



Board of Education Meeting Agenda

Date: Monday, March 5, 2018

Executive Session – TBCC Room 214 -5:30 - 6:00pm

Pursuant to O.R.S. § 192.660 (2)(a)(b) and (e) 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 employee evaluation and real property on March 5, 2018 at 5:30 p.m. in Room 214 at the TBCC Central Campus, 4301 Third Street, Tillamook Oregon.

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

<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 February 5, 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. Swearing in of New Board Member.....	Chair Gervasi
	b. Policies 318-323- Second Reading.....	(ACTION) President Tomlin
	c. 400 Policies- First Reading.....	President Tomlin
	d. Tuition/Fee Schedule for 2018-19 Second Reading.....	(ACTION) CFO Williams
	e. Program/Curriculum Changes for 2018-19- Second Reading..	(ACTION) CAO Hovey
	f. Program/Curriculum Changes for 2018-19 – First Reading.....	CAO Hovey
	g. Presidential Evaluation.....	Chair Gervasi
	h. Presidential Goals and Contract for 2018-19.....	(ACTION) Chair Gervasi
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Writing Studio.....	Sydney Elliott
	b. Financial Report.....	CFO Williams
	c. President’s Report.....	President Tomlin
6.	Board Member Discussion Items	Chair Gervasi
7.	Adjournment	(ACTION) Chair Gervasi

Executive Session

RECOMMENDATION

INFORMATION ONLY

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 employee evaluation.



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 MARCH MEETING.

Items for approval:

- a. Approval of Agenda
- b. Approval of February 5th Minutes
- c. Approval of the Personnel Report



Approval of the Agenda

RECOMMENDATION

CONSENT AGENDA ITEM

Board of Education Meeting Agenda

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



February 5 Board of Education Meeting Minutes

Date: Monday, February 5, 2018

TBCC Board Meeting – Garibaldi Museum – 3:00pm – 4:30pm

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

TBCC Board Members Absent: Pam Zweifel

TBCC Staff in Attendance: Ross Tomlin, Jean Garcia-Chitwood, Heidi Luquette, Erin McCarley, Kyra Williams, Pat Ryan, Ann Hovey, Michael Weissenfluh, Sheryl Neu, Karen Grosulak, Hayden Bush

Description

Resource

Call to Order • Acknowledge Guests (agenda item 1)-----Chair Gervasi
Chair Kathy Gervasi called the meeting to order at 3:00PM. Interviews for the vacant Board position were held. Candidates interviewed during the Board meeting were Karen Sarnaker, Ted Weissbach, and Beverly Goertzen. Candidate Betsy McMahon was interviewed prior to the Board meeting, during the Board retreat.

The board members discussed the candidate's experience and qualifications. Mary Faith Bell moved to appoint Betsy McMahon as the new Board member. Tamra Gammon seconded the motion. Billy Schreiber, Mary Faith Bell, Tamra Gammon and Mary Jones voted in favor of the motion. Chair Gervasi voted against the motion. The motion carried 4 to 1.

Consent Agenda / Personnel Report (agenda items 2, 2.a, 2.b, 2.c)-----**(ACTION)** Chair Gervasi
There were no changes or objections to the agenda. There was an error correction to the minutes from the January 8, 2018 meeting. In the January 8 meeting, the Board was advised that new TBCC employee Miryang Kim was hired as a Financial Aid Advisor. Miryang Kim's position is actually a Career Education Advisor.

In the Personnel Report, Director Pat Ryan advised that Renee Cothorn has been hired as the IT Coordinator, and will start on February 14. There are a number of adjunct faculty positions open for spring term. Billy Schreiber moved to accept the consent agenda with revised minutes. Mary Faith Bell 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)

Interviews for Interim Board Member (agenda item 4.a)------(ACTION) Chair Gervasi
This agenda item was completed at the beginning of the meeting.

Board Policies 311-317 – Second Reading (agenda item 4.b)------(ACTION) President Tomlin
President Tomlin advised that two changes were made to the policies originally reviewed in January as a first reading. On Policy 313 a sentence declaring that no carry over of personal days from one fiscal year to another will occur was put back into the verbiage. On Policy 317, the verbiage “the decision of the college president is final” was added. Mary Faith Bell moved to accept these changes, along with all of the changes made to policies 311-317. Billy Schreiber seconded. The motion carried.

Board Policies 318-323 – First Reading (agenda item 4.c)-----President Tomlin
President Tomlin advised that the changes to board policies 318-323 were included in the board packet for review. Most of the work done to these policies included cleaning up wording and dated references. The changes will be brought back to the March meeting for a second reading and vote.

Budget Committee Appointments (agenda item 4.d)------(ACTION) CFO Williams
CFO Kyra Williams advised that Christi Clark and Justin Aufdermauer are up to be reappointed for another 3 years on the budget committee. New interim Board member Betsy McMahon will be added to the committee. Annette Hill is to be added to replace Tamra Gammon who is now a Board member. Mary Faith Bell moved to accept the appointments. Tamra Gammon seconded. The motion carried.

Tuition and Fee Schedule for 2018-19 – First Reading (agenda item 4.e)----- CFO Williams
CFO Williams advised the Board of a typo on the Tuition and Fee Schedule document included in the board packet, correcting that out of state tuition should be listed as \$116.00 in the proposed 2018-19 column. The proposed increase in tuition is \$1.00/credit for both in-state and out-of-state. There are no other changes to the Tuition and Fee Schedule. The board will vote on this update in the March meeting.

Program/Curriculum Changes for 2018-19 – First Reading (agenda item 4.f)-----CAO Hovey
CAO Ann Hovey presented a request to change course ELT199 to ELT230, making it a permanent class. This change will be up for approval at the March meeting.

OSU open campus coordinator and Agriculture and Natural Resources instructor Hayden Bush spoke about the proposal to create an associate of science degree in forestry. He also presented a new Career Pathway certificate in Forest Technology that will be part of the Ag/NR degree program. OSU has agreed to accept our soil science courses. The request to approve both the new AS degree in Forestry and the new Career Pathway certificate in Forest Technology will be presented in March.

Information-Only Items (agenda item 5)

Faculty Professional Development with Title III (agenda item 5.a)-----Director Garcia
Director Jean Garcia-Chitwood provided data showing the amount of professional development for TBCC staff and faculty that was funded through the Title III grant, which included memberships, conferences, and in-house trainings for skills development.



Financial Report (agenda item 5.b)-----CFO Williams
Kyra presented the Financial Report from December, 2017. She advised that discrepancies have already been addressed. There were no questions.

President's Report (agenda item 5.c)-----President Tomlin
President Tomlin advised that six staff members and two faculty members attended the Student Services Conference in Portland on February 1 and 2. The transfer bill workgroup is making positive progress, and a faculty member from each college will be assigned to review course-allignment between all the institutions. A policy now being enforced by the HECC means a facilities plan update will be needed for each college every two years. A Student Services Grant will be submitted next week; the college is asking for approximately \$150,000 to support advising and retention efforts.

The OPC is holding a meeting in Salem on February 8 and 9, with the 8th also being legislative lobby day at the state capital. There will be an extended Staff Meeting on February 16 to discuss the Strategic Plan and the Mission Fulfillment report. The next Policy Review Committee meeting is February 19. The next Board meeting will be held March 5.

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

Adjournment (agenda item 7)-----**(ACTION)**Chair Gervasi
Mary Faith Bell moved to adjourn the meeting. Billy Schreiber seconded. The motion carried. The meeting was adjourned at 4:31PM.



Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Customized Training and Small Business Management Coordinator	March 5, 2018	TBD	Open until filled	Arlene Soto	
Executive Support Specialist	March 5, 2018	Anticipate April Start	Open until filled	Ross Tomlin	



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



Swearing in of New Board Member

RECOMMENDATION

ACTION ITEM to swear in a new Board Member

BACKGROUND INFORMATIONCHAIR GERVASI
Danell Boggs represented Zone 5 (north county from Rockaway Beach north). She resigned in January 2018. Her term goes through June 30, 2019. The Board interviewed four candidates at the February 2018 Board meeting and voted to choose Betsy McMahon to fill out the remainder of the Zone 5 term. Betsy was a TBCC Adjunct from 2009-2016 and taught ESOL classes. She lives in Manzanita and has been active in the Friends of the NCRD, Riverbend Players Community Theater, Nehalem Valley Historical Society, and the Women's Support Center/Helpline. She has also taught ESL classes in other states and abroad for many years.

The Board Chair will swear in the new Board member.



Policies 318-323 Second Reading

RECOMMENDATION

ACTION To Approve Changes to Policies

BACKGROUND INFORMATIONPRESIDENT TOMLIN

Change made to Policies 318-323 were reviewed by the Board last month as a first reading. No other changes have been made to these policies since the first reading. We are asking for approval of the changes in this second reading.



400 Policies First Reading

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONPRESIDENT TOMLIN

The Policy Committee for the Board have reviewed the 400 series policies and are recommending the changes shown on these policies. A separate copy of these changes was emailed to all Board members last week. A copy of the changes is provided for this meeting.

This is a first reading for those changes.



College Tuition and Fees

RECOMMENDATION

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

BACKGROUND INFORMATION-----

-----**(ACTION)** Chief Finance Officer Williams Presented here for second reading is the proposed 2018-2019 Tuition and Fee Schedule. Changes from 2017-18 are in red. No changes have been made since the last board meeting.

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	\$116	\$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 Second Reading

RECOMMENDATION

ACTION ITEM to Approve Second Reading.

BACKGROUND INFORMATION(ACTION) CAO HOVEY

Chief Academic Officer Hovey is presenting for your approval tonight the curriculum changes that you reviewed in the February meeting, consisting of one course and a proposed new Associate of Science degree in Forestry:

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.



Associate of Science Degree in Forestry

FALL TERM	WINTER TERM	SPRING TERM
WR 121, 4 CR, English Composition I	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, Principles of Econ: Microeconomics	WR 227, 4 CR, Technical Writing
FOR 111, 4 CR, Introduction to Forestry	BI 212, 5 CR, Introductory Biology or BI 204, OSU Online	HE 295, 2 CR, Health and Fitness for Life
		PE 295, 1 CR, Health and Fitness for Life Lab (to be taken concurrently with HE 295)
<i>16 CREDIT TOTAL</i>	<i>17 CREDIT TOTAL</i>	<i>17 CREDIT TOTAL</i>

FALL TERM	WINTER TERM	SPRING TERM
MUS 108, 3 CR, Music Cultures of the World	FOR 240, 4 CR, Forest Biology	SOC 206, 4 CR, Social Problems or HST 201, 202, or 203
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
ENG 104, 4 CR, Intro to Literature (Fiction)	FOR 251, 4 CR, Recreation Resources Management	SOIL 205, 4 CR, Soil Science
<i>16 CREDIT TOTAL</i>	<i>15 CREDIT TOTAL</i>	<i>16 CREDIT TOTAL</i>

Career Pathway Certificate in Forest Technology = 29 credits

(From the AAS degree in Agriculture and Natural Resources. May also count toward the Associate of Science in Forestry.)



FOR 111	Introduction to Forestry	4
FOR 222	Elementary Forest Survey	4
FOR 240	Forest Biology	5
FOR 241	Dendrology	5
FOR 251	Recreation Resource Management	4
GEO 265	Introduction to GIS	3
SOIL 205	Soil Science	4
TOTAL CREDITS		29



Program/Curriculum Changes for 2018-19 First Reading

RECOMMENDATION

INFORMATION ONLY- First Reading.

BACKGROUND INFORMATION(INFORMATION) CAO HOVEY

The development of the new Associate of Science degree in Forestry and the supporting Forestry Technician certificate in the Ag/NR degree have necessitated the introduction of some new courses in the field of study. TBCC's Curriculum Committee approved the addition of the following courses to the college catalog on February 9, 2018. The courses are presented below for your first read:

1. AG 101 Orientation to Agricultural Careers

CREDIT HOURS: 1
LECTURE HOURS: 10

INTENDED COURSE OUTCOMES:

Upon successful completion of AG 101, students will be able to:

- Identify potential careers available through an Agricultural or Natural Resources based education.
- Demonstrate the ability to write a professional resume.
- Recognize their individual strengths and learn to identify opportunities that may allow them to succeed professionally.
- Understand campus resources and the importance of personal responsibility, academic success, and engagement beyond the classroom, pertinent to career goals.

2. AG 200 Agricultural and Food Management

CREDIT HOURS: 4
LECTURE HOURS: 40

COURSE DESCRIPTION and PREREQUISITES:

This course is focused on economic and business principles applied to the management of firms in agricultural and food industries, including farms, ranches and nurseries, agricultural input suppliers, packers, shippers, processors and food manufacturers and distributors; firm-level goal-setting, information management and



financial analysis. Recommended: RDWR 115 and MTH 70, or placement above these levels, and EC 201.

INTENDED COURSE OUTCOMES:

Upon successful completion of AG 200, students will be able to:

- Explain and apply a set of basic business management and economic principles to decision making within agribusiness firms.
- Describe and use a set of planning and decision making tools that can enhance the overall performance of agribusiness firms.
- Provide a general overview of key issues associated with acquiring, organizing and managing an agribusiness' capital resources.
- Demonstrate competency with basic managerial skills.

3. AG 201 Agricultural and Food Management

CREDIT HOURS: 3

LECTURE HOURS: 30

COURSE DESCRIPTION and PREREQUISITES:

Organization and functions of agricultural and food markets both domestic and international; market channels and supply chains for various agricultural commodities and food products; role of agribusiness, cooperatives, and government in marketing decisions. Recommended: RDWR 115 and MTH 70, or placement above these levels, and EC 201.

INTENDED COURSE OUTCOMES:

Upon successful completion of AG 201, students will be able to:

- Recognize how and why marketing is a productive activity.
- Assess the behavior and performance of diverse agricultural and food markets.
- Develop marketing skills needed for successful management decision-making at various levels within the agricultural and food marketing system.

4. AG 280 Cooperative Education in Agriculture or Natural Resources

CREDIT HOURS: 3

LAB HOURS: 90

COURSE DESCRIPTION and PREREQUISITES:

Students earn credit for learning from practical experience at a worksite related to their major or career goal. Appropriate work experiences provide opportunities for new learning and skill development.



INTENDED COURSE OUTCOMES:

Upon successful completion of AG 280, students will be able to:

- Create learning goals
- Develop a work experience plan to meet learning goals
- Demonstrate personal and professional career-ready skills
- Summarize skills and competencies developed during the work experience

5. ANS 220 Introductory Horse Science

CREDIT HOURS: 3
LECTURE HOURS: 20
LECTURE/LAB HOURS: 20

SPECIAL FEE: \$50

COURSE DESCRIPTION and PREREQUISITES:

Provides a broad view of equine science, including evolution, general health, behavior and nutrition, form to function, current industry information and general management. Recommended: RDWR 115 and MTH 70, or placement above these levels.

INTENDED COURSE OUTCOMES:

Upon successful completion of ANS 220, students will be able to:

- Safely handle a horse from the ground.
- Correctly handle a first aid or emergency situation including taking accurate vital signs.
- Correctly identify disease symptoms and know the steps to take to improve the well-being of the horse.
- Confidently discuss proper form to function.
- Formulate a correct basic ration

6. FOR 222 Elementary Forest Survey

CREDIT HOURS: 4
LECTURE HOURS: 30
LAB HOURS: 30



COURSE DESCRIPTION and PREREQUISITES:

Introduction to theory and practice of surveying methods and measurements as applied to the specifics of forestry problems and their solutions. Recommended: RDWR 115 and MTH 70, or placement above these levels.

INTENDED COURSE OUTCOMES:

Upon successful completion of FOR 222, students will be able to:

- Apply the theory of measurement errors.
- Solve surveying problems of horizontal distance, vertical distance, and angular measurement.
- Demonstrate the principles of map creation and projection, and use maps to solve problems of measurements and legal descriptions.
- Describe the concepts and development of the Public Land Survey System in the United States and Oregon, and use these concepts to accurately analyze and solve problems of division of public lands.
- Demonstrate proficient in a variety of field survey techniques and field note-keeping and survey order.

7. FOR 251 Recreation Resource Management

CREDIT HOURS: 4

LECTURE HOURS: 30

LAB HOURS: 30

COURSE DESCRIPTION and PREREQUISITES:

Overview of recreation resource management including study of land and water resources used for outdoor recreation. This course explores aspects of recreation management in terrestrial and marine settings including a historical overview, the role of various agencies and interest groups, issues currently confronting these stakeholders, ecological impacts of recreation, and contemporary management approaches for addressing topics such as satisfaction, crowding, and conflict. Recommended: RDWR 115 and MTH 70, or placement above these levels.

INTENDED COURSE OUTCOMES:

Upon successful completion of FOR 251, students will be able to:

- Describe recreation and historical trends that shaped the field of recreation management.
- List agencies and interest groups involved in natural resource based recreation, and describe their roles in the provision and management of recreation in outdoor settings;
- Describe, using examples, positive and negative social (i.e., recreationists,



communities) and ecological (i.e., biophysical, environmental) impacts associated with natural resource based recreation;

- Apply concepts, theories, and tools related to natural resource based recreation and its management (e.g., satisfaction, constraints, carrying capacity, norms, specialization, conflict, recreation opportunity spectrum, limits of acceptable change, indirect and direct management tactics).

8. GEO 265 Introduction to GIS

CREDIT HOURS: 3
LECTURE HOURS: 20
LECTURE/LAB HOURS: 20

COURSE DESCRIPTION and PREREQUISITES:

Introduction to the appropriate use and potential applications of geographic information systems (GIS) and related technologies (GPS and remote sensing) in forest management and operations planning and problem solving. Students are presented with lectures and exercises that cover a wide range of GIS and GIS-related topics and issues including spatial database creation, structure, analysis, and modeling. Recommended: RDWR 115 and MTH 70, or placement above these levels.

INTENDED COURSE OUTCOMES:

Upon successful completion of GEO 265, students will be able to

- Apply GIS fundamentals and theory to solve problems.
- Create thematic maps.
- Utilize different data structures to solve problems.
- Communicate in writing and orally regarding GIS applications.
- Competently use advanced GIS operations and techniques.
- Design and successfully complete a spatial analysis.

9. HORT 111 Introduction to Horticulture

CREDIT HOURS: 3
LECTURE HOURS: 20
LECTURE/LAB HOURS: 20

COURSE DESCRIPTION and PREREQUISITES:

Provides a broad view of the horticulture industry in Oregon. Introduces environmental factors important to plant growth. Covers basic principles of soils, media and plant nutrition. Discusses major components of horticulture industry including nursery and



greenhouse, tree fruits, small fruits, vegetables and landscape. Presents scope of career opportunities in horticulture.

INTENDED COURSE OUTCOMES:

Upon successful completion of HORT 111, students will be able to:

- Describe systems and practices used in horticulture.
- Comprehend social, environmental, economic, and political aspects of horticulture.
- Access horticultural information and career opportunities through use of the internet, newspapers, trade and scientific journals, and contact with horticultural professionals.
- Evaluate a horticultural career in respect to their interests, abilities, and goals, and develop a career pathway.

10. HORT 260 Low Input/Organic Farming and Gardening

CREDIT HOURS: 3

LECTURE HOURS: 20

LECTURE/LAB HOURS: 20

SPECIAL FEE: \$50

COURSE DESCRIPTION and PREREQUISITES:

Organic farming and gardening methods will be discussed in class and practiced in the field. The philosophical background of organic farming as well as the biological, environmental and social factors involved in organic food production are also covered. Emphasis will be on hands-on application of scientific principles to create sustainable food production systems. Recommended: RDWR 115 and MTH 70, or placement above these levels.

INTENDED COURSE OUTCOMES:

Upon successful completion of HORT 260, students will be able to

- Grow food at various scales.
- Discuss the biological principles of organic and other ecological approaches in organic agriculture.
- Manage soils for improved function and reduced environmental impact.
- Practice farming and gardening methods that sustain profitable production, communities, and environmental health.
- Understand the role food production can play in our diets and communities.



Presidential Evaluation

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONCHAIR GERVASI

The Board, in Executive Session prior to the Board meeting, reviewed the summary of the Presidential Evaluation ratings and comments that were compiled by the Board Chair from the individual Board member evaluation forms. The Board then reviewed the results with the President.

The Board Chair will review the evaluation results during the open session of the Board meeting.



Presidential Goals and Contract

RECOMMENDATION

ACTION ITEM to Approve the Presidential Goals and Contract for 2018-19

BACKGROUND INFORMATION(ACTION) CHAIR GERVASI

The Presidential draft goals for 2018-19 can be viewed on the next page. The Board reviewed these draft goals at the Board retreat on February 5 and then discussed them in the evaluation meeting with the President during the Executive Session prior to this board meeting.

The Board will now act on the Presidential goals with any agreed changes. The Board will also act on the Presidential contract for 2018-19.





OFFICE OF THE PRESIDENT

Ross Tomlin, Ed.D.

DRAFT

2018-19 Goals for Office of the President

Overarching Goals to Accomplish at College

1. Continue to grow Enrollment and FTE at rate of 3% or more per year
2. Increase Retention and Completion of credit students to exceed thresholds in Strategic Plan measures
3. Continue to explore and start new academic programs based on need and sustainability
4. Grow and expand the customized training program at TBCC to help businesses in Tillamook County to be more successful
5. Meet Mission Fulfillment for the previous academic year
6. Achieve at least 70% of the Service Area Outcomes in each department
7. Ensure the college has enough staff in key positions to achieve the outcomes and goals set
8. Manage the college budget to protect the strong reserves and yet provide annual salary increases to faculty and staff and add any high priority positions

Planning and Data

1. Oversee and share the data generated for the strategic plan to be used in making decisions and tracking the progress of the college in meeting the key measures and service area outcomes
2. Begin work on collecting data for the upcoming Year 7 visit in 2021
3. Make needed revisions to the Strategic Plan to ensure it is meeting the needs of the college and properly preparing us for the Accreditation visit in 2021
4. Continue to refine and develop budget management procedures that include a collaborative and transparent process that includes Leadership Team and College Council.

Relationships

1. Continue to be active in community groups and boards throughout Tillamook County
2. Continue to build a culture with faculty and staff at TBCC that encourages collaboration, teamwork, working together to move the college forward by appreciating the contributions and skills of other staff
3. Ensure that the Board has the training and information needed to make appropriate decisions
4. Work with state agencies, OCCA, and the President's Council to keep up to date on community college information that could affect TBCC and help work on projects at the state level that will benefit community colleges



OFFICE OF THE PRESIDENT
Ross Tomlin, Ed.D.

Board reports

1. Report on success of Title III funding
2. Updates on the following:
 - a. SBDC/Customized Training
 - b. Foundation
 - c. Student Services- Grant progress, retention, completion, scholarships
 - d. Instruction- new programs, curriculum updates
 - e. IT
 - f. Facilities and Safety
 - g. Changes to Administrative Rules
3. Student progress and success
4. Strategic Plan updates
 - a. Data updates of measures reports
 - b. Mission Fulfillment report
 - c. Accreditation work in preparation for 2021 Year 7 visit

Information Only Items

RECOMMENDATION

Information Only

BACKGROUND INFORMATION ----- Chair Gervasi



Writing Studio

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONSYDNEY ELLIOTT

TBCC English and Writing faculty member Sydney Elliott will present to the Board details about the new TBCC Writing Studio, an innovative concept that Ms. Elliott and adjunct faculty member Laura Moore presented last month at the state Student Success conference. The presentation generated much interest among colleges around the state.

The Writing Studio is a collaborative project designed last year by TBCC full-time and adjunct faculty. It implemented this fall, with this academic year being the pilot year for the project. The design phase was accomplished under the auspices of a state grant which had as its goal reducing the length of the developmental pathway in English and Writing, which can present a significant barrier for students to completion of their educational goals.

Developmental courses in Reading and Writing below the “100” level were eliminated, with a mandatory component added to the RDWR 115 course which requires students to devote two hours a week, as part of their coursework, to work in the writing studio. Faculty have developed more than 20 modules related to the development and application of specific skills in writing, which give students additional practice in skills such as writing a thesis statement, developing a bibliography, using citations correctly, or writing an effective closing statement for a research paper. These modules include instruction and exercises for skills application, in addition to providing a variety of resources for students. The modules have also been made available online, and are integrated into instruction for the RDWR 115 class.

The Writing Studio is located in room 207 on campus and has been configured to provide students with a relaxing atmosphere to work either singly or in teams on writing skills. It is staffed by qualified adjunct who have professional writing experience. Plans for next year are to continue to expand the services of the Writing Studio to serve students across all disciplines, while promoting a Writing Across the Curriculum approach.



Financial Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONCFO WILLIAMS

The report for the month of January 2018 is available for your review.



Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended January 2018

58.33% of fiscal year elapsed

	FY 2016-2017			FY 2017-2018		
	Annual Budget	01/31/17 Actual	Percentage of Budget	Annual Budget	01/31/18 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	\$ 1,075,066.23	79.63%	\$ 1,356,106	\$ 1,205,835.87	88.92%
Property Taxes	\$ 1,195,863	\$ 1,048,508.67	87.68%	\$ 1,241,050	\$ 1,096,589.47	88.36%
Tuition	\$ 868,855	\$ 592,797.50	68.23%	\$ 881,855	\$ 603,845.00	68.47%
Fees	\$ 154,296	\$ 107,754.80	69.84%	\$ 154,296	\$ 128,882.93	83.53%
Sale of Goods	\$ 2,000	\$ 1,650.87	82.54%	\$ 2,000	\$ 2,030.29	101.51%
Interest	\$ 5,500	\$ 8,295.64	150.83%	\$ 5,500	\$ 26,661.35	484.75%
Rental	\$ 12,000	\$ 10,255.00	85.46%	\$ 12,000	\$ 10,550.00	87.92%
Miscellaneous	\$ 7,000	\$ 3,298.64	47.12%	\$ 7,000	\$ 9,045.68	129.22%
Transfers	\$ 442,328	\$ 44,705.65	10.11%	\$ 493,829	\$ 17,760.64	3.60%
Total resources	\$ 4,793,191	\$ 3,945,158.80	82.31%	\$ 5,103,636	\$ 4,486,119.89	87.90%
Expenditures						
Instruction	\$ 1,457,046	\$ 587,232.60	40.30%	\$ 1,403,246	\$ 599,473.18	42.72%
Instructional Support	\$ 370,104	\$ 187,460.72	50.65%	\$ 344,629	\$ 186,710.22	54.18%
Student Services	\$ 416,800	\$ 195,769.54	46.97%	\$ 463,665	\$ 257,025.90	55.43%
College Support	\$ 1,198,340	\$ 664,309.10	55.44%	\$ 1,365,563	\$ 852,756.85	62.45%
Plant Operation	\$ 271,552	\$ 176,402.46	64.96%	\$ 288,533	\$ 166,948.16	57.86%
Transfers	\$ 274,000	\$ 81,178.91	29.63%	\$ 288,000	\$ 88,401.32	30.69%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 4,037,842	\$ 1,892,353.33	46.87%	\$ 4,203,636	\$ 2,151,315.63	51.18%
Ending fund balance	\$ 755,349	\$ 2,052,805.47	271.77%	\$ 900,000	\$ 2,334,804.26	259.42%

Agenda Item 5.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended January 2018

	Fund No.	Beginning Fund Balance	2017-2018 Revenue	2017-2018 Expenditures	Ending Fund Balance	2017-2018 Spendable Budget	2016-2017 Prior Year Expenditures 1/31/2017
Adult Basic Education	210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,326.13
United Way Literacy Grant	216	\$ 2,749.13	\$ 60.00	\$ 456.00	\$ 2,353.13	\$ 2,700	\$ -
Title III Grant	220	\$ -	\$ 358,616.64	\$ 408,632.21	\$ (50,015.57)	\$ 625,974	\$ 333,582.74
Career Pathways Development Grant	224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,962.00
Pathways Grant	225	\$ -	\$ -	\$ 16,849.10	\$ (16,849.10)	\$ 29,783	\$ 16,218.60
Industrial Maintenance Tech	226	\$ 35,327.15	\$ 16,000.00	\$ 15,417.21	\$ 35,909.94	\$ 30,300	\$ 9,393.29
SBDC Federal Grant	230	\$ -	\$ 16,500.00	\$ 19,100.66	\$ (2,600.66)	\$ 30,250	\$ 18,428.22
SBDC State Grant	231	\$ -	\$ 11,411.85	\$ 19,830.85	\$ (8,419.00)	\$ 45,939	\$ 26,074.44
SBDC Program Income	232	\$ 20,217.83	\$ 3,538.20	\$ 628.29	\$ 23,127.74	\$ 6,000	\$ 3,979.40
SBDC Rural Outreach Grant	233	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 1,800.00
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	\$ -	\$ 6,778.69
Academic Counselor Grant	255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,941.47
Student Success Grant	256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,247.65
Student Success Support Grant	257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,674.72
Partners for Rural Innovation Operations	289	\$ 3,027.67	\$ 18,968.47	\$ 21,242.03	\$ 754.11	\$ 30,000	\$ 393.63
Capital Depreciation & Maintenance Fund	290	\$ 435,423.11	\$ 2,975.41	\$ -	\$ 438,398.52	\$ 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	\$ 11,640.44	\$ -	\$ 1,336,079.14	\$ 100,000	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ 386,801.42
Total Special Fund		\$ 3,597,220.57	\$ 593,624.00	\$ 529,776.04	\$ 3,661,068.53	\$ 1,348,811	\$ 972,777.40
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 1/31/2018		
Total of Grants that borrow from the General Fund		\$ (77,884.33)	\$ 27,911.85	\$ -	\$ (105,796.18)		
Total of Grants that are not borrowing from the General Fund		\$ 3,738,952.86	\$ 20.00	\$ -	\$ 3,738,932.86		
Total Special Fund		\$ 3,661,068.53	\$ 27,931.85	\$ -	\$ 3,633,136.68		
	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	\$ 2,054.00	\$ 953.28	\$ 18,620.85	\$ 7,825	\$ 1,417.13
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	\$ 1,778.79	\$ 1,411.49	\$ 1,580.72	\$ 13,370	\$ 9,540.09
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	\$ 2,075.92	\$ 1,433.19	\$ 4,530.80	\$ 3,500	\$ 550.07
Total Enterprise Fund		\$ 54,082.42	\$ 84,087.71	\$ 64,880.63	\$ 73,289.50	\$ 151,265	\$ 13,262.29
PERS Pension Bond Fund	410	\$ 4,464.80	\$ 83,632.95	\$ 34,582.83	\$ 53,514.92	\$ 137,566	\$ 36,091.80
General Obligation Bond Fund	420	\$ 100,651.98	\$ 637,310.36	\$ 59,848.21	\$ 678,114.13	\$ 685,124	\$ 71,438.69
Total Debt Service Fund		\$ 105,116.78	\$ 720,943.31	\$ 94,431.04	\$ 731,629.05	\$ 822,690	\$ 107,530.49
Local Match Fund	525	\$ 624,960.89	\$ 6,344.26	\$ -	\$ 631,305.15	\$ 485,000	\$ -
State Match Fund	530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,981,454.79
Grant Construction Fund	555	\$ (354,412.17)	\$ -	\$ 118,793.90	\$ (473,206.07)	\$ 250,000	\$ 486,920.69
Total Capital Projects Fund		\$ 270,548.72	\$ 6,344.26	\$ 118,793.90	\$ 158,099.08	\$ 735,000	\$ 2,468,375.48
Associated Students of TBCC	710	\$ 2,119.89	\$ 2,256.60	\$ 1,532.14	\$ 2,844.35	\$ 9,000	\$ 1,098.17
Phi Theta Kappa Honorary Society Fund	720	\$ 2,195.51	\$ 1,290.00	\$ 1,333.90	\$ 2,151.61	\$ 5,625	\$ 1,350.53
Economic Development Council	730	\$ 70,017.41	\$ 74,423.54	\$ 48,943.08	\$ 95,497.87	\$ 103,007	\$ 54,615.65
Economic Development Council - USDA Grant	731	\$ 30,859.94	\$ -	\$ 1,458.29	\$ 29,401.65	\$ 23,083	\$ 1,885.48
Visit Tillamook Coast	740	\$ 1,110,896.73	\$ 275,310.77	\$ 756,907.58	\$ 629,299.92	\$ 1,552,094	\$ 630,492.16
Visit Tillamook Coast - Non-TLT Funds	741	\$ 24,556.30	\$ 49,656.29	\$ 50,335.34	\$ 23,877.25	\$ 76,600	\$ 9,906.72
Total Agency Fund		\$ 1,240,645.78	\$ 402,937.20	\$ 860,510.33	\$ 783,072.65	\$ 1,769,409	\$ 699,348.71
PELL Grant	801	\$ -	\$ 463,829.00	\$ 463,829.00	\$ -	\$ 751,500	\$ 374,834.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 8,200.00	\$ 8,200.00	\$ -	\$ 14,500	\$ 10,000.00
Direct Loans	810	\$ -	\$ 148,329.00	\$ 148,329.00	\$ -	\$ 750,000	\$ 183,986.00
Federal Work Study	819	\$ -	\$ 2,878.45	\$ 4,323.65	\$ (1,445.20)	\$ 14,350	\$ 3,403.04
Oregon Opportunity Grant	821	\$ -	\$ 122,400.00	\$ 121,500.00	\$ 900.00	\$ 150,000	\$ 92,625.00
Chafee Grant	822	\$ -	\$ 8,335.00	\$ 8,333.00	\$ 2.00	\$ 10,000	\$ 2,334.00
Oregon Promise Grant	823	\$ -	\$ 40,785.00	\$ 43,374.00	\$ (2,589.00)	\$ 45,000	\$ 23,616.00
Tuition Waivers	831	\$ 20,401.39	\$ -	\$ 4,539.50	\$ 15,861.89	\$ 7,000	\$ 8,095.00
Board Scholarships	832	\$ 63,541.36	\$ -	\$ 76,236.00	\$ (12,694.64)	\$ 172,900	\$ 49,916.64
Institutional Work Study	833	\$ 21,743.66	\$ 253.26	\$ 1,024.10	\$ 20,972.82	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ 26,242.05	\$ 51,158.86	\$ (24,916.81)	\$ 85,000	\$ 46,743.47
Student Employees	835	\$ 23,419.57	\$ 2,501.60	\$ 1,309.28	\$ 24,611.89	\$ 18,000	\$ 1,327.21
Non-Institutional Scholarships	840	\$ 11,560.57	\$ 22,358.05	\$ 29,172.84	\$ 4,745.78	\$ 51,500	\$ 25,154.29
Total Financial Aid Fund		\$ 140,666.55	\$ 846,111.41	\$ 961,329.23	\$ 25,448.73	\$ 2,091,494	\$ 822,034.65

Agenda Item 5.B. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended January 2018
58.33% 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%
Resources												
State Aid	\$ 1,356,106	\$ 1,205,836	88.92%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 870,446	\$ 441,166	50.68%	\$ 35,000	\$ 15,481	44.23%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,036,151	\$ 732,728	70.72%	\$ 4,000	\$ 2,560	64.00%	\$ 64,700	\$ 62,442	96.51%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,241,050	\$ 1,096,589	88.36%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 683,824	\$ 634,219	92.75%
Timber	\$ -	\$ -	0.00%	\$ 429,465	\$ 101,426	23.62%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 2,030	101.50%	\$ -	\$ -	0.00%	\$ 17,600	\$ 3,264	18.55%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 26,661	484.75%	\$ 8,000	\$ 14,616	182.70%	\$ -	\$ -	0.00%	\$ 1,305	\$ 3,346	256.40%
Rental	\$ 12,000	\$ 10,550	87.92%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 9,046	129.23%	\$ 25,000	\$ 33,856	0.00%	\$ 6,500	\$ 2,901	44.63%	\$ -	\$ -	0.00%
Transfers	\$ 493,829	\$ 17,761	3.60%	\$ 485,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 83,378	55.59%
Total Revenues	\$ 4,153,636	\$ 3,101,201	74.66%	\$ 1,821,911	\$ 593,624	32.58%	\$ 123,800	\$ 84,088	67.92%	\$ 835,129	\$ 720,943	86.33%
Expenditures												
Salaries and Wages	\$ 2,968,457	\$ 1,561,787	52.61%	\$ 375,821	\$ 222,488	59.20%	\$ 85,129	\$ 49,461	58.10%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 871,179	\$ 501,128	57.52%	\$ 490,247	\$ 285,723	58.28%	\$ 61,796	\$ 13,618	22.04%	\$ 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	\$ 88,401	30.69%	\$ 467,743	\$ 9,040	1.93%	\$ 4,340	\$ 1,802	41.52%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 3,641,229	\$ -	0.00%	\$ 5,730	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,203,636	\$ 2,151,316	51.18%	\$ 4,990,040	\$ 529,776	10.62%	\$ 156,995	\$ 64,881	41.33%	\$ 822,690	\$ 94,431	11.48%
Ending Fund Balance	\$ 900,000	\$ 2,334,804		\$ 63,634	\$ 3,661,069		\$ 19,567	\$ 73,289		\$ 12,439	\$ 731,629	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 267,207			\$ 27,932			\$ -			\$ 45,147	
Inventories		\$ 1,324			\$ -			\$ 1,435			\$ -	
NET EFFECT ON CASH		\$ (268,531)			\$ (27,932)			\$ (1,435)			\$ (45,147)	
Liabilities												
Accounts Payable		\$ 98,238			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 72,690			\$ -			\$ -			\$ 45,147	
Payroll		\$ 148,755			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 319,683			\$ -			\$ -			\$ 45,147	
NET ADJUSTMENTS		\$ 51,152			\$ (27,932)			\$ (1,435)			\$ -	
ENDING CASH BALANCE		\$ 2,385,956			\$ 3,633,137			\$ 71,854			\$ 731,629	

Agenda Item 5.B. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended January 2018
 58.33% 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%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,060,520	\$ 317,376	0.00%	\$ 1,735,250	\$ 794,745	45.80%
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%	\$ -	\$ 1,753	0.00%	\$ -	\$ -	0.00%
Interest	\$ 5,000	\$ 6,344	126.88%	\$ 12,680	\$ 9,373	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 250,000	\$ -	0.00%	\$ 51,375	\$ 72,179	140.49%	\$ 135,000	\$ 48,600	36.00%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 2,256	28.20%	\$ 130,000	\$ 2,767	2.13%
Total Revenues	\$ 255,000	\$ 6,344	2.49%	\$ 1,132,575	\$ 402,937	35.58%	\$ 2,000,250	\$ 846,112	42.30%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 400,821	\$ 163,469	40.78%	\$ 53,344	\$ 6,657	12.48%
Operating Expenditures	\$ 250,000	\$ 118,794	47.52%	\$ 1,350,092	\$ 690,122	51.12%	\$ 2,034,900	\$ 954,672	46.91%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 485,000	\$ -	0.00%	\$ 18,496	\$ 6,919	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 122,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 735,000	\$ 118,794	16.16%	\$ 1,891,409	\$ 860,510	45.50%	\$ 2,091,494	\$ 961,329	45.96%
Ending Fund Balance	\$ 200,000	\$ 158,099		\$ 335,630	\$ 783,073		\$ -	\$ 25,450	
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		\$ 87,984			\$ 783,073			\$ 25,450	

\$ 7,719,084

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 Dates

- Legislative calls with OCCA every Monday at 4pm to update colleges on bills impacting community colleges. Board members welcome to call in.
- OPC meeting on Thursday-Friday, March 15-16 at Clatsop Community College in Astoria.
- OCCA Board meeting on Friday, March 16 at Clatsop Community College in Astoria.
- Next TBCC Board meeting is **Monday, April 2 at 6pm** on TBCC Campus.
- Budget Committee meeting is **Monday, April 9 at 6pm** on TBCC Campus.

Updates

- Completing draft budget for 2018-19 in March and will share with Board at April meeting before the Budget Committee meeting on April 9.
- Legislative update from OCCA call on March 5.
- Cable show taped with Van Moe on February 16.
- Meeting with Trucking companies in Tillamook County on February 13 about need for Truck Driving program.
- OPC meeting highlights from February 8-9.
- Update on the State of the College and looking toward 2018-19



Board Member Discussion Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- Chair Gervasi



Adjournment

RECOMMENDATION

ACTION ITEM

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

Motion to adjourn the Board meeting

