



Board of Education Meeting Agenda

Date: Monday, February 5, 2018

TBCC Board Meeting – Garibaldi Museum – 3:00pm – 4:00pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests	Chair Gervasi
2.	Consent Agenda:	(Action) Chair Gervasi
	a. Approval of Agenda	
	b. Approval of January 8, 2018 Minutes	
	c. Personnel Report.....	Director Ryan
3.	Invitation for Public Comment	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.	New Business and/or focused policy discussions	
	a. Interviews for Interim Board Member.....	Chair Gervasi
	b. Board Policies 311-317- Second Reading.....	(ACTION) President Tomlin
	c. Board Policies 318-323- First Reading.....	President Tomlin
	d. Budget Committee Appointments.....	(ACTION) CFO Williams
	e. Tuition and Fee Schedule for 2018-19- First Reading.....	CFO Williams
	f. Program/Curriculum Changes for 2018-19- First Reading.....	CAO Hovey
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Faculty Professional Development with Title III.....	Director Garcia
	b. Financial Report.....	CFO Williams
	c. President's Report.....	President Tomlin
6.	Board Member Discussion Items	Chair Gervasi
7.	Executive Session	Chair Gervasi
8.	Exit Executive Session back to Regular Board Meeting	Chair Gervasi
	a. Decision on Interim Board Member.....	Chair Gervasi
9.	Adjournment	(Action) Chair Gervasi

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION-----

Chair Gervasi



Approval of the Consent Agenda

RECOMMENDATION

ACTION

BACKGROUND INFORMATION ----- (Action) Chair Gervasi
MOTION TO APPROVE THE CONSENT AGENDA FOR THE FEBRUARY MEETING.

Items for approval:

- a. Approval of Agenda
- b. Approval of January 8th Minutes
- c. Approval of the Personnel Report



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE FEBRUARY MEETING.

Board of Education Meeting Agenda

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2.	Consent Agenda: ----- a. Approval of Agenda b. Approval of January 8, 2018 Minutes c. Personnel Report.....	(Action) Chair Gervasi Director Ryan
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. Interviews for Interim Board Member..... b. Board Policies 311-317- Second Reading..... c. Board Policies 318-323- First Reading..... d. Budget Committee Appointments..... e. Tuition and Fee Schedule for 2018-19- First Reading..... f. Program/Curriculum Changes for 2018-19- First Reading.....	Chair Gervasi (ACTION) President Tomlin President Tomlin (ACTION) CFO Williams CFO Williams CAO Hovey
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda) a. Faculty Professional Development with Title III..... b. Financial Report..... c. President’s Report.....	Director Garcia CFO Williams President Tomlin
6.	Board Member Discussion Items -----	Chair Gervasi
7.	Executive Session -----	Chair Gervasi
8.	Exit Executive Session back to Regular Board Meeting ----- a. Decision on Interim Board Member.....	Chair Gervasi Chair Gervasi
9.	Adjournment -----	(Action) Chair Gervasi



January 8 Board of Education Meeting Minutes

Date: Monday, January 8, 2018

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

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

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

Description

Resource

Call to Order • Acknowledge Guests (agenda item 1)-----Chair Gervasi
Chair Kathy Gervasi called the meeting to order at 6:00PM.

Consent Agenda / Personnel Report (agenda items 2, 2.a, 2.b, 2.c)------(Action) Chair Gervasi
Chair Gervasi advised that Danell Boggs has submitted her resignation as a Board member, and will be stepping down effective immediately following this Board meeting, leaving a vacancy on the TBCC Board of Education. An Executive Session will be held directly following the regular Board meeting to discuss the matter.

President Tomlin introduced the new SBDC Director Arlene Soto.

Directory Pat Ryan explained that TBCC IT Coordinator Marlen Davis has resigned, as well as Heather Brown from the Office of Instruction. Miryang Kim has been hired as the new Financial Aid Advisor in Student Services.

No changes were requested to be made to the minutes. The Executive Session was added to the agenda. Bill Shreiber moved to accept the consent agenda. Tamra Gammon 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)

Board Policy 101 – Second Reading (agenda item 4.a)------(ACTION) President Tomlin
President Tomlin explained that this item was presented to the board in the December 4, 2017 meeting as a first reading to move Policy 301 back into Policy 101, specifically 101.4 since it seems to be a more appropriate location. Danell Boggs moved to approve the relocation of Policy 301 to Policy 101. Bill Schreiber seconded. The motion carried.



Board Policies 300-310 – Second Reading (agenda item 4.b)------(ACTION) President Tomlin
President Tomlin advised that no changes had been made to Policies 300-310 since the first reading, which was at the December 4, 2017 Board meeting. Billy Schreiber moved to accept Policies 300-310 as presented. Pam Zweifel seconded. The motion carried.

Board Policies 311-317 – First Reading (agenda item 4.c)-----President Tomlin
President Tomlin advised that this was the first reading of Policies 311-317. Tamra Gammon and Pam Zweifel, both on the Policy Review Committee, described some of the recommended changes. The Board agreed to remove verbiage at the end of Policy 317, which includes the Board as part of the grievance process. In the revised language the President’s decision will be final in the process. These policies will be voted on at the next Board meeting.

Program/Curriculum Changes for 2018-19 (agenda item 4.d)-----CAO Hovey
CAO Ann Hovey presented a summary of expected programs and new courses being developed. Forestry would be a two-year Associate of Science degree, and five new Forestry courses will be added for the curriculum. These new classes will be able to be used in the Agriculture and Natural Resources degree as well, and there should be a new Forestry Certificate in that degree to go along with the two-year degree. The new program and other changes should go live by next fall. Hayden Bush will be overseeing the new program if it is approved by the TBCC Faculty next week. If so, it will be brought to the Board next month for approval.

CAO Hovey explained that the Meyer Memorial Trust “Grow Your Own Teacher” grant, which TBCC is participating in with collaboration with Oregon Coast Community College and Western Oregon University, should be operational by fall. Marketing and recruitment efforts will be developed, and CAO Hovey encouraged promotion of the program through word-of-mouth in the community. We will have more information to share with the Board about this exciting program later in the spring.

CAO Hovey discussed the opportunities for science courses opening up due to the hiring of new adjunct faculty, and prospective science faculty who have expressed interest in teaching at the college.

TBCC Annual Financial Audit Report (agenda item 4.e)------(ACTION) CFO Williams
CFO Williams presented the Annual Financial Audit Report to the Board, noting that nothing surprising came from the audit, and that the financial statements detailed correctly with an unqualified opinion. Having no recommendations is a strong, positive result and shows the high skills and work done by the TBCC CFO and Business office staff. Upon approval, this document will be presented to the public. Pam Zweifel moved to approve the Annual Financial Audit Report. Tamra Gammon seconded. The motion carried.

2018-19 Budget Development Process (agenda item 4.f)----- CFO Williams
CFO Williams explained that the President and Leadership Team were working through the budget decision-making process, and that department worksheets with the 2018-19 budget requests were due to her by January 31. Tuition and fees will also be reviewed, and any recommendations on changes will be brought to the board in March. A finalized budget document will be created in March, to bring to the Budget Committee April 9. Kristi Clark has been reappointed to the Budget Committee for a 3-year term.



Next Step in President Evaluation (agenda item 4.g)-----President Tomlin
President Tomlin provided the board with six presidential progress reports that have been combined and expanded upon, as well as a copy of the President evaluation tool. He asked the Board to read through the report, complete the evaluation tool, and return to Chair Gervasi at the February Board retreat. Chair Gervasi will summarize the results which will be presented to the President in the March Board meeting Executive Session.

Information-Only Items (agenda item 5)

Career to Career / First Class Scholars (agenda item 5.a)-----Director Hanson
Career Education Advisor Cara Elder presented three students who shared their education stories and backgrounds to the Board. Two of the students received the First Class Scholar Scholarship, and one received the Career to Career Scholarship. Their stories were inspiring and reminded us all why we are here and how important this work is to our students.

Online and Advising Services Measure (agenda item 5.b)-----Analyst McCarley
Analyst McCarley presented data on measures of the Strategic Plan involving Online and Advising Services. She also explained that the Student Satisfaction Survey would be re-administered in the spring, after the survey is revised to include questions that focus on strategic plan measures. The ICAT survey will also be administered again, but not until next fall.

Financial Report (agenda item 5.c)-----CFO Williams
CFO Williams presented the Financial Report for November. Beginning Fund Balances are now final with the audit completed, and there were no issues. Mary Jones asked why interest earnings were so high; Kyra advised that this is due to where the funds are invested, and mainly the much higher interest rates now compared to last year.

President's Report (agenda item 5.d)-----President Tomlin
President Tomlin pointed out the wall hanging that shows the College mission, vision, and core themes from our Strategic Plan. It will also be displayed in the hallways and office areas throughout the campus.

The OCCA Board meeting is this Friday in Salem, with the OPC meeting being held this Thursday and into Friday. Legislative days will be held in the capital this Wednesday through Friday. President Tomlin will be meeting with all four of our state legislators to discuss the college's needs and goals and to ask them to sign a letter supporting an increase of \$32M in the Community College Support Fund for next year.

The upcoming Board Retreat and Board meeting is on February 5 at the Garibaldi Museum. The Board retreat will run from 10am – 3pm. Discussions will include an internal self-evaluation process, the Presidential goals for the upcoming year, and legislative updates. The Leadership Team will be interacting with the board following lunch. The regular Board meeting will begin at 3pm.

President Tomlin and Chair Gervasi met with the AAUW about the WINGS program, which is a program designed to attract non-traditional female students to go to college.



President Tomlin and CAO Hovey met with leadership from Clatsop Community College regarding the nursing program. Options being considered include hiring a nursing instructor who would reside in Tillamook County and work at TBCC, but would be an employee of Clatsop Community College. Currently the nursing cohort includes eight students, four 1st year and four 2nd year. We hope to finalize this agreement over the next month.

Board Member Discussion Items (agenda item 6)-----Chair Gervasi
There were no discussion items.

Adjournment (agenda item 7)-----Chair Gervasi
Chair Gervasi adjourned the meeting at 7:28PM.

Executive Session (agenda item 8)-----President Tomlin
The Board went into executive session for the purpose of discussing the vacant Board position at 7:30pm. The Executive Session was adjourned at 7:45pm.



Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Career Education Advisor		January 16, 2018	Hired: Miryang Kim	Rhoda Hanson	
Information Technology Coordinator		February 14, 2018	Hired: Renee Cothern	Sheryl Neu	



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



Interviews for Interim Board Member

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONCHAIR GERVASI

There is a vacancy in Zone 5 of the TBCC Board of Education. The opening has been heavily advertised over the past few weeks. Applications have been accepted for the opening through February 1, 2018. We have asked the applicants to be present at the Board meeting today to participate in a short interview. Each applicant will be asked into the room one at a time and asked the same questions. Action will be taken by the Board in an executive session at the end of the regular Board meeting.



Board Policies 311-317: Second Reading

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION(ACTION) PRESIDENT TOMLIN

This is the second reading for changes to Policies 311-317. The only changes made since the first reading last month is a sentence put back into Policy 313 and the wording at the end of Policy 317, both of which will be discussed before approving the changes.



OTHER LEAVE

Article No.: 313

Approved: June 2, 2008, June 2, 2014, May 2, 2016

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

313.1 SPECIAL PAID LEAVE

Eligible employees, as defined in College policy and Summary of Benefits Chart, Appendix B-1, shall be entitled to special paid leave as follows:

A. Personal Leave

An employee may elect to use accrued sick leave as personal days off at the following rate:

1. Full-time, 12 month employee: 3 days per fiscal year
2. Part-time: Pro-rated on full-time rate based on position FTE assignment. Scheduling of personal days will be in accordance with regular leave scheduling, Article 312.1, Paragraph B.

~~No carry-over of personal days from one fiscal year to another will occur. Sick leave accruals are not compensable.~~

B. TBCC Bereavement Leave

An employee may be absent with pay for up to five working days following the death of a member of his/her immediate family. For the purposes of this policy statement, "immediate family" shall include spouse, domestic partner, parent, child, sibling, or other person who is or has resided in the employee's household and for whom the employee is or was legally responsible.

~~An employee may be absent without pay for up to eight hours to attend a funeral of an individual not included in his/her immediate family. Other accrued leave may also be used for this purpose extending beyond eight hours.~~

C. Court and Jury Duty

An employee should notify his/her management supervisor as soon as possible after receiving notification or summons so that coverage may be arranged.

College employees will be allowed time off with no loss of income for the following:

1. To serve when summoned for jury duty.
2. To appear in court when subpoenaed as a witness in a matter involving other

OTHER LEAVE

Article No.: 313

Approved: June 2, 2008, June 2, 2014, May 2, 2016

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

than the personal business of the employee. Generally, this will be defined as a legal matter in which the employee is not one of the principal parties.

The amount of remuneration received by the employee from the College and/or for jury duty and/or court appearance, other than per diem and travel, shall not exceed the employee's regular salary.

Any monetary remuneration received by the employee for jury duty and/or court appearance, other than per diem and travel, shall be reported to the College within five days after the employee's receipt of such funds. The salary or wages of the employee shall be reduced by an equal amount. In the event the employee receives remuneration for jury duty/or court appearance and the employee has received compensation from the College, for those hours, the remuneration shall be signed over to the College.

If a required court appearance or jury duty is for eight (8) hours or less, the employee's supervisor may elect to have the employee make up lost time; in which case no fees received for the court appearance or jury duty need be reported to the College by the employee.

D. Military Leave

1. An employee who is a member of one of the reserve components of the armed forces of the United State or the Oregon National Guard shall be entitled to leave without loss of pay for Military duty for a period or periods not to exceed a total of fifteen days each calendar year, as provided in ORS 408.290.

2. Requests for military leave shall be submitted through regular channels as provided in Article 312.3, Paragraph B and shall be accompanied by official orders specifying the dates and location of such military duty.

313.2 PROFESSIONAL IMPROVEMENT LEAVE

It shall be the policy of Tillamook Bay Community College to grant a professional improvement leave to eligible administrators upon formal application only when such leave contributes to the goals of the College and enhances the professional competence of the individual. A Professional Improvement Leave is considered to be a privilege granted to an eligible administrator rather than a right which automatically accrues because of prior service. In unique situations, leave may be granted for a staff employee.

OTHER LEAVE

Article No.: 313

Approved: June 2, 2008, June 2, 2014, May 2, 2016

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

Professional Improvement Leave may be authorized by the President, in consultation with the Board. Such leaves may be granted for one or two terms.

A. Eligibility

Administrators must meet the following requirements to be eligible for professional leave:

1. Must have completed five or more consecutive years of full-time employment with the College as an administrator on regular employee status.
2. Must complete one year of college employment upon return from professional leave before terminating employment or repay the compensation received while on leave.

B. Compensation

Professional Improvement Leaves may be granted for one or two terms, with compensation at 70% of scheduled annual salary.

Exceptions to this compensation schedule must be recommended by the College President in consultation with the Board of Education.

C. Application Procedures

Proposals for Professional Improvement Leave will be submitted to the President by December 31. The applicant will be notified in writing regarding College President and Board of Education action by the following March 31. If an administrator needs to cancel a previously granted leave, presidential approval is required.

D. Report and/or Documentation Required

Upon return from his/her leave, the administrator or staff employee shall, within three months of the completion of the professional leave, submit to his/her immediate supervisor a written report or other documentation as agreed upon. Copies of the report will be forwarded to the College President. A presentation will be made to the Board of Education Within three months of completion of the professional leave.

E. Benefits

1. Health, dental, life and long term disability insurance, tuition waivers, and PERS benefits, as applicable will continue during the period of the Professional Improvement Leave.

OTHER LEAVE

Article No.: 313

Approved: June 2, 2008, June 2, 2014, May 2, 2016

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

2. Sick leave and vacation leave will not accrue during Professional Improvement Leave.

The Leave Agreement and Approved Professional Improvement Leave application will be placed in the employee's personnel file with copies to the President and the applicant.

313.3 UNPAID LEAVE

A. Short-Term Leave of Absence

1. An unpaid leave of absence of thirty days or less for regular and limited duration employees will be considered on an individual basis and approved by the employee's supervisor. Requests should be made on a Leave Request Form.

B. Extended Leave of Absence

Employees may require absence from work for a period in excess of accumulated authorized leave time. It should be understood that the best interest of the College will be considered in the granting of such leave. The following guidelines shall be used for granting of unpaid leave:

1. Only regular employees, as defined in College policy, are eligible for extended leave of absence.
2. Requests for unpaid leave must be made in writing by the employee. Requests should include reason for leave and beginning and ending dates.
3. All unpaid leave must be recommended by the employee's supervisor and approved by the College President.
4. Unpaid leave shall not exceed one year.
5. The employee is not entitled to any benefits, including leave accrual, tuition waivers, or College paid insurance while on unpaid leave of absence over 30 days. Employees may use COBRA provisions to continue their medical and dental coverage at their own expense during the unpaid leave of absence.
6. Employee must submit an "intent to return" no later than 30 days prior to leave ending date. Failure to submit letter of intent will be considered automatic termination of employment.

OTHER LEAVE

Article No.: 313

Approved: June 2, 2008, June 2, 2014, May 2, 2016

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

7. Unpaid leave for pursuit of other permanent employment will not be considered.

C. Parental Leave

In accordance with Article 312.4, absence due to pregnancy shall be treated no differently from any other illness or condition that would be covered by unused paid sick leave.

Unpaid leave beyond the employee's accumulated leave for the birth of an employee's infant or adoption of a child will be treated in accordance with State of Oregon Parental Leave Law (HB2321) and will be considered unpaid leave.

Absence beyond the twelve (12) week period provided in Oregon Law will be treated as Extended Leave of Absence.

313.4 CURTAILED OPERATIONS

- A. In the event of hazardous conditions beyond Management control, it may become necessary to delay opening and/or close some or all College operations at one or more facilities. Only the College President or his/her designee may make the decision to curtail operations. For delays or closures prior to regular hours of operation, notice will be made via **FlashAlert** multimedia notification system. General notice of curtailed operations will be made via the TBCC website, local and Portland media and/or by recorded message on the TBCC telephone system. Should a closure be imposed after the College has opened, initial notice will be via staff e-mail and/or verbal notification.

- B. In the event of potentially hazardous conditions, all employees are urged to make wise choices regarding their personal safety. If an employee determines it would be unwise to report to work, or remain at work, such absences will be handled in one of the following ways:
 - 1. Chargeable to accrued vacation leave.
 - 2. Chargeable to compensatory time, with the approval of the supervisor.
 - 3. Chargeable to personal leave, if vacation leave and compensatory leave are exhausted.
 - 4. Chargeable to leave without pay.

OTHER LEAVE

Article No.: 313

Approved: June 2, 2008, June 2, 2014, May 2, 2016

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

- C. Should an employee choose to absent themselves from work and the College close, or that portion of the College which is the normal duty station of the employee close, only the time absent due to the decision of the employee will be charged as leave as detailed in Article 313.4 Paragraph B, Items 1, 2, 3 and 4.
- D. In the event of a decision, by the College President or his/her designee, to curtail operations, employees who are 0.5 FTE or more will receive regular pay for hours they would have worked during the regular College operations schedule.
- E. Employees shall be responsible for monitoring the closure schedule and return to work when normal operations resume.

Article No.: 317

Approved: June 2, 2008, May 2, 2016

Reference: 318, 317.4

317.1 DEFINITIONS

- A. A "grievance" is a claim by an employee, or a group of employees, of a violation of the terms of their employment.
 - 1. Allegations or complaints of discrimination based on race, creed, religion, color, national origin, handicap, age, sex, or marital status as protected are excluded from this procedure and shall be processed through College Affirmative Action grievance procedures (Article 318) or the appropriate state and federal agencies.
- B. "Informal grievance" is that stage of a grievance procedure involving the grievant and the person responsible for the alleged grievance.
- C. "Formal grievance" is that stage of grievance proceedings other than informal grievance. Formal grievance proceedings commence with the giving of written notice as herein provided.
- D. "Parties or persons directly involved" mean the grievant, the person responsible for the alleged grievance, the Board of Education, any other employee including the College President, who has rendered prior decision in processing the grievance.
- E. "Day" as used herein refers to a working day.
- F. The "Grievance Officer" is appointed by the College President

317.2 BOARD GRIEVANCE PROCEDURES

The Board agrees that:

- A. The grievant has the right to be assisted by counsel at all stages of the grievance procedure at the grievant's expense.
- B. Management has the right to be assisted by counsel at all stages of the grievance procedure.
- C. The grievant shall be allowed time away from their jobs without loss of pay when required to attend meetings with Management for the purposes of adjusting grievances under the procedures defined herein.
- D. A grievance may be withdrawn at any time.

GRIEVANCE

Article No.: 317

Approved: June 2, 2008, May 2, 2016

Reference: 318, 317.4

- E. Time limits may be extended by mutual agreement. If either party fails to comply with the established time limits, the grievance shall be declared settled in favor of the other party.
- F. There shall be no restraint, interference, discrimination, or reprisal against an employee who uses these procedures for resolving a grievance.

317.3 INFORMAL GRIEVANCE PROCEDURE

- A. The Board agrees that every attempt should be made to resolve grievances at the lowest level possible. The grievant and the person responsible for the alleged grievance shall meet to attempt to resolve the grievance on an informal basis. Another administrative-level employee may be requested by mutual consent of the parties to assist in the resolution of the grievance at the informal level.
- B. The grievant may invoke the formal grievance procedure if the grievance is not resolved during the informal process.

317.4 FORMAL GRIEVANCE PROCEDURE

- A. The grievant shall submit to the Grievance Officer a written complaint which shall specify the factual details of the violation, and the remedy requested. This statement shall be the basis for any further formal consideration of the grievance and requested remedy and shall not be materially altered when presented for consideration at various steps in the grievance process unless new facts or evidence appear.
- B. No grievance shall be heard unless it is submitted pursuant to Article 317.4, Paragraph A within thirty days of the grievant's knowledge of the facts giving rise there to. If there is more than one grievant, they must all meet this time limit. Any grievant not meeting this time limit shall be dropped from the grievance.
- C. A meeting between the Grievance Officer and the grievant shall occur within seven (7) days of the written complaint.
- D. The Grievance Officer shall issue a written decision within seven (7) days of such meeting as to whether or not the facts support the grievant's complaint and the remedy and state the rationale for the decision.
- E. If the grievant is not satisfied with the written determination of the Grievance Officer, the grievant may, within seven days, file a written notification with the College President.

GRIEVANCE

Article No.: 317

Approved: June 2, 2008, May 2, 2016

Reference: 318, 317.4

1. Within seven (7) days of the written notice, the College President shall meet with the grievant and discuss the grievance. The grievant may present written or oral evidence in support of the written complaint. A formal record shall be made of these discussions.
2. Within seven (7) days of the written notice, the College President shall issue a written decision providing copies to the parties directly involved. **The decision of the College President shall be final.**

~~F. If the grievant is not satisfied with the actions taken by the College President, the grievant may, within seven (7) days, submit the grievance to the Chair of the Board of Education.~~

- ~~1. Within five(5) days the Chair of the Board will appoint a committee made up of Board members to review the grievance.~~
- ~~2. Within fourteen (14) days of receipt of the grievance, the committee shall meet with the grievant and discuss the grievance. The committee shall, within seven (7) days of this meeting, issue a written decision providing copies to the parties directly involved. The decision of this committee shall be final.~~

Board Policies 318-323: First Reading

RECOMMENDATION

FIRST READING- Information Only

BACKGROUND INFORMATION PRESIDENT TOMLIN

The Policy Committee has reviewed Board Policies 318-323. The recommended edits to those policies can be found on the following pages. This is a first reading on those changes.



Article No.: 318

Approved: June 2, 2008, May 2, 2016

Reference: Title IX of the Higher Education Act of 1972 (No. 20 U.S.C. 1681 et seq.)

TBCC Affirmative Action / Equal Employment Opportunity Plan

318.1 POLICIES**A. Separate Affirmative Action Grievance Procedures:**

The procedures described in **the TBCC Affirmative Action / Equal Employment Opportunity Plan** ~~this plan~~ shall be used only for complaints related to the College's affirmative action and equal opportunity policies. It shall not be employed for grievances on personnel matters which do not involve charges of discrimination.

318.2 ORDERLY AND TIMELY PROCESS

- A. The intent of the procedure described below is to provide an orderly and timely resolution of discrimination complaints, and to provide full opportunity for internal consideration of problems and potential remedies. None of the time limits or procedures outlined in this plan will be used to deprive a complainant of fair hearing or appeal.

318.3 AUTHORITY

- A. Initial responsibility for resolving complaints rests with complainant and the parties specified in the complaint. Failing such resolution, the College President shall have the ultimate authority to decide how an internal affirmative action complaint will be resolved. ~~and the College Board of Education shall serve as an appeal body.~~ Recommendations pertaining to a particular case made by the Affirmative Action Officer, review committees, or other persons shall be on an advisory nature.
- B. The Affirmative Action Officer is the Director of Facilities, Safety, and Human Resources or a designee appointed by the College President.

318.4 GRIEVANCE PROCEDURES**Informal Procedure:**

- A. The ~~President Board of Education~~ agrees that every attempt should be made to be able to resolve the complaint at the lowest level possible. The complainant and the person responsible for the alleged complaint shall meet to attempt to resolve the grievance on an informal basis. Another administrative level employee may be requested by mutual consent of the parties to assist in the resolution of the grievance at the informal level.
- B. The complainant may invoke the formal grievance procedure if the complaint is not resolved on an informal basis.

Article No.: 318

Approved: June 2, 2008, May 2, 2016

Reference: Title IX of the Higher Education Act of 1972 (No. 20 U.S.C. 1681 et seq.)

TBCC Affirmative Action / Equal Employment Opportunity Plan

Notification:

The complaint shall be in writing and filed with the Affirmative Action Officer of the College within thirty (30) calendar days of the discovery of the alleged incident. The complaint shall set forth the basis of the claim, identifying the particular policy, procedure, practice or act being challenged, the facts surrounding the incident giving rise to the claim, or the language of the policy, practice or procedure involved, and list the names and classifications (whenever possible) of all employees involved in the claim.

Representation:

For the purpose of processing complaints filed under this affirmative action program, a party may be represented by legal counsel or any individual or organization designated by the complainant at the expense of the complainant.

A. Review Committee:

When a complaint is filed, the Affirmative Action Officer shall assess the sufficiency of the claim and advise the complainant of grievance procedure. If the complainant seeks a hearing, the Equal Opportunity Compliance Committee shall be convened as a review committee, comprised of the following membership:

1. Affirmative Action Officer
2. College President
3. One (1) Classified Employee
4. One (1) Administrative Employee
- ~~5. One Board of Education Member~~

In case where several complaints are filed against a single party or a single practice of the College, a review committee will hear these cases collectively.

B. Hearing:

1. Upon receipt of the complaint, the Affirmative Action Officer shall:
 - a. Schedule hearings of the review committee to permit all parties involved in the complaint (or their representatives) to present evidence or interpretations of incidents giving rise to the claim; and

Article No.: 318

Approved: June 2, 2008, May 2, 2016

Reference: Title IX of the Higher Education Act of 1972 (No. 20 U.S.C. 1681 et seq.)

TBCC Affirmative Action / Equal Employment Opportunity Plan

- b. Make recommendations based on the record to the affected department for resolution of the complaint.

The Affirmative Action Officer shall transmit a report to the College President, including a statement of all particulars (i.e., parties involved, statement of facts, etc.) and recommendations for an orderly and expeditious resolution of the complaint within thirty (30) calendar days after the Review Committee hearings are completed.

Presidential Recommendation

1. The process of filing and hearing complaints will result in findings of fact, conclusions, and recommendations for action by the College President. The President shall announce their decision within thirty (30) calendar days after the complaint is filed, **and their decision is final. Said period of time can be extended at the discretion of the Board of Education.** At the time of the action, the President shall notify the complainant, the affected department, and the Affirmative Action Officer in writing of the action or decision.

Appeals:

- ~~4. Complainants who consider themselves aggrieved by the College President's decision may appeal such decision within thirty (30) calendar days of notification of said decision. Written requests for review should be addressed to the chairperson of the Board of Education and state the basis of the grievance and reasons or policies which justify further review of the decision. The Board shall act on the appeal within a reasonable period of time. The decision of the Board shall be final.~~
1. Either before or after pursuing an internal grievance, a complainant shall have full recourse to the Office for Civil Rights and all other legal remedies provided by Title IX of the Higher Education Act of 1972 (No. 20 U.S.C. 1681 et seq.)
2. A complaint against the educational program or activities may be filed with the State Department of Education, Civil Rights, Region X, Jackson Federal Building 915 Second Avenue, Seattle, Washington 98174-1099. Complaints related to employment may be referred to the Office for Civil Rights or to the State Department of Labor, 115 Labor and Industries Building, Salem, Oregon 97310.

Article No.: 319

Approved: June 2, 2008, January 7, 2013

Reference: **CFR 1.162-2**

Travel of College personnel is governed by Board of Education policy and Annual Designations. Attendance at meetings, conferences and other gatherings is encouraged, subject to budget limitations, when determined by the College President or his/her designee that such attendance serves the best interest of the College. The President or his/her designate shall exercise his/her authority to approve travel of employees within the budgetary allocations.

319.1 AUTHORIZATION

- A. Procedure for travel approval for all employees should begin with management supervisors for advance authorization. Executive employees whose duties require continuous or frequent travel are deemed to have advance approval when travel is within the usual limits of their duties.
- B. All out-of-state travel will require advance approval from the College President.
- C. Arrangements for all airline travel will be made through the Business Office.

319.2 REIMBURSEMENT

Related expenses for approved travel will be reimbursed within the budgetary allowance and in accordance with approved travel reimbursement procedures. Travel reimbursement requests must be accompanied by a supervisor's signature and, in accordance with IRS rules, receipts for all expenses. Mileage is an exception to this rule.

CAR:	Reimbursement rate for personal car mileage will be established by the IRS. Expense Report form is required for reimbursement by the Business Office.
MEALS:	Reimbursement for the cost of employee's meals will be at the rate established in Annual Designations adopted annually by the Board of Education. All charges must be supported by receipt.
MOTEL/HOTEL:	Reimbursement for lodging will be for the actual amount. These charges shall be supported by receipt. Attempts should be made to find reasonably priced lodging.
OTHER EXPENSES:	Many unforeseen expenses may arise during a trip such as parking, registration fees, etc. Reimbursement for such items may be requested and must be supported by receipts.

319.3 TRAVEL ADVANCES

It is understood that persons incurring substantial travel expenses might suffer from financial inconvenience as a result. Therefore, a travel advance may be requested from the employee's

TRAVEL

Article No.: 319

Approved: June 2, 2008, January 7, 2013

Reference: [CFR 1.162-2](#)

supervisor. Advance amounts must be approved by the employee's management supervisor. Employees will be required to return any money that was not used, as well as the Expense Report Form and accompanying receipts.

Article No.: 320

Approved: June 2, 2008

Reference: **TBCC Safety Plan**Related to: **AR B012**

320.1 GENERAL PHILOSOPHY

The goal of the Board of Education is to provide an educational program of the highest quality possible.

The President shall be responsible for maintaining administrative procedures that implement the health and safety related personnel policies of the Board of Education. All employees of the College shall be entitled to fair and equal treatment.

In order to support an educational program of the highest quality possible, of prime importance to the College, is a safe and healthy work environment for students and staff. Employees are actively encouraged to make suggestions and to be aware of potential health/safety concerns.

320.2 INFECTIOUS DISEASES

~~The Surgeon General of the United States has determined that there is a classification of infectious diseases that does not put people at risk in terms of casual contact. This classification includes AIDS (Acquired Immune Deficiency Syndrome). Therefore, Tillamook Bay Community College will treat persons with these diseases in the same manner as handicapped or disabled. The College will not discriminate against employees with AIDS or any other infectious disease that does not put people at risk through casual contact so long as they are otherwise qualified to perform their job.~~

~~Article No.: 321~~

~~Approved: June 2, 2008, May 2, 2016~~

~~Reference: ORS 475.005 or Schedules I through V under the Federal Controlled Substances Act, 21 USC 811 and 812)~~

~~A. Alcohol, Marijuana, and Controlled Substances~~

~~The manufacture, distribution, dispensing, possession or use of alcoholic liquor, intoxicants, marijuana or controlled substances not medically prescribed, or being under the influence of these to any degree by any employee in or about the College buildings or on the College premises or while performing any duties for the College is prohibited and is cause for suspension and/or dismissal. If the employee is not dismissed, suspension may be imposed in combination with a requirement to complete a drug or alcohol treatment and rehabilitation program.~~

~~As a recipient of federal funding Tillamook Bay Community College adheres to federal laws and regulations regarding marijuana. Federal laws and regulations supersede Oregon state and local laws and regulations pertaining to marijuana use. All employees are required to abide by this alcohol, marijuana, and drug-free workplace policy. In addition, they shall notify the Director of Facilities, Safety and Human Resources within five (5) days of their conviction for a violation of substance abuse laws involving the workplace, or if they became aware that another employee has been convicted of such a violation.~~

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

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

~~B. Student Violations:~~

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

~~Possession, consumption, being under the influence, or furnishing of marijuana, a narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 (is now law or hereinafter amended), except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.~~

Article No.: ~~321~~

Approved: ~~June 2, 2008, May 2, 2016~~

Reference: ~~ORS 475.005 or Schedules I through V under the Federal Controlled Substances Act, 21 USC 811 and 812)~~

C. Student Penalties:

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

Article No.: 322

Approved: June 2, 2008, May 2, 2016

Reference: **ORS 342.700; 342.704**

Tillamook Bay Community College recognizes sexual harassment as a form of sex discrimination under federal and state law.

It is the policy of Tillamook Bay Community College that all employees and students enjoy a positive and productive work and learning environment, free from all forms of discrimination, including sexual harassment. Any employee found to be sexually harassing any other employee or student will be subject to disciplinary action up to and including dismissal.

Definition of Sexual Harassment

Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Gender-based harassment refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination. Sexual harassment exists when:

- A. Such conduct is of such frequency and/or severity that it has the effect of unreasonably interfering with an individual's work or academic performance to an objectively unreasonable level or creating a work or learning environment that is objectively intimidating, hostile or offensive; or
- B. The offender is attempting to compel or induce a specific person or persons to engage in or experience sexual conduct from which he/she has a legal right to abstain and has an objectively reasonable fear that negative personal consequences will occur if such conduct is not undertaken or tolerated.
- C. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic advancement; or
- D. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual.

Examples of conduct that could rise to the level of sexual harassment if the standards of A, B, C, or D are met may include, but are not limited to:

- Verbal harassment or abuse;
- Inappropriate touching, massaging or brushing against;

Article No.: 322

Approved: June 2, 2008, May 2, 2016

Reference: **ORS 342.700; 342.704**

- Demands and/or subtle pressure for sexual favors;
- Jokes or pranks about sex or gender traits;
- Whistling or obscene gestures;
- A male tells a female she looks "hot";
- A female tells a male he has a nice derriere;
- Discussion in mixed groups of recent sexual exploits;
- Sexually explicit photos in a work or learning area.

Employee or Student Action

A report of sexual harassment may be made at any time, but preferably as close in time to the incident as possible. It is recommended that an employee or student who feels he/she is subjected to harassment:

- A. Tell the offender to stop. Say it firmly, without smiling or apologizing. It is not required that a complaint be made to the alleged harasser.
- B. Keep a diary or log of what is happening to you. Include direct quotes, any witnesses, or patterns to the harassment. Save any notes or letters sent to you by the alleged harasser; or
- C. Report the complaint to the Director of Facilities, Safety and Human Resources. Employees or students may opt to ask their supervisor or another administrator for assistance with this process.

Employees or students have the right to file a formal complaint with the Civil Rights Division of the Bureau of Labor and Industries.

District Action

Once a complaint is filed with the Director of Facilities, Safety and Human Resources, an investigation will begin, including:

- A. The complainant will be interviewed;
- B. The alleged harasser will be interviewed;

Article No.: 322

Approved: June 2, 2008, May 2, 2016

Reference: **ORS 342.700; 342.704**

C. Witnesses may be contacted as well as others who may have information.

All interviews will be documented. The interview may be recorded to ensure accuracy as well as documented in writing. Interviews will be conducted individually and confidentially and may be conducted with the assistance of a second confidential employee of the College. The College will not tolerate any form of retaliation from the alleged harasser. The College will keep the information confidential except as otherwise requested by law.

Once the investigation is completed, written responses to both parties will be drafted stating that:

- A. The allegations remain unproven; or
- B. Sexual harassment has occurred; the harasser will be subject to corrective and/or disciplinary action up to and including dismissal or expulsion.

Article No.: 323

Approved: December 3, 2012

Reference: **ORS 419B.005 – 419B.050**

~~Effective January 1, 2013,~~ All Tillamook Bay Community College employees are required by Oregon law to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or law enforcement officials. This duty is personal to the individual College employee and applies twenty-four hours-a-day, seven days-a-week whether or not the employee is on work time. College employees must immediately report to DHS or local law enforcement when the employee has "reasonable cause to believe" that any child with whom the employee comes in contact with has suffered abuse, or that any person with whom the employee comes in contact with has abused a child.

In addition, College employees and students must report to the College Director of Safety instances of inappropriate conduct when they witness, receive a report of, or reasonably believe an instance of child abuse has occurred. This requirement applies to cases of abuse that allegedly occur on campus, on property owned or leased by the College, or while members of the faculty, staff or student body are participating in a College-connected activity off campus. Reporting to the designated College official does not satisfy the legal duty to report to DHS or local law enforcement.

DEFINITIONS

"Abuse" means:

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means;
- Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest;
- Sexual abuse;
- Sexual exploitation, including:
 - Contributing to the sexual delinquency of a minor;
 - Allowing, permitting, encouraging or hiring a child to engage in prostitution or patronize a prostitute;
- Negligent treatment or maltreatment of a child;
- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare;
- Buying or selling a person under 18 years of age;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; or
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety.

"Child" means an unmarried person who is under 18 years of age.

Article No.: 323

Approved: December 3, 2012

Reference: **ORS 419B.005 – 419B.050**

“Law enforcement agency” means:

- a city or municipal police department;
- a county sheriff's office;
- the Oregon State Police; or
- a county juvenile department.

~~LEGAL REFERENCE~~

~~ORS 419B.005 to 419B.050~~

Budget Committee Membership

RECOMMENDATION

ACTION ITEM: REAPPOINT BUDGET COMMITTEE MEMBERS AND APPOINT NEW BUDGET COMMITTEE MEMBER TO NEW TERM

BACKGROUND INFORMATION ----- CFO Williams

The budget committee is comprised of fourteen (14) members: seven (7) members of the advisory committee and seven (7) elected Board of Education members, each representing one of seven zones. It is the duty of the budget committee to analyze and approve the College's proposed operating budget and forward its recommendations to the Board for final consideration. As a part of the budget review and approval process, the budget committee holds public meeting/s at which citizens of the community are invited to give testimony on the budget before it is approved by the budget committee.

Budget Committee members have three year terms.

Zone	Board Member	Community Representative	Term Expires
1	Mary Jones	Christi Clark	6/30/20
2	Pam Zweifel	Van Moe	6/30/19
3	Kathy Gervasi	Justin Aufdermauer	6/30/20
4	Billy Schreiber	Steve Vanderhoef	6/30/18
5	vacant	Christian Weber	6/30/18
6 –At large	Tamra Gammon	Annette Hill	6/30/20
7 –At large	Mary Faith Bell	Angela Warren	6/30/19

Deleted: 6/30/17

Deleted: 6/30/17

Deleted: Danell Boggs

Deleted: Tamra Gammon

Deleted: 6/30/17



College Tuition and Fees

RECOMMENDATION

FIRST READING OF THE PROPOSED 2018-2019 TUITION AND FEE SCHEDULE.

BACKGROUND INFORMATION

----- Chief Finance Officer Williams
Presented here for first reading is the proposed 2018-2019 Tuition and Fee Schedule. Changes from 2017-18 are in red.

Tuition or Fee Item	Current 2017-2018	Proposed 2018-2019
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$96	\$97
Out-of-State Tuition per Credit Hour	\$115	\$117
<i>Fees</i>		
Base Course Fee (per credit)	\$4	\$4
Student Services Fee (per credit)	\$2	\$2
Technology Fee (per credit)	\$5	\$5
Online Course Fee (per course)	\$35	\$35
Hybrid Course Fee (per course)	\$15	\$15
Adult Basic Skills Instructional Course Fee (includes ABE/GED/ESOL courses)	\$15	\$15
Self Improvement Course Fees	market or self support	market or self support
Late Payment Fee	\$75	\$75
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
Proctored Testing per test for non-TBCC credit students or staff	\$30	\$30
EMT Practical Exams Fee for non-TBCC student, former student or staff	\$30/station	\$30/station
Credit for Prior Learning:		
College Level Exam Program (CLEP) Administration Fee	\$25	\$25
Challenge Exam (per Credit Hour)	40% of Credit Tuition	40% of Credit Tuition
Department of Public Safety Standards and Training (DPSST) Credits	\$75	\$75
Military Credit Administration Fee	\$25	\$25
Printed Catalog (first copy from academic advisor free)	\$5	\$5
Official Transcript Fee (per transcript) (one free when degree or certificate is mailed)	\$5	\$5
Expedited Transcript Fee (per transcript)	\$30	\$30
Return Check Fee	\$25	\$25



Program/Curriculum Changes for 2018-19: First Reading

RECOMMENDATION

BACKGROUND INFORMATION CAO HOVEY

CAO Hovey is presenting for your first read the following proposed changes to our curriculum. They will come to you for a vote on approval in the March meeting.

New Courses:

ELT 199 changed to ELT 230

Rationale:

ELT 199 has been offered once as an “experimental” course in the MIT program. (Courses with a course number ending in *99 are categorized as “experimental” courses. State regulations provide for a college to try a new course under the *99 numbering convention, with the colleges permitted to offer the course a few times before converting it to be a permanent part of the college course catalog, or abandoning the course). The college is now converting it to a permanent part of the MIT curriculum, which involves assigning it a “permanent” course number and being approved as such at the faculty, College Council, and Board levels. The college Curriculum Committee approved ELT 230 as a permanent course on Friday, January 8, 2018.

The ELT 199 course was constructed as an addition to the MIT curriculum as a higher level course in Programmable Logic Controllers (PLCs), which are in common usage by many of our industrial employers. We anticipate that the demand for studies in this area will continue to grow as automation and robotics become more prevalent in our industries. This represents therefore a potential growth area for the Manufacturing and Industrial Safety program.

Course Information:

ELT 230 Automation Control Visualization

CREDITS: 2
LECTURE HOURS: 10
LECTURE/LAB HOURS: 20

COURSE DESCRIPTION and PREREQUISITES:



This class is designed for advanced PLC users and maintenance technicians working in a PLC based system. This is a technical course using Wonderware's HMI (Human Machine Interface) software to utilize system-wide visualization for system analysis and troubleshooting. Technicians will learn to view and diagnose system breakdowns and performance issues remotely. Prerequisite: ELT125

INTENDED COURSE OUTCOMES:

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

1. Identify the basic concepts of HMI program design.
2. Demonstrate basic programming techniques and implementation.
3. Analyze and troubleshoot system problems using HMI visualization.
4. Interpret the basic graphic interfaces and their application as they relate to industrial controls and the manufacturing facility.

Proposed New Program:

Associate of Science in Forestry:

The college is proposing an Associate of Science degree (transfer degree) in Forestry. This program is designed to take advantage of the statewide Associate of Science transfer degree, with courses in each required category tailored to meet the requirement for OSU's four year degree in Forestry. Students completing the degree will be able to transfer to OSU into their Forestry program, and also have the option of completing additional courses with OSU online prior to (or subsequent to) the Associate degree completion. A Career Pathway certificate within the current Agriculture and Natural Resources degree has also been designed, which will give Ag/NR students the option of sampling coursework in Forestry, simultaneously partially fulfilling the requirements for the Associate of Science in Forestry degree.

A draft of the degree map and the Career Pathway certificate in Forestry are provided below this narrative for your information, with the final versions to be presented for your approval in the March meeting of the Board.

Information on Other Changes (not requiring Board approval):

Criminal Justice and Public Safety

The college has had, in effect, two Associate (Career Technical) degrees in Criminal Justice and Public Safety, with one offering students an emphasis in Law Enforcement and the other offering an emphasis in Corrections. The nomenclature used for the two degrees was confusing to many. Therefore the college, in consultation with the program advisory committee, is collapsing the two degrees into a single degree named Criminal Justice and Public Safety, with students having the



option to either select courses that best meet their primary interest area, or to sample courses in both areas. Advisory committee members noted that the primary entry level jobs in this area are in the Corrections field, with work experience then offering the opportunity for work in the law enforcement area.

Agriculture and Natural Resources:

The Agriculture and Natural Resources degree was originally designed with a core of required courses for all majors and then electives focused on either Agriculture or Natural Resources. Under this design students were required to select a single emphasis area and complete electives in that emphasis area. The college is retaining the degree but eliminating the two emphasis areas, which will give students more freedom in pursuing coursework that more accurately reflects their interests, while also providing a broader knowledge base for students as they move into a selected career.

Career Pathway Certificate – Forestry Technology (DRAFT)
(housed in the AAS degree in Agriculture and Natural Resources)

FOR 111	Introduction to Forestry	4 CR
FOR 222	Elementary Forestry Survey	4 CR
FOR 240	Forest Biology	5 CR
FOR 241	Dendrology	5 CR
FOR 251	Recreation Resources Management	4 CR
FOR 265	Introduction to GIS	3 CR
SOIL 205	Soil Science	<u>4 CR</u>
		29 CR Total



Associate of Science Degree in Forestry			
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	WR 121, 4 CR English Composition	CAS 170, 3 CR Beginning Excel	MTH 243, 5 CR Statistics I
	MTH 111, 5 CR College Algebra	MTH 112, 4 CR Elementary Functions	FOR 241, 5 CR Dendrology
	CG 100, 3 CR College Survival & Success	EC 201, 4 CR Microeconomics	WR 227, 3 CR Technical Writing
	FOR 111, 4 CR Introduction to Forestry	BI 212, 5 CR Introductory Biology or BI 204 (OSU-online)	HE/PE 295, 3 CR Health and Fitness for Life
	16 credit total	16 credit total	16 credit total
YEAR 2	FALL TERM	WINTER TERM	SPRING TERM
	MUS 108, 3 CR Music Cultures of the World (online)	FOR 240, 4 CR Forest Biology	SOC 206, 4 CR Social Problems or HST 201, 202, or 203 (4)
	CH 221, 5 CR General Chemistry	GEO 265, 3 CR Introduction to GIS	MTH 241, 4 CR Calculus for Business and Science
	COMM 111, 4 CR Public Speaking	HST 203, 4 CR History of the US from 1914	FOR 222, 4 CR Elementary Forest Survey
		FOR 251, 4 CR Recreation Resources Mgmt.	SOIL 205, 4 CR Soil Science
	12 credit total	15 credit total	16 credit total
91 credit total			



Information Only Items

RECOMMENDATION

Information Only

BACKGROUND INFORMATION ----- Chair Gervasi



Faculty Professional Development with Title III

RECOMMENDATION

Information

BACKGROUND INFORMATIONDIRECTOR GARCIA-CHITWOOD

Professional development activities that have been financed through the Title III grant will be presented. This will include a detailed list of all activities from year four. In addition, information comparing all of the years since the grants' inception will be furnished. Handouts to be distributed at the meeting.



Financial Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONCFO WILLIAMS

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



Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended December 2017

50.00% of fiscal year elapsed

	FY 2016-2017			FY 2017-2018		
	Annual Budget	12/31/16 Actual	Percentage of Budget	Annual Budget	12/31/17 Actual	Percentage of Budget
Resources						
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	\$ 796,295.80	58.72%
Property Taxes	\$ 1,195,863	\$ 1,026,461.33	85.83%	\$ 1,241,050	\$ 1,064,870.16	85.80%
Tuition	\$ 868,855	\$ 301,577.50	34.71%	\$ 881,855	\$ 305,689.00	34.66%
Fees	\$ 154,296	\$ 54,083.41	35.05%	\$ 154,296	\$ 71,738.18	46.49%
Sale of Goods	\$ 2,000	\$ 1,189.84	59.49%	\$ 2,000	\$ 1,681.04	84.05%
Interest	\$ 5,500	\$ 6,111.24	111.11%	\$ 5,500	\$ 21,434.30	389.71%
Rental	\$ 12,000	\$ 9,225.00	76.88%	\$ 12,000	\$ 8,170.00	68.08%
Miscellaneous	\$ 7,000	\$ 2,811.12	40.16%	\$ 7,000	\$ 8,528.51	121.84%
Transfers	\$ 442,328	\$ 41,438.54	9.37%	\$ 493,829	\$ 15,136.05	3.07%
Total resources	\$ 4,793,191	\$ 3,213,623.78	67.05%	\$ 5,103,636	\$ 3,678,461.70	72.08%
Expenditures						
Instruction	\$ 1,457,046	\$ 485,649.20	33.33%	\$ 1,403,246	\$ 475,145.28	33.86%
Instructional Support	\$ 370,104	\$ 163,529.63	44.18%	\$ 344,629	\$ 165,162.85	47.92%
Student Services	\$ 416,800	\$ 165,505.31	39.71%	\$ 463,665	\$ 215,142.44	46.40%
College Support	\$ 1,198,340	\$ 555,712.40	46.37%	\$ 1,365,563	\$ 684,118.10	50.10%
Plant Operation	\$ 271,552	\$ 142,635.29	52.53%	\$ 288,533	\$ 148,958.51	51.63%
Transfers	\$ 274,000	\$ 68,446.87	24.98%	\$ 288,000	\$ 74,646.77	25.92%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 4,037,842	\$ 1,581,478.70	39.17%	\$ 4,203,636	\$ 1,763,173.95	41.94%
Ending fund balance	\$ 755,349	\$ 1,632,145.08	216.08%	\$ 900,000	\$ 1,915,287.75	212.81%

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

	Fund No.	Beginning Fund Balance	2017-2018 Revenue	2017-2018 Expenditures	Ending Fund Balance	2017-2018 Spendable Budget	2016-2017 Prior Year Expenditures 12/31/2016
Adult Basic Education	210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,935.17
United Way Literacy Grant	216	\$ 2,749.13	\$ 60.00	\$ 418.00	\$ 2,391.13	\$ 2,700	\$ -
Title III Grant	220	\$ -	\$ 257,800.95	\$ 358,616.64	\$ (100,815.69)	\$ 625,974	\$ 287,041.12
Pathways Grant	225	\$ -	\$ -	\$ 14,115.93	\$ (14,115.93)	\$ 29,783	\$ 13,967.36
Industrial Maintenance Tech	226	\$ 35,327.15	\$ 15,500.00	\$ 13,416.14	\$ 37,411.01	\$ 30,300	\$ 8,010.63
SBDC Federal Grant	230	\$ -	\$ 16,500.00	\$ 16,500.00	\$ -	\$ 30,250	\$ 16,125.00
SBDC State Grant	231	\$ -	\$ 11,411.85	\$ 11,411.85	\$ -	\$ 45,939	\$ 22,688.82
SBDC Program Income	232	\$ 20,217.83	\$ 3,398.20	\$ 628.29	\$ 22,987.74	\$ 6,000	\$ 3,060.08
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	\$ 5,000.00	\$ 132.69	\$ 8,434.70	\$ -	\$ 5,725.54
Academic Counselor Grant	255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,433.77
Student Success Grant	256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,954.84
Student Success Support Grant	257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,957.38
Partners for Rural Innovation Operations	289	\$ 3,027.67	\$ 17,304.47	\$ 19,682.46	\$ 649.68	\$ 30,000	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 435,423.11	\$ 2,338.16	\$ -	\$ 437,761.27	\$ 10,000	\$ -
Timber Tax Reserve Fund	291	\$ 1,765,895.14	\$ 101,425.99	\$ -	\$ 1,867,321.13	\$ 333,791	\$ -
PRI Capital Maintenance Fund	292	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -
Strategic Investment Fund	295	\$ 1,324,438.70	\$ 9,698.33	\$ -	\$ 1,334,137.03	\$ 100,000	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ 312,955.59
Total Special Fund		\$ 3,597,220.57	\$ 487,924.95	\$ 462,409.00	\$ 3,622,736.52	\$ 1,348,811	\$ 798,030.30
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 12/31/2017		
Total of Grants that borrow from the General Fund		\$ (114,931.62)	\$ 27,911.85	\$ -	\$ (142,843.47)		
Total of Grants that are not borrowing from the General Fund		\$ 3,737,668.14	\$ (40.00)	\$ -	\$ 3,737,708.14		
Total Special Fund		\$ 3,622,736.52	\$ 27,871.85	\$ -	\$ 3,594,864.67		
	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	\$ 1,343.00	\$ 805.71	\$ 18,057.42	\$ 7,825	\$ 1,148.84
Driver Education Program	311	\$ (2,268.93)	\$ 8,730.00	\$ 6,651.64	\$ (190.57)	\$ 10,062	\$ 1,597.00
Summer Term Fund	312	\$ -	\$ 53,968.00	\$ 43,797.56	\$ 10,170.44	\$ 52,400	\$ -
TBCC Store	320	\$ 1,213.42	\$ 1,554.19	\$ 887.50	\$ 1,880.11	\$ 13,370	\$ 8,087.17
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	\$ 1,644.07	\$ 1,269.00	\$ 4,263.14	\$ 3,500	\$ 391.43
Total Enterprise Fund		\$ 54,082.42	\$ 82,720.26	\$ 64,044.88	\$ 72,757.80	\$ 151,265	\$ 11,382.44
PERS Pension Bond Fund	410	\$ 4,464.80	\$ 71,020.16	\$ 34,582.83	\$ 40,902.13	\$ 137,566	\$ 36,091.80
General Obligation Bond Fund	420	\$ 100,651.98	\$ 617,886.22	\$ 59,848.21	\$ 658,689.99	\$ 685,124	\$ 71,438.69
Total Debt Service Fund		\$ 105,116.78	\$ 688,906.38	\$ 94,431.04	\$ 699,592.12	\$ 822,690	\$ 107,530.49
Local Match Fund	525	\$ 624,960.89	\$ 5,426.60	\$ -	\$ 630,387.49	\$ 485,000	\$ -
State Match Fund	530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,938,578.87
Grant Construction Fund	555	\$ (354,412.17)	\$ -	\$ 112,295.13	\$ (466,707.30)	\$ 250,000	\$ -
Total Capital Projects Fund		\$ 270,548.72	\$ 5,426.60	\$ 112,295.13	\$ 163,680.19	\$ 735,000	\$ 1,938,578.87
Associated Students of TBCC	710	\$ 2,119.89	\$ 2,256.60	\$ 1,532.14	\$ 2,844.35	\$ 9,000	\$ 677.16
Phi Theta Kappa Honorary Society Fund	720	\$ 2,195.51	\$ 1,030.00	\$ 1,053.90	\$ 2,171.61	\$ 5,625	\$ 1,350.53
Economic Development Council	730	\$ 70,017.41	\$ 56,324.93	\$ 40,413.07	\$ 85,929.27	\$ 103,007	\$ 46,531.72
Economic Development Council - USDA Grant	731	\$ 30,859.94	\$ -	\$ 1,458.29	\$ 29,401.65	\$ 23,083	\$ 1,413.15
Visit Tillamook Coast	740	\$ 1,110,896.73	\$ 273,071.93	\$ 527,231.50	\$ 856,737.16	\$ 1,552,094	\$ 494,268.24
Visit Tillamook Coast - Non-TLT Funds	741	\$ 24,556.30	\$ 43,979.26	\$ 36,952.91	\$ 31,582.65	\$ 76,600	\$ 8,168.09
Total Agency Fund		\$ 1,240,645.78	\$ 376,662.72	\$ 608,641.81	\$ 1,008,666.69	\$ 1,769,409	\$ 552,408.89
PELL Grant	801	\$ -	\$ 257,200.00	\$ 257,200.00	\$ -	\$ 751,500	\$ 193,998.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 4,400.00	\$ 4,400.00	\$ -	\$ 14,500	\$ 4,600.00
Direct Loans	810	\$ -	\$ 80,835.00	\$ 80,835.00	\$ -	\$ 750,000	\$ 105,978.00
Federal Work Study	819	\$ -	\$ 1,844.05	\$ 2,878.45	\$ (1,034.40)	\$ 14,350	\$ 2,453.32
Oregon Opportunity Grant	821	\$ -	\$ 122,400.00	\$ 67,500.00	\$ 54,900.00	\$ 150,000	\$ 51,375.00
Chafee Grant	822	\$ -	\$ 8,335.00	\$ 4,999.00	\$ 3,336.00	\$ 10,000	\$ 1,167.00
Oregon Promise Grant	823	\$ -	\$ 18,600.00	\$ 22,796.00	\$ (4,196.00)	\$ 45,000	\$ 12,122.00
Tuition Waivers	831	\$ 20,401.39	\$ -	\$ 1,803.50	\$ 18,597.89	\$ 7,000	\$ 7,335.00
Board Scholarships	832	\$ 63,541.36	\$ -	\$ 41,542.00	\$ 21,999.36	\$ 172,900	\$ 23,750.00
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ 329.36	\$ 21,414.30	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ 26,242.05	\$ 26,242.05	\$ -	\$ 85,000	\$ 24,462.28
Student Employees	835	\$ 23,419.57	\$ 1,551.60	\$ 933.61	\$ 24,037.56	\$ 18,000	\$ 984.50
Non-Institutional Scholarships	840	\$ 11,560.57	\$ 16,478.05	\$ 14,520.95	\$ 13,517.67	\$ 51,500	\$ 12,613.33
Total Financial Aid Fund		\$ 140,666.55	\$ 537,885.75	\$ 525,979.92	\$ 152,572.38	\$ 2,091,494	\$ 440,838.43

Agenda Item 5.B. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended December 2017
50.00% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 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%
Resources												
State Aid	\$ 1,356,106	\$ 796,296	58.72%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 870,446	\$ 339,850	39.04%	\$ 35,000	\$ 15,481	44.23%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,036,151	\$ 377,427	36.43%	\$ 4,000	\$ 2,420	60.50%	\$ 64,700	\$ 61,731	95.41%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,241,050	\$ 1,064,870	85.80%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 683,824	\$ 615,795	90.05%
Timber	\$ -	\$ -	0.00%	\$ 429,465	\$ 101,426	23.62%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 1,681	84.05%	\$ -	\$ -	0.00%	\$ 17,600	\$ 2,607	14.81%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 21,434	389.71%	\$ 8,000	\$ 12,036	150.45%	\$ -	\$ -	0.00%	\$ 1,305	\$ 2,280	174.71%
Rental	\$ 12,000	\$ 8,170	68.08%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 8,529	121.84%	\$ 25,000	\$ 32,193	0.00%	\$ 6,500	\$ 2,901	44.63%	\$ -	\$ -	0.00%
Transfers	\$ 493,829	\$ 15,136	3.07%	\$ 485,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 70,831	47.22%
Total Revenues	\$ 4,153,636	\$ 2,293,543	55.22%	\$ 1,821,911	\$ 487,925	26.78%	\$ 123,800	\$ 82,720	66.82%	\$ 835,129	\$ 688,906	82.49%
Expenditures												
Salaries and Wages	\$ 2,968,457	\$ 1,302,511	43.88%	\$ 375,821	\$ 186,394	49.60%	\$ 85,129	\$ 49,330	57.95%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 871,179	\$ 386,016	44.31%	\$ 490,247	\$ 255,992	52.22%	\$ 61,796	\$ 12,914	20.90%	\$ 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	\$ 92,831	11.31%
Transfers	\$ 288,000	\$ 74,647	25.92%	\$ 467,743	\$ 7,498	1.60%	\$ 4,340	\$ 1,801	41.50%	\$ -	\$ -	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	\$ 1,763,174	41.94%	\$ 4,990,040	\$ 462,409	9.27%	\$ 156,995	\$ 64,045	40.79%	\$ 822,690	\$ 94,431	11.48%
Ending Fund Balance	\$ 900,000	\$ 1,915,288		\$ 63,634	\$ 3,622,737		\$ 19,567	\$ 72,757		\$ 12,439	\$ 699,592	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 217,306			\$ 27,872			\$ -			\$ 45,147	
Inventories		\$ 1,314			\$ -			\$ 1,435			\$ -	
NET EFFECT ON CASH		\$ (218,620)			\$ (27,872)			\$ (1,435)			\$ (45,147)	
Liabilities												
Accounts Payable		\$ 92,943			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 72,690			\$ -			\$ -			\$ 45,147	
Payroll		\$ 147,118			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 312,751			\$ -			\$ -			\$ 45,147	
NET ADJUSTMENTS		\$ 94,131			\$ (27,872)			\$ (1,435)			\$ -	
ENDING CASH BALANCE		\$ 2,009,419			\$ 3,594,865			\$ 71,322			\$ 699,592	

Agenda Item 5.B. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended December 2017
 50.00% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 507,036			\$ 1,045,267			\$ 138,795	
Beginning Fund Balance	\$ 680,000	\$ 270,549	39.79%	\$ 1,094,464	\$ 1,240,646	113.36%	\$ 91,244	\$ 140,667	154.17%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,060,520	\$ 296,026	0.00%	\$ 1,735,250	\$ 493,607	28.45%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ 1,227	0.00%	\$ -	\$ -	0.00%
Interest	\$ 5,000	\$ 5,427	108.54%	\$ 12,680	\$ 7,863	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 250,000	\$ -	0.00%	\$ 51,375	\$ 69,290	134.87%	\$ 135,000	\$ 42,720	31.64%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 2,257	28.21%	\$ 130,000	\$ 1,559	1.20%
Total Revenues	\$ 255,000	\$ 5,427	2.13%	\$ 1,132,575	\$ 376,663	33.26%	\$ 2,000,250	\$ 537,886	26.89%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 400,821	\$ 141,594	35.33%	\$ 53,344	\$ 4,141	7.76%
Operating Expenditures	\$ 250,000	\$ 112,295	44.92%	\$ 1,350,092	\$ 461,211	34.16%	\$ 2,034,900	\$ 521,839	25.64%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 485,000	\$ -	0.00%	\$ 18,496	\$ 5,837	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 122,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 735,000	\$ 112,295	15.28%	\$ 1,891,409	\$ 608,642	32.18%	\$ 2,091,494	\$ 525,980	25.15%
Ending Fund Balance	\$ 200,000	\$ 163,681		\$ 335,630	\$ 1,008,667		\$ -	\$ 152,573	
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		\$ 93,566			\$ 1,008,667			\$ 152,573	

\$ 7,630,004

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 INFORMATIONPRESIDENT TOMLIN

Upcoming Important Dates

- Student Success Conference in Portland February 1-2
- OPC meeting in Salem on February 8-9
- Full Staff Meeting on February 16 to review Mission Fulfillment Report and revised Strategic Plan
- Board Policy Review Committee meets on February 19 at 5pm at TBCC
- **Next Board Meeting is Monday, March 5 at 6pm at TBCC**

OCCA Board Meeting and OPC Meeting Highlights

- Visit with Legislators and ask for additional \$32M for Community Colleges next year
- Legislative Concept papers in preparation for February session bills
- Transfer Bill update
- Five year Capital Construction plan requested by 2020 (Facilities Master Plan)
- Student Services grant RFP released

Other Items

- Wayfinding Academy visit
- Neskowin Women's Club presentation



Board Member Discussion Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION-----

Chair Gervasi



Executive Session

RECOMMENDATION

BACKGROUND INFORMATION.....Chair Gervasi

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



Exit Executive Session back to Regular Board Meeting

RECOMMENDATION

ACTION ITEM ON APPROVAL OF NEW BOARD MEMBER

BACKGROUND INFORMATION.....Chair Gervasi

The Board will come out of Executive Session and vote on accepting the application of an interviewee for Zone 5 Board position to become an Interim Board Member through June 2019.



Adjournment

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION------(Action)Chair Gervasi
MOTION TO ADJOURN THE MEETING.

