



Board of Education Meeting Agenda

Date: Monday, April 2, 2018

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: ----- a. Approval of Agenda b. Approval of March 5, 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. First Spanish GED completer..... b. Review 400 Policies- Second Reading..... c. Review 500 Policies- First Reading..... d. Draft 2018-19 TBCC Budget..... e. Curriculum for Approval – Second Reading..... f. Board Meeting Schedule for 2018-19- First Reading.....	CAO Hovey (ACTION) President Tomlin President Tomlin CFO Williams CAO Hovey President Tomlin
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda) a. SENSE Student Survey results..... b. Strategic Plan Update..... c. Partner Update-OSU Extension Report..... d. Financial Report..... e. President’s Report.....	Analyst McCarley Analyst McCarley Troy Downing CFO Williams President Tomlin
6.	Board Member Discussion Items -----	Chair Gervasi
7.	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 APRIL MEETING.

Items for approval:

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



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE APRIL MEETING.

Date: Monday, April 2, 2018

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

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1.	Call to Order • Acknowledge Guests	Chair Gervasi
2.	Consent Agenda:	(ACTION) Chair Gervasi
	a. Approval of Agenda	
	b. Approval of March 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. First Spanish GED completer	CAO Hovey
	b. Review 400 Policies- Second Reading	(ACTION) President Tomlin
	c. Review 500 Policies- First Reading	President Tomlin
	d. Draft 2018-19 TBCC Budget	CFO Williams
	e. Curriculum for Approval – Second Reading	CAO Hovey
	f. Board Meeting Schedule for 2018-19- First Reading	President Tomlin
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. SENSE Student Survey results	Analyst McCarley
	b. Strategic Plan Update	Analyst McCarley
	c. Partner Update-OSU Extension Report	Troy Downing
	d. Financial Report	CFO Williams
	e. President's Report	President Tomlin
6.	Board Member Discussion Items	Chair Gervasi
7.	Adjournment	(Action) Chair Gervasi



March 5 Board of Education Meeting Minutes

Date: Monday, March 5, 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, Betsy McMahan

TBCC Board Members Absent: Tamra Gammon

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

Description

Executive Session -----Chair Gervasi
The Board met in Executive Session prior to the regular Board meeting for the purposes of reviewing the President's evaluation, draft goals, and contract for next year.

Resource

Call to Order • Acknowledge Guests (agenda item 1)-----Chair Gervasi
Chair Kathy Gervasi called the meeting to order at 6:16pm. She introduced faculty guest Sydney Elliott.

Consent Agenda / Personnel Report (agenda items 2, 2.a, 2.b, 2.c)------(Action) Chair Gervasi
Director Pat Ryan reviewed the Personnel Report, advising that the Executive Support Specialist and Customized Training Coordinator positions had been posted, and the first review of applicants was today. The Career Education/SNAP Advisor position, which is ultimately dependent on grant funding, posted on Friday, March 2.

There were no changes requested to the agenda. There were no changes requested to the February 5 minutes. Billy Schreiber moved to approve the consent agenda. 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)

Swearing in of New Board Member (agenda item 4.a)-----Chair Gervasi



Newly appointed Board Member Betsy McMahon read aloud the Oath of Office and signed the Oath of Office document.

CAO Ann Hovey explained that due to scheduling, Sydney Elliott would be presenting during this time, as opposed to agenda item 5.a.

Faculty member Elliott, who has been teaching English and writing for the college for 10 years, detailed her association with the Community College Humanities Association (CCHA). She is also the editor of the National Humanities Review for Community Colleges, as well as the Pacific Lutheran University online journal. She won the TBCC Teaching Excellence of the Year award in 2017, as well as the CCHA Distinguished Educator's Award. Elliott piloted the Writing Studio project in the fall of 2017, and was instrumental in designing the learning modules used in the studio, as well as the physical design of the studio itself. The studio is available to all students studying at TBCC, not just English or Writing students. The studio, staffed by writing adjunct faculty, is hoping to continue to develop and grow into the coming terms.

Board Policies 318-323 – Second Reading (agenda item 4.b)------(ACTION) President Tomlin Chair Gervasi advised that a vote to approve policies 318-323 was needed. Mary Faith Bell moved to approve the policy changes. Pam Zweifel seconded. The motion carried.

400 Policies – First Reading (agenda item 4.c)-----President Tomlin President Tomlin explained that the 400 policies, which focuses on faculty, needs significant updates, but will be updated collaboratively with faculty next year and brought back to the Board in 2019-20 when policies are reviewed again in the next two-year cycle. Most of the changes to the policies this cycle included grammatical corrections and wording changes. President Tomlin is recommending approval of what changes were made, with the understanding that more changes will be made in a long-term process. These policies will be voted on at the April Board meeting.

Tuition/Fee Schedule for 2018-19 – Second Reading (agenda item 4.d)----(ACTION) CFO Williams CFO Williams presented the proposed tuition fee schedule for 2018-19. There were no changes since the first reading. A \$1.00 per credit increase in tuition is being proposed, with CFO Williams adding that TBCC is well below the average tuition costs for Oregon community colleges. Mary Faith Bell moved to approve the tuition/fee schedule. Bill Schreiber seconded. The motion carried.

Program/Curriculum Changes for 2018-19 (agenda item 4.e)------(ACTION) CAO Hovey CAO Hovey presented the 2nd reading of the curriculum presented in February. The changes include an experimental MIT course that will be converted to a permanent course, a final degree map for an AS in Forestry, and a Career Pathways certificate in Forest Technology. Billy Schreiber moved to accept the changes to the curriculum. Mary Faith Bell seconded. The motion carried.

Program/Curriculum Changes for 2018-19 (agenda item 4.f)-----CAO Hovey CAO Hovey presented 10 courses that include revisions and additions in the Agriculture and Natural Resources program, including those associated with Forestry. These changes, which have been approved by the Curriculum Committee, are a first reading, and will be approved next month.

Presidential Evaluation (agenda item 4.g)------(ACTION) Chair Gervasi



Chair Gervasi explained that the Board met in Executive Session before this meeting to review the presidential evaluations. She detailed the work that President Tomlin had accomplished for the college over his first year as president. The Board was pleased with the amount of time spent in the community and his work on the strategic plan. They felt it had been a successful transition.

Presidential Goals and Contract for 2018-19 (agenda item 4.h)----- (ACTION) Chair Gervasi
Chair Gervasi asked the Board to approve the goals and a new contract, which will involve an increase in pay. Pam Zweifel moved to approve the evaluation. Betsy McMahon seconded. The motion carried.

Information-Only Items (agenda item 5)

Writing Studio (agenda item 5.a)----- Sydney Elliott
This subject was addressed during agenda item 4.a due to time constrictions.

Financial Report (agenda item 5.b)----- CFO Williams
CFO Williams presented the Financial Report for January. She explained that the draft budget for 2018-19 is close to done, and that the Budget Committee meeting is scheduled for April 9th at 6pm. There will be more information in the April 2 board packet about the draft budget which includes raises and COLA increases for faculty, adjuncts, and staff.

President's Report (agenda item 5.d)----- President Tomlin
President Tomlin explained that Oregon community colleges will not receive any additional funding from the state next year. OCCA will start work on lobbying for next year's big session next month.

Senate Bill 1563 passed, which allows Oregon community colleges to offer DACA students in-state tuition without requiring a federal ID.

The next Board meeting will be April 2.

The college is exploring a potential non-credit truck driving program, with the possibility of the Port of Tillamook providing space for driver training.

The FTE goal of 450 is close to being met, with 10 more FTE than last spring needed to reach that number. Meeting this goal would mean a 7% increase in FTE over last year.

Active shooter training and lock out drills are being planned for the near future.

President Tomlin then provided the Board with a State of the College presentation that included listing other initiatives for next year, including a Facilities Master Plan, the continuing fine-tuning of the Strategic Plan, working with the TBCC Foundation to develop a strategic plan for the Foundation, preparing accreditation work for 2021, and continuing to work on recruitment and retention efforts.

President Tomlin reminded the Board to complete the Board Self Evaluation forms and send to Karen. Board Secretary Karen Grosulak will send out the forms again.



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 7:09PM.



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	Position offered March 26, 2018	Arlene Soto	
Executive Support Specialist	March 5, 2018	April 9, 2018	Britney Noel Hired	Ross Tomlin	
Career Education and SNAP Advisor	March 12, 2018 Interviews Mid-April	TBD	Open until filled	Rhoda Hanson	



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



First Spanish GED Completer

RECOMMENDATION

BACKGROUND INFORMATIONCAO HOVEY

In recognition of a strong need in our community, in the spring of 2016 the college launched a Spanish GED program. Initially the program capitalized on a strong relationship with the Juntos program and OSU's Open Campus Coordinator. Maydra Valencia, an OSU employee, served as the primary evening instructor, with a local employee of the Tillamook School District serving as an assistant instructor. While Maydra has moved on to other opportunities, the assistant, Doris Flores, remains with the program to this day and continues to assist the lead instructor in the class.

The program began with 19 students enrolled, which represented the largest group of GED students ever enrolled at the college. Students participating were comprised entirely of adults who had children enrolled in the Tillamook County Public Schools. The GED students wanted to learn and achieve to be able to more fully support their children achieve their own educational goals. This fully committed group of students regularly petitioned the instructor to schedule makeup days on occasions when class was not held due to holidays, and also requested a full workload to be assigned to them over the summer break so that they could continue to work on their own and progress in their studies.

The Spanish GED program continues to be a success and to show strong retention and enrollment. The college has fielded calls from other colleges in the state, including PCC, who want to know how our college has built this program with such success. Unquestionably it has to do with the people leading and working in the program as well as the strong commitment the students have to succeed. Amy Alday-Murray, TBCC's Career Pathways Specialist, also works closely with ABE/GED/ESOL faculty and students, supporting their success and striving continually to make improvements in the program.

The class' primary instructor today is Fortunatos Pacios-Rivera, a Forestry Engineer originally educated in Sweden and who subsequently worked in South American and Middle Eastern countries training Forestry Engineers as well as teaching vocational modules to many of the workers with whom he visited. In his spare time these days he is completing his PhD in Forestry Management and Conservation, and works on a pro bono basis with the USDA as a North Coast Basin Forester. Our students and the college are very fortunate that he came to the college to express his interest in teaching these courses, and that he is so dedicated to the students.

TBCC is now celebrating our first Spanish GED completer. This student will attend the April Board meeting to express his pride in this accomplishment and share his story with Board members. We share his excitement and are proud that he wants to share his story with the Board.



Review 400 Policies

RECOMMENDATION

ACTION Item

BACKGROUND INFORMATION(ACTION) PRESIDENT TOMLIN

This is the second reading of changes made to the 400 Policies. The changes were reviewed last month and no additional changes have been made since then. We are asking the Board to approve the changes to the 400 Policies.



Review 500 Policies – First Reading

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

The Board Policy Committee has reviewed the 500 Policies and are recommending the changes found on the following pages. This is a first reading of the changes.



Article No.: 500

Approved: June 1, 2009, February 4, 2013, May 2, 2016

Reference: Policy 322, ORS 341.290, Catalog

Related to: **AR E008**

500.1 COLLEGE/STUDENT RESPONSIBILITIES

Tillamook Bay Community College provides students with programs of general education, developmental/remedial programs, and vocational/technical curricula. The College also provides cultural, recreational, and community service activities.

It is, in turn, the responsibility of the student to observe College Rules and Regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community. **Refer to AR E008.**

~~A. General Policies~~

~~A student's registration obligates him/her to comply with the policies and regulations of the College. Tillamook Bay Community College will restrict a student's admission to or registration with the College and will withhold degrees, and official transcripts as prescribed by the College and/or state guidelines if a student fails to meet financial obligations to the College or for other legal reasons.~~

~~Tillamook Bay Community College is granted the right by law, to adopt such rules as are deemed necessary to govern its operations.~~

~~Students have the right to participate in formulating and reviewing policies and rules pertaining to student conduct and, to the extent permitted by law in the enforcement of all such rules.~~

~~B. Right to Freedom from Harassment and Discrimination~~**~~a. Intro~~**

~~The College's goal is to enable students to achieve their education and career goals. Therefore, it is against this policy for any manager, supervisor, faculty, staff, or student to engage in harassment or sexual harassment or discrimination of any member of the College community based on his/her race, color, religion, ethnicity, use of native language, national origin, age, sex, marital status, height/weight ratio, disability, or sexual orientation. The prohibition against harassment or discrimination based on the use of native language does not require the College to offer courses in any language other than English. Under this policy, harassing or discriminatory behaviors will not be tolerated. The College also prohibits retaliation against any person who makes a good faith complaint of discrimination or harassment and retaliation against any person who in good faith cooperates in an investigation of alleged harassment or discrimination.~~

~~b. Definition of Sexual Harassment~~

Article No.: 500

Approved: June 1, 2009, February 4, 2013, May 2, 2016

Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

~~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 and 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:~~

- ~~i. 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~~
- ~~ii. 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.~~
- ~~iii. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic advancement; or~~
- ~~iv. 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;~~
- ~~▪ 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;~~

Article No.: 500

Approved: June 1, 2009, February 4, 2013, May 2, 2016

Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

- ~~Sexually explicit photos in a work or learning area.~~

~~c. Responsibilities~~

~~Therefore, it is the responsibility of every member of the College community to strictly comply with this Policy. This includes notifying each employee/student of his or her rights and responsibilities under Tillamook Bay Community College's Student Rights and Responsibilities and Sexual Harassment Policies. Management staff will be held accountable for taking reasonable action to maintain work areas and educational environments free of conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination.~~

~~Any person who believes he or she has been discriminated against or harassed by a College employee, representative, or student is encouraged to file a complaint with the Director of Facilities, Safety, and Human Resources. Non-affirmative action complaints are to be filed in accordance with the Student Grievance Procedure.~~

~~C. Right to Freedom of Expression~~

~~Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.~~

~~As constituents of the academic community, Tillamook Bay Community College students shall be free, individually and collectively, to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the College.~~

~~Demonstrations are a legitimate mode of expression, whether politically motivated or directed against the College administration, and will not be prohibited. Demonstrators, however, have no right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, or otherwise substantially disrupt educational or institutional processes in a way that interferes with the safety or freedom of others. Students may be subject to disciplinary action when their acts or actions cause or are likely to cause substantial disruption or interference with the regular and essential operation of the College.~~

~~D. Right to Protection from Improper Academic Evaluation and Improper Disclosure of Students' Views, Beliefs, and Associations~~

~~Student academic performance shall be evaluated solely on an academic basis (which may include attendance and the ability to apply skills), not on the student's opinions or conduct in~~

Article No.: 500

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~~matters unrelated to academic standards. The course syllabus shall contain and articulate the evaluation standards and grading criteria by which student performance is measured. Students shall have the right to grieve their academic evaluation under the Grievance Procedure only if the student believes that these standards and criteria were not followed by the instructor, or were not fairly and consistently applied to all students.~~

~~At the same time, students are responsible for meeting standards of academic performance established for each course in which they are enrolled. Information about student views, beliefs, and political associations which staff members acquire in the course of their association with students is to be considered confidential.~~

~~E. Right of Access to, and Protection from Improper Disclosure of Student Records~~

~~To minimize the risk of improper disclosure, academic and disciplinary records shall remain separate. Transcripts of academic records shall contain only information about academic status.~~

~~Information from disciplinary or advising files shall not be available to unauthorized persons on campus or to individuals off-campus without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved, in compliance with the Family Educational Rights and Privacy Act, College Policy, and Oregon laws pertaining to education records.~~

~~In order to assist students to benefit from courses, programs, and activities, the College requires advising services and Career Education Plans for degree-seeking students. The confidentiality of student record information obtained by advising services will be strictly maintained, except when Tillamook Bay Community College is legally permitted to disclose student record information.~~

~~F. Right to Form Student Organizations~~

~~Students may form student clubs and organizations under the provisions of the Associated Students of Tillamook Bay Community College (ASTBCC) Constitution. Any chartered student club or officially recognized student organization acting through the Associated Students of Tillamook Bay Community College may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the College.~~

~~College procedures must be followed to ensure orderly scheduling of facilities, adequate preparation for the event, and that activities are conducted in a manner appropriate for an academic community.~~

~~G. Right to Sell and Distribute Materials and Engage in Fund-Raising Activities~~

~~Students have the right to engage in legal incidental sales of personal property in private~~

Article No.: 500

Approved: June 1, 2009, February 4, 2013, May 2, 2016

Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

~~transactions. TBCC has not designated any facilities for this purpose, however, except for the use of designated College bulletin boards.~~

~~All fund-raising activities for any student group must be approved by the Chief Finance Officer and the Executive Director of the Foundation and College Advancement, and coordinated with the Tillamook Bay Community College Foundation.~~

~~All merchandise, periodicals, magazines, and books offered for commercial sale may be sold only through the College Bookstore except when within College Policy and approved by the Chief Finance Officer and the Executive Director of the Foundation and College Advancement.~~

~~All free publications not in violation of state laws, federal laws, and/or College rules, such as books, magazines, newspapers, handbills, leaflets, and similar materials may be distributed on campus. Any persons desiring to distribute publications shall first register with the Chief Finance Officer and the Executive Director of the Foundation and College Advancement so that reasonable areas and times can be assured and the activities of the College will not be interfered with.~~

~~All handbills, leaflets, newspapers, and similar materials must bear the name and address of the organization and/or individual distributing the materials.~~

~~Printed materials shall not be placed on any vehicle parked on campus.~~

~~H. Right of Access to College Facilities~~

~~Students have the right of access to College facilities, subject to ordinary schedules and policies and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and intent of the rules governing facility use. Chartered ASTBCC student clubs have free access to facilities unless additional services (custodial, Campus Safety, etc.) are required.~~

~~When faced with a situation which he/she determines is likely to or does disrupt the order of the College, threatens the health and welfare of the College community, or that interferes with the ingress and/or egress of persons from College facilities, the College President or designee shall have the authority to:~~

- ~~1. Prohibit the entry of any person or persons, or to withdraw the license or privilege of any person or group of persons to enter or remain upon any portion of a College facility; or~~
- ~~2. Give notice against trespass by any manner specified by law to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering into or remaining within a College facility.~~

Article No.: 500

Approved: June 1, 2009, February 4, 2013, May 2, 2016

Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

~~Any student(s) disobeying a directive given by the College President or designee, pursuant to the statements above, shall be subject to disciplinary action and/or criminal trespass laws.~~

~~I. Right to Student Publications~~

~~Student publications and student press provide for free and responsible discussion of topics and for intellectual exploration. The responsibility for developing, administering and reviewing procedures for the operation of College sponsored student publications is delegated to the Student Publications Committee. Editors are protected from arbitrary suspension and removal due to editorial policy or content. Editors and staff of student publications are guided by the professional standards of the Oregon Code of Journalistic Ethics, related Oregon Revised Statute and by other state or federal laws.~~

~~500.2 CODE OF STUDENT CONDUCT~~

~~A. General Policies~~

~~Admission to Tillamook Bay Community College carries with it the presumption that the student will conduct him/herself as a responsible member of the College community. Thus, when a student is admitted to and/or enrolled at Tillamook Bay Community College, the student likewise assumes the obligation to observe standards of conduct which are appropriate to the pursuit of educational goals.~~

~~Students shall generally have an opportunity to participate in the formulation of policies and rules pertaining to student conduct and, to the extent legally permitted, in the enforcement of such rules. Tillamook Bay Community College administration and its Board, however, retain the authority to create and enact College policy.~~

~~Programs based on contracts with government agencies or external funding sources operated outside of the campus may adopt separate conduct procedures consistent with Tillamook Bay Community College's Code of Student Conduct, the program's goals, and the principle of due process for all parties.~~

~~Tillamook Bay Community College may take appropriate disciplinary action when student conduct deemed by a college Director or Chief Academic Officer or designee to be disruptive to the operation of the College, or constitutes one or more of the behaviors identified below.~~

~~B. Violations~~

~~Disciplinary action may result from the commission of any of the actions listed herein, or any~~

STUDENT RIGHTS AND RESPONSIBILITIES

Article No.: 500

Approved: June 1, 2009, February 4, 2013, May 2, 2016

Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

~~violation of civil or criminal law while on College property or while engaged in any College activity.~~

- ~~1. Academic cheating or plagiarism or aiding or abetting cheating or plagiarism, which may also result in academic penalties under the College's Academic Integrity Policy.~~
- ~~2. Furnishing false information to the College with the intent to deceive the College or any person or agency.~~
- ~~3. Forgery, alteration, or misuse of College documents, records, or identification cards whether in written or electronic form.~~
- ~~4. Unauthorized use or access of College electronic communications media, equipment, files, or data or failure to comply with Tillamook Bay Community College Terms of Usage.~~
- ~~5. Abuse, harassment, intimidation, or threatening of a student, staff member, vendor, visitor, or invited guest of the College.~~
- ~~6. Malicious destruction, damage, or misuse of College or private property (including library materials).~~
- ~~7. Theft or conversion of College property.~~
- ~~8. Failure to comply with the lawful directions of College personnel acting in performance of their duties.~~
- ~~9. Unwanted contact or communication of any nature with another student or a staff member after being advised by a College official or the other student that such contact or communication is unwelcome.~~
- ~~10. Any behavior that is disruptive to the educational process of the College as determined by a College official.~~
- ~~11. Interference by force or by violence (or by threat of force or violence) with any administrator, faculty or staff member, or student at the College who is in the discharge or conduct of his/her duties or studies.~~
- ~~12. Possession, consumption, being under the influence, or furnishing of marijuana, alcoholic beverages (as identified by federal or state law) 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.~~
- ~~13. Possession, consumption, being under the influence, or furnishing of marijuana or~~

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~~any narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 [as now law or hereinafter amended], except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.~~

~~14. Failure to disperse when an assembly is ordered to disperse by College officials.~~

~~15. Failure to comply with a notice against trespass.~~

~~16. Failure to comply with the following rules regarding firearms and weapons:~~

~~a. The use, carrying, exhibiting, or displaying of any weapon (as defined by Oregon Revised Statute 161.015), or facsimiles thereof, is prohibited on or in College facilities, except as provided by Oregon law or when approved by College administration for official College activities.~~

~~b. Explosives, incendiary devices, or any facsimiles thereof are prohibited on or in College facilities, except as provided by Oregon law, or when approved by College administration for official College activities.~~

~~c. The above rules do not apply to equipment or materials owned, used, or maintained by the College, used by the College or under College direction, nor to law enforcement officers or campus security personnel.~~

~~17. Violations of published College regulations, including those related to entry and use of College facilities, the rules in this Section, and any other College regulations which may be enacted.~~

~~18. Conduct that substantially interferes with the College's educational responsibility of ensuring the opportunity for all members of the College community to attain their educational objectives, or the College's subsidiary responsibilities, which may include, but are not limited to: record-keeping, providing miscellaneous services, and sponsoring out-of-class activities, such as lectures, concerts, athletic events, and social functions.~~

~~If a student is charged or convicted of an off-campus violation of the law, the matter shall be no cause for disciplinary action by the College unless there is a reasonable possibility, as determined by the a Director or the Chief Academic Officer, that the behavior is substantially likely to disrupt the educational process of the College.~~

~~C. Sanctions~~

~~The College Board has directed the College President, pursuant to ORS 341.290, to establish administrative rules to govern the College and its students, and to administer disciplinary action. Sanctions shall be primarily administered by the college Director or Officer deemed most appropriate in relation to the violation. Generally, safety violations will~~

STUDENT RIGHTS AND RESPONSIBILITIES

Article No.: 500

Approved: June 1, 2009, February 4, 2013, May 2, 2016

Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

~~be directed to the Director of Facilities, Safety, and Human Resources, student conduct and academic progress violations will be directed to the Director of Student Services and academic integrity violations will be directed to the Chief Academic Officer. The Director of Student Services, the Director of Facilities, Safety, and Human Resources or the Chief Academic Officer may impose the following sanctions for violations of the Code of Student Conduct:~~

Type of Violation / Suspension	Initial Review	First Appeal	Final Appeal
Student Conduct	Director of Student Services	Chief Academic Officer	College President
Safety	Director of Facilities, Safety, and Human Resources	Director of Student Services	College President
Academic Integrity	Chief Academic Officer	Director of Student Services	College President
Academic Progress	Director of Student Services	Chief Academic Officer	College President

- ~~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 re-admission, (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.~~

~~The parents or guardian of any student under 16 years of age who receives a sanction under the Code of Student Conduct shall be notified.~~

~~D. Disciplinary Due Process Hearing Procedures~~

Article No.: 500

Approved: June 1, 2009, February 4, 2013, May 2, 2016

Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

~~In keeping with the educational purposes of the College, disciplinary actions other than those requiring expulsion are intended to be remedial rather than punitive. Often disciplinary proceedings will be conducted informally between the student(s) and the designated College official listed above.~~

~~Classroom Conduct~~

~~Each faculty member is responsible for conduct in class and is authorized to take such steps as are necessary when behavior of a student interrupts the normal class procedure. When behavior is so serious as to result in expulsion from the class, the faculty member may remove the student from class for one day and may also require the student to meet with the instructor and/or Chief Academic Officer to identify and set conditions for his/her return to the class. Permanent removal of a student from a class or classes may only be imposed by the designated College official listed above in section C or designee pursuant to the provisions of the Code of Student Conduct.~~

~~Student Conduct:~~

- ~~1. Students in violation of institutional regulations or civil or criminal law shall be so informed.~~
- ~~2. During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended except for reasons related to the safety and well-being of students, faculty, staff, or College property, or which relate to or interfere with the orderly operation of the College, as determined by Director of Student Services or designee.~~
- ~~3. The student has the right to appeal any disciplinary (as distinct from academic) action to the President solely on the basis of alleged procedural violation(s). If a violation is found to have occurred, the President will remand the case to the Director of Student Services or designee for reprocessing.~~

~~No disciplinary sanction shall be imposed unless the student has been notified of the charges against him/her and the nature and source of the evidence. In cases in which the College does not intend to suspend or expel a student, the source of information may be kept confidential if, in the discretion of the designated College official listed above in section C or his/her designee, he/she believes that revealing the source would create a risk of physical or emotional harm to the source, or might otherwise have a chilling effect on enforcement of these rules. A student subject to these sanctions will be allowed to present his/her case to an appropriate College official and to have an advisor of his/her choice present. Advisors are not permitted to present the case but may advise the student.~~

~~Both the College and the student may seek legal advice at their own expense, but, to avoid an adversarial situation, neither the College nor the student will be represented by an attorney during any meeting or hearing involving the College and the student. The student may withdraw from College of his/her own volition at any time during the disciplinary~~

STUDENT RIGHTS AND RESPONSIBILITIES

Article No.: 500

Approved: June 1, 2009, February 4, 2013, May 2, 2016

Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

~~process. Disciplinary sanctions may still be assessed, however, if the student withdraws from the College prior to the completion of the disciplinary process, or elects not to participate in disciplinary proceedings.~~

~~Formal Resolution~~

~~In cases that are not resolved informally, the Director or Officer shall use the following hearing procedure:~~

~~Step 1: At an initial conference with the Director or Officer as designated in section C the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter. The College retains the right, upon learning new information and giving notice to the student, to revise the proposed maximum penalty.~~

~~Step 2: The student must submit all of his/her evidence within 7 calendar days of the initial conference~~

~~Step 3: After considering the evidence in the case and interviewing persons as appropriate, the Director or Officer, may take one of the following actions:~~

- ~~_____ a. Terminate the proceedings, exonerating the student.~~
- ~~_____ b. Dismiss the case after appropriate counseling and advice.~~
- ~~_____ c. Impose an appropriate sanction as described above.~~

~~The student shall be notified in writing of the decision of the Director or Officer.~~

~~Step 4:~~

~~The student may appeal a sanction imposed if the student feels that additional information is available that has bearing on the situation. The student may file this appeal by bringing the additional information to designated Director or Officer.~~

~~If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the President or designee within 7 calendar days of the decision. The President or designee shall render a decision regarding the alleged violation of due process within 7 calendar days of its filing.~~

~~E. Readmission after Suspension~~

~~A student suspended from the College may be readmitted only on written petition to the Director or Officer with responsibility over the issue leading to the suspension. Petitions must, if applicable, indicate how specific reinstatement conditions have been met and~~

Article No.: 500

Approved: June 1, 2009, February 4, 2013, May 2, 2016

Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

~~reasons which support reconsideration. The Director or Officer or designee shall convey his/her decision in writing to the student; and in the case of non-readmission, shall express his/her reasons in writing. If the student decides to appeal the decision, a first appeal may be made to the designated Director or Officer. The Director or Officer shall convey his/her decision in writing to the student and shall express his/her reasons for the decision. The Director or Officer sends his/her report to the College President. The decision of the College President is final.~~

~~F. Records~~

~~Records of all disciplinary actions shall be kept as part of the student record by the Director of Student Services in accordance with the state archival policies.~~

~~500.3—ACADEMIC INTEGRITY POLICY~~

~~A. Introduction~~

~~Students of Tillamook Bay Community College are expected to behave as responsible members of the College community and to be honest and ethical in their academic work. Tillamook Bay Community College strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.~~

~~B. Guidelines for Academic Integrity~~

~~Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:~~

- ~~1. Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.~~
- ~~2. Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.~~
- ~~3. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.~~

~~Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.~~

Article No.: 500

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Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

~~C. Forms of Academic Dishonesty~~

~~Actions constituting violations of academic integrity include, but are not limited to, the following:~~

- ~~1. Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.~~
- ~~2. Cheating: the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.~~
- ~~3. Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.~~
- ~~4. Collusion: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.~~
- ~~5. Academic Misconduct: the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.~~

~~D. Penalties for Academic Dishonesty~~

~~If a student is found guilty of violating academic integrity, any one or a combination of the following penalties may be imposed by the faculty member:~~

- ~~1. Verbal or written warning.~~
- ~~2. A grade of "F" or "NP" for the assignment, project, or examination.~~

~~The following penalty may be imposed by the faculty member only after a hearing conducted by the Chief Academic Officer:~~

- ~~1. A grade of "F" or "NP" for the course, overriding a student withdrawal from the course.~~

~~The Chief Academic Officer may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:~~

Article No.: 500

Approved: June 1, 2009, February 4, 2013, May 2, 2016

Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

- ~~1. Disciplinary admonition and warning.~~
- ~~2. 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.~~
- ~~3. Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).~~
- ~~4. Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).~~

~~E. Academic Dishonesty Complaint and Hearing Procedures~~

- ~~1. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.~~
- ~~2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.~~
- ~~3. The faculty member provides the student an opportunity to explain the incident.~~
- ~~4. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the Tillamook Bay Community College Academic Integrity Policy.~~
- ~~5. The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a grade of "F" or "NP" on an assignment, project, or examination, or no further action. If the accused student contests the faculty member's decision, a hearing with the Chief Academic Officer (CAO) may be requested in writing to the CAO within 10 days of the time the student is notified of the faculty member's decision. A hearing requested by a student under this section is informally conducted by the CAO, who may take steps he or she deems appropriate to resolve the conflict.~~
- ~~6. If the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" or "NP" for the course), the student is entitled to a hearing with the CAO. The faculty member submits a copy of the Academic Dishonesty Report form and any additional evidence to the CAO within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.~~

Article No.: 500

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Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

~~7. Within 10 days of receiving an Academic Dishonesty Report form, the CAO notifies all parties in writing of the date, time and location of the hearing. At the hearing, the student meets with the faculty member and CAO to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise the student but not present the case. If the student misses the hearing, the faculty member and CAO may proceed with the process to completion. The CAO will consider any evidence submitted within seven days of the hearing, and interview persons as warranted. The CAO determines if the action recommended by the faculty member is appropriate.~~

~~8. Within 10 days of the hearing, the CAO sends a written notification of the results to the student and faculty member.~~

~~Within 10 days of the notification, the student may submit a written appeal to the Director of Student Services for a first appeal. The Director shall review all information of the case. The Director may hold an additional hearing if deemed necessary. The Director of Student Services shall convey his/her decision to the student within 10 days of the appeal.~~

~~9. If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the President or designee within 7 calendar days of the decision. The President or designee shall render a decision regarding the alleged violation of due process within 7 calendar days of its filing.~~

~~10. For each decision conveyed to the student the CAO or Director sends a final report to the College President. The Chief Academic Officer or Director of Student Services may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:~~

~~a. Disciplinary admonition and warning.~~

~~b. 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.~~

~~c. Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).~~

~~d. Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).~~

SOURCES

With permission, contents of this policy were adapted from "Academic Honesty" and "Academic Dishonesty," Oregon State University, Corvallis, Oregon; and "Student Rights & Responsibilities: Scholastic Ethics Code," Pima Community College,

Article No.: 500

Approved: June 1, 2009, February 4, 2013, May 2, 2016

Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

~~Tucson, Arizona.~~

~~500.4 GRIEVANCE PROCEDURE~~

~~A. Introduction~~

~~Students enrolled at Tillamook Bay Community College may use the Grievance Procedure to challenge decisions and/or actions taken by college faculty and staff that are alleged to violate their rights as defined in the College Catalog. This procedure does not apply to any other dispute. Any other complaint about College services, programs, or activities not addressed in the College Catalog or Policy should be put in writing and sent to the Director of Student Services~~

~~Programs based on contracts with government agencies or external funding sources may adopt separate grievance procedures consistent with Tillamook Bay Community College's Grievance Procedure, the program's goals, and the principle of due process for all parties.~~

~~The student will be allowed to have an advocate of his/her choice (such as a Tillamook Bay Community College Advisor, or student government representative) present in meetings throughout the grievance process. Advocates are not permitted to present the case, but may advise the student. Both the College and the student may seek legal advice at their own expense; however, neither the College nor the student shall be represented by a lawyer during any grievance meeting or hearing involving the College and the student.~~

~~Concerns involving harassment or discrimination by a College staff member on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the College's Affirmative Action Officer. Concerns involving harassment or discrimination by a student on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the Director of Student Services.~~

~~B. Grievance Procedure~~

~~Step 1: Communicate with the Faculty/Staff Member:~~

- ~~a. The student must directly communicate with the faculty/staff member involved within 30 calendar days of the event that is the subject of the grievance. Otherwise the student forfeits the right to grieve the issue. The student is encouraged to put the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated as defined in the College Catalog, and a proposed remedy.~~

~~Step 2: Director of Student Services or the Chief Academic Officer~~

- ~~a. In cases where the problem is not resolved through direct communication with the~~

Article No.: 500

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Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

~~faculty/staff member involved, the student will submit a Grievance Form obtained from the Chief Academic Officer or the Director of Student Services with supporting evidence, to the CAO or Director within 14 calendar days of the communication with the faculty/staff member. The CAO or Director will review the grievance.~~

- ~~b. Within 14 calendar days, the CAO or Director will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student and the College President.~~

~~Step 3: Appeal to the College President~~

- ~~a. The student may appeal the decision in Step 2 if (1) Tillamook Bay Community College procedures were not followed or (2) there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days to the College President. The student must submit written justification for further review and provide evidence that there are grounds for the appeal.~~
- ~~b. The President will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, consider relevant evidence that was not available or not considered during Step 2, and render a decision in writing. The decision will be final and not subject to appeal.~~

~~C. Reporting, Recording, and Maintaining Records~~

~~When the grievance is concluded, all documentation shall be forwarded to the Director of Student Services, who will maintain them as part of student records in accordance with the state archival policies.~~

~~500.5 CONSENSUAL RELATIONSHIPS~~

~~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. This objective is promoted by professionalism in the relationships that faculty and staff have with students. These relationships are intended to foster free and open exchange of ideas, productive learning, and the work that supports it.~~

~~In addition, those who supervise or evaluate the work of students must be perceived to be making their decisions fairly and without favoritism. This responsibility is potentially jeopardized when faculty/staff enter into consensual romantic relationships with their students.~~

~~Faculty and staff are cautioned that consensual romantic relationships with their students can prove to be unwise and problematic, and should be avoided. When consensual romantic relationships occur, questions of fairness, favoritism, and coercion arise:~~

Article No.: 500

Approved: June 1, 2009, February 4, 2013, May 2, 2016

Reference: Policy 322, ORS 341.290, Catalog

Related to: AR E008

- ~~1.—Such relationships may undermine the real or perceived integrity of the supervision provided, and the particular trust inherent in the student-faculty relationship.~~
- ~~2.—Relationships in which one party is in a position to review the work, or influence the career of the other may provide grounds for complaint when that relationship appears to give undue access or advantage, restricts opportunities, or creates a hostile and unacceptable environment for others.~~
- ~~3.—Such relationships may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. While some relationships may begin and remain harmonious, they are susceptible to being characterized as unprofessional and disrespectful to others.~~

~~Therefore, faculty/staff should not engage in consensual romantic relationships with their current students.~~

~~If a faculty or staff member has a pre-existing consensual romantic/sexual relationship with a student, the student should be discouraged from enrolling in courses taught by the instructor or entering into work situations in which she/he would be supervised by the staff member. If the student does enroll in the course or work for the staff member, the faculty/staff member should remove him/herself from academic or professional decisions concerning the student.~~

~~Should a romantic/sexual relationship between a faculty/staff member and his/her student lead to a sexual harassment charge, the College is obligated to investigate and resolve the charge in accordance with the complaint procedure in the Sexual Harassment Policy (Article 322).~~

Article No.: 501

Approved: March 7, 2011, July 15, 2013, May 2, 2016

Reference: ORS 341.485

Related to: AR B008, AR B010

INTRODUCTION

~~TBCC endorses the philosophy that the primary source of support for a student should come from his/her own family. However, to the extent funding will allow,~~ TBCC will try to assist a student with financial aid when the person/family is unable to meet college expenses. ~~Financial aid is a privilege, not a right. Therefore, it~~ It is the student's responsibility to: (1) obtain and file the appropriate forms; (2) maintain the correct contact information on file; (3) respond promptly and fully to all requests for information; and (4) understand and comply with the rules governing the aid received.

501.1 – BOARD SET RATES

The Board will periodically set and publish tuition rates, deferred tuition, interest charges and other financial programs and charges. Student financial resource processes will be developed and implemented through College administrative ~~procedures rules, including but not limited to: 1) Scholarships; 2) Tuition Waivers; 3) Federal Financial Aid; 4) Veteran's Affairs; 5) Debt Repayment; and, 6) Collections.~~ Without prior approval by the Chief Finance Office or Chief Academic Officer, students with past due debts to the College will not be allowed to register for classes until the total indebtedness is paid in full. Individuals whose accounts have been submitted to the Oregon Department of Revenue for collection will not be eligible for a deferred tuition note or the Student Assistance Fund.

501.2 STUDENT EMPLOYMENT

Student employment may be available at the College. ~~Positions will be defined by the College in Administrative Rule.~~ A minimum of two pay grade levels of student employment are available.

A. TUTORS

Tutors will be hired as a student employee on a term-by-term basis. The total employment for each term shall not exceed 40 hours per term. Exceptions to the maximum hours per term may be determined by the peer-tutor supervisor in consultation with the Human Resource Director.

B. STUDENT GOVERNMENT AND HONOR SOCIETY OFFICERS

TBCC supports student leadership and values students developing their leadership skills. It is important to have as many students as possible develop their skills. To that end, a student may be an officer in only one of the student government and honor society organizations. An employment position of

Article No.: 501

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Reference: ORS 341.485

Related to: AR B008, AR B010

student employee will be granted on a per term basis to officers of the following College student organizations:

1. Associated Students of Tillamook Bay Community College (ASTBCC) – President, Vice President, Finance Manager, Public Relations Director, and Office Manager
2. Phi Theta Kappa International Honor Society (PTK) – President, Vice President, Secretary, Public Relations Director, and Treasurer

To qualify, student officers of ASTBCC and PTK need to be actively participating in the administration, planning, and leadership of their respective organization for documented hours served. Hours qualifying include acting as a liaison between students, faculty and administration, assisting in the coordination and implementation of a variety of student interest topics to contribute to the social and intellectual development of the student body, and representing the student body in committee meetings and college events.

Each term, the staff advisor to each organization will identify qualified officers and the Director of Facilities, Safety and Human resources or designee will approve the award. The total value of each officer's employment each term shall not exceed the equivalent cost of four credits of tuition.

501.2 - GENERAL TUITION WAIVERS/SCHOLARSHIPS

Tuition waivers and discounts are allowed in some circumstances for courses offered by Tillamook Bay Community College (excluding partner agency courses) as prescribed in College Administrative Rules-Rule B008. Tuition waivers will be granted at the President's discretion to support an organized student recruitment marketing campaign.

A. GED GRADUATES

~~To encourage GED graduates to continue their education, those students who pass the GED exam will receive a tuition waiver for a single credit course or a single continuing education course (maximum value equivalent to four credits tuition). To help students transition to college-level coursework, students in the GED program will receive a tuition waiver for a single credit or continuing education course (maximum value equivalent to four credits tuition).~~

Article No.: 501

Approved: March 7, 2011, July 15, 2013, May 2, 2016

Reference: ORS 341.485

Related to: AR B008, AR B010

B. FORMER FOSTER CHILDREN TUITION AND FEE WAIVER

Tillamook Bay Community College will waive tuition and fees not covered by federal or state aid for former foster children age 25 and under. This waiver does not apply to textbooks.

C. GOLDEN AGE TUITION WAIVER

A 50% tuition waiver for credit or continuing education courses may be granted to individuals who are 62 years of age or over when classes begin. This tuition waiver does not apply to course or lab fees and textbook costs. The waiver is on a first-come, first-serve and space-available basis.

D. SENIOR AUDIT TUITION WAIVER

An Oregon resident 62 years of age or over will qualify for a tuition waiver to audit a course if: space is available in the course after tuition-paying students have registered; the department the course is being taught in approves; the auditing student is registered for eight credits or fewer per term; and, if the course is designated as a lower division collegiate course. This waiver is on a first come, first-served basis and does not apply to course or lab fees and textbook costs.

E. VETERANS TUITION WAIVER

1. DISABLED OREGON VETERANS

Tillamook Bay Community College shall waive tuition (not covered by any other agency or government sponsored program) of veterans who are identified as disabled fifty percent or more while participating as a result of military service and who listed Oregon as their permanent residence at time of discharge. These waivers will be administered through processes outlined in Administrative [Rule B010](#).

2. DEPENDENTS OF FALLEN OR 100% DISABLED OREGON SERVICE PERSONNEL

Tillamook Bay Community College will provide a tuition waiver to the spouse and children age 23 and under (including adoptive and step-children) of all branches of the United States Armed Forces or United States Coast Guard who:

Article No.: 501

Approved: March 7, 2011, July 15, 2013, May 2, 2016

Reference: ORS 341.485

Related to: AR B008, AR B010

- Died while on active duty, or
- Died as a result of a military service-connected disability, or
- Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans' Affairs.

In addition, the student must be a resident of Tillamook Bay Community College district at the time of application for a waiver. These waivers will be administered through processes outlined in Administrative Rules B008.

501.3 - SCHOLARSHIPS

Throughout each academic year, scholarship opportunities are made available to prospective and continuing Tillamook Bay Community College students. These scholarships can have different funding sources, different award criteria (e.g., local high school graduate, academic achievement, financial need, etc.), and often have different application requirements (e.g., completed FAFSA, student essays, etc.) and filing deadlines. Specific guidelines for advertising and award of institutional scholarships are part of College Administrative Rule B008.

On a regular basis and as approved by the College President, Tillamook Bay Community College will advertise the available scholarships, their award criteria, application requirements, and filing deadlines.

Following the filing deadline, the Tillamook Bay Community College Scholarship Committee will meet to review the applications, verify that the applicants meet the published requirements, and identify award finalists based on the award criteria and availability of scholarship funds.

A. FIRST CLASS SCHOLAR TUITION SCHOLARSHIP

The TBCC First Class Scholars Program is a tuition scholarship available to qualified Tillamook County high school or home school graduates. The scholarship covers up to one hundred and fourteen credits of tuition, over six terms of enrollment (6 terms up to 19 credits a term).

B. CAREER TO CAREER TUITION SCHOLARSHIP

The Career to Career scholarship is a tuition scholarship available to qualified Tillamook County individuals who need support transitioning to a new career or promotion. The scholarship covers up to one hundred and fourteen credits of tuition, over six terms of enrollment (6 terms up to 19 credits a term).

Article No.: 503

Approved: December 1, 2008, February 4, 2013, May 2, 2016

Reference:

~~503.1 The Board will periodically set and publish tuition rates, deferred tuition, interest charges and other financial programs and charges implemented through College administrative procedures. Without prior approval by the Chief Finance Office or Chief Academic Officer, students with past due debts to the College will not be allowed to register for classes until the total indebtedness is paid in full. Individuals whose accounts have been submitted to the Oregon Department of Revenue for collection will not be eligible for a deferred tuition note or the Student Assistance Fund.~~

Preliminary 2018-2019 Budget Information

RECOMMENDATION

RECEIVE INFORMATION PRESENTED. NO FORMAL ACTION ON THE 2018-2019 BUDGET IS REQUESTED AT THIS TIME.

BACKGROUND INFORMATION----- CFO Williams

In accordance with the 2018-2019 Budget Development Schedule, a proposed budget will be mailed to the Board and Public Budget Committee Members in preparation for the Budget Committee Meeting scheduled for April 9, 2018. The information shown below is preliminary and is provided for informational purposes only.

PRELIMINARY BUDGET - REVENUE CATEGORIES

	2016-2017	2017-2018	2018-2019	
	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	
		<u>Budget</u>	<u>Budget</u>	<u>Notes</u>
Resources				
Beginning Fund Balance	\$1,052,827	\$ 950,000	\$1,780,713	
State – CC Support Fund	1,444,764	1,356,106	1,719,525	Note 1
Property Taxes	1,174,782	1,241,050	1,285,647	Note 2
Tuition	840,775	881,855	943,992	Note 3
Fees	150,808	154,296	171,720	Note 4
Sale of Goods	4,225	2,000	2,000	Note 5
Interest	20,129	5,500	40,000	Note 6
Miscellaneous	43,229	19,000	24,000	Note 7
Transfers	91,315	493,829	87,570	Note 8
 Total Resources	 \$4,822,854	 \$5,103,636	 \$ 6,055,167	

Budget Notes – Resources

1. **Community College Support Fund** – Amount equals the projected transfer to TBCC based on the Department of Community Colleges and Workforce Development funding formula calculated distribution of the 2017-2019 state biennial appropriation of \$570,263,942.
2. **Property Taxes** – Amount equals the projected collections of FY18-19 and prior year’s property tax receipts for Tillamook County and includes 3 percent growth on assessed value per County practice.
3. **Tuition** – Tuition revenue estimate is based on 3% projected growth in FTE and a \$1 per credit increase in the tuition rate.
4. **Fees** – Fee revenue estimate is based on 3% projected growth in FTE.
5. **Sale of Goods and Services** - This revenue is primarily from testing services.
6. **Interest Income** - Interest is from investment in the Local Government Investment Pool and interest earned on property taxes collected by the County.



7. **Miscellaneous Income** – Includes revenue primarily from reimbursed expenses and rent for use of our facilities.
8. **Transfers In** – Transfers include monies from the Enterprise, Special Funds, Agency, and Financial Aid Funds for PERS debt service and administrative overhead allowed on grants and federal financial aid. This also includes a transfer from Capital Maintenance Reserves to reseal the parking lot.

PRELIMINARY BUDGET - EXPENDITURE CATEGORIES

	2016-2017	2017-2018	2018-2019	
	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Notes</u>
Expenditures				Note 1
Instruction	\$1,157,518	\$1,403,246	\$1,499,878	
Instructional Support	313,660	344,629	387,671	
Student Services	321,161	463,665	468,023	
College Support	1,079,405	1,365,563	1,439,684	
Plant Operations	297,165	288,533	327,607	
Transfers	269,026	288,000	288,000	Note 3
Contingency		950,000	100,000	Note 2
Total Expenditures	\$3,437,935	\$5,103,636	\$4,510,863	
Ending Fund Balance	\$1,384,919		\$1,544,304	Note 2

Budget Notes - Expenditures

1. **General Assumptions and Information** –

- a. **Inflation** – Across the board increases in the cost of purchased goods and services are not programmed in the FY18-19 proposed budget. However, specific amounts for materials and services have been adjusted where increases (or decreases) are known or can be reasonably estimated.
- b. **Salaries and Benefits** – In the 2018-2019 budget, there is a cost of living adjustment (COLA) proposed. Proposed COLA for staff and regular faculty is 2% and adjunct faculty is 5%. A step increase for staff and regular faculty has also been included in the proposed budget. Staff employees continue to be paid for 249 days and regular faculty for 173 days. The College’s insurance stipend is not increasing. Federal administration mandates related to health care coverage are ever changing. TBCC’s insurance plan year begins in October. New plan year insurance rates are not yet available. An increase may be recommended when the new rates become available. Currently \$1,278 per employee per month will be maintained for the 18-19 budget to insure that full payment of employee-only health insurance is maintained and at least a partial contribution to dependent coverage remains. Insurance coverage at pro-rated amounts for part-time employees is maintained. The College will also not increase the “Opt Out” payment. The budget retains the PERS employee portion pickup.
- c. **Positions** – In the 18-19 budget, we are transitioning out of the Title III grant. Positions that are being retained are built into the General Fund budget. This includes 50% of the Institutional Planning and Research Analyst, 50% of the Foundation Director, 40% of the Executive Support



Specialist, and a .5FTE Online Instruction Specialist.

There are also two new positions, a full time Marketing/Development Specialist and a full time Administrative and Project Coordinator, included in the 18-19 budget.

The .5FTE Learning Center Assistant position and .5FTE Instructional and College Support Specialist position are currently vacant and have been eliminated from the proposed budget.

All other faculty and staff positions in the General Fund are retained in this budget.

- d. **Major Capital Expenditures** – Resealing of the parking lot at the Main Campus is funded from the General Fund in this fiscal year. The funds to cover the expense will be transferred from the Capital Maintenance Reserves.
2. **Contingency and Ending Fund Balance** –In prior years, we have budgeted Contingency and Ending Fund Balance together. For 18-19, the budget has \$100,000 for Contingency. As long as unanticipated expenses don't arise during the year, Contingency becomes part of the Ending Fund Balance at the end of the year. Use of Contingency requires Board approval. Ending Fund Balance represents approximately 34% of the General Fund Budget. Ending Fund Balance allows TBCC to maintain cash flow without having to borrow.
3. **Transfers** – Transfers include funding for financial aid, PERS debt service, and student government support. College-funded student financial aid is budgeted and accounted for in the Financial Aid Fund (FAF). In order to provide adequate funding for the College's financial aid activities in FY18-19, \$130,000 is being transferred into the FAF from the General Fund. This remains unchanged from FY17-18.

These funds support College Scholarships (including the First Class Scholar, Career to Career, and GED Completer) and the 25% match required on the Federal Supplemental Education Opportunity Grant and Federal Work Study. The First Class Scholar program now requires that the student also apply for Oregon Promise. If students are awarded Oregon Promise, it pays for tuition first, then First Class Scholar. This allows us to also offer the Career to Career and GED Completer Scholarships.



Program/Curriculum Changes for 2018-19 Second Read

RECOMMENDATION

For the Board's Approval

BACKGROUND INFORMATION CAO HOVEY

Chief Academic Officer Hovey requests the Board's approval of the following curriculum, presented for the Board's first read at the March meeting:

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 Marketing

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.



Board Meeting Schedule for 2018-19-First Reading

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

The draft schedule of TBCC Board meetings for the 2018-19 academic year can be found below. There will be no board meeting in July or August, and we plan to keep the board meetings on the first Monday of each month for September-June. This is a first reading of this meeting schedule.

Date	Location
September 3, 2018	TBCC Campus
October 1, 2018	TBCC Campus
November 5, 2018	TBCC Campus
December 3, 2018	TBCC Campus
January 7, 2019	TBCC Campus
February 4, 2019	TBCC Campus
March 4, 2019	TBCC Campus
April 1, 2019	TBCC Campus
May 6, 2019	TBCC Campus
June 3, 2019	TBCC Campus



Information Only Items

RECOMMENDATION

Information Only

BACKGROUND INFORMATION ----- Chair Gervasi



SENSE Student Survey Results

RECOMMENDATION

BACKGROUND INFORMATIONANALYST MCCARLEY

During the fall of 2017, Tillamook Bay Community College (TBCC) participated in the Survey of Entering Student Engagement (SENSE). This survey is designed to assess new student experience and is administered after the third week of the fall term. Current research suggests that helping students succeed through their first term can improve their subsequent academic success. The survey results for TBCC can be compared with the average for all colleges completing the survey, to gauge our performance. TBCC scored at or above average on the domains of 'Early Connections', 'Clear Academic Plan and Pathways', and 'Academic and Social Support'. Our Data team reviewed the findings from the survey, with an eye toward identifying ways we may improve. TBCC scored below average on the 'Effective Track to College Readiness' which seems to assess whether students have received study skills training, and test-taking strategies during the first three weeks of the term. Our College Success courses provide these kind of skills, but do so later in the term – so it makes sense that our average score is below average.

The committee recommended that a longitudinal analysis be conducted to compare our findings across the last three years. This analysis may help us to better understand the value of the survey. The committee also recommended that we reduce the frequency of the survey to the recommended every three years, as the survey is conducted during valuable class time.



Strategic Plan Update

RECOMMENDATION

BACKGROUND INFORMATIONANALYST MCCARLEY

Work continues to define and measure the 11 Strategic Plan measures which are new. As an example, under the Core Theme: Educational Excellence we include the objective “TBCC fosters a safe and inclusive environment in which all community members are welcomed and supported, and all perspectives and contributions are valued”. This objective grows out of the work of the Equity and Inclusion committee, and their desire to measure both student and staff/faculty perceptions of our climate. I researched examples from colleges and universities across the nation of student surveys. There are many approaches varying from specific and granular surveys about specific experiences of discrimination and the colleges response, to more high level questions about campus climate. I recommended to the Equity and Inclusion Committee that we assess at the more macro level. Students (and staff/faculty eventually) will be asked to rate the campus overall on each of 10 scales, including ‘welcoming environment’, ‘safety’, ‘inclusivity’, and ‘tolerance’. We will be asking students to volunteer information about their race/ethnicity and gender, so we will be able to disaggregate their responses by these characteristics to identify whether any student populations are reporting more negative experiences. The Student Climate Survey will be distributed during the last two weeks of April. Various strategies will be employed to increase student response rate.



Partner Update – OSU Extension Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONTROY DOWNING

The Partners for Rural Innovation building has now been open for over a year and is considered to be a big success. The building is being used heavily almost on a daily basis, and the synergy created by having the partners together in one building (TBCC, Visit Tillamook Coast, Tillamook County Economic Development Council, TBCC Small Business Development Center, and OSU Extension) is leading to some strong partnerships and new ideas.

As co-owners of the building with TBCC, OSU Extension have been great partners with TBCC and are working closely with the college to expand the educational footprint in Tillamook County. Troy Downing, Dairy Specialist and Extension Lead, will provide an overview of what OSU Extension has been doing over the past year and how the partnership is going from their perspective.



Financial Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONCFO WILLIAMS

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



Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended February 2018

66.67% of fiscal year elapsed

	FY 2016-2017			FY 2017-2018		
	Annual Budget	02/28/17 Actual	Percentage of Budget	Annual Budget	02/28/18 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	\$ 1,057,545.78	88.43%	\$ 1,241,050	\$ 1,107,381.94	89.23%
Tuition	\$ 868,855	\$ 588,932.50	67.78%	\$ 881,855	\$ 605,354.00	68.65%
Fees	\$ 154,296	\$ 108,099.80	70.06%	\$ 154,296	\$ 129,256.93	83.77%
Sale of Goods	\$ 2,000	\$ 2,135.17	106.76%	\$ 2,000	\$ 2,451.62	122.58%
Interest	\$ 5,500	\$ 10,232.64	186.05%	\$ 5,500	\$ 31,091.48	565.30%
Rental	\$ 12,000	\$ 10,270.00	85.58%	\$ 12,000	\$ 10,700.00	89.17%
Miscellaneous	\$ 7,000	\$ 16,535.56	236.22%	\$ 7,000	\$ 9,132.56	130.47%
Transfers	\$ 442,328	\$ 57,498.35	13.00%	\$ 493,829	\$ 20,142.18	4.08%
Total resources	\$ 4,793,191	\$ 3,979,141.83	83.02%	\$ 5,103,636	\$ 4,506,265.24	88.30%
Expenditures						
Instruction	\$ 1,457,046	\$ 708,081.20	48.60%	\$ 1,403,246	\$ 743,665.26	53.00%
Instructional Support	\$ 370,104	\$ 211,486.38	57.14%	\$ 344,629	\$ 207,088.77	60.09%
Student Services	\$ 416,800	\$ 223,640.46	53.66%	\$ 463,665	\$ 298,440.67	64.37%
College Support	\$ 1,198,340	\$ 733,040.78	61.17%	\$ 1,365,563	\$ 932,647.52	68.30%
Plant Operation	\$ 271,552	\$ 201,091.89	74.05%	\$ 288,533	\$ 186,616.36	64.68%
Transfers	\$ 274,000	\$ 94,322.02	34.42%	\$ 288,000	\$ 102,737.40	35.67%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 4,037,842	\$ 2,171,662.73	53.78%	\$ 4,203,636	\$ 2,471,195.98	58.79%
Ending fund balance	\$ 755,349	\$ 1,807,479.10	239.29%	\$ 900,000	\$ 2,035,069.26	226.12%

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

	Fund No.	Beginning Fund Balance	2017-2018 Revenue	2017-2018 Expenditures	Ending Fund Balance	2017-2018 Spendable Budget	2016-2017 Prior Year Expenditures 2/28/2017
Adult Basic Education	210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,717.09
United Way Literacy Grant	216	\$ 2,749.13	\$ 60.00	\$ 722.00	\$ 2,087.13	\$ 2,700	\$ -
Title III Grant	220	\$ -	\$ 406,130.84	\$ 438,854.96	\$ (32,724.12)	\$ 625,974	\$ 403,796.04
Career Pathways Development Grant	224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,962.00
Pathways Grant	225	\$ -	\$ -	\$ 19,583.13	\$ (19,583.13)	\$ 29,783	\$ 18,468.42
Industrial Maintenance Tech	226	\$ 35,327.15	\$ 22,250.00	\$ 21,315.62	\$ 36,261.53	\$ 30,300	\$ 10,775.90
SBDC Federal Grant	230	\$ -	\$ 16,500.00	\$ 21,701.58	\$ (5,201.58)	\$ 30,250	\$ 20,731.44
SBDC State Grant	231	\$ -	\$ 11,411.85	\$ 25,994.64	\$ (14,582.79)	\$ 45,939	\$ 28,656.50
SBDC Program Income	232	\$ 20,217.83	\$ 4,213.20	\$ 628.29	\$ 23,802.74	\$ 6,000	\$ 5,956.90
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	\$ 1,077.65	\$ 7,489.74	\$ -	\$ 7,831.74
Academic Counselor Grant	255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,455.28
Student Success Grant	256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,893.58
Student Success Support Grant	257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,398.72
Partners for Rural Innovation Operations	289	\$ 3,027.67	\$ 24,756.18	\$ 23,872.76	\$ 3,911.09	\$ 30,000	\$ 4,004.21
Capital Depreciation & Maintenance Fund	290	\$ 435,423.11	\$ 3,595.14	\$ -	\$ 439,018.25	\$ 10,000	\$ -
Timber Tax Reserve Fund	291	\$ 1,765,895.14	\$ 175,559.59	\$ -	\$ 1,941,454.73	\$ 333,791	\$ -
PRI Capital Maintenance Fund	292	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -
Strategic Investment Fund	295	\$ 1,324,438.70	\$ 13,529.16	\$ -	\$ 1,337,967.86	\$ 100,000	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ 396,522.49
Total Special Fund		\$ 3,597,220.57	\$ 730,492.96	\$ 581,237.63	\$ 3,746,475.90	\$ 1,348,811	\$ 1,088,145.31
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 2/28/2018		
Total of Grants that borrow from the General Fund		\$ (72,091.62)	\$ 11,411.85	\$ -	\$ (83,503.47)		
Total of Grants that are not borrowing from the General Fund		\$ 3,818,567.52	\$ 20.00	\$ -	\$ 3,818,547.52		
Total Special Fund		\$ 3,746,475.90	\$ 11,431.85	\$ -	\$ 3,735,044.05		
	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	\$ 1,084.72	\$ 18,489.41	\$ 7,825	\$ 1,686.03
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	\$ 2,301.63	\$ 1,468.30	\$ 2,046.75	\$ 13,370	\$ 11,109.59
Customized Training Projects	330	\$ 33,729.73	\$ 15,481.00	\$ 10,633.47	\$ 38,577.26	\$ 64,108	\$ 3,402.38
TBCC Vending	340	\$ 3,888.07	\$ 2,521.17	\$ 1,753.04	\$ 4,656.20	\$ 3,500	\$ 797.21
Total Enterprise Fund		\$ 54,082.42	\$ 85,055.80	\$ 65,388.73	\$ 73,749.49	\$ 151,265	\$ 18,592.21
PERS Pension Bond Fund	410	\$ 4,464.80	\$ 95,845.23	\$ 34,582.83	\$ 65,727.20	\$ 137,566	\$ 36,091.80
General Obligation Bond Fund	420	\$ 100,651.98	\$ 644,647.52	\$ 59,848.21	\$ 685,451.29	\$ 685,124	\$ 71,438.69
Total Debt Service Fund		\$ 105,116.78	\$ 740,492.75	\$ 94,431.04	\$ 751,178.49	\$ 822,690	\$ 107,530.49
Local Match Fund	525	\$ 624,960.89	\$ 7,236.69	\$ -	\$ 632,197.58	\$ 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	\$ 519,004.70
Total Capital Projects Fund		\$ 270,548.72	\$ 7,236.69	\$ 118,793.90	\$ 158,991.51	\$ 735,000	\$ 2,500,459.49
Associated Students of TBCC	710	\$ 2,119.89	\$ 4,093.80	\$ 2,415.20	\$ 3,798.49	\$ 9,000	\$ 2,467.01
Phi Theta Kappa Honorary Society Fund	720	\$ 2,195.51	\$ 1,560.00	\$ 1,454.69	\$ 2,300.82	\$ 5,625	\$ 1,528.25
Economic Development Council	730	\$ 70,017.41	\$ 80,061.39	\$ 53,675.92	\$ 96,402.88	\$ 103,007	\$ 62,758.30
Economic Development Council - USDA Grant	731	\$ 30,859.94	\$ -	\$ 4,336.17	\$ 26,523.77	\$ 23,083	\$ 2,357.81
Visit Tillamook Coast	740	\$ 1,110,896.73	\$ 763,346.53	\$ 872,107.93	\$ 1,002,135.33	\$ 1,552,094	\$ 739,193.34
Visit Tillamook Coast - Non-TLT Funds	741	\$ 24,556.30	\$ 57,420.68	\$ 62,714.54	\$ 19,262.44	\$ 76,600	\$ 14,776.72
Total Agency Fund		\$ 1,240,645.78	\$ 906,482.40	\$ 996,704.45	\$ 1,150,423.73	\$ 1,769,409	\$ 823,081.43
PELL Grant	801	\$ -	\$ 466,771.00	\$ 466,771.00	\$ -	\$ 751,500	\$ 379,680.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 8,200.00	\$ 8,200.00	\$ -	\$ 14,500	\$ 10,000.00
Direct Loans	810	\$ -	\$ 149,644.00	\$ 149,644.00	\$ -	\$ 750,000	\$ 195,755.00
Federal Work Study	819	\$ -	\$ 4,323.65	\$ 5,869.80	\$ (1,546.15)	\$ 14,350	\$ 4,896.17
Oregon Opportunity Grant	821	\$ -	\$ 122,400.00	\$ 122,250.00	\$ 150.00	\$ 150,000	\$ 92,625.00
Chafee Grant	822	\$ -	\$ 8,335.00	\$ 8,335.00	\$ -	\$ 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	\$ -	\$ 4,299.50	\$ 16,101.89	\$ 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	\$ 607.12	\$ 1,729.14	\$ 20,621.64	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ 51,158.86	\$ 51,960.86	\$ (802.00)	\$ 85,000	\$ 46,743.47
Student Employees	835	\$ 23,419.57	\$ 2,501.60	\$ 1,468.80	\$ 24,452.37	\$ 18,000	\$ 1,474.08
Non-Institutional Scholarships	840	\$ 11,560.57	\$ 23,339.05	\$ 29,838.84	\$ 5,060.78	\$ 51,500	\$ 26,031.29
Total Financial Aid Fund		\$ 140,666.55	\$ 878,065.28	\$ 969,976.94	\$ 48,754.89	\$ 2,091,494	\$ 841,166.65

Agenda Item 5.D. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended February 2018
66.67% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,501,845			\$ 2,916,366			\$ 41,686			\$ 95,949	
Beginning Fund Balance	\$ 950,000	\$ 1,384,919	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	\$ 498,928	57.32%	\$ 35,000	\$ 15,481	44.23%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,036,151	\$ 734,611	70.90%	\$ 4,000	\$ 2,560	64.00%	\$ 64,700	\$ 62,442	96.51%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,241,050	\$ 1,107,382	89.23%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 683,824	\$ 640,572	93.67%
Timber	\$ -	\$ -	0.00%	\$ 429,465	\$ 175,560	40.88%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 2,452	122.60%	\$ -	\$ -	0.00%	\$ 17,600	\$ 3,968	22.55%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 31,091	565.29%	\$ 8,000	\$ 17,124	214.05%	\$ -	\$ -	0.00%	\$ 1,305	\$ 4,403	337.39%
Rental	\$ 12,000	\$ 10,700	89.17%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 9,133	130.47%	\$ 25,000	\$ 36,321	0.00%	\$ 6,500	\$ 3,165	48.69%	\$ -	\$ -	0.00%
Transfers	\$ 493,829	\$ 20,142	4.08%	\$ 485,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 95,517	63.68%
Total Revenues	\$ 4,153,636	\$ 3,121,347	75.15%	\$ 1,821,911	\$ 730,493	40.09%	\$ 123,800	\$ 85,056	68.70%	\$ 835,129	\$ 740,492	88.67%
Expenditures												
Salaries and Wages	\$ 2,968,457	\$ 1,810,741	61.00%	\$ 375,821	\$ 254,085	67.61%	\$ 85,129	\$ 49,592	58.26%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 871,179	\$ 557,718	64.02%	\$ 490,247	\$ 304,289	62.07%	\$ 61,796	\$ 13,995	22.65%	\$ 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	\$ 102,737	35.67%	\$ 467,743	\$ 10,339	2.21%	\$ 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	\$ 2,471,196	58.79%	\$ 4,990,040	\$ 581,238	11.65%	\$ 156,995	\$ 65,389	41.65%	\$ 822,690	\$ 94,431	11.48%
Ending Fund Balance	\$ 900,000	\$ 2,035,070		\$ 63,634	\$ 3,746,476		\$ 19,567	\$ 73,749		\$ 12,439	\$ 751,178	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 231,945			\$ 11,432			\$ -			\$ 45,147	
Inventories		\$ 1,396			\$ -			\$ 1,435			\$ -	
NET EFFECT ON CASH		\$ (233,341)			\$ (11,432)			\$ (1,435)			\$ (45,147)	
Liabilities												
Accounts Payable		\$ 136,572			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 72,690			\$ -			\$ -			\$ 45,147	
Payroll		\$ 157,617			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 366,879			\$ -			\$ -			\$ 45,147	
NET ADJUSTMENTS		\$ 133,538			\$ (11,432)			\$ (1,435)			\$ -	
ENDING CASH BALANCE		\$ 2,168,608			\$ 3,735,044			\$ 72,314			\$ 751,178	

Agenda Item 5.D. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended February 2018
 66.67% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 507,036			\$ 1,045,267			\$ 138,795	
Beginning Fund Balance	\$ 680,000	\$ 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	\$ 834,263	0.00%	\$ 1,735,250	\$ 800,441	46.13%
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%	\$ -	\$ 2,178	0.00%	\$ -	\$ -	0.00%
Interest	\$ 5,000	\$ 7,237	144.74%	\$ 12,680	\$ 11,095	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 250,000	\$ -	0.00%	\$ 51,375	\$ 54,853	106.77%	\$ 135,000	\$ 74,498	55.18%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 4,094	51.18%	\$ 130,000	\$ 3,126	2.40%
Total Revenues	\$ 255,000	\$ 7,237	2.84%	\$ 1,132,575	\$ 906,483	80.04%	\$ 2,000,250	\$ 878,065	43.90%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 400,821	\$ 185,632	46.31%	\$ 53,344	\$ 9,068	17.00%
Operating Expenditures	\$ 250,000	\$ 118,794	47.52%	\$ 1,350,092	\$ 803,071	59.48%	\$ 2,034,900	\$ 960,909	47.22%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 485,000	\$ -	0.00%	\$ 18,496	\$ 8,001	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	\$ 996,704	52.70%	\$ 2,091,494	\$ 969,977	46.38%
Ending Fund Balance	\$ 200,000	\$ 158,992		\$ 335,630	\$ 1,150,425		\$ -	\$ 48,755	
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		\$ 88,877			\$ 1,150,425			\$ 48,755	

\$ 8,015,201

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

- TBCC Budget Committee Meeting- **Monday, April 9** at 6pm in Room 214/15
- Spring In-service day on campus- **Friday, April 27**, 8:30-4:30. All Board members welcome to attend
- President Tomlin on vacation April 30-May 3
- Next Board meeting on **Monday, May 7** at 6pm in Room 214/15

Items to Discuss

- OCCA Board/OPC meeting summary from March 15-16
- Concerns about possibility of Prosper Act passing out of House
- Equity and Student Success Workshop for Board members and presidents on Monday, June 25 at the Oregon Garden Resort. It will cover three topics: *building urgency for institution-wide reform, examining the role of the board in supporting internal transformational change, and addressing inequities in student success reform*



Board Member Discussion Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- Chair Gervasi



Adjournment

RECOMMENDATION

ACTION ITEM

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

