



Board of Education Meeting Agenda

Date: Monday, May 7, 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 April 2, 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. 500 Policy Changes (Second Reading)(ACTION) b. Policy 312 Changes (First Reading) c. Board Meeting Schedule (Second Reading).....(ACTION) d. Board Self-Evaluation Results.....	President Tomlin President Tomlin President Tomlin Chair Gervasi
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda) a. Foundation- Preparation for Joint Board Meeting in June..... b. Data Summit Review..... c. Student Services Grant..... d. Financial Report..... e. President’s Report.....	Director Luquette Analyst McCarley Director Hanson 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 MAY MEETING.

Items for approval:

- a. Approval of Agenda
- b. Approval of April 2nd Minutes
- c. Approval of the Personnel Report



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE MAY MEETING.

Date: Monday, May 7, 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 April 2, 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. 500 Policy Changes (Second Reading) | (ACTION) President Tomlin |
| | b. Policy 312 Changes (First Reading) | President Tomlin |
| | c. Board Meeting Schedule (Second Reading)..... | (ACTION) President Tomlin |
| | d. Board Self-Evaluation Results..... | Chair Gervasi |
| 5. | Information-Only Items (Board members may request any item be placed on the discussion agenda) | |
| | a. Foundation- Preparation for Joint Board Meeting in June..... | Director Luquette |
| | b. Data Summit Review..... | Analyst McCarley |
| | c. Student Services Grant..... | Director Hanson |
| | d. Financial Report..... | CFO Williams |
| | e. President's Report..... | President Tomlin |
| 6. | Board Member Discussion Items | Chair Gervasi |
| 7. | Adjournment | (Action) Chair Gervasi |



April 2 Board of Education Meeting Minutes

Date: Monday, April 2, 2018

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

TBCC Board Members in Attendance: Kathy Gervasi, Tamra Gammon, Betsy McMahon, Pam Zweifel, Mary Jones, Billy Schreiber

TBCC Board Members Absent: Mary Faith Bell

TBCC Staff in Attendance: Ross Tomlin, Heidi Luquette, Kyra Williams, Jean Garcia-Chitwood, Pat Ryan, Sheryl Neu, Erin McCarley, Ann Hovey, Rhoda Williams, Michael Weissenfluh Karen Grosulak, Fortunato Pacios-Rivera, Troy Downing

Description

Resource

Call to Order • Acknowledge Guests (agenda item 1)-----Chair Gervasi
Chair Kathy Gervasi called the meeting to order at 6:01pm. All guests and additional TBCC staff were introduced.

Consent Agenda / Personnel Report (agenda items 2, 2.a, 2.b, 2.c)----- (Action) Chair Gervasi
There were no changes requested to the April 2, 2018 agenda, or the March 5, 2018 minutes.

Director Ryan explained that a new Executive Support Specialist was hired. The new employee will start on April 9. The Customized Training Coordinator position is still posted. The SNAP 50/50 Career Education Advisor position will be advertised based on the college receiving the Student Services grant needed to fund it.

Tamra Gammon moved to approve the consent agenda. Bill Schreiber 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)

First Spanish GED Completer (agenda item 4.a)-----CAO Hovey
Curriculum and Career Pathways Specialist Amy Alday-Murray introduced the first student to complete the college's Spanish GED program. The student gave a brief background about himself and his goals. Fortunato Pacios-Rivera, Spanish GED Coordinator, explained the importance of the Spanish GED program, and its impact to the community.



Review 400 Policies (agenda item 4.b)------(ACTION) President Tomlin
President Tomlin advised that the second reading of the 400 policies include no changes since their presentation to the board last month. Mary Jones moved to approve the changes to the 400 policies. Pam Zweifel seconded. The motion passed.

Review 500 Policies – First Reading (agenda item 4.c)-----President Tomlin
President Tomlin presented the 500 Policy updates as recommended by the Policy Review Committee. The committee is suggesting that most of Policy 500, which is Student Rights and Responsibilities, be removed from the Policies and made into what will be Administrative Rule E008 which will be taken to College College this month. Language referring to First Class Scholar, Career to Career scholarships, and the Former Foster Children was added to Policy 501 and Policy 503 language was incorporated into 501 and therefore eliminated. President Tomlin advised that these policies would be voted on next month.

Draft 2018-19 TBCC Budget (agenda item 4.d)------(ACTION) CFO Williams
CFO William presented the preliminary budget and 2017 minutes for the Budget Committee Meeting taking place on Monday, April 9. Changes detailed included an update on transfers, changes to the Timber Tax, and the inclusion of COLA and Step increases for staff. The college, which is transitioning out of funding from a Title III Grant, will be absorbing salary and other costs that the grant was formerly covering. CFO Williams explained that the college reserves and Ending Fund Balance are healthy.

Curriculum for Approval – Second Reading (agenda item 4.e)------(ACTION) CAO Hovey
CAO Hovey presented the revisions made to the Agriculture/Natural Resources and Forestry degrees, which were reviewed at the March Board meeting. Tamra Gammon moved to approve the curriculum changes as presented. Betsy McMahan seconded. The motion carried.

Board Meeting Schedule for 2018-19 – First Reading (agenda item 4.f)-----President Tomlin
Chair Gervasi reviewed the Board Meeting Schedule for the 2018-19 academic year. Discussion regarding the schedule included having superintendents and principals of each district attend one of our board meetings next year and then resume the joint board meetings in 2019-20, the date of the Board retreat, the timing of the Budget Committee meeting, and updating the schedule to reflect Labor Day. President Tomlin asked the Board to review the schedule and bring any requested changes to the May meeting.

Information-Only Items (agenda item 5)

SENSE Student Survey Results (agenda item 5.a)-----Analyst McCarley
Analyst McCarley advised that the Data Team is assessing the SENSE survey results on its ability to provide relevant data on the college. The survey, which looks at demographics of students and uses significant class time, might not be providing enough relevant data to justify continuing to administer it. Analyst McCarley will present more data on the survey in May.

Strategic Plan Update (agenda item 5.b)-----Analyst McCarley
Analyst McCarley explained that 20 of 31 measures detailed in the Strategic Plan have been



assessed. The strategy for analyzing the remaining 11 measures is being reviewed. Analyst McCarley described the Faculty and Staff survey format and the inclusion of equity measures within the survey. The survey will be administered to all faculty and staff in May and she will have results to share with the board in June.

Partner Update – OSU Extension (agenda item 5.c)-----Troy Downing
OSU Extension Dairy Specialist Troy Downing gave an update on the OSU Extension program, including staffing and community events and education. Details included updates to 4-H, Open Campus, community health programs, Master Gardeners, and his perspective on the success of the PRI building in its first year.

Financial Report (agenda item 5.d)-----CFO Williams
CFO Williams provided the Financial Report, which included data through February, 2018. A payment will be received from the state in the upcoming months, as well as revenue from increased interest rates.

President’s Report (agenda item 5.e)-----President Tomlin
President Tomlin provided upcoming dates, including the Budget Committee Meeting on April 9, and spring in-service, April 27, when the college will close for the day for staff training. All Board members are welcome to join. The next Board meeting will be May 7.

Discussion at the last OCCA and OPC meetings included talks about the Department of Justice’s backlog of approving contracts for any agreements involving \$150,000 or more.

Andrea Henderson, Executive Director of the OCCA, has left her position. Deputy Director John Wyckoff will be the interim director while a nationwide search is conducted.

In response to the lack of additional funding from the state, the OCCA will be conducting Regional Advocacy Training next year in preparation for the big legislative session next winter, with the intent of training staff, faculty, board members, and the community on how to advocate for community colleges going forward.

The Prosper Act, which is a redesigned version of the Higher Education Act, is currently moving through the House in Congress. Areas of concern in the act include the elimination of gainful employment language, Title III grants, loan forgiveness for teachers, and changes in the process for Title IV payments.

There will be an Equity and Student Success workshop for Board members and presidents on June 24 and 25) at the Oregon Garden Resort. Interested Board members should notify President Tomlin as soon as possible. The college will cover all costs involved to attend this workshop.

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



Adjournment (agenda item 7)-----Chair Gervasi
Pam Zweifel moved to adjourn the meeting. Billy Schrieber seconded. The meeting was adjourned at 7:24pm.



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	April 11, 2018	TBD	Open until filled	Arlene Soto	
Career Education and SNAP Advisor	March 12, 2018 Interviews Mid-April	TBD	Interview: April 25-26, 2018	Rhoda Hanson	
Marketing and Administrative Assistant	April 30, 2018	June 1, 2018	Open until filled	Nan Devlin	



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



500 Policy Changes (Second Reading)

RECOMMENDATION

ACTION Item

BACKGROUND INFORMATION(ACTION) President Tomlin

The 500 policies have been edited and those changes were reviewed at the April Board meeting. No changes have been made since that meeting. We are asking the Board to approve the changes to the 500 policies since this is a second reading.



Policy 312 Changes (First Reading)

RECOMMENDATION

First Reading- Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

It came to the attention of administration that there was a need to have a policy regarding the donation of sick leave for those staff that have exhausted their leave and continue to have health issues that require the use of additional sick leave. This issue was discussed in Leadership Team and a draft "Administrative Rule C002 – Catastrophic Leave" was developed to address this need. This was taken to College Council last month for a first reading and the Council reacted favorably to the concept and approach in the AR. The next step is to edit "Policy 312- Leave" to address the issue of Catastrophic Leave and refer to the new AR C002. These changes to Policy 312 can be found on the next pages to consider for a first reading.



LEAVE

Article No.: 312

Approved: June 2, 2008, May 2, 2016

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

Definitions:

Full-time employee - classified as 1.0 FTE and scheduled to work a minimum of 1992 hours per year.

Part-time employee – classified as at least 0.5 FTE but less than 1.0 FTE and scheduled to work a minimum of 996 hours per year.

Part-time hourly – classified as working 15 hours a week or less.

312.1 PAID VACATION LEAVE

Eligible employees, as described in the Summary of Employee Benefits Chart contained in Appendix B-1, shall earn prorated paid vacation leave each month according to the following schedule:

STAFF-NON-EXEMPT

FIRST YEAR	10 Days (80 Hours) Per Year
SECOND YEAR	15 Days (120 Hours) Per Year
THIRD YEAR & THEREAFTER	20 Days (160 Hours) Max. Per Year

ADMINISTRATIVE-EXEMPT

FIRST YEAR AND EACH YEAR THEREAFTER - 20 Days (160 Hours) Max. Per Year

A. Eligibility

1. Eligible part-time employees shall earn prorated paid vacation leave based on FTE.
2. Full-time employees who work less than a full-time schedule (unpaid leave or professional leave) for a temporary period will earn leave on the basis of FTE.
3. Accrued vacation leave may be taken during the introductory period only with permission from the employee's supervisor and the College President.

B. Scheduling

1. Vacation schedules shall be approved by the employee's supervisor in accordance with the needs of the College, and when feasible, shall be scheduled to prevent the loss of vacation time earned.
2. In cases of conflict, the supervisor will determine which request will have precedence.

LEAVE

Article No.: 312

Approved: June 2, 2008, May 2, 2016

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

C. Unused Vacation Leave

1. Employees may accrue an unlimited amount of vacation leave. However, when an employee leaves the employment of the College, unused vacation will be paid up to 20 days (160 hours) at the current salary rate, **or at the discretion of the President.**

2. Employees whose compensation is not fully funded by the College's General Fund will be paid all wages due and will be paid for all earned, unused vacation pay if funding for that purpose is provided by the funding entity providing their compensation. Severance pay is at the discretion of the President in consultation with the Board of Education.

312.2 HOLIDAYS

There shall be eleven paid holidays annually: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, day before Christmas, Christmas Day, and one floating holiday during the Christmas holiday to be designated by the President.

A. Eligibility

1. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid holiday leave.
2. Eligible part-time employees shall earn paid holiday leave for the hours they are normally scheduled to work on the day of the week on which the holiday falls

B. Scheduling

1. In the event that essential College operations require that an employee work on a designated paid holiday, a non-exempt employee shall be compensated overtime wages in accordance with Article 311.1.
2. In the event that a designated paid holiday falls during a period of an employee's scheduled paid vacation leave, that holiday shall not be charged against the employee's vacation leave.

LEAVE

Article No.: 312

Approved: June 2, 2008, May 2, 2016

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

312.3 PAID SICK LEAVE

Tillamook Bay Community College provides paid sick leave to college employees as required under Oregon law. Sick leave hours are provided only for the employee's own illness or injury, or to care for a family member (as defined below).

A. Eligibility

1. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid sick leave as outlined in the Benefits Chart.
2. Eligible part-time employees .5 -.99 shall earn prorated sick leave on the basis of FTE.
3. Full-time employees who work less than a full-time schedule (unpaid leave or professional leave) for a temporary period will earn prorated sick leave on the basis of FTE.
4. Effective January 1, 2016; under SB 454, employees less than .5 FTE shall earn sick leave. Sick leave shall be earned as described in the Benefits Chart in Appendix B-1.

Part-time employees less than .5 FTE and adjunct faculty may earn up to a maximum of 40 hours of sick leave a year. Maximum accrual of sick leave is 80 hours. Maximum use of sick leave is 40 hours per year.

For current, **part time** employees **less than .5 FTE**, sick leave hours may be used after they are earned in one-hour increments, following the College's regular leave notification policy.

For new, **part time** employees **less than .5 FTE**, accrued sick leave hours may be used after the 91st day of employment in one-hour increments following the college's regular leave notification policy.

5. In the event of a change in an employee's FTE, in which the new FTE is .5 or greater, sick leave will be prorated on the basis of the new FTE. Previously accrued sick leave will remain with the employee.

In the event of a change in an employee's FTE, in which the new FTE is less than .5 sick leave shall be earned as described in the Benefits Chart in Appendix

LEAVE

Article No.: 312

Approved: June 2, 2008, May 2, 2016

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

B-1. Employees will be eligible to use previously accrued sick leave for a period of 90 days from the effective date of the change in employment status.

Upon termination of employment accrued sick leave shall not be compensated for unless otherwise allowed under ORS.238.350.

The College provides regular notification to each employee of the amount of accrued and unused sick leave by written notice in the employee's paycheck.

B. Scheduling

1. In the event of illness or injury as applied to this section, the employee shall make a reasonable attempt to notify the employee's supervisor before or at the beginning of each scheduled work day. Each day's absence shall be reported on the monthly time sheet or leave record upon the employee's return to work and shall be applied against any unused sick leave.
2. In the event of illness or injury of an employee's immediate family which necessitates the employee's absence, unused sick leave may be used to a maximum of three days in any one instance. At the discretion of the College President or those designated by the College President, the three day period may be extended in exceptional circumstances.
3. If an illness or injury exhausts unused sick leave, then vacation days, accumulated compensatory time and/or unpaid leave may be taken, only if said leave does not jeopardize the efficient operation of the College as determined by the College President or those designated by the President.
4. A doctor's note may be required by the employee's supervisor for any sick leave referred to above.

C. Use of Sick Leave

Sick leave may be used for the following purposes:

1. For the employee's mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or need for preventive medical care;
2. For care of a family member with a mental or physical illness, injury or health conditions; care of a family member who need medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventive medical care;

LEAVE

Article No.: 312

Approved: June 2, 2008, May 2, 2016

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

3. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
4. To care for a family member with a serious health condition
5. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job.
6. To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
7. To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
8. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent for proceedings related to domestic violence, harassment, sexual assault, or stalking.
9. To seek medical treatment, recover from injuries, or obtain services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.

312.4 UNPAID SICK LEAVE - FAMILY MEDICAL LEAVE

The College will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993 and the Oregon Family Leave Act (OFLA) of 1995.

A. Family Medical Leave Act

Unpaid leave for eligible employees will be provided to care for themselves or family members in cases of illness, injury, childbirth and adoption.

"Family members" for the purpose of FMLA leave means a (n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child.

In order to be eligible for the benefits under FMLA, an employee must have been employed by the College for at least 12 months and have worked at least 1250 hours during the past 12 month period.

Employees who qualify for FMLA leave will have continued health care insurance coverage. Employees shall be responsible for any health insurance premium costs in excess of the current benefit amount paid by the College.

LEAVE

Article No.: 312

Approved: June 2, 2008, May 2, 2016

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

B. Oregon Family Medical Leave Act

Unpaid leave for eligible employees will be provided to care for themselves or family members in cases of illness, injury, death, childbirth and adoption.

“Family members” for the purpose of OFLA leave means a(n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child, same-gender domestic partner, child of same-gender domestic partner, grandparent, grandchild, parent-in-law or parent of same-gender domestic partner.

In order to be eligible for benefits under OFLA, an employee must work an average of 25 hours per week and have been employed at least 180 days prior to the first day of the family medical leave of absence. However for parental leave, an employee becomes eligible upon completing 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

Employees who qualify for OFLA leave will have continued health care insurance coverage. Employees shall be responsible for any health insurance premium costs in excess of the current benefit amount paid by the College.

Under OFLA an eligible employee is entitled to take up to two weeks bereavement leave following the death of a family member as defined by OFLA. The employee must complete the leave within 60 days of learning of the death.

Federal and state leave entitlements generally run concurrently.

Absence beyond the entitlement provided in State and Federal law will be treated as Extended Leave of Absence.

312.5 Catastrophic Leave: Donations and Request for Sick Leave Hours

Tillamook Bay Community College recognizes that employees can experience personal medical situations resulting in the need for additional time off in excess of their available leave. To address this need, eligible employees will be allowed to donate sick leave from their sick leave balance to their co-workers in need. Donation of sick leave hours and requests to receive sick leave hours will be in accordance with AR C002.

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Board Meeting Schedule (Second Reading)

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION(ACTION) PRESIDENT 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 the second reading of this meeting schedule and we are asking for its approval. The other item that needs to be decided as part of this schedule is the date for the next Board Retreat.

Date	Location
September 10, 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



Board Self Evaluation Results

RECOMMENDATION

BACKGROUND INFORMATIONChair Gervasi

The TBCC Board adopted a self-evaluation tool last year to be given annually to Board members. The tool was edited slightly this year. A copy of the tool with the combined and summarized results can be found on the next page.



Board Self-Evaluation Results

RECOMMENDATION

Information Only

Board Self-Evaluations 2018

Issue	Average Score
Board professional development opportunities	4
Policy review/development	4.2
Training of new board members	4.4
Understanding of the budget and budget process	4.4
Communication with each other and the president	4.8
College reporting on student success data, processes	4.8
Understanding the role and responsibilities of the president	4.2
Understanding shared or participatory governance	4.25
Partnerships with school districts	4.67
How effective do you feel the Board was this year in accomplishing the goals/priorities set for the year?	4.75

Question	Comments
What is the most pressing issue(s) that the board should address this coming year?	Recruitment
	Housing for teachers and students – it is important that we understand this issue
	Budget
	Continue growth of online education
	Recruit and retain good educators by making sure pay is compensated based on skill
	Assess growth needs
What should be the goals/priorities of the college this coming year?	Communication with the community regarding the new coursework, which will add more enrollment
	To keep on improving the school
	Look for ways to bring in more funds
	Learn more about the safety in our school (have a plan)
	Work with high schools to get more enrollment marketing for the school
	Facilities Master Plan, school safety, returning students
Student success and continuation with their goals. Completion rate.	



Information Only Items

RECOMMENDATION

Information Only

BACKGROUND INFORMATION ----- Chair Gervasi



Foundation- Preparation for Joint Board Meeting in June

RECOMMENDATION

Information only

BACKGROUND INFORMATIONDIRECTOR LUQUETTE

The Tillamook Bay Community College Foundation was founded in 1997, the mission of the Foundation is to increase awareness and the level of financial resources available to Tillamook Bay Community College to provide quality education and bridges of opportunity in serving the students and the diverse educational needs of the college and community.

STRENGTHENING INSTITUTIONS TITLE III GRANT

In October 2013, Tillamook Bay Community College received a Strengthening Institutions Program Title III Grant. It is a five year grant running from 2013-2018. There are four components of the grant. The fourth component provides funding for resource development capacity in the Foundation.

The resource development objective in the Title III grant and the responsibility of the development staff and Foundation Board of Directors is to "increase resource development". Specifically, by September 2018, "increase the three year average annual gift revenue to \$152,340".

To assist the college and Foundation in meeting these objectives the grant provides resources to staff a full-time director of development and college advancement with the agreement that the college will institutionalize the position after Sept. 2018 when the grant ends. This is year five of the Title III grant and it is contributing 50% of the salary toward the position.

TITLE III GOALS

During the federal fiscal reporting period for year five of the title III grant, the Foundation has produced the following resource development results for the college.

- \$155,025 – Campaign pledges paid toward the Partners building
- \$ 79,516 – Scholarships
- \$ 10,000 – Temporarily Restricted Grant funds (Emergency Notification System – Juan Young Trust)
- \$ 5,000 – Student Emergency Support Fund (Olive Bridge Fund – Donor funded)
- \$ 2,855 - Unrestricted donations
- \$ 2,421 – Gift Fee allocations

Total funds raised: \$256,732

We are on track to meet the three year rolling average of \$152,340. However, if we were to eliminate the campaign contributions from the equation, we would not meet the goal. Increasing fundraising efforts and cultivating new donors and opportunities should be a priority for the TBCC Foundation and will be addressed in the upcoming strategic plan currently under development.



STRATEGIC PLANNING

The TBCC Foundation is currently in the process of creating a three-year strategic plan. Title III funds were used to hire a consultant to facilitate the process. The deliverable will be a three-year strategic plan and a one-year work plan to achieve the first-year results. Work to develop the strategic plan has included:

- Interviews with key stakeholders (including members of the college Board of Education, TBCC president, Foundation board members and community donors)
- SWOT Analysis to assess the Foundation's current strengths, weaknesses, opportunities and threats
- Review of the colleges current strategic plan to assess areas the Foundation could support objectives

A joint workshop will be held June 8 for the the TBCC Foundation Board and the TBCC College Board of Education.

The outcome will be clear direction on areas for the Foundation to focus resource development efforts to meet the college's needs over the next three years. The consultant will review a summary of the interviews and SWOT analysis and facilitate a discussion that will produce direction needed to finalize a strategic plan. It is vital that the Foundation board receive input from the College Board of Education.

MEMORANDUM OF UNDERSTANDING

The TBCC Foundation Board has created a task force to prepare and present to the TBCC Board of Education, for your review and approval, a Memorandum of Understanding between the college and the Foundation. The purpose of the agreement is to establish the manner in which the Foundation shall provide services to the college and in which the College shall provide support and services to the Foundation. It is our intent to bring you a first reading of the document at the October 2018 meeting.

ONLINE SCHOLARSHIP PROGRAM

In 2018, the TBCC Foundation Scholarship program moved completely online. Students enter their information into a general application, and from there it filters them into the individual scholarships for which they qualify. It was a huge undertaking to bring on the new system. It would not have been possible without Title III support. Title III covered the cost of the implementation and the first three years of the contract with the vendor, AwardSpring. Additionally, it covered the cost of the project coordinator, Karen Grosulak.

Five new scholarships were added during this federal fiscal reporting period and were available for application this year. There are the J.M. "Jim" Brown Scholarship; the Benjamin G. Nunez and Priscilla Gleason Nunez Endowed Scholarship; the Tillamook County Entrepreneurial Scholarship, made possible by the generosity of Dr. Adrian Roberts; the Buck and Elnora Monroe Endowed Scholarship; the Robert and Alicia Reed Endowed Scholarship; and the Tillamook County Pioneer Museum Endowed Scholarship, generously brought to fruition by TBCC Foundation Board member and community-supporter Judson Randall.



Data Summit Review

RECOMMENDATION

BACKGROUND INFORMATIONANALYST MCCARLEY

On Friday April 27th, staff and faculty met for Spring In-Service .The primary focus was learning more about the students we serve and their progress through the college using the data that we collect. Our Achieving the Dream coach led us in an introduction to the use of data for problem solving and to improve student success on campus. This laid a foundation for a discussion of the demographic profiles of the students served in each of our educational programs, including Community Education, Adult Basic Education, Expanded Options for high school students and undergraduate education. The attached handout presents a brief snapshot of each of our student populations and illustrates the number of students enrolled.

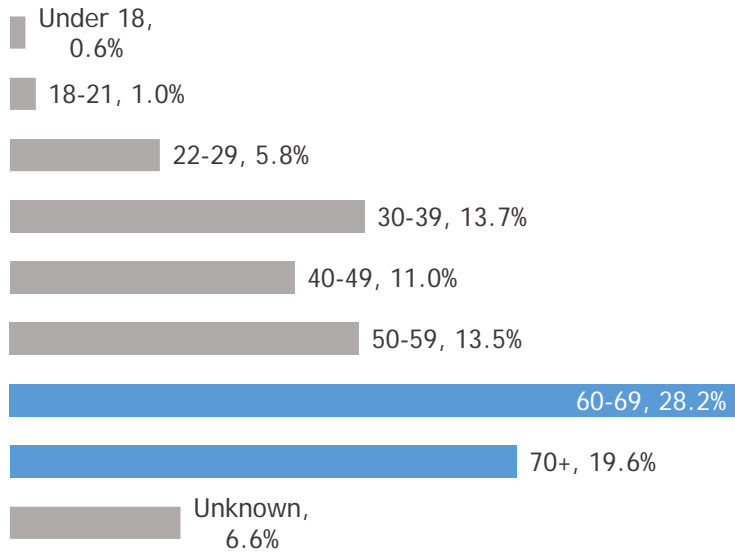
The second half of the summit focused on building a deeper understanding of how our undergraduate students are moving toward degree/certificate completion. Achieving the Dream best practices outline the importance of student experience in their first year, and that early success increases students likelihood of degree completion. Staff and Faculty reviewed four student success measures, used the data to identify student sub-populations that were underachieving, and discussed the possible barriers or challenges that these students face. Next steps will include gathering more data to dig deeper around these challenges, and the conversation will continue during fall in-service.



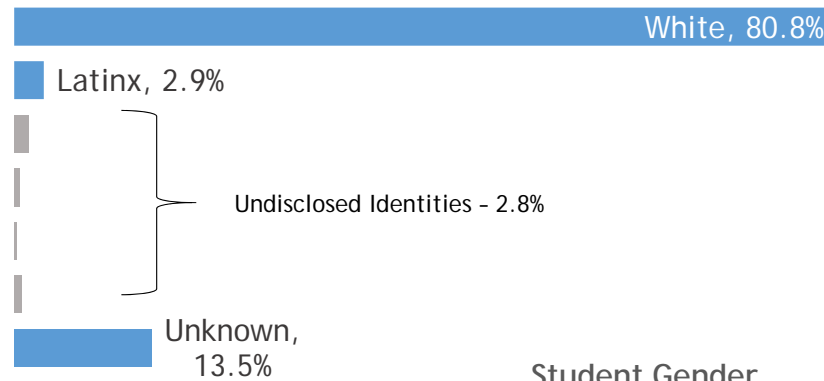
Community Education

During the 2016-2017 academic year, we had 1,214 individuals identified as 'no credit', 'community education unit' and/or 'non-degree seeking'. These students were primarily enrolled in Community Education and Continuing Education courses, but a few completed credit courses.

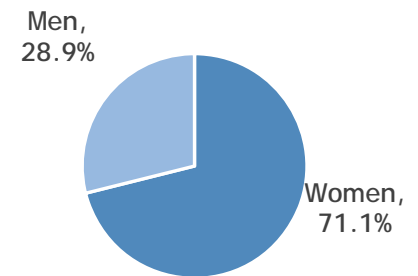
Age: Nearly half of CED students are 60 or older.



Race/Ethnicity:



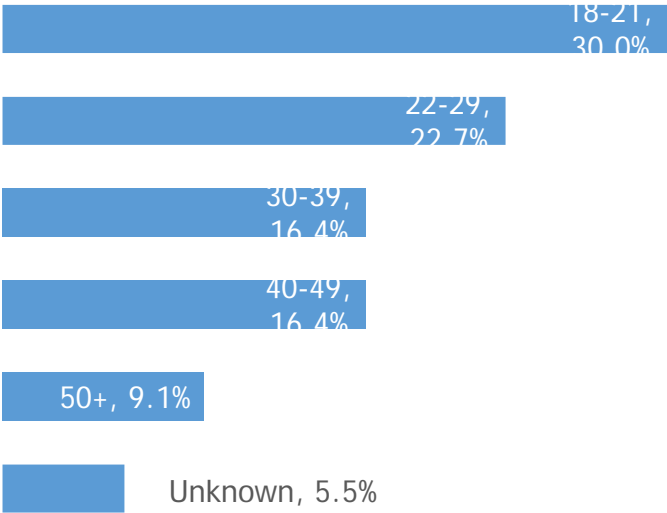
Student Gender



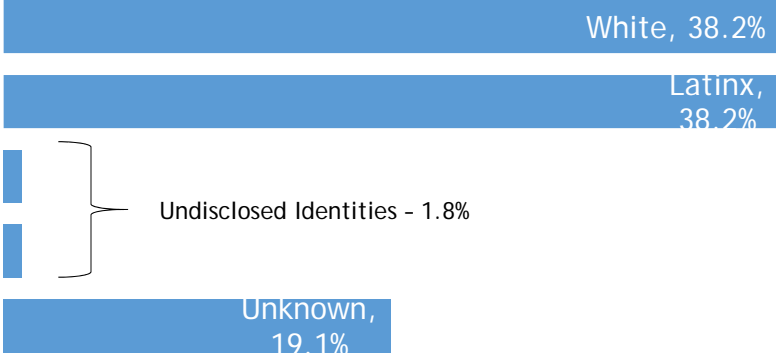
ABE/GED Students

During the 2016-2017 academic year, we had 110 students were enrolled in Adult Basic Education, GED, and/or ESOL courses.

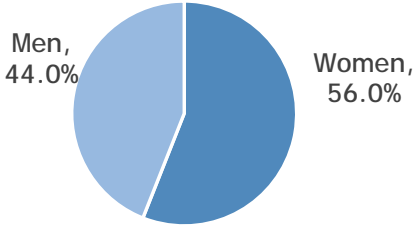
Age: More than half of these students are under 30.



Race/Ethnicity:



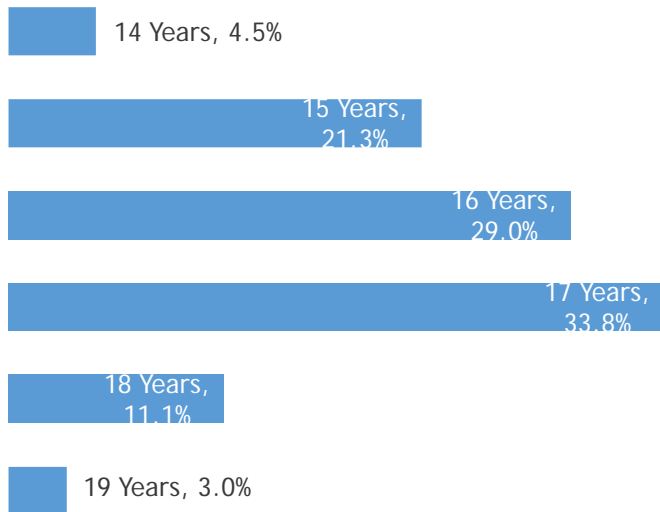
Student Gender



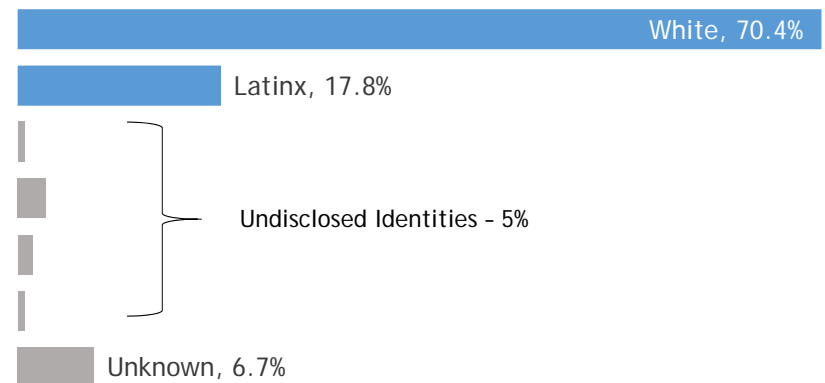
Dual Credit/Enhanced Options Students

During the 2016-2017 academic year, we had 314 students enrolled in either dual credit or expanded options courses.

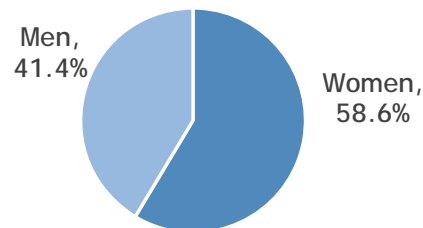
Age In September: Age was calculated from the first day of the fall term. Nearly half of students were 17 or older.



Race/Ethnicity:



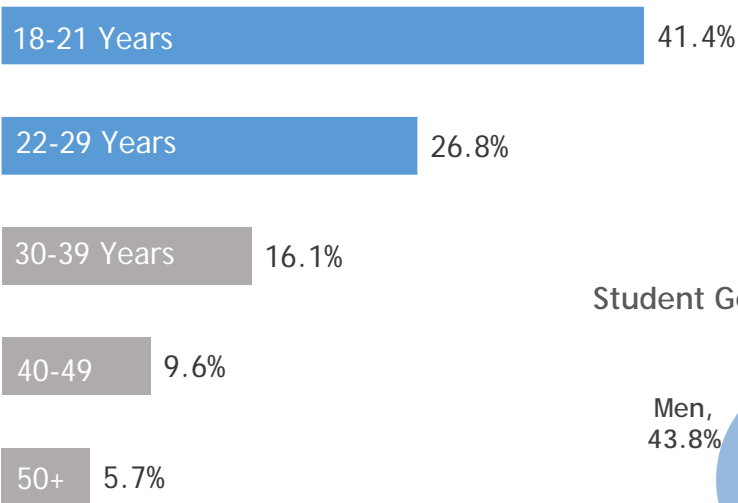
Student Gender



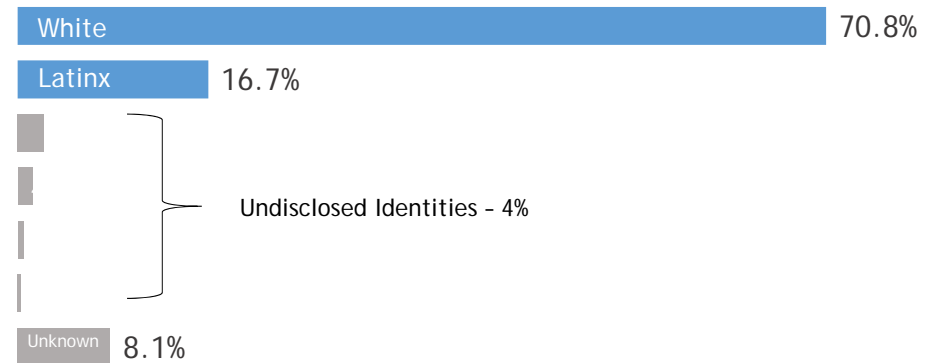
Undergraduate Students

During the 2016-2017 academic year, we had 384 undergraduate students. This only includes students who declared themselves as 'degree-seeking' and were enrolled in credit courses during this year.

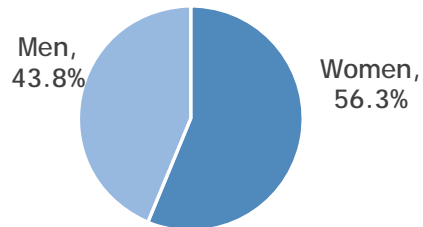
Age: More than 68% of undergraduate students are under the age of 30.



Race/Ethnicity:



Student Gender



44% of undergraduate students received a Pell grant for at least one term during this academic year.

Student Service Grant

RECOMMENDATION

BACKGROUND INFORMATIONDIRECTOR HANSON

This grant award is to assist us in achieving **our goals** to: reduce barriers, expand our outreach, provide on-going support, and strengthen our partnerships. Our specific **project activities** include:

- 1) financial support for students in terms of tuition vouchers, tutoring incentives, emergency funds, and our Career-to-Career scholarships;
- 2) increasing our advising and mentoring of students, including monthly HS outreach, added technology transition workshops, and revamping our ASPIRE program;
- 3) connecting students to cohorts of peers, including monthly meetings and social activities coordinated with the Student Ambassadors Club.

Our strategy for successful program development is to make use of available resources and expertise to tailor our program to fit our community: centering it on PCC's *Future Connect* program model, enhancing it using our *Achieving the Dream* resources, and using a continuous improvement model and research-based best practices to sustain it. Finally, we also found value in participating in last year's Student Success Grant Convening meetings that were spearheaded by PCC. Collaborating with other practitioners in the state is a critical strategy in our view as well.



Financial Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONCFO WILLIAMS

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



Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended March 2018

75.00% of fiscal year elapsed

	FY 2016-2017			FY 2017-2018		
	Annual Budget	03/31/17 Actual	Percentage of Budget	Annual Budget	03/31/18 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 755,349	\$ 1,052,825.80	139.38%	\$ 950,000	\$ 1,384,918.66	145.78%
State	\$ 1,350,000	\$ 1,075,066.23	79.63%	\$ 1,356,106	\$ 1,205,835.87	88.92%
Property Taxes	\$ 1,195,863	\$ 1,104,405.32	92.35%	\$ 1,241,050	\$ 1,154,738.92	93.05%
Tuition	\$ 868,855	\$ 589,645.50	67.86%	\$ 881,855	\$ 605,231.00	68.63%
Fees	\$ 154,296	\$ 108,197.99	70.12%	\$ 154,296	\$ 129,129.93	83.69%
Sale of Goods	\$ 2,000	\$ 2,588.17	129.41%	\$ 2,000	\$ 2,865.86	143.29%
Interest	\$ 5,500	\$ 12,604.54	229.17%	\$ 5,500	\$ 36,389.58	661.63%
Rental	\$ 12,000	\$ 11,330.00	94.42%	\$ 12,000	\$ 13,507.00	112.56%
Miscellaneous	\$ 7,000	\$ 16,764.69	239.50%	\$ 7,000	\$ 10,159.50	145.14%
Transfers	\$ 442,328	\$ 65,350.33	14.77%	\$ 493,829	\$ 22,784.76	4.61%
Total resources	\$ 4,793,191	\$ 4,038,778.57	84.26%	\$ 5,103,636	\$ 4,565,561.08	89.46%
Expenditures						
Instruction	\$ 1,457,046	\$ 814,220.50	55.88%	\$ 1,403,246	\$ 886,151.01	63.15%
Instructional Support	\$ 370,104	\$ 235,714.04	63.69%	\$ 344,629	\$ 227,466.64	66.00%
Student Services	\$ 416,800	\$ 250,935.50	60.21%	\$ 463,665	\$ 337,930.71	72.88%
College Support	\$ 1,198,340	\$ 806,257.52	67.28%	\$ 1,365,563	\$ 1,002,063.63	73.38%
Plant Operation	\$ 271,552	\$ 230,591.56	84.92%	\$ 288,533	\$ 204,993.45	71.05%
Transfers	\$ 274,000	\$ 106,409.22	38.84%	\$ 288,000	\$ 115,223.69	40.01%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 4,037,842	\$ 2,444,128.34	60.53%	\$ 4,203,636	\$ 2,773,829.13	65.99%
Ending fund balance	\$ 755,349	\$ 1,594,650.23	211.11%	\$ 900,000	\$ 1,791,731.95	199.08%

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

	Fund No.	Beginning Fund Balance	2017-2018 Revenue	2017-2018 Expenditures	Ending Fund Balance	2017-2018 Spendable Budget	2016-2017 Prior Year Expenditures 3/31/2017
Adult Basic Education	210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,108.09
United Way Literacy Grant	216	\$ 2,749.13	\$ 310.00	\$ 1,140.00	\$ 1,919.13	\$ 2,700	\$ -
Title III Grant	220	\$ -	\$ 437,842.27	\$ 471,232.43	\$ (33,390.16)	\$ 625,974	\$ 484,423.83
Career Pathways Development Grant	224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,004.00
Pathways Grant	225	\$ -	\$ -	\$ 22,317.58	\$ (22,317.58)	\$ 29,783	\$ 20,721.49
Industrial Maintenance Tech	226	\$ 35,327.15	\$ 23,250.00	\$ 23,315.23	\$ 35,261.92	\$ 30,300	\$ 12,158.64
SBDC Federal Grant	230	\$ -	\$ 16,500.00	\$ 24,302.22	\$ (7,802.22)	\$ 30,250	\$ 23,034.31
SBDC State Grant	231	\$ -	\$ 11,411.85	\$ 32,270.05	\$ (20,858.20)	\$ 45,939	\$ 30,931.93
SBDC Program Income	232	\$ 20,217.83	\$ 4,213.20	\$ 1,943.28	\$ 22,487.75	\$ 6,000	\$ 6,988.15
SBDC Rural Outreach Grant	233	\$ -	\$ -	\$ 419.40	\$ (419.40)	\$ 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	\$ 2,228.98	\$ 6,338.41	\$ -	\$ 8,884.95
Academic Counselor Grant	255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,969.76
Student Success Grant	256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,011.15
Student Success Support Grant	257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,995.84
Data Quality Improvement Grant	274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090.27
Oregon Dev Ed Redesign Grant	277	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,160.00
Co-Requisite Dev Ed Models Grant	279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,421.75
Partners for Rural Innovation Operations	289	\$ 3,027.67	\$ 26,420.18	\$ 25,675.07	\$ 3,772.78	\$ 30,000	\$ 6,466.85
Capital Depreciation & Maintenance Fund	290	\$ 435,423.11	\$ 4,309.05	\$ -	\$ 439,732.16	\$ 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	\$ 15,704.91	\$ -	\$ 1,340,143.61	\$ 100,000	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ 435,701.91
Total Special Fund		\$ 3,597,220.57	\$ 768,008.05	\$ 632,331.24	\$ 3,732,897.38	\$ 1,348,811	\$ 1,254,047.92
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 3/31/2018		
Total of Grants that borrow from the General Fund		\$ (84,368.16)	\$ -	\$ -	\$ (84,368.16)		
Total of Grants that are not borrowing from the General Fund		\$ 3,817,265.54	\$ (1,547.50)	\$ -	\$ 3,818,813.04		
Total Special Fund		\$ 3,732,897.38	\$ (1,547.50)	\$ -	\$ 3,734,444.88		
	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	\$ 1,216.90	\$ 18,357.23	\$ 7,825	\$ 1,970.59
Driver Education Program	311	\$ (2,268.93)	\$ 11,250.00	\$ 6,714.37	\$ 2,266.70	\$ 10,062	\$ 1,722.00
Summer Term Fund	312	\$ -	\$ 53,968.00	\$ 43,797.56	\$ 10,170.44	\$ 52,400	\$ -
TBCC Store	320	\$ 1,213.42	\$ 2,372.53	\$ 1,517.60	\$ 2,068.35	\$ 13,370	\$ 12,736.33
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	\$ 2,874.42	\$ 2,023.27	\$ 4,739.22	\$ 3,500	\$ 866.71
Total Enterprise Fund		\$ 54,082.42	\$ 87,999.95	\$ 65,903.17	\$ 76,179.20	\$ 151,265	\$ 20,698.01
PERS Pension Bond Fund	410	\$ 4,464.80	\$ 108,034.29	\$ 34,582.83	\$ 77,916.26	\$ 137,566	\$ 36,091.80
General Obligation Bond Fund	420	\$ 100,651.98	\$ 673,269.65	\$ 59,848.21	\$ 714,073.42	\$ 685,124	\$ 71,438.69
Total Debt Service Fund		\$ 105,116.78	\$ 781,303.94	\$ 94,431.04	\$ 791,989.68	\$ 822,690	\$ 107,530.49
Local Match Fund	525	\$ 624,960.89	\$ 8,264.74	\$ -	\$ 633,225.63	\$ 485,000	\$ -
State Match Fund	530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,981,454.79
Grant Construction Fund	555	\$ (354,412.17)	\$ 160,025.00	\$ 118,921.40	\$ (313,308.57)	\$ 250,000	\$ 525,984.79
Total Capital Projects Fund		\$ 270,548.72	\$ 168,289.74	\$ 118,921.40	\$ 319,917.06	\$ 735,000	\$ 2,507,439.58
Associated Students of TBCC	710	\$ 2,119.89	\$ 4,093.80	\$ 2,559.29	\$ 3,654.40	\$ 9,000	\$ 2,652.73
Phi Theta Kappa Honorary Society Fund	720	\$ 2,195.51	\$ 1,707.65	\$ 1,565.63	\$ 2,337.53	\$ 5,625	\$ 2,016.96
Economic Development Council	730	\$ 70,017.41	\$ 80,315.60	\$ 58,129.70	\$ 92,203.31	\$ 103,007	\$ 70,478.92
Economic Development Council - USDA Grant	731	\$ 30,859.94	\$ -	\$ 4,336.17	\$ 26,523.77	\$ 23,083	\$ 2,830.06
Visit Tillamook Coast	740	\$ 1,110,896.73	\$ 765,010.88	\$ 959,311.49	\$ 916,596.12	\$ 1,552,094	\$ 900,098.15
Visit Tillamook Coast - Non-TLT Funds	741	\$ 24,556.30	\$ 71,493.60	\$ 70,271.61	\$ 25,778.29	\$ 76,600	\$ 21,746.72
Total Agency Fund		\$ 1,240,645.78	\$ 922,621.53	\$ 1,096,173.89	\$ 1,067,093.42	\$ 1,769,409	\$ 999,823.54
PELL Grant	801	\$ -	\$ 472,102.00	\$ 471,212.00	\$ 890.00	\$ 751,500	\$ 378,832.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 8,200.00	\$ 8,200.00	\$ -	\$ 14,500	\$ 10,200.00
Direct Loans	810	\$ -	\$ 150,506.00	\$ 150,506.00	\$ -	\$ 750,000	\$ 195,108.00
Federal Work Study	819	\$ -	\$ 5,869.80	\$ 6,646.62	\$ (776.82)	\$ 14,350	\$ 5,985.43
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	\$ -	\$ 61,483.00	\$ 43,374.00	\$ 18,109.00	\$ 45,000	\$ 23,616.00
Tuition Waivers	831	\$ 20,401.39	\$ -	\$ 5,913.00	\$ 14,488.39	\$ 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	\$ 985.82	\$ 2,604.17	\$ 20,125.31	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ 51,960.86	\$ 52,272.86	\$ (312.00)	\$ 85,000	\$ 46,743.47
Student Employees	835	\$ 23,419.57	\$ 2,501.60	\$ 1,648.91	\$ 24,272.26	\$ 18,000	\$ 1,601.36
Non-Institutional Scholarships	840	\$ 11,560.57	\$ 34,069.05	\$ 30,838.84	\$ 14,790.78	\$ 51,500	\$ 26,306.29
Total Financial Aid Fund		\$ 140,666.55	\$ 918,413.13	\$ 980,037.40	\$ 79,042.28	\$ 2,091,494	\$ 841,363.19

Agenda Item 5.D. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended March 2018
 75.00% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,501,845			\$ 2,916,366			\$ 41,686			\$ 95,949	
Beginning Fund Balance	\$ 950,000	\$ 1,384,919	145.78%	\$ 3,231,763	\$ 3,597,221	111.31%	\$ 52,762	\$ 54,082	102.50%	\$ -	\$ 105,117	0.00%
Resources												
State Aid	\$ 1,356,106	\$ 1,205,836	88.92%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 870,446	\$ 531,640	61.08%	\$ 35,000	\$ 15,481	44.23%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,036,151	\$ 734,361	70.87%	\$ 4,000	\$ 2,560	64.00%	\$ 64,700	\$ 62,442	96.51%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,241,050	\$ 1,154,739	93.05%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 683,824	\$ 668,035	97.69%
Timber	\$ -	\$ -	0.00%	\$ 429,465	\$ 175,560	40.88%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 2,866	143.30%	\$ -	\$ -	0.00%	\$ 17,600	\$ 4,392	24.95%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 36,390	661.64%	\$ 8,000	\$ 20,014	250.18%	\$ -	\$ -	0.00%	\$ 1,305	\$ 5,650	432.95%
Rental	\$ 12,000	\$ 13,507	112.56%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 10,160	145.14%	\$ 25,000	\$ 38,234	0.00%	\$ 6,500	\$ 5,685	87.46%	\$ -	\$ -	0.00%
Transfers	\$ 493,829	\$ 22,785	4.61%	\$ 485,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 107,618	71.75%
Total Revenues	\$ 4,153,636	\$ 3,180,644	76.57%	\$ 1,821,911	\$ 768,008	42.15%	\$ 123,800	\$ 88,000	71.08%	\$ 835,129	\$ 781,303	93.55%
Expenditures												
Salaries and Wages	\$ 2,968,457	\$ 2,052,788	69.15%	\$ 375,821	\$ 290,818	77.38%	\$ 85,129	\$ 49,723	58.41%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 871,179	\$ 605,817	69.54%	\$ 490,247	\$ 317,088	64.68%	\$ 61,796	\$ 14,379	23.27%	\$ 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	\$ 115,224	40.01%	\$ 467,743	\$ 11,900	2.54%	\$ 4,340	\$ 1,801	41.50%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 3,641,229	\$ -	0.00%	\$ 5,730	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,203,636	\$ 2,773,829	65.99%	\$ 4,990,040	\$ 632,331	12.67%	\$ 156,995	\$ 65,903	41.98%	\$ 822,690	\$ 94,431	11.48%
Ending Fund Balance	\$ 900,000	\$ 1,791,734		\$ 63,634	\$ 3,732,898		\$ 19,567	\$ 76,179		\$ 12,439	\$ 791,989	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 204,989			\$ (1,548)			\$ -			\$ 45,147	
Inventories		\$ 1,304			\$ -			\$ 1,435			\$ -	
NET EFFECT ON CASH		\$ (206,293)			\$ 1,548			\$ (1,435)			\$ (45,147)	
Liabilities												
Accounts Payable		\$ 54,986			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 72,690			\$ -			\$ -			\$ 45,147	
Payroll		\$ 167,669			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 295,345			\$ -			\$ -			\$ 45,147	
NET ADJUSTMENTS		\$ 89,052			\$ 1,548			\$ (1,435)			\$ -	
ENDING CASH BALANCE		\$ 1,880,786			\$ 3,734,446			\$ 74,744			\$ 791,989	

Agenda Item 5.D. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended March 2018
 75.00% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 507,036			\$ 1,045,267			\$ 138,795	
Beginning Fund Balance	\$ 680,000	\$ 270,549	39.79%	\$ 1,094,464	\$ 1,240,646	113.36%	\$ 91,244	\$ 140,667	154.17%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,060,520	\$ 848,207	0.00%	\$ 1,735,250	\$ 828,872	47.77%
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%	\$ -	\$ 2,278	0.00%	\$ -	\$ -	0.00%
Interest	\$ 5,000	\$ 8,265	165.30%	\$ 12,680	\$ 12,937	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 250,000	\$ 160,025	0.00%	\$ 51,375	\$ 55,106	107.26%	\$ 135,000	\$ 86,030	63.73%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 4,094	51.18%	\$ 130,000	\$ 3,511	2.70%
Total Revenues	\$ 255,000	\$ 168,290	66.00%	\$ 1,132,575	\$ 922,622	81.46%	\$ 2,000,250	\$ 918,413	45.91%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 400,821	\$ 207,647	51.81%	\$ 53,344	\$ 10,900	20.43%
Operating Expenditures	\$ 250,000	\$ 118,921	47.57%	\$ 1,350,092	\$ 879,444	65.14%	\$ 2,034,900	\$ 969,137	47.63%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 485,000	\$ -	0.00%	\$ 18,496	\$ 9,083	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 122,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 735,000	\$ 118,921	16.18%	\$ 1,891,409	\$ 1,096,174	57.96%	\$ 2,091,494	\$ 980,037	46.86%
Ending Fund Balance	\$ 200,000	\$ 319,918		\$ 335,630	\$ 1,067,094		\$ -	\$ 79,043	
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		\$ 249,803			\$ 1,067,094			\$ 79,043	

\$ 7,877,905

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

- OCCA Board/OPC meeting summary from May 17-18 in Portland
- Next Board meeting on **Monday, June 4** at 6pm in Room 214/15
- Graduation is **Friday, June 15** at 6pm at the Tillamook Nazarene Church on 3rd St. Please let me know if you are unable to be there.

Items to Discuss

- Results of Spring In-service
- All Oregon Academic Scholar event in Salem with the Governor
- 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*- need to know if any Board members are interested in attending.



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.

