27 measures, with a few additional ones being considered; the number will possibly fall closer to 30 as the year progresses. Analyst Erin McCarley will be tracking progress toward meeting the measures. The next Mission Fulfillment Report will be available in winter term, using data from the previous year. Program Reviews will also be part of the Strategic Plan, which involves both service areas and academic programs. These reviews will follow a prescribed template and will be done on a three year schedule, with the first set being completed by the end of this academic year. All Service Areas will complete the development of Service Area Outcomes and Project List this year. President Tomlin explained that the Strategic Plan will continue to be a working document and will evolve over time, and that what the Board would be approving today is a model and template that will continue to evolve. Danell Boggs moved to approve the Strategic Plan as a working document. Billy Schreiber seconded. The motion carried.

**Curriculum and Assessment (agenda item 4.b)**------(Action) CAO Hovey  
CAO Hovey asked for the Board to approve the addition of 3 courses, Welding 201 and 202, and Art 212, which was brought before the Board for review last month. Billy Schreiber moved to approve the courses. Pam Zweifel seconded. The motion carried.

**Recommended changes to '100' Board Policies (agenda item 4.c)**-(Action) President Tomlin  
President Tomlin asked the Board to approve the 100-level Board Policies, which included the changing of verbiage in 100.1 to read that the board "confirm" the hiring of new employees, rather than "approve" them. Missing Board Policy 101 was discovered, and was given to the board for review, with a second reading at the next meeting. Tamra Gammon moved to accept the changes to the 100-level Board Policies. Billy Schreiber seconded. The motion carried.

**Fair and TBCC Lot Line and Water Resolution (agenda item 4.d)**---(Action) President Tomlin  
President Tomlin presented to the Board the agreement resolution that was brought to the Board last month, which agrees to changing the lot line on the east boundary of TBCC's property and working together to solve the water drainage issues. Mary Jones moved to approve the resolution. Danell Boggs seconded. The motion carried.

**Recommended changes to '200' Board Policies (agenda item 4.e)**-----Policy Review Committee  
President Tomlin presented the recommended changes to the 200-level Policies as a first reading. Policy Review Committee members Tamra Gammon and Pam Zweifel gave an overview of the significant changes being made, including adding a reference to corresponding Administrative Rules in the header of each policy, and the decision to remove sections of procedural language, which in some cases, is identical to the related Administrative Rules. The question of whether alcohol was allowed in the PRI building came up, and Director Pat Ryan confirmed that alcohol is allowed in the facilities with the approval of the President and as long as a meal is served with the alcohol. Language in section 213.1 was changed to give the power to approve the serving of alcohol on





campus to the college president, and not the Board. President Tomlin explained that these policies will come back to the Board next month for approval.

**Information-Only Items (agenda item 5)**

**ASTBCC and PTK Officers (agenda item 5.a)**-----Sheryl Vanselow, John Sandusky  
This portion of the agenda was completed during the acknowledgement of guests. Please refer to agenda item 1.

**Draft DACA Letter (agenda item 5.b)**-----President Tomlin  
President Tomlin presented to the board a letter detailing the college's support of DACA students, which will go out to students, faculty, and staff. Both College Council and the Leadership Team have given their support to send the letter. Chair Gervasi has chosen not to give a statement in the letter, explaining that everything that needed to be said was in the document. No board members objected to the distribution of the letter.

**Share First Class Scholar/Career to Career thank you notes (agenda item 5.c)**-----President Tomlin  
Thank-you notes written by student recipients of the First Class Scholar and Career to Career scholarships were shared with the Board, as well as a write up about the program by Director Hanson.

**CCSSE Survey results (agenda item 5.d)**-----Analyst McCarley  
Analyst Erin McCarley shared the results of an analysis, completed by a team of TBCC faculty and staff, of the CCSSE survey. The CCSSE is a national survey conducted at the college every three years. 103 students completed the survey last spring. Analyst McCarley explained that over 50,000 students nationally complete this survey, and when compared with even colleges of 4,500 students or fewer, our student base is different than other students in important ways. Our students are more likely to be working full-time or part-time, are more likely to be caring for children or parents, and are more likely to be part-time students than the national comparison. Analyst McCarley explained that the team analyzing the data came to the conclusion that the results of this survey, when compared to other schools on a national-level, are not valuable to TBCC in a meaningful way. The survey also requires a significant amount of class time to complete. Analyst McCarley recommends that we discontinue administering the CCSSE survey, and focus on our own Student Satisfaction Survey instead. This will be further discussed in Leadership Team and College Council before making a final determination.

**Revised Governance and Leadership document (agenda item 5.e)**-----President Tomlin  
President Tomlin shared the revised Governance and Leadership document to the Board. This is a living document, and will be updated as needed going forward.

**Financial Report (agenda item 5.f)**-----CFO Williams  
CFO Kyra Williams presented the Financial Report for the month of September. She explained that the Beginning Funds are unaudited, and still moving slightly. There a timing issue on the tuition line



for 2016/17, skewing the beginning fund balance and tuition and fee numbers; however, the college is still seeing a healthy Beginning Fund balance.

**Personnel Report (agenda item 5.g)**-----Director Ryan  
Director Pat Ryan explained that the new part time HR Assistant, Pamela Harvey, will start on November 8, and the new SBDC Director will begin on December 1. The Marketing and Development Specialist position, which is .75 time and partially funded through Title III, will be on hold for now. There have been several applicants for the Career Advisor position.

**President's report (agenda item 5.h)**-----President Tomlin  
President Tomlin reported that the Mildred Davy Scholarship and Recognition Luncheon was very successful. Career to Career and First Class Scholar students were not invited to the event this year, which contributed to lower number of attendees.

CAO Hovey, Director Rhoda Hanson, Analyst Erin McCarley, and Cara Elder attended the Guided Pathways Symposium October 18 and 19 in Portland. All 17 colleges had attendees, and over 200 people attended. Content focused on the process involved for colleges to implement Guided Pathways. Guided Pathways is designed to assist students in deciding on a logical educational and career path, avoiding taking extra and unnecessary classes to keep expenses low, and finding an efficient path to a career or university. TBCC will not be in the first participating cohort, but will be filling out a self-assessment to see where the college falls in readiness.

President Tomlin is working with Clatsop Community College on a nursing program agreement for the Nursing program. In the past, there has been a nursing instructor from Tillamook Regional Medical Center (TRMC) providing instruction; however, TRMC pulled this instructor from the program, forcing TBCC students to drive to Clatsop, in Astoria, to complete classes. The agreement, which was costing the college \$40,000, is being picked up by TRMC at least for this year. The college is re-evaluating the agreement, and is looking into creating its own nursing program. Considerations include the expense of running the program, if TRMC will assist, and whether the county's medical community as a whole would be receptive. The initiative is being explored in the next couple of months, and developments will be brought to the board.

New SBDC Director Arlene Soto starts her position December 1, and brings 23 years of experience as an SBDC director, with her last 10 years of experience being at Southwestern Oregon Community College. She will attend the December Board meeting to be introduced to the Board.

This year's OCCA conference at Salishan Resort in Gleneden Beach was attended by CAO Hovey, Analyst McCarley, Director Ryan, Cara Elder, and Chair Gervasi. Food insecurity within the student population was discussed at the conference, and Chair Gervasi challenged the board to bring a bag of canned food to the next meeting to put into the Food Box downstairs, which is regularly stocked by the Oregon Food Bank, and by students, staff, and faculty, with necessary household items, and available to any student in need. It was discussed that the Board should have talking points on data such as student food insecurity numbers, FTE, and student count for discussion with the public. Analyst McCarley is working on a snapshot of information on the college. Karen Grosulak is working on getting business cards made for the Board.



The President's Council will be asking for 32 million in the legislative session in February, and will approach the ask from a tuition buy-down process. The tuition increases this year by all of the colleges equaled approximately 37 million in college revenue. The governor also appointed a PERS task force to identify \$5 billion to close a gap in PERS. Some of the recommendations from the task force included taking agency reserves and consolidating colleges under universities.

President Tomlin and Director Heidi Luquette are meeting with the Manzanita Women's Club to update them on what is happening at the college and our intent to have the college more present in North County. President Tomlin asked to be notified if anyone had ideas of other groups to meet with.

The Policy Review Committee will be meeting with President Tomlin on the evening of November 13 to review 300-level policies. The OCCA Board meeting is at SWOCC November 30 and December 1. The next Board meeting is December 4, at 6pm. The Board Retreat will be held at the Garibaldi Museum on February 5, 2018.

**Board Member Discussion Items (agenda item 6)**----- Chair Gervasi  
Director Luquette advised that the TBCC shiny brochure took a 2<sup>nd</sup> place award, and the TBCC website took a 3<sup>rd</sup> place award at the NCMPR regional conference.

**Adjournment (agenda item 7)** ----- (Action) Chair Gervasi  
Billy Schreiber motioned to adjourn the meeting. All were in favor. The meeting was adjourned at 8:04pm.



## Personnel

### RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
<b>Current Posted Openings</b>					
EMS Instructor (Adjunct Faculty)	Nov. 1, 2017	Jan. 8, 2018	Open until filled	Ann Hovey	
Career Education Advisor	Nov. 6, 2017	TBD	Open until filled Interviews: Nov. 16 and 20	Rhoda Hanson	
Information Technology Coordinator	Dec. 15, 2017	TBD	Open until filled	Sheryl Neu	

### Hired:

1. Pam Harvey as temporary H.R. Support. Start date: November 8, 2017
2. Arlene Soto as Small Business Development Center Director. Start date: December 1, 2017

### Resignations:

1. Marlen Davis as Information Technology Coordinator.
2. Heather Brown as Online Academic and Professional Development Specialist.



## 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



## Board Policy Revisions (200s)

**RECOMMENDATION**

Approve changes to 200 policies

**BACKGROUND INFORMATION** .....(ACTION) President Tomlin

The 200 series Board Policies have been reviewed by the Board Policy Review Committee – Tamra Gammon and Pam Zweifel. First reading of these changes occurred at the November, 2017 Board meeting. No additional changes have been made to these policies since the first reading.

We are asking for the Board to approve these changes to the 200 series Board Policies





## Board Policy Revisions (101)

**RECOMMENDATION**

First Reading of Policy 101 changes

**BACKGROUND INFORMATION** .....President Tomlin

The Policy Review Committee (Tamra Gammon and Pam Zweifel) met with President Tomlin on Nov 13 to review the 300 series Board Policies and Board Policy 101 which was located after the board approved changes to the 100 series Board Policies. The edits to this policy can be found on the next page. This is a first reading for changes to Board Policy 101.



Article No.: 101

Approved: April 7, 2008

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

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### 101.1 CONDUCTING BOARD BUSINESS

- A. Annual Organizations Meeting. The first Board of Education meeting of the fiscal year will serve as the annual organizational meeting.
- B. Regular Board Meetings. Regular Board meetings are held monthly. Other meetings are held as needed. The date and location of a regular meeting may be changed by the action of the Board either by letter or by distribution of the minutes carrying a record of the change. In case of a change in date or location of a regular meeting, the Clerk shall take appropriate steps to inform the public of the change in advance of the meeting.
- C. Executive Sessions. Executive sessions shall be held in compliance with Oregon Revised Statutes. Executive sessions, in accordance with Oregon Revised Statutes, are not open to the public.
- D. Rules of Order. Robert's Rules of Order shall be used as a guide in conducting Board Meetings, except as otherwise noted in Board policy.
- E. Public Participation in Board Meetings. All regular meetings of the Board are open to the public. The Board encourages and welcomes participation in its regular Board meetings and provides for public discussion of agenda items during the meeting under the agenda item, "Invitation of Public Comment." The Board, however, has no obligation to act upon any public request or proposal unless such request or proposal is submitted in writing to the College President at least eight days before the meeting, and the Chairperson of the Board places it on the agenda. Public discussion time may be limited by the Chairperson of the Board.
- F. Minutes of Board Meetings. A record of all transactions of the Board will be set forth in the official minutes. The minutes will record the name of the member making a motion, the name of the person seconding it, and the vote of each Board member.
- G. Voting. Voting at Board meetings will be by voice vote. A member voting against a proposition may state the reasons and have them recorded in the minutes if so requested at the time of voting. Any member may also request the "yeas" and "nays" to be taken and entered in the minutes on any question before the Board. Abstention is not desirable and if insisted upon will be recorded as a "nay" vote.
- H. Quorum. Four members of the Board will constitute a quorum for the transaction of Board business. At least four members of the Board must approve a motion for it to pass.
- I. Meeting Agenda. The agenda for Board meetings will be prepared by the College President. As a general rule, official action will not be taken on items not listed on the agenda.
- J. Resource Persons at Board Meetings. The Board will recognize resource persons from various sections of the college community (instruction, administrative, and business office). Such resource persons will be seated at a resource table at regular Board meetings for the purpose of providing the Board information pertaining to the viewpoints of their respective sections regarding new or revised Board policy. All such representatives serve in an advisory capacity, at the pleasure of the Board, and with no right to vote on matters before the Board.
- K. Board Member Travel Policy. All members of the College Board of Education are authorized to attend and participate in meetings and conferences of organizations of which the College is a member. Travel arrangements for such meetings shall be

Article No.: 101

Approved: April 7, 2008

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

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coordinated by the Secretary of the Board. Board members may be reimbursed for authorized college travel at approved reimbursement rates.

- L. Special Meeting. When a group, organization, or association wishes to meet with the Board and/or representatives of the Board, the initiating organization is required to prepare the agenda with appropriate supporting material. This agenda and supporting material must be forwarded to the President's Office not less than five (5) days prior to the scheduled meeting for dissemination to Board members in advance of the special meeting. This responsibility includes the Board should they initiate the meeting. All special meetings shall be conducted in compliance with Oregon's Public Meetings Law. The Board reserves the right to deviate from this policy when in their judgement conditions warrant such action.

### 101.2 PLACE OF MEETINGS

All meetings of the Board will be held at the main campus unless previously announced that another location has been selected. In case any meeting is held at a different place, the secretary will notify each member of the change.

### 101.3 – MEETINGS OPEN TO THE PUBLIC

- A. All meetings of the Board will be open to the public except for executive sessions. The Board may exclude from any such public or private meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.
- B. The order of business of any official meeting will include an opportunity for the public to address the Board on any item of business which is included in the agenda. The Board, however, does not obligate itself to act upon request or proposal immediately. In order to place an item on the agenda, it must be submitted to the President in writing at least five (5) working days before the meeting.

### 101.4 EMPLOYMENT RIGHTS OF THE BOARD

- A. Pursuant to ORS 341.290, the Board retains and reserves to itself all rights, powers, authority, duties, and responsibilities conferred upon or vested in it by law, including but not limited to the right to employ administrative officers, professional personnel and other employees, define their duties, terms, and conditions of employment and prescribe compensation therefore.
- B. The Board of Education reserves the right to delegate its authority granted through ORS 641.290 to the College President where appropriate.

## Board Policy Revisions (300s)

### RECOMMENDATION

First Reading for changes to 300 series Board Policies

### BACKGROUND INFORMATION ----- President Tomlin

The Policy Review Committee (Tamra Gammon and Pam Zweifel) met with President Tomlin on Nov 13 to review the 300 series Board Policies. The edits to these policies can be found on the next set of pages. This is a first reading for changes to the 300 series Board Policies.



Article No.: 300

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

Reference: 309, Appendix A-1

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300.0 Tillamook Bay Community College reserves the right to employ at will. This means that employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the College or at the option of the employee.

College policies are not to be construed as a contract of employment. Tillamook Bay Community College expressly reserves the right to change, add to, or delete policies at any time. Changes will be effective on dates determined by the college, and you may not rely on policies that have been superseded. Tillamook Bay Community College Board of Education has authority to alter the policies, and all such changes shall be in writing.

300.1 For the purpose of this Policy statement, the following definitions shall apply:

1. "Board" shall mean the Board of Education of Tillamook Bay Community College District, comprised of the elected representatives of the citizens of the Tillamook Bay Community College.
2. "President" shall mean the President of Tillamook Bay Community College.
3. The word "Management" used herein refers to the Board or to the person to whom the Board has delegated its authority.
4. "Supervisor" shall mean any employee of the College who directly supervises the work of another employee.
5. "Exempt" shall apply to employees who are paid on the basis of an annual salary and are not subject to premium pay for overtime. Exempt employees include full and part-time personnel related to administrative functions of the college as defined annually in Appendix A-1.
6. "Non-Exempt (Classified) Support Staff" shall apply to employees who are paid a salary or an hourly rate and are subject to premium pay for overtime. Non-exempt employees include full and part-time personnel related to support functions of the college as defined annually in Appendix A-1.
7. "Regular Employee" shall refer to anyone hired for nine or more months per year to fill a classified or an administrative position established and included in the College annual budget and included in the listing contained in Appendix A-1.
8. "Temporary Employee" shall mean any person who is employed on a temporary basis for a particular period, such as an academic term, regardless of the number of hours worked per week. Temporary employment will not exceed one year.
9. "On-Call Employee" shall mean any person who works on an as-needed basis only.

Article No.: 300

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

Reference: 309, Appendix A-1

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10. "Full-time Employee" shall mean an employee who, at the time of their employment, is scheduled to work 40 hours per week.
11. "Part-time Employee" shall mean an employee who, at the time of their employment, is scheduled to work fewer than 40 hours per week.
12. "Trial Service Employee" shall mean an intended regular employee who is undergoing the first six months of employment as provided in Article 309 herein.
13. "Probationary Employee" (disciplinary action) shall mean an employee on re-evaluation status, as provided in Article 309 herein.
14. "Confidential Employee" shall mean any employee of the College who has access to documents and information of a confidential nature, or those protected by Federal and State Right of Privacy laws.
15. "College" shall mean the institution of Tillamook Bay Community College District, which includes students, faculty, and employees.
16. "Facilities" shall mean all locations used by the College.
17. "Job Classification" shall mean an individual position or group of positions with a single job title.
18. "Salary Classification" shall mean the level on the salary schedule to which a given job title is assigned.
19. "Position Inventory" shall mean a statement which has been prepared by Management and is on file in the Director of Facilities, Safety, Human Resources that outlines the general function, duties, and responsibilities, for each job title within the job classification system adopted by Management.
20. Policy 300 also applies to faculty but is supplemented by additional instructional policies.
21. All references herein to employees or other persons include both genders.
22. The word "shall" is mandatory and the word "may" is permissive.
23. The singular shall apply to the plural where appropriate in the contract.
24. The College fiscal year extends from July 1 through June 30.

Article No.: 300

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

Reference: 309, Appendix A-1

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### 300.2 PROCESSING THE EMPLOYMENT OF COLLEGE PERSONNEL

The College Board of Education has statutory authority to employ personnel. By policy the Board of Education has delegated to the College President or personnel designated by the College President the responsibility of processing applications for employment if the Board has previously authorized the positions. (In the case of non-regular employees, because of the number involved, the varying lengths of service required, as well as different rates of remuneration, the Board approves budgeted amounts instead of specific positions.)

In view of the constraints referred to above, the following regulations will govern the issuance of personnel contracts, agreements, letters of authorization, etc.

1. Authorization to employ individuals for positions previously approved by the Board of Education may be given only by the College President or his/her designee(s).
2. No promises of positions, salaries, working conditions, benefits, etc. shall be made by anyone unless authorized by the College President.
3. An appropriately signed contract must be filed in the Business Office before any payments for personnel services can be made.
4. Checks shall not be released to the employee or contractor before the appropriate service has been rendered. The responsibility for enforcing this provision shall be delegated to the designated program administrator.
5. Exceptions to these regulations may be made only upon authorization of the College President or personnel designated by the College President.

The Chair of the Board of Education, or any other Board of Education Member so designated at a duly constituted Board of Education Meeting, shall sign the College President's contract of employment on behalf of the Board.

The College President or personnel designated by the College President shall sign contracts of employment for all other College employees with the following stipulations:

1. Positions and funding have been authorized in the annual budget approved by the Board of Education.
2. Positions and funding have been authorized in an externally funded budget approved by a contractual funding agency.
3. The College President shall keep the Board of Education informed of all full-time staffing changes.



Article No.: 300

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

Reference: 309, Appendix A-1

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Notices of position openings, including required and preferred qualifications, for which applicants are solicited, will be processed as follows:

1. Faculty

Position openings will be processed through the Chief Academic Officer as designated by the College President.

2. Professional Support Staff

Position openings will be processed through the Director of Facilities, Safety, Human Resources as designated by the College President.

3. Management Staff

Position openings will be processed through the appropriate Executive Officer as designated by the College President.

4. Executive Staff

Position openings will be processed through the College President or personnel designated by the College President.

**300.3 PUBLICIZING VACANCIES**

Position openings will be filled through internal promotion or external employment to best meet the needs of the College and Oregon employment laws.

1. Internal Promotion:

It is the practice of the College to promote from within when it has been determined by the College President that well-qualified individuals are already employed by the College.

If the College President determines that a personnel opening exists and may be filled by internal promotion, the President may authorize suitable advertising of the opening within the College. Reasonable time shall be provided to allow interested College employees to make application for the position.

External Employment:

When the College President determines that a personnel opening shall be advertised outside the College organization, such advertisement may be announced within the local community, throughout the State of Oregon, or nationally as deemed necessary by the College President to obtain qualified candidates.

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

Reference: 309, Appendix A-1

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2. Openings may be publicized in any or all of the following:

Openings will be publicized to current employees on campus, and, off-campus as broadly as is necessary and appropriate to assure an adequate pool of qualified applicants for the position being advertised.

3. All initial application materials are available at the TBCC website. These include:

- a. Position Opening Notice
- b. An official TBCC Application Form
- c. TBCC Affirmative Action Form
- d. Authorization to Release Information Form

~~Applying on line is encouraged; however~~ On request applications may be e-mailed, mailed or given to applicants within two days of inquiry.

Once an application for a publicized vacancy has been received the following personal information is recorded:

- a. Name
- b. Address
- c. Telephone number
- d. Email address
- e. Date application material sent and received

Position information is kept with the Position Opening Notice file and as material is received, it is placed in alphabetical order. The custodian of all material is the Director of Facilities, Safety, Human Resources or his/her designee. When the position has been filled, the Position Opening Notice File is placed in the Closed Position File under title of position advertised. These files will be held for thirty-six (36) months or longer at the discretion of the Director of Facilities, Safety, Human Resources.

4. Testing of Applicants

The decision to test applicants at the request of a screening committee shall be approved and the testing supervised by the Director of Facilities, Safety, Human Resources. The following procedures shall be adhered to:

Article No.: 300

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

Reference: 309, Appendix A-1

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- a. Each applicant will be notified of a testing date, time, and place.
  - b. If applicant is unavailable for group testing, individual testing may be arranged.
  - c. All tests will be graded and then reviewed for use during the interview process.
  - d. The successful applicant's testing materials will be placed in his/her personnel file.
  - e. If an applicant wishes to review test results, this request must be made within twenty (20) days of applicant's testing date. Applicant's test results must be reviewed in the presence of a District employee and shall not be taken from the area or copied.
  - f. Test results will be retained for three years in the Closed Position File maintained by the Director of Facilities, Safety, Human Resources.
5. Screening and Selection
- a. Screening:
    1. To assist in the process of screening and interviewing candidates for a personnel opening, the College President, or Designee, may appoint a Screening Committee. Screening Committees shall be broadly representative.
    2. When established by the College President, or Designee, the Screening Committee shall conduct initial screening and interviewing as follows:
      - A. Candidates who have submitted an application by a published deadline date shall have their credentials evaluated by the Screening Committee. Applications received after a published deadline date may be accepted at the discretion of the College President or his/her designee.
      - B. At the conclusion of the initial screening evaluation, the Screening Committee shall submit to the College President or personnel designated by the College President up to ten (10) candidates who, in the opinion of the Committee, meet the qualifications established for the position and are recommended for interviews.
    3. ~~Candidates shall be invited for an interview at the candidate's own expense.~~ A list of all candidates interviewed shall be maintained in the Closed Position File.
    4. At the conclusion of the interview process, the Screening Committee chair shall submit a list identifying the strengths and weaknesses of each

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Reference: 309, Appendix A-1

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candidate interviewed to the College President or personnel designated by the College President.

b. Selection:

1. The selection of the candidate to be chosen shall be the responsibility of the ~~Screening committee with a recommendation to the College President hiring manager with input from the screening committee.~~ In cases of disputes the President will make the final decision.
2. ~~The personnel designated by the College President shall provide to all candidates not selected for the position~~ Written notification ~~that the position has been filled. A sample of the letter sent to all unsuccessful candidates shall be maintained in the Closed Position File~~ will be provided to unsuccessful candidates stating that the position has been filled.
3. If the decision is made to reopen a position, all candidates shall be notified of the decision and asked to renew their application. For an application to be renewed, written notification must be received by the College.

#### 300.4 - OUTSIDE EMPLOYMENT

Staff and faculty members of the College may engage in outside employment or maintain an outside business venture only if it does not interfere with regular College duties or create a conflict of interest. Prior to commencing any employment or business venture involving substantial time or a speaking engagement with reimbursements, the individual concerned shall obtain the approval of the College President.

## MANAGEMENT RIGHTS OF THE BOARD

Article No.: 301

Approved: June 2, 2008, May 2, 2016

Reference: ORS 341.290

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- ~~A. Pursuant to ORS 341.290, the Board retains and reserves to itself all rights, powers, authority, duties, and responsibilities conferred upon or vested in it by law, including but not limited to the right to employ administrative officers, professional personnel and other employees, define their duties, terms and conditions of employment and prescribe compensation therefore.~~
- ~~B. The Board of Education reserves the right to delegate its authority granted through ORS 341.290 to the College President where appropriate.~~

Article No.: 302

Approved: June 6, 2011

Reference: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 794.

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**The Board agrees that** Tillamook Bay Community College Service District subscribes to the terms of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 794, as well as laws of the State of Oregon pertaining to affirmative action. Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion, and training of all employees, regardless of age, disability, national origin, race, color, religion, marital status, sexual orientation, sex, **height-weight ratio, organizational affiliation, or political affiliation.** Equal opportunity in hiring and advancement considerations will be based on positive organization needs, and the individual's qualifications for and/or performance of specific duties.

Continuous effort will be devoted to the improvement of human relationships and to elimination of conditions from which discrimination results.

### **~~302.1~~—PROVISIONS**

~~The Board agrees that the provisions of this Policy statement shall be applied equally to all employees without discrimination as to race, religion, color, national origin, disability, sex, sexual orientation, age, height-weight ratio, marital status, organizational affiliation, or political affiliation.~~

### **~~302.2~~ 302.1— ALLEGATIONS**

Allegations of discrimination in violation of federal or state statutes shall be excluded from the grievance procedure in Article 317 of this Policy statement. Such complaints shall be processed through College affirmative action channels or the appropriate federal or state agencies, in accordance with procedures in Article 318.

## **FAMILY EMPLOYMENT POLICY**

Article No.: 304

Approved: June 2, 2008, April 1, 2013

Reference:

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One (1) member of an immediate family (the employee's spouse, or the employee's or spouse's parents, children, grandchildren, grandparents, brothers, and sisters) shall not exercise supervisory authority over another member of the same family unless authorized by the President and approved by the Board of Education.

At no time shall members of the same family work in the same College departments where there is the potential for conflict of interest or a breach of privacy, security or confidentiality. Determination of potential conflict will be at the discretion of the President.



Article No.: 305

Approved: June 2, 2008, May 2, 2016

Reference:

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**A. Personnel File**

1. The Director of Facilities, Safety, and Human Resources shall maintain employee personnel files.
2. Access to personnel files shall be limited to the employee, and persons designated by the Director of Facilities, Safety, and Human Resources, the College President, or authorized by the employee.
3. Employee files shall not be removed from the Director of Facilities, Safety, and Human Resources unless approved by the College President or his/her designee, required by law, or upon subpoena by a court or by an administrative agency with competent jurisdiction.

**B. Contents of Personnel File**

1. The personnel file shall be the repository of all materials relevant to the employee's employment with the College. Examples include but are not limited to:
  - a. initial employment application materials
  - b. salary history
  - c. official transcripts
  - d. position inventory
  - e. instructor approval forms
  - f. performance appraisals, classroom observations
  - g. Notice of Teaching Assignments
  - h. offer letters, employment agreements
  - i. other material deemed appropriate by the College
2. Materials that are obtained confidentially by the College during the employment application process and confidential medical and/or grievance documents shall not be made a part of the personnel file.

**C. Employee Review of Personnel File**

The employee, upon request, may review and/or receive a copy of any material in her/his personnel file.

**D. Employee Response to and Knowledge of Documents in Personnel File**

## PERSONNEL FILES

Article No.: 305

Approved: June 2, 2008, May 2, 2016

Reference:

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1. The employee has the right to respond to or answer any document in the personnel file. The response will be attached to the document to which it refers.
2. The employee will be given the opportunity to sign or initial documents pertaining to evaluation or discipline before placement in the employee's personnel file, as an indication that the material has been read by the employee. The employee's signature or initials do not necessarily imply agreement with the contents of the material.

### E. Removal of Personnel File Materials

Materials may be expunged from the personnel file by mutual consent of the employee, his/her supervisor, the Director of Facilities, Safety, and Human Resources, and the President.

**PROMOTIONS, JOB RECLASSIFICATIONS, TRANSFERS  
REASSIGNMENTS, TEMPORARY ASSIGNMENTS  
AND POSITION OPENINGS**

Article No.: 308

Approved: June 2, 2008, February 4, 2013m, May 2, 2016

Reference: 300.1

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**308 - PROMOTIONS, JOB RECLASSIFICATIONS, TRANSFERS REASSIGNMENTS,  
TEMPORARY ASSIGNMENTS AND POSITION OPENINGS**

Management reserves the right to utilize existing personnel or declare position openings. Promotions, reclassifications, transfers, reassignments, and temporary assignments may be directed and approved by the College President in conjunction with the Director of Facilities, Safety, and Human Resources and the employee's supervisor.

**308.1 PROMOTIONS**

A promotion is defined as an increase in compensation to an employee which is based on either:

- A. advancement from one's current position to a position involving increased responsibility and authority, or
- B. demonstration of exemplary performance in one's current position in accordance with current College guidelines on performance-based advancement.

All promotions are subject to approval by the President.

**308.2 JOB RECLASSIFICATION**

A job reclassification is defined as a modification of a position based on the following:

- A. a substantive change in duties, and
- B. a substantive increase or decrease in responsibility.

See Article 310.2, A. for more details.

Part-time employees interested in additional assignments are encouraged to make written application to the Director - Facilities, Safety, and Human Resources specifying their area of interest.

**308.3 TRANSFERS**

A transfer is the lateral movement of an employee from one department to another within the same salary classification grade. Employees who desire a transfer must make written application to the Director of Facilities, Safety, and Human Resources for consideration.

**PROMOTIONS, JOB RECLASSIFICATIONS, TRANSFERS  
REASSIGNMENTS, TEMPORARY ASSIGNMENTS  
AND POSITION OPENINGS**

Article No.: 308

Approved: June 2, 2008, February 4, 2013m, May 2, 2016

Reference: 300.1

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#### 308.4 REASSIGNMENT

Reassignment is the movement of an employee to another position within the College and is at the discretion of management in accordance with needs of the college.

#### 308.5 TEMPORARY ASSIGNMENTS

With the approval of the College President, an employee may be assigned the duties and responsibilities of a vacant position on a temporary basis. If the position is classified at a higher salary grade, additional compensation in the form of a stipend may be provided. Temporary assignments will not exceed one year, and does not guarantee permanent employment in the position. At the employee's request, a written evaluation of the performance of the temporary assignment shall be rendered and a copy shall be placed in the employee's personnel file.

#### 308.6 ADDITIONAL ASSIGNMENTS

Part-time employees interested in additional assignments are encouraged to make written application to the Director of Facilities, Safety, Human Resources, specifying their area of interest.

#### 308.7 POSITION OPENINGS

Position openings will be posted internally and externally at the same time or they may be filled by promotion, transfer, reassignment, or temporary assignment. Notices of position openings shall be distributed internally, concurrent with external advertisements. Each unsuccessful applicant shall receive a timely notice of non-selection. Administrative Rules shall establish procedures of application which comply with equal employment opportunities and affirmative action guidelines reflecting the College's commitment to non-discrimination in hiring. (See General Employment Policies, 300.1)

Article No.: 309

Approved: June 2, 2008, May 2, 2016

Reference: 311.1, 317

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**309.1 TRIAL PERIOD FOR ~~NON-EXEMPT~~ EMPLOYEES**

- A. Each new ~~non-exempt~~ employee shall be placed on a trial period for six months beginning with the first full month of employment.
- B. At the second, fourth, and sixth full month of employment, the employee's supervisor will meet with the employee to discuss the employee's performance, with particular emphasis on any areas of deficiency that might prevent satisfactory completion of the trial period. This conference will be documented and shall be signed by both the employee and the supervisor, then forwarded through appropriate administrative channels to the College President. A copy will be provided to the employee and placed in the employee's personnel file. An extension of one (1) month may be granted if the supervisor has determined the additional time will allow the employee to reach the level of ability required to perform the duties of the position.
- C. If at any time during the trial period the employee's performance is deemed unsatisfactory, the employee shall be terminated without recourse to the grievance procedure.

**309.2 ANNUAL EMPLOYEE PERFORMANCE APPRAISAL**

Each employee will receive an annual performance appraisal; non-exempt employees will receive annual performance appraisals after completion of the trial period.

- A. The written performance appraisal shall be reviewed and signed by the employee and the employee's supervisor before it is sent through appropriate channels to the Director of Facilities, Safety, and Human Resources. A copy will be provided to the employee and placed in the employee's personnel file.
- B. Only employees who receive a satisfactory evaluation on their annual performance appraisal will be eligible for pay increases in accordance with Article 311.1.

**309.3 PERFORMANCE APPRAISAL**

The College retains sole discretion to determine whether the employee's performance is satisfactory or unsatisfactory.

**309.4 PROBATION FOR UNSATISFACTORY WORK PERFORMANCE**

- A. An employee who receives an unsatisfactory evaluation will be placed on a special probationary period of up to and including three months.

Article No.: 309

Approved: June 2, 2008, May 2, 2016

Reference: 311.1, 317

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- B. All salary increases will be withheld during the probationary period.
- C. Before the end of the probationary period, the employee's supervisor shall prepare a written evaluation of the employee's performance.
- D. The performance evaluation shall be reviewed with the employee, signed by the employee's supervisor and the employee, and forwarded through appropriate administrative channels to the College President. A copy will be provided to the employee and placed in the employee's personnel file.
- E. If the employee fails to achieve a satisfactory performance evaluation within the specified probationary period, the employee shall be terminated.

### 309.5 EMPLOYEE CHALLENGE TO A PERFORMANCE APPRAISAL

An employee desiring to challenge a performance appraisal may submit a written response to their supervisor within seven calendar days of the date of the written performance appraisal. The written response shall be forwarded with the performance appraisal through appropriate administrative channels to the College President. A copy will be placed in the employee's personnel file. In the event the College President is the designated supervisor, the employee may use the grievance procedure (Article 317) to challenge a performance appraisal.

### 309.6 TRIAL PERIOD UPON PROMOTION OR ASSIGNMENT TO A NEW POSITION

- A. Employees shall serve a six month trial period upon promotion or assignment to a new position.
- B. Should the employee receive an unsatisfactory during the trial period in the new job position, the employee shall revert either to the employee's former position, if vacant, at the employee's previous rate of pay, or to another vacant position for which the employee is deemed qualified by Management. If the employee's previous position has been filled and there is no other vacant positions for which the employee is deemed qualified by Management, the employee will be terminated.

### 309.7 PRESIDENT'S EVALUATION

The Performance Appraisal of the College President is under the direction of the Board of Education.

## President Evaluation Process

### RECOMMENDATION

Action Item

### BACKGROUND INFORMATION ----- President Tomlin

The process for evaluating the President will begin next month and the following steps are being recommended:

- December board meeting – review the process for evaluating the President.
- January board meeting– Prior to the board meeting, Board members will receive a full copy of accomplishments in each category of the goals matrix form to review. The Board has been receiving monthly updates in this format since last May. At the meeting, Board members will be asked if they need any additional information or clarification on the goals report.
- After the January board meeting – Board members receive a copy of the goals matrix form to provide comments on and rate the President in each category.
- February board meeting – Board members submit comments and ratings on the goals matrix form to the Board Chair to compile results.
- March board meeting – Board members review summary of all evaluation results in executive session and then call in the President to go over results and contract details.

The Board is being asked to approve the process and timing for the Presidential Evaluation this year.





# 2017-2018 Organization, Finance, and Legal Designations

## **RECOMMENDATION**

RESOLVE TO APPROVE CHANGES TO THE 2017-2018 ORGANIZATION, FINANCE, AND LEGAL DESIGNATIONS

**BACKGROUND INFORMATION**----- Chief Finance Officer Williams

### **1. Designate Clerk, Deputy Clerk, Secretary**

Move that President Ross Tomlin be designated Clerk, Chief Finance Officer Kyra Williams be designated Deputy Clerk, and Karen Grosulak be designated Board Secretary for the 2017-2018 Fiscal Year. (ORS 332.515)

### **2. Authorize Insuring of District Employees**

Move that insurance for the 2017-2018 Fiscal Year be purchased, which includes broad crime coverage for all employees, non-compensated officers, and directors.

### **3. Designate Depositories for TBCC Funds**

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Umpqua Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2017-2018; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2017-2018 Fiscal Year. (ORS 328.441 and 294.805 to 294.895)

### **4. Authorize Investment of TBCC Funds**

Move that the President/Clerk as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2017-2018 Fiscal Year. The Clerk may delegate this authority in writing to the Chief Finance Officer Kyra Williams, at such times and to such extent as the Clerk determine to be necessary or desirable.

### **5. Authorize General Fund Borrowing**

Move that the President/Clerk be authorized to borrow an amount not to exceed \$250,000 from the General Fund to meet cash flow needs of the Special Fund and Enterprise Fund.



**6. Authorize Payrolls**

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2017-2018 Fiscal Year.

**7. Authorize Accounts Payable**

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2017-2018 Fiscal Year.

**8. Name the Budget Officer**

Move that the Chief Finance Officer/Deputy Clerk be named Budget Officer for Budget Year 2018-2019. (ORS 294.331)

**9. Grant Authority to Sign and Administer Federal and State Grant Funds**

Move that the President/Clerk be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2017-2018 Fiscal Year. The President/Clerk may delegate this authority in writing to the Chief Finance Officer, Kyra Williams, at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.

**10. Establish Public Contract Review Board**

Move that the Board of Directors act as the Contract Review Board for the District for the 2017-2018 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$50,000. (ORS 279A.055)

**11. Establish Reimbursement Rate for Personal Car Mileage While Conducting College Business**

Move that the reimbursement rate for authorized personal car mileage conform to the Internal Revenue Service rate.

**12. Establish Reimbursement Rates for Meals and Lodging**

Move that the reimbursement rate for lodging be established at actual cost. Move that the reimbursement rate for meals be established at the lower of actual cost or the following schedule:

Out of State Travel:  
Breakfast \$12.00

In State Travel  
Breakfast \$11.00



Lunch \$18.00  
Dinner \$36.00

Lunch \$16.00  
Dinner \$34.00

Receipts are required for all meal and lodging reimbursements.

### **13. Authorize Write-off of Accounts Receivables**

Move that the President/Clerk be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have been exhausted in amounts not to exceed \$1,000.

### **14. Establish Petty Cash Accounts**

Move that a Petty Cash account in the amount shown for the 2017-2018 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office	\$ 100.00
Custodian	Kyra Williams

### **15. Authorize Acquisition of Federal Surplus Property**

Move that the President/Clerk and Chief Finance Officer/Deputy Clerk be authorized as representatives of Tillamook Bay Community College to acquire Federal surplus property from the Oregon State Agency for surplus property.

### **16. Authorize Check Signatures**

Authorize the President/Clerk; Vice President; Director of Facilities, Safety, and Human Resources; Chief Academic Officer; or Title III Program Director; be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures of the following five individuals: the President/Clerk; Vice President; the Director of Facilities, Safety, and Human Resources; the Chief Academic Officer; or the Title III Program Director, be authorized/required.

### **17. Designation of Auditor**

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2016-2017 Fiscal Year audit performed during 2017-2018.

### **18. Designation of Legal Counsel**

Move to approve working with Oregon Community College Association as part of our annual membership dues and obtain specialized legal services as needed.



## 19. Designation of Insurance Agent of Record

Move to approve Hurliman-Veltri Insurance Services as insurance agent of record.

## 20. Credit Cards Authorization

Move to approve use of credit cards for authorized purchases and travel expenses (unauthorized use will require reimbursement to college) for the following:

Name	Credit Limit
President	\$2,500
Vice President	\$2,500
Chief Academic Officer	\$2,500
Chief Finance Officer	\$2,500
Director of the Foundation and Advancement	\$2,500
Business Office Specialist (A/P, Purchasing)	\$10,000
Title III Program Director	\$2,500
Tourism Director	\$10,000
<del>Economic Development Council Director</del>	<del>\$2,500</del>
<del>Small Business Development Center Director</del>	<del>\$2,500</del>
<del>Tourism Program Marketing/Administrative Assistant</del>	<del>\$2,500</del>



## Information Only Items

**RECOMMENDATION**

**BACKGROUND INFORMATION** ..... Chair Gervasi



## MIT Program Update

### RECOMMENDATION

INFORMATION ONLY

### BACKGROUND INFORMATION ----- CAO Hovey, Darryl Spitzer

The Manufacturing and Industrial Technology program is beginning the second year of courses since revision. We are experiencing both term to term and year over year growth. The redesign was a critical component as it laid a comprehensive framework for future growth. We are now in an evaluative process looking for missing components and opportunities for expansion. The Career Pathways Grant that purchased the new welding equipment has provided the college with a tremendous opportunity to meet the specific needs of Tillamook County. We recently added two new welding classes and see the immediate potential to expand even further. All the work being done is designed to create a program that is complete, yet flexible, so we may be able to address the growing needs of our businesses and students.

### Enrollment:

Since the redesign in 2015-2016, the program has experienced growth each term.

- Fall 2017/18 had a 36% increase in students as compared to fall 2016/17.
- Student enrollment is up 12% from spring 2016/17.

### Classes:

As appropriate, classes are being expanded to meet the demands for employment in Tillamook County. We just recently finalized a series of MIG (Metal Inert Gas) and TIG (Tungsten Inert Gas) courses to expand the welding program. Those classes have been well received and we will be looking to develop more courses to create a comprehensive program. In addition to the welding courses, the program is looking to expand our offerings using PLC's (Programmable Logic Controllers). This is a growing technology in Tillamook with rapid expansion within food and dairy industries. We are offering increasing classes in PLC programming and expanding into system visualization and troubleshooting.

### Certifications:

During the redesign, the college adopted the MSSC (Manufacturing Skills Standards Council) CPT (Certified Production Technician) certification. This certification is recognized in all 50 states as noting workforce readiness within a manufacturing setting.

We have just completed all the required training needed to offer the complete program. This week we will have our first class (7 students) taking assessments to acquire the Production Process component of the CPT certification.

In addition to the credit offerings providing the MSSC certification we have also added a Non Credit Training Certificate using the CPT as the template. This additional offering will help



position the college to be responsive to non-traditional students looking for short term workforce preparedness.

**Apprenticeship:**

Apprenticeship is holding steady. We will be having two Industrial Plant, three Limited Maintenance Electricians and two Millwrights completing their programs this spring.



## Title III Grant Update

### RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Director Garcia

On November 30, 2017, the college participated in the fourth year visit with our external evaluator of Title III. The grant is over 80% completed and the team is aware that the majority of the five year goals have been met in four years:

- a. Improve Student Success
- b. Improve Student Persistence and Completion
- c. We are Sustainable through Technology Development
- d. We are Sustainable through Resource Development
- e. We are Strengthening Our Institution

Of the four Components and the 12 related Objectives and related performance measures, TBCC is on a trajectory to meet all objectives.





## Equity Committee Update

### RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Director Garcia

The Equity & Inclusion Committee meets every third Tuesday of the month. The committee has several tasks for the year.

- Facilitate the creation of a Values Statement for the college
- Create an equity measure for the Strategic Plan
- Establish an Equity & Inclusion 5-year Plan
- Develop a plan to ensure that TBCC is in compliance with all of the requirements of HB 2864 by Dec. 31, 2019
  - o Requires each community college and public university to establish process for recommending, and providing oversight for implementation of, cultural competency standards for institution and institution's employees



## VFA/Measure Data Update

### RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Analyst McCarley

VFA, the Voluntary Framework for Accountability, is the first national framework that provides community colleges the ability to collect, display and benchmark outcome data. This national tool has over 200 colleges participating currently, and uses data that TBCC already submits to the State of Oregon's Higher Education Coordinating Commission. This system includes both progress measures (e.g. assessing the extent to which students are earning credits toward a degree or certificate) as well as outcome measures ( e.g. the percentage of students completing a certificate or degree). Participation in VFA will enhance our ability to benchmark against similar colleges as well as promote internal improvement.

The VFA recently published the first cohort of TBCC data – for those students entering TBCC in the fall of 2014 – which is timely as it provides comparison data. A handout will be reviewed which demonstrates how VFA data will be used to adjust our term-to-term retention measure and fine-tune the performance threshold in our strategic plan.



# Financial Report

## RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- CFO Williams

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

Tuition and Fees update for 2017-2018 - I recently received news that Chemeketa had reduced their credit tuition rate by \$1. The Statewide Average for credit tuition based on this new information is still \$2.26 above TBCC's credit tuition rate for the year. The Leadership Team has begun discussions on rate setting for the 2018-2019 academic year. Decisions will be brought to the Board for your approval at a later date.



Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended October 2017

33.33% of fiscal year elapsed

	FY 2016-2017			FY 2017-2018		
	Annual Budget	10/31/16 Actual	Percentage of Budget	Annual Budget	10/31/17 Actual	Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 755,349	\$ 1,052,825.80	139.38%	\$ 950,000	\$ 1,384,918.66	145.78%
State	\$ 1,350,000	\$ 717,900.00	53.18%	\$ 1,356,106	\$ 794,373.46	58.58%
Property Taxes	\$ 1,195,863	\$ 8,504.93	0.71%	\$ 1,241,050	\$ 10,715.62	0.86%
Tuition	\$ 868,855	\$ 302,208.50	34.78%	\$ 881,855	\$ 307,019.00	34.82%
Fees	\$ 154,296	\$ 53,915.93	34.94%	\$ 154,296	\$ 71,921.00	46.61%
Sale of Goods	\$ 2,000	\$ 681.34	34.07%	\$ 2,000	\$ 1,131.70	56.59%
Interest	\$ 5,500	\$ 2,910.70	52.92%	\$ 5,500	\$ 12,471.45	226.75%
Rental	\$ 12,000	\$ 4,225.00	35.21%	\$ 12,000	\$ 6,055.00	50.46%
Miscellaneous	\$ 7,000	\$ 2,721.13	38.87%	\$ 7,000	\$ 2,624.39	37.49%
Transfers	\$ 442,328	\$ 20,555.41	4.65%	\$ 493,829	\$ 11,740.18	2.38%
<b>Total resources</b>	<b>\$ 4,793,191</b>	<b>\$ 2,166,448.74</b>	<b>45.20%</b>	<b>\$ 5,103,636</b>	<b>\$ 2,602,970.46</b>	<b>51.00%</b>
<b>Expenditures</b>						
Instruction	\$ 1,457,046	\$ 294,392.97	20.20%	\$ 1,403,246	\$ 255,293.57	18.19%
Instructional Support	\$ 370,104	\$ 114,285.31	30.88%	\$ 344,629	\$ 109,680.95	31.83%
Student Services	\$ 416,800	\$ 108,652.51	26.07%	\$ 463,665	\$ 140,452.55	30.29%
College Support	\$ 1,198,340	\$ 394,491.11	32.92%	\$ 1,365,563	\$ 471,577.78	34.53%
Plant Operation	\$ 271,552	\$ 103,051.65	37.95%	\$ 288,533	\$ 100,217.47	34.73%
Transfers	\$ 274,000	\$ 46,473.78	16.96%	\$ 288,000	\$ 50,702.50	17.61%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 4,037,842</b>	<b>\$ 1,061,347.33</b>	<b>26.29%</b>	<b>\$ 4,203,636</b>	<b>\$ 1,127,924.82</b>	<b>26.83%</b>
Ending fund balance	\$ 755,349	\$ 1,105,101.41	146.30%	\$ 900,000	\$ 1,475,045.64	163.89%

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

	Fund No.	Beginning Fund Balance	2017-2018 Revenue	2017-2018 Expenditures	Ending Fund Balance	2017-2018 Spendable Budget	2016-2017 Prior Year Expenditures 10/31/2016
Adult Basic Education	210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,611.32
United Way Literacy Grant	216	\$ 2,749.13	\$ 30.00	\$ -	\$ 2,779.13	\$ 2,700	\$ -
Title III Grant	220	\$ -	\$ 104,313.00	\$ 231,404.67	\$ (127,091.67)	\$ 625,974	\$ 212,571.38
Pathways Grant	225	\$ -	\$ -	\$ 9,351.28	\$ (9,351.28)	\$ 29,783	\$ 9,158.96
Industrial Maintenance Tech	226	\$ 35,327.15	\$ 8,250.00	\$ 8,956.99	\$ 34,620.16	\$ 30,300	\$ 5,011.17
SBDC Federal Grant	230	\$ -	\$ -	\$ 9,670.73	\$ (9,670.73)	\$ 30,250	\$ 8,534.62
SBDC State Grant	231	\$ -	\$ -	\$ 14,392.11	\$ (14,392.11)	\$ 45,939	\$ 16,980.71
SBDC Program Income	232	\$ 20,217.83	\$ 3,378.20	\$ 503.29	\$ 23,092.74	\$ 6,000	\$ 2,485.72
SBDC Rural Outreach Grant	233	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -
TEC Vocational Education Grant	240	\$ -	\$ 27,487.00	\$ 27,487.00	\$ -	\$ 40,000	\$ 28,175.00
Connect2Complete	253	\$ 6,574.45	\$ -	\$ -	\$ 6,574.45	\$ 6,574	\$ -
ASPIRE Program	254	\$ 3,567.39	\$ -	\$ -	\$ 3,567.39	\$ -	\$ 3,623.39
Academic Counselor Grant	255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,323.92
Student Success Grant	256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,370.91
Student Success Support Grant	257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,563.94
Data Quality Improvement Grant	274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oregon Dev Ed Redesign Grant	277	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Partners for Rural Innovation Operations	289	\$ 3,027.67	\$ 7,331.00	\$ 15,425.25	\$ (5,066.58)	\$ 30,000	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 435,423.11	\$ 1,248.29	\$ -	\$ 436,671.40	\$ 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	\$ 6,376.80	\$ -	\$ 1,330,815.50	\$ 100,000	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ 216,793.71
<b>Total Special Fund</b>		<b>\$ 3,597,220.57</b>	<b>\$ 158,414.29</b>	<b>\$ 317,191.32</b>	<b>\$ 3,438,443.54</b>	<b>\$ 1,348,811</b>	<b>\$ 580,204.75</b>
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 10/31/2017		
Total of Grants that borrow from the General Fund		\$ (160,505.79)	\$ 8,225.65	\$ -	\$ (168,731.44)		
Total of Grants that are not borrowing from the General Fund		\$ 3,598,949.33	\$ 125.00	\$ -	\$ 3,598,824.33		
<b>Total Special Fund</b>		<b>\$ 3,438,443.54</b>	<b>\$ 8,350.65</b>	<b>\$ -</b>	<b>\$ 3,430,092.89</b>		
	Fund No.	Beginning Fund Balance	2017-2018 Revenue	2017-2018 Expenditures	Ending Fund Balance	2017-2018 Spendable Budget	2016-2017 Prior Year Expenditures
Community Education	310	\$ 17,520.13	\$ 1,264.00	\$ 418.20	\$ 18,365.93	\$ 7,825	\$ 483.51
Driver Education Program	311	\$ (2,268.93)	\$ 8,667.50	\$ 4,960.22	\$ 1,438.35	\$ 10,062	\$ 1,502.00
Summer Term Fund	312	\$ -	\$ 53,968.00	\$ 43,797.56	\$ 10,170.44	\$ 52,400	\$ -
TBCC Store	320	\$ 1,213.42	\$ 1,278.44	\$ 731.06	\$ 1,760.80	\$ 13,370	\$ 5,188.94
Customized Training Projects	330	\$ 33,729.73	\$ 15,481.00	\$ 10,633.47	\$ 38,577.26	\$ 64,108	\$ 158.00
TBCC Vending	340	\$ 3,888.07	\$ 942.19	\$ 1,019.97	\$ 3,810.29	\$ 3,500	\$ 265.21
<b>Total Enterprise Fund</b>		<b>\$ 54,082.42</b>	<b>\$ 81,601.13</b>	<b>\$ 61,560.48</b>	<b>\$ 74,123.07</b>	<b>\$ 151,265</b>	<b>\$ 7,597.66</b>
PERS Pension Bond Fund	410	\$ 4,464.80	\$ 47,477.33	\$ 1,600.00	\$ 50,342.13	\$ 137,566	\$ 1,600.00
General Obligation Bond Fund	420	\$ 100,651.98	\$ 7,137.62	\$ -	\$ 107,789.60	\$ 685,124	\$ 60,188.69
<b>Total Debt Service Fund</b>		<b>\$ 105,116.78</b>	<b>\$ 54,614.95</b>	<b>\$ 1,600.00</b>	<b>\$ 158,131.73</b>	<b>\$ 822,690</b>	<b>\$ 61,788.69</b>
Local Match Fund	525	\$ 624,960.89	\$ 3,857.16	\$ -	\$ 628,818.05	\$ 485,000	\$ -
State Match Fund	530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,523,259.75
Grant Construction Fund	555	\$ (354,412.17)	\$ -	\$ 88,297.04	\$ (442,709.21)	\$ 250,000	\$ -
<b>Total Capital Projects Fund</b>		<b>\$ 270,548.72</b>	<b>\$ 3,857.16</b>	<b>\$ 88,297.04</b>	<b>\$ 186,108.84</b>	<b>\$ 735,000</b>	<b>\$ 1,523,259.75</b>
Associated Students of TBCC	710	\$ 2,119.89	\$ 2,256.60	\$ 1,069.38	\$ 3,307.11	\$ 9,000	\$ 677.16
Phi Theta Kappa Honorary Society Fund	720	\$ 2,195.51	\$ 365.00	\$ 872.20	\$ 1,688.31	\$ 5,625	\$ 650.39
Economic Development Council	730	\$ 70,017.41	\$ 34,137.00	\$ 29,897.35	\$ 74,257.06	\$ 103,007	\$ 30,811.31
Economic Development Council - USDA Grant	731	\$ 30,859.94	\$ -	\$ 1,458.29	\$ 29,401.65	\$ 23,083	\$ 470.46
Visit Tillamook Coast	740	\$ 1,110,896.73	\$ 255,613.55	\$ 310,645.65	\$ 1,055,864.63	\$ 1,552,094	\$ 294,568.47
Visit Tillamook Coast - Non-TLT Funds	741	\$ 24,556.30	\$ 30,512.93	\$ 24,155.88	\$ 30,913.35	\$ 76,600	\$ 4,536.66
<b>Total Agency Fund</b>		<b>\$ 1,240,645.78</b>	<b>\$ 322,885.08</b>	<b>\$ 368,098.75</b>	<b>\$ 1,195,432.11</b>	<b>\$ 1,769,409</b>	<b>\$ 331,714.45</b>
PELL Grant	801	\$ -	\$ 248,337.00	\$ 248,337.00	\$ -	\$ 751,500	\$ 181,088.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 4,200.00	\$ 4,200.00	\$ -	\$ 14,500	\$ 4,400.00
Direct Loans	810	\$ -	\$ 68,415.00	\$ 69,472.00	\$ (1,057.00)	\$ 750,000	\$ 90,878.00
Federal Work Study	819	\$ -	\$ -	\$ 297.33	\$ (297.33)	\$ 14,350	\$ 1,209.57
Oregon Opportunity Grant	821	\$ -	\$ 39,700.00	\$ 64,125.00	\$ (24,425.00)	\$ 150,000	\$ 51,375.00
Chafee Grant	822	\$ -	\$ 5,001.00	\$ 4,998.00	\$ 3.00	\$ 10,000	\$ 1,167.00
Oregon Promise Grant	823	\$ -	\$ 18,600.00	\$ 21,610.00	\$ (3,010.00)	\$ 45,000	\$ 12,122.00
Tuition Waivers	831	\$ 20,401.39	\$ -	\$ 1,995.50	\$ 18,405.89	\$ 7,000	\$ 6,765.00
Board Scholarships	832	\$ 63,541.36	\$ -	\$ 41,542.00	\$ 21,999.36	\$ 172,900	\$ 22,610.00
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ 26,242.05	\$ 26,242.05	\$ -	\$ 85,000	\$ 24,462.28
Student Employees	835	\$ 23,419.57	\$ 1,050.00	\$ 671.57	\$ 23,798.00	\$ 18,000	\$ 401.01
Non-Institutional Scholarships	840	\$ 11,560.57	\$ 10,148.83	\$ 14,118.95	\$ 7,590.45	\$ 51,500	\$ 10,699.33
<b>Total Financial Aid Fund</b>		<b>\$ 140,666.55</b>	<b>\$ 421,693.88</b>	<b>\$ 497,609.40</b>	<b>\$ 64,751.03</b>	<b>\$ 2,091,494</b>	<b>\$ 407,177.19</b>

Agenda Item 5.E. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended October 2017  
 33.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,501,845			\$ 2,916,366			\$ 41,686			\$ 95,949	
Beginning Fund Balance	\$ 950,000	\$ 1,384,919	145.78%	\$ 3,231,763	\$ 3,597,221	111.31%	\$ 52,762	\$ 54,082	102.50%	\$ -	\$ 105,117	0.00%
<b>Resources</b>												
State Aid	\$ 1,356,106	\$ 794,373	58.58%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 870,446	\$ 140,050	16.09%	\$ 35,000	\$ 15,481	44.23%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,036,151	\$ 378,940	36.57%	\$ 4,000	\$ 2,400	60.00%	\$ 64,700	\$ 61,590	95.19%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,241,050	\$ 10,716	0.86%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 683,824	\$ 6,758	0.99%
Timber	\$ -	\$ -	0.00%	\$ 429,465	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 1,132	56.60%	\$ -	\$ -	0.00%	\$ 17,600	\$ 1,630	9.26%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 12,471	226.75%	\$ 8,000	\$ 7,625	95.31%	\$ -	\$ -	0.00%	\$ 1,305	\$ 461	35.33%
Rental	\$ 12,000	\$ 6,055	50.46%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 2,624	37.49%	\$ 25,000	\$ 8,339	0.00%	\$ 6,500	\$ 2,901	44.63%	\$ -	\$ -	0.00%
Transfers	\$ 493,829	\$ 11,740	2.38%	\$ 485,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 47,396	31.60%
<b>Total Revenues</b>	<b>\$ 4,153,636</b>	<b>\$ 1,218,051</b>	<b>29.32%</b>	<b>\$ 1,821,911</b>	<b>\$ 158,414</b>	<b>8.69%</b>	<b>\$ 123,800</b>	<b>\$ 81,602</b>	<b>65.91%</b>	<b>\$ 835,129</b>	<b>\$ 54,615</b>	<b>6.54%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,968,457	\$ 798,475	26.90%	\$ 375,821	\$ 136,703	36.37%	\$ 85,129	\$ 47,395	55.67%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 871,179	\$ 278,747	32.00%	\$ 490,247	\$ 162,131	33.07%	\$ 61,796	\$ 12,363	20.01%	\$ 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	\$ 50,703	17.61%	\$ 467,743	\$ 5,832	1.25%	\$ 4,340	\$ 1,802	41.52%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 3,641,229	\$ -	0.00%	\$ 5,730	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 4,203,636</b>	<b>\$ 1,127,925</b>	<b>26.83%</b>	<b>\$ 4,990,040</b>	<b>\$ 317,191</b>	<b>6.36%</b>	<b>\$ 156,995</b>	<b>\$ 61,560</b>	<b>39.21%</b>	<b>\$ 822,690</b>	<b>\$ 1,600</b>	<b>0.19%</b>
Ending Fund Balance	\$ 900,000	\$ 1,475,045		\$ 63,634	\$ 3,438,444		\$ 19,567	\$ 74,124		\$ 12,439	\$ 158,132	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 258,599			\$ 8,351			\$ -			\$ 45,147	
Inventories		\$ 1,475			\$ -			\$ 1,435			\$ -	
NET EFFECT ON CASH		\$ (260,074)			\$ (8,351)			\$ (1,435)			\$ (45,147)	
Liabilities												
Accounts Payable		\$ 133,327			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 72,690			\$ -			\$ -			\$ 45,147	
Payroll		\$ 122,441			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 328,458			\$ -			\$ -			\$ 45,147	
NET ADJUSTMENTS		\$ 68,384			\$ (8,351)			\$ (1,435)			\$ -	
ENDING CASH BALANCE		\$ 1,543,429			\$ 3,430,093			\$ 72,689			\$ 158,132	

Agenda Item 5.E. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended October 2017  
 33.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 507,036			\$ 1,045,267			\$ 138,795	
Beginning Fund Balance	\$ 680,000	\$ 270,549	39.79%	\$ 1,094,464	\$ 1,240,646	113.36%	\$ 91,244	\$ 140,667	154.17%
<b>Resources</b>									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,060,520	\$ 285,433	0.00%	\$ 1,735,250	\$ 384,253	22.14%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ 100	0.00%	\$ -	\$ -	0.00%
Interest	\$ 5,000	\$ 3,857	77.14%	\$ 12,680	\$ 5,248	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 250,000	\$ -	0.00%	\$ 51,375	\$ 29,847	58.10%	\$ 135,000	\$ 36,391	26.96%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 2,257	28.21%	\$ 130,000	\$ 1,050	0.81%
<b>Total Revenues</b>	<b>\$ 255,000</b>	<b>\$ 3,857</b>	<b>1.51%</b>	<b>\$ 1,132,575</b>	<b>\$ 322,885</b>	<b>28.51%</b>	<b>\$ 2,000,250</b>	<b>\$ 421,694</b>	<b>21.08%</b>
<b>Expenditures</b>									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 400,821	\$ 97,281	24.27%	\$ 53,344	\$ 297	0.56%
Operating Expenditures	\$ 250,000	\$ 88,297	35.32%	\$ 1,350,092	\$ 266,712	19.76%	\$ 2,034,900	\$ 497,312	24.44%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 485,000	\$ -	0.00%	\$ 18,496	\$ 4,106	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 122,000	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 735,000</b>	<b>\$ 88,297</b>	<b>12.01%</b>	<b>\$ 1,891,409</b>	<b>\$ 368,099</b>	<b>19.46%</b>	<b>\$ 2,091,494</b>	<b>\$ 497,609</b>	<b>23.79%</b>
Ending Fund Balance	\$ 200,000	\$ 186,109		\$ 335,630	\$ 1,195,432		\$ -	\$ 64,752	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables		\$ 70,115			\$ -			\$ -	
Inventories		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ (70,115)			\$ -			\$ -	
Liabilities									
Accounts Payable		\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
NET ADJUSTMENTS		\$ (70,115)			\$ -			\$ -	
ENDING CASH BALANCE		\$ 115,994			\$ 1,195,432			\$ 64,752	

**\$ 6,580,521**

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.



# President's Report

**RECOMMENDATION**  
INFORMATION ONLY

**BACKGROUND INFORMATION** ----- President Tomlin

## Upcoming Dates

- Next Board meeting is **Monday, January 8 at 6pm in Room 214/15**, TBCC Campus
- Board Retreat is scheduled for **Monday, February 5** at the Garibaldi Museum. Retreat is tentatively scheduled for 10am-3pm with the February Board meeting starting at 3pm.
- TBCC staff holiday lunch is scheduled for **Thursday, Dec 7 at noon** in Room 214/15, hosted by the Leadership Team. Board members are welcome!
- College is closed from Dec 25-Jan2. Winter term begins Monday, Jan 8.

**OPC/OCCA meeting report**

**ATD report to TBCC**



## Board Member Discussion Items

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION**

----- Chair Gervasi



# Adjournment

**RECOMMENDATION**

ACTION ITEM

**BACKGROUND INFORMATION**-----Chair Gervasi

MOTION TO ADJOURN THE MEETING.

