



## Board of Education Meeting Agenda

**Date:** Monday, June 4, 2018

### Special Board Meeting for Budget Hearings 6:00 pm

- A1. **Call to Order** ----- Chair Gervasi
- B1. **Approval of the Agenda** -----(Action) Chair Gervasi
- C1. **Public Hearing on 2017-2018 Supplemental Budget**-----CFO Williams
- D1. **Public Hearing on 2018-2019 Budget**-----CFO Williams
- E1. **Adjournment** -----Chair Gervasi

### Regular TBCC Board Meeting – TBCC Room 214 -6:10 -7:45 pm

- | <u>Item</u> | <u>Description</u>  | <u>Resource</u>           |
|-------------|---|---------------------------|
| 1.          | <b>Call to Order • Acknowledge Guests</b> -----   | Chair Gervasi             |
| 2.          | <b>Consent Agenda:</b> -----  | (Action) Chair Gervasi    |
|             | a. Approval of Agenda   |                           |
|             | b. Approval of May 7, 2018 Minutes  |                           |
|             | c. Personnel Report.....  | Director Ryan             |
| 3.          | <b>Invitation for Public Comment</b> -----  | Chair Gervasi             |
|             | Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda. |                           |
| 4.          | <b>New Business and/or focused policy discussions</b>   |                           |
|             | a. Adoption of 2017-2018 Supplemental Budget Resolution...(Action)  | CFO Williams              |
|             | b. Adoption of 2018-2019 Budget.....  | (Action) CFO Williams     |
|             | c. Approval of Policy Appendices.....   | (Action) CFO Williams     |
|             | d. Policy 312 Changes (Second Reading) .....  | (ACTION) President Tomlin |
|             | e. Election of Board Officers for 2018-19.....  | (ACTION) Chair Gervasi    |
|             | f. Board Committee Assignments for 2018-19.....   | (ACTION) Chair Gervasi    |
|             | g. Discussion on Preparing for Joint Meeting with Foundation Board.....   | Director Luquette         |

- 5. **Information-Only Items (Board members may request any item be placed on the discussion agenda)**
  - a. SBDC/Customized Training Update.....Director Soto
  - b. Campus Safety- ALICE Training and Lockdown Drills.....Director Ryan
  - c. Tillamook Student Transitions Consortium.....CAO Hovey
  - d. Data Analysis- 2018 Graduating Class.....Analyst McCarley
  - e. Financial Report.....CFO Williams
  - f. President's Report.....President Tomlin
  
- 6. **Board Member Discussion Items -----** Chair Gervasi
  
- 7. **Adjournment -----** (Action) Chair Gervasi

## Call to Order

**RECOMMENDATION**

CALL THE SPECIAL BOARD MEETING FOR BUDGET HEARINGS TO ORDER

**BACKGROUND INFORMATION**-----

Chair Gervasi



# Approval of the Agenda

**RECOMMENDATION**

MOTION TO APPROVE THE AGENDA

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

- A1. Call to Order ----- Chair Gervasi
- B1. Approval of the Agenda -----(Action) Chair Gervasi
- C1. Public Hearing on 2017-2018 Supplemental Budget-----CFO Williams
- D1. Public Hearing on 2018-2019 Budget-----CFO Williams
- E1. Adjournment -----Chair Gervasi



## Public Hearing on 2017-2018 Supplemental Budget

### RECOMMENDATION

INFORMATION ONLY

### BACKGROUND INFORMATION-----CFO Williams

The following appropriation increases and transfers will be made to the 2017-2018 Adopted Budget upon receiving board approval:

- General Fund

Transfers In increased by \$4,148 to offset the Transfers Out in the Special Fund due to increased grants.

Student Services increased by \$4,148 due to unanticipated disability accommodation costs during the year.

- Special Revenue Fund

Beginning Fund Balance increased by \$11,613 due to grants and contracts that weren't spent in the prior year.

Federal Sources increased by \$2,750 due to an unanticipated increase in the Federal SBA grant.

State Sources increased by \$65,827 due to unanticipated increases in grants for the Small Business Development Center (SBDC), ASPIRE, and career pathways and an unanticipated grant for student success.

Local Sources increased by \$6,000 due to an agreement with OSU Extension Service to support the Partners for Rural Innovation (PRI) building operations.

Other Sources increased by \$2,600 due to United Way donations and grants for adult literacy and rental fees collected from the community to use the Partners for Rural Innovation building.

Instruction increased by \$2,553 due to changes in spending for grants supporting adult literacy and manufacturing and industrial technology (MIT).

Instructional Support increased by \$33,824 due to federal and state SBDC grants, career pathways, and MIT.

Student Services increased by \$27,237 due to an unanticipated grant for student success and funds remaining from ASPIRE and adult literacy.

Plant Operation and Maintenance increased by \$11,028 to support expenses for operating the PRI building.

Financial Aid increased by \$10,000 to support tuition waiver and scholarship expenses in the student success grant.

Transfers Out increased by \$4,148. This is a combination of PERS Debt Service Transfers and Administrative Overhead transfers to the General Fund from grants.



- Financial Aid Fund

Beginning Fund Balance increased by \$24,272 due to unspent funds in the prior year.

Transfers In increased by \$24,272 and Transfers Out increased by \$24,272 to support student employment.

Unappropriated Ending Fund Balance also increased by \$24,272 to support future student employment.

- Agency Fund

Local Sources increased by \$30,130 due to Visit Tillamook Coast (VTC) contracting with partnering organizations to assist with marketing.

Other Sources increased by \$6,870 due to hiking book sales, interest income, and funds raised from the Annual Dinner.

College Support increased by \$52,000 to support VTC contracts and a capital equipment purchase.

Contingency decreased by \$15,000 to support the VTC capital equipment purchase.



## Public Hearing on 2018-2019 Budget

### RECOMMENDATION

INFORMATION ONLY

### BACKGROUND INFORMATION-----CFO Williams

The following changes have been made to the budget since we received budget committee approval on April 9<sup>th</sup>:

- General Fund
  - Tuition and Fees has been increased by \$10,867
  - Other Sources has been increased by \$8,000
  - Other Financing Sources has been increased by \$1,425
  - College Support has been increased by \$15,000
  - Plant Operation and Maintenance has been increased by \$39,986
  - Unappropriated Ending Fund Balance has been decreased by \$21,119
  - Tuition and Fees resources have been revised based on 17-18 revenues through April while continuing projections of 3% enrollment growth and \$1/credit tuition increase.
  - Other Sources has been increased due to ongoing increases in interest rates and earnings.
  - Other Financing Sources has been increased due to changes in the Agency Fund.
  - During a recent Tillamook Education Consortium meeting, dues for the 18-19 academic year were discussed and implemented at \$15,000 for TBCC.
  - A .5FTE Facilities Maintenance Specialist is being added to Plant Operation and Maintenance to support safety, evening facility use, and provide support for students and faculty during evening classes. In addition, Other Contracted Services is increasing to pay for a Facilities Master Plan update as required by the State.
  - The reduction to Unappropriated Ending Fund Balance brings it down to just under \$1.5 million. However, there is still a Contingency of \$100,000 that we don't anticipate needing at this time.
- Agency Fund
  - Local Sources has been increased by \$20,000
  - Instructional Support has been increased by \$25,666
  - Other Financing Uses has been increased by \$1,425
  - Contingency has been decreased by \$4,017
  - Unappropriated Ending Fund Balance has been decreased by \$3,074
  - All adjustments have been made to align TBCC's budget at adoption with Economic Development Council's approved budget and anticipated changes.



# Adjournment

**RECOMMENDATION**

ADJOURN THE SPECIAL BOARD MEETING FOR BUDGET HEARINGS

**BACKGROUND INFORMATION**-----

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 JUNE MEETING.

Items for approval:

- a. Approval of Agenda
- b. Approval of May 7<sup>th</sup> Minutes
- c. Approval of the Personnel Report



## Approval of the Agenda

### RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JUNE MEETING.

**Date:** Monday, June 4, 2018

### Special Board Meeting for Budget Hearings 6:00 pm

- A1. **Call to Order** ----- Chair Gervasi
- B1. **Approval of the Agenda** -----(Action) Chair Gervasi
- C1. **Public Hearing on 2017-2018 Supplemental Budget**-----CFO Williams
- D1. **Public Hearing on 2018-2019 Budget**-----CFO Williams
- E1. **Adjournment** -----Chair Gervasi

### Regular TBCC Board Meeting – TBCC Room 214 -6:10 -7:45 pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
-------------	--------------------	-----------------

1.	Call to Order • Acknowledge Guests -----	Chair Gervasi
----	--	---------------

2.	Consent Agenda: ----- (Action) Chair Gervasi	
	a. Approval of Agenda	
	b. Approval of May 7, 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. Adoption of 2017-2018 Supplemental Budget Resolution...(Action) CFO Williams	
	b. Adoption of 2018-2019 Budget..... (Action) CFO Williams	
	c. Approval of Policy Appendices.....(Action) CFO Williams	
	d. Policy 312 Changes (Second Reading) .....(ACTION) President Tomlin	
	e. Election of Board Officers for 2018-19.....(ACTION) Chair Gervasi	
	f. Board Committee Assignments for 2018-19.....(ACTION) Chair Gervasi	
	g. Discussion on Preparing for Joint Meeting with Foundation Board.....	Director Luquette



**5. Information-Only Items (Board members may request any item be placed on the discussion agenda)**

- a. SBDC/Customized Training Update.....Director Soto
- b. Campus Safety- ALICE Training and Lockdown Drills.....Director Ryan
- c. Tillamook Student Transitions Consortium.....CAO Hovey
- d. Data Analysis- 2018 Graduating Class.....Analyst McCarley
- e. Financial Report.....CFO Williams
- f. President's Report.....President Tomlin

**6. Board Member Discussion Items ----- Chair Gervasi**

**7. Adjournment ----- (Action) Chair Gervasi**



## May 7 Board of Education Meeting Minutes

**Date:** Monday, May 7, 2018

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

**TBCC Board Members in Attendance:** Kathy Gervasi, Mary Faith Bell, Betsy McMahon, Mary Jones, Billy Schreiber

**TBCC Board Members Absent:** Tamra Gammon, Pam Zweifel

**TBCC Staff in Attendance:** Ross Tomlin, Heidi Luquette, Kyra Williams, Jean Garcia-Chitwood, Pat Ryan, Sheryl Neu, Erin McCarley, Rhoda Williams, Michael Weissenfluh, Britney Noel, Darryl Spitzer

### **Description**

### **Resource**

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

**Consent Agenda / Personnel Report (agenda items 2, 2.a, 2.b, 2.c)**------(Action) Chair Gervasi  
There were no changes requested to the May 7, 2018 agenda.

Director Ryan presented the personnel report. The candidates for the Career Education and SNAP Advisor position have been interviewed. The Customized Training and Small Business Management Coordinator position has received applications. The Marketing and Administrative Assistant position for Visit Tillamook Coast has received applications and interviews will be conducted on Friday, May 11, 2018.

Mary Faith Bell Motioned 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)**

**500 Policy Changes - Second Reading (agenda item 4.a)**-----President Tomlin  
President Tomlin advised that no changes to the 500 policies have been made since the first reading last month. Mary Faith Bell motioned to approve the 500 policy changes. Betsy McMahon seconded. The motion carried.



**Policy 312 Changes - First Reading (agenda item 4.b)** -----(ACTION) President Tomlin  
President Tomlin presented the changes that have been made to Policy 312. The only change was the addition of section 312.5 which is the catastrophic leave policy. This policy allows for staff to donate some of their sick leave to another staff member who has exhausted all of their sick leave, and meets the other criteria set forth in administrative rule C002. This item will return for its second reading and will be voted on at the June 4, 2018 meeting.

**Board Meeting Schedule - Second Reading (agenda item 4.c)** -----President Tomlin  
Chair Gervasi reviewed the 2018-2019 Board Meeting Schedule. The Board meetings will be held the first Monday of every month with the exception of September. The September Board meeting will be held on the second Monday of the month due to the first Monday being a holiday. The Board discussed the retreat date and decided that the retreat will be on October 1, 2018. Mary Jones motioned to approve the Board meeting schedule and the retreat date. Mary Faith Bell seconded the motion. The motion carried.

**Board Self Evaluation Results (agenda item 4.d)** -----Chair Gervasi  
Chair Gervasi presented the amended Board Self Evaluation Results. Discussion on the comments regarding student/staff recruitment and housing took place.

President Tomlin was asked about flooding issues that occur near campus. Flooding tends to come from the Fairgrounds and impact the Kilchis House. The County applied for a FEMA grant a few years ago and recently heard back that it went through. It will be rerouting the drainage to alleviate the flooding at Kilchis House, and will be a multi-million-dollar project. The college has already provided some funds to get the study completed and it is not expected we will provide any additional funds towards the project.

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

**Foundation – Preparation for Joint Board Meeting in June (agenda item 5.a)**----Director Luquette  
Director Luquette encouraged all of the Board members to attend the Joint Board Workshop on June 8<sup>th</sup> 2018. Director Luquette advised that TBCC is at the end of the five-year title III grant. She noted that the foundation has done a good job raising funds. Director Luquette explained that the foundation is set up to help the college and students and that the foundation is always looking for ways they can help support the college in new ways.

The foundation has created a task force and has been working on a memorandum of understanding between the Foundation and the college. Spring quarter also marked the first semester of the foundation implementing an online scholarship application system. Overall, the foundation received 33 scholarship applications and they will start reviewing them next week.

The foundation also has hired a consultant that did a SWOT (strengths, weaknesses, opportunities, threats) analysis and the consultants are going to present their findings at the June 8 joint board workshop. Part of the information collected was interviews of the foundation members and donors. The information the foundation receives from the analysis will be used to collaborate between the Board and Foundation to make TBCC better.



**Data Summit Review (agenda item 5.b)**-----Analyst McCarley  
Analyst McCarley reviewed the four-hour data summit that she presented to the staff and faculty at the spring in-service. The overarching goal of the data summit was to get everyone to understand what we know about the students here at TBCC and then encourage everyone to think about what additional data we need in order to dig deeper and understand and discuss the reasons for certain trends and how to make all students more successful. Analyst McCarley presented four documents that show the snapshots of who the students at TBCC were last year including breakdown of types of students, age, gender, race. Discussion of various trends we are seeing in our data also took place.

**Student Services Grant (agenda item 5.c)**----- Director Hanson  
Director Hanson informed the Board that the student services grant was awarded to TBCC from HECC and we are now waiting for the funds to come in. This grant will be used to fund part of the Career Education and SNAP Advisor Position, reimburse students who successfully complete our college survival course, support book scholarships, incentives for tutoring services, and to fund a additional career to career scholarships.

**Financial Report (agenda item 5.d)**-----CFO Williams  
CFO Williams presented the financial report. The Budget committee approved the 2018-2019 budget on April 9<sup>th</sup> with only minor changes. There will be a few additional changes made before it is brought the board in June to be adopted. The changes being made include the funding for a half-time nighttime facilities maintenance position and funding for a facilities master plan. Handouts showing the financials through March were discussed briefly and CFO Williams noted that the general fund is strong.

**President's Report (agenda item 5.e)**-----President Tomlin  
President Tomlin introduced TBCC's Apprenticeship/Manufacturing and Industrial Technology Program Coordinator Darryl Spitzer. Darryl won the Workforce Champion Award from Oregon Workforce Partnership. Darryl gave a brief speech talking about what he does with the Oregon Workforce Partnership.

President Tomlin briefly summarized the April 27<sup>th</sup> spring In-service day. Topics discussed at the in-service included a four-hour data summit, department updates and a state of the college presentation.

The Oregon Talent Summit is this coming Friday, May 11, 2018, if any board members would like to go. TBCC will cover the cost. May 17th-18th is the OPC/OCCA meeting in Portland. The next Board meeting will be Monday, June 4, 2018. TBCC commencement will take place on Friday June 15, 2018 at the Tillamook Nazarene church on Third street and will begin promptly at 6:00 PM.

There will be an equity workshop on June 25, 2018 in Silverton and all Board members are encouraged to attend. President Tomlin requested board members to inform him by the June 4, 2018 Board meeting if they want to participate. The cost to attend the workshop will be covered by TBCC.

Director Garcia-Chitwood informed the Board that there will be an equity and inclusion event taking place on campus. The Milagro Teatro theater group will be putting on a performance of Bi which is a bilingual production on Friday, May 25, 2018 at 6:30 PM in Rooms 214/15. Everyone is encouraged to



attend. TBCC partnered with the food bank and the American Association of University Women (AAUW) to bring this performance to the community.

Ross informed the board about Mikayla Ebel and Zachary Zwald who are TBCC's two All-Oregon Academic Scholar Team Award recipients. They were recognized in Salem a few weeks ago and attended the governor's luncheon. Ebel was also selected to give a speech at the governor's luncheon.

Our PTK chapter received national recognition, receiving the Distinguished College Project Award. The project they submitted was a video on TBCC.

Career to career scholarships are open and will close August 1, 2018. TBCC will be awarding around 15 career to career scholarships for the upcoming fall quarter.

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

**Adjournment (agenda item 7)**-----Chair Gervasi  
Betsy McMahon moved to adjourn the meeting. Billy Schrieber seconded. The meeting was adjourned at 7:10 pm.





## Personnel

### RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Career Education and SNAP Advisor		June 4, 2018	Jenevieve Case hired.	Rhoda Hanson	
Customized Training and Small Business Management Coordinator; 2 <sup>nd</sup> pool of applicants		TBD	Interviews scheduled May 29, 2018	Arlene Soto	
Marketing and Administrative Assistant		July 1, 2018	2 <sup>nd</sup> Interviews: May 23 and 29	Nan Devlin	
Administrative and Project Coordinator - Instruction	June 11, 2018	TBD		Ann Hovey	



## 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



# Adoption of 2017-2018 Supplemental Budget Resolution

## RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTION 2017-2018 #4 TO ADOPT A SUPPLEMENTAL BUDGET TO AMEND THE FY 2017-2018 ADOPTED BUDGET.

## BACKGROUND INFORMATION .....CFO WILLIAMS

The following appropriation increases and transfers will be made to the 2017-2018 Adopted Budget upon receiving board approval:

- **General Fund**
  - Transfers In increased by \$4,148 to offset the Transfers Out in the Special Fund due to increased grants.
  - Student Services increased by \$4,148 due to unanticipated disability accommodation costs during the year.
- **Special Revenue Fund**
  - Beginning Fund Balance increased by \$11,613 due to grants and contracts that weren't spent in the prior year.
  - Federal Sources increased by \$2,750 due to an unanticipated increase in the Federal SBA grant.
  - State Sources increased by \$65,827 due to unanticipated increases in grants for the Small Business Development Center (SBDC), ASPIRE, and career pathways and an unanticipated grant for student success.
  - Local Sources increased by \$6,000 due to an agreement with OSU Extension Service to support the Partners for Rural Innovation (PRI) building operations.
  - Other Sources increased by \$2,600 due to United Way donations and grants for adult literacy and rental fees collected from the community to use the Partners for Rural Innovation building.
  - Instruction increased by \$2,553 due to changes in spending for grants supporting adult literacy and manufacturing and industrial technology (MIT).
  - Instructional Support increased by \$33,824 due to federal and state SBDC grants, career pathways, and MIT.
  - Student Services increased by \$27,237 due to an unanticipated grant for student success and funds remaining from ASPIRE and adult literacy.
  - Plant Operation and Maintenance increased by \$11,028 to support expenses for operating the PRI building.
  - Financial Aid increased by \$10,000 to support tuition waiver and scholarship expenses in the student success grant.
  - Transfers Out increased by \$4,148. This is a combination of PERS Debt Service Transfers and Administrative Overhead transfers to the General Fund from grants.



- Financial Aid Fund

Beginning Fund Balance increased by \$24,272 due to unspent funds in the prior year.

Transfers In increased by \$24,272 and Transfers Out increased by \$24,272 to support student employment.

Unappropriated Ending Fund Balance also increased by \$24,272 to support future student employment.

- Agency Fund

Local Sources increased by \$30,130 due to Visit Tillamook Coast (VTC) contracting with partnering organizations to assist with marketing.

Other Sources increased by \$6,870 due to hiking book sales, interest income, and funds raised from the Annual Dinner.

College Support increased by \$52,000 to support VTC contracts and a capital equipment purchase.

Contingency decreased by \$15,000 to support the VTC capital equipment purchase.



**RESOLUTION NO. 2017-2018 #4  
RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2017-18 AND  
MAKING APPROPRIATIONS**

**THE BOARD OF DIRECTORS FINDS AS FOLLOWS:**

1. A supplemental budget is required in the General Fund, Special Fund, Financial Aid Fund, and Agency Fund for expenses that were not anticipated in the regular budget preparation process for fiscal year 2017-18.
2. The unanticipated expenditures have arisen due to beginning fund balances that weren't spent in the prior year, federal grants, state grants, local contracts, other sources, and required transfers.
3. The Student Services expense category needs additional appropriation authority of \$4,148 in the General Fund.
4. The Instruction expense category needs additional appropriation authority of \$2,553, the Instructional Support expense category needs additional appropriation authority of \$33,824, the Student Services expense category needs appropriation authority of \$27,237, the Plant Operation and Maintenance expense category needs additional appropriation authority of \$11,028, the Financial Aid expense category needs appropriation authority of \$10,000, and the Transfers Out expense category needs additional appropriation authority of \$4,148 in the Special Fund.
5. The Transfers Out expense category needs additional appropriation authority of \$24,272 in the Financial Aid Fund.
6. The College Support expense category needs additional appropriation authority of \$52,000 in the Agency Fund. The Contingency expense category will be decreased by \$15,000 in the Agency Fund.
7. When the supplemental budget is ten (10) percent or more of any fund being adjusted, as provided for in ORS 294.473, the Board of Directors may adopt the supplemental budget and make appropriations to authorize the additional expenditures at a regular meeting of the governing body, after a special hearing. Budget committee participation is not required.
8. The Notice of Supplemental Budget Hearing was published as required by ORS 294.473(1)(b).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TILLAMOOK BAY COMMUNITY COLLEGE**

The Board of Directors hereby adopts the supplemental budget, pursuant to ORS 294.473(1)(c), increasing(decreasing) appropriations in the fiscal year 2017-18 budget as follows:

<u>GENERAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
<b>RESOURCES:</b>			
Transfers In	<u>\$493,829</u>	<u>\$4,148</u>	<u>\$497,977</u>
Total Resources	<u>\$493,829</u>	<u>\$4,148</u>	<u>\$497,977</u>
<b>REQUIREMENTS:</b>			
Student Services	<u>\$463,665</u>	<u>\$4,148</u>	<u>\$467,813</u>
Total Appropriations/Requirements	<u>\$463,665</u>	<u>\$4,148</u>	<u>\$467,813</u>
 <u>SPECIAL REVENUE FUND</u>			
<b>RESOURCES:</b>			
Beginning Fund Balance	\$3,231,763	\$ 11,613	\$3,243,376
Federal Sources	696,224	2,750	698,974
State Sources	133,222	65,827	199,049
Local Sources	470,465	6,000	476,465
Other Sources	<u>33,000</u>	<u>2,600</u>	<u>35,600</u>
Total Resources	<u>\$4,564,674</u>	<u>\$88,790</u>	<u>\$4,653,464</u>
<b>REQUIREMENTS:</b>			
Instruction	\$ 4,320	\$ 2,553	\$ 6,873
Instructional Support	543,871	33,824	577,695
Student Services	0	27,237	27,237
Plant Operation and Maintenance	30,000	11,028	41,028
Financial Aid	0	10,000	10,000
Transfers Out	<u>467,743</u>	<u>4,148</u>	<u>471,891</u>
Total Appropriations/Requirements	<u>\$1,045,934</u>	<u>\$88,790</u>	<u>\$1,134,724</u>
 <u>FINANCIAL AID FUND</u>			
<b>RESOURCES:</b>			
Beginning Fund Balance	\$ 91,244	\$24,272	\$115,516
Transfers In	<u>130,000</u>	<u>24,272</u>	<u>154,272</u>
Total Resources	<u>\$221,244</u>	<u>\$48,544</u>	<u>\$269,788</u>
<b>REQUIREMENTS:</b>			
Transfers Out	<u>\$3,250</u>	<u>\$24,272</u>	<u>\$27,522</u>
Total Appropriations	<u>\$3,250</u>	<u>\$24,272</u>	<u>\$27,522</u>
Unappropriated Ending Fund Balance	<u>0</u>	<u>24,272</u>	<u>24,272</u>
Total Requirements	<u>\$3,250</u>	<u>\$48,544</u>	<u>\$51,794</u>
 <u>AGENCY FUND</u>			
<b>RESOURCES:</b>			
Local Sources	\$1,060,520	\$30,130	\$1,090,650
Other Sources	<u>64,055</u>	<u>6,870</u>	<u>70,925</u>
Total Resources	<u>\$1,124,575</u>	<u>\$37,000</u>	<u>\$1,161,575</u>
<b>REQUIREMENTS:</b>			
College Support	\$1,614,067	\$52,000	\$1,666,067
Contingency	<u>122,000</u>	<u>(15,000)</u>	<u>107,000</u>
Total Appropriations/Requirements	<u>\$1,736,067</u>	<u>\$37,000</u>	<u>\$1,773,067</u>

**ADOPTED** by the Board of Directors of TBCC this 4th day of June, 2018.

---

Board of Education Chair

ATTEST by TBCC President this 4th day of June, 2018.

---

Tillamook Bay Community College President



## Adoption of 2018-2019 Budget

### RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTIONS 2018-2019 NO. 1 THROUGH 3 TO ADOPT THE 2018-2019 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE PROPERTY TAXES

### BACKGROUND INFORMATION-----Chief Finance Officer Williams

The following changes have been made to the budget since we received budget committee approval on April 9<sup>th</sup>:

- General Fund
  - Tuition and Fees has been increased by \$10,867
  - Other Sources has been increased by \$8,000
  - Other Financing Sources has been increased by \$1,425
  - College Support has been increased by \$15,000
  - Plant Operation and Maintenance has been increased by \$39,986
  - Unappropriated Ending Fund Balance has been decreased by \$21,119
    - Tuition and Fees resources have been revised based on 17-18 revenues through April while continuing projections of 3% enrollment growth and \$1/credit tuition increase.
    - Other Sources has been increased due to ongoing increases in interest rates and earnings.
    - Other Financing Sources has been increased due to changes in the Agency Fund.
    - During a recent Tillamook Education Consortium meeting, dues for the 18-19 academic year were discussed and implemented at \$15,000 for TBCC.
    - A .5FTE Facilities Maintenance Specialist is being added to Plant Operation and Maintenance to support safety, evening facility use, and provide support for students and faculty during evening classes. In addition, Other Contracted Services is increasing to pay for a Facilities Master Plan update as required by the State.
    - The reduction to Unappropriated Ending Fund Balance brings it down to just under \$1.5 million. However, there is still a Contingency of \$100,000 that we don't anticipate needing at this time.
- Agency Fund
  - Local Sources has been increased by \$20,000
  - Instructional Support has been increased by \$25,666
  - Other Financing Uses has been increased by \$1,425
  - Contingency has been decreased by \$4,017
  - Unappropriated Ending Fund Balance has been decreased by \$3,074
    - All adjustments have been made to align TBCC's budget at adoption with Economic Development Council's approved budget and anticipated changes.



**2018-2019 RESOLUTION 1  
ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of the Tillamook Bay Community College District hereby adopts the budget for fiscal year 2018-2019 in the total of \$17,275,771. This budget is now on file at the District business office in Tillamook, Oregon.

**2018-2019 RESOLUTION 2  
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$1,499,878
Instructional Support	387,671
Student Services	468,023
College Support	1,464,684
Plant Operation & Maintenance	367,593
Fund Transfers Out	288,000
Contingency	<u>100,000</u>
TOTAL GENERAL FUND	<u>\$4,575,849</u>

Special Fund

Instruction	\$ 26,081
Instructional Support	447,588
Student Services	76,772
College Support	157,150
Plant Operation and Maintenance	45,000
Financial Aid	44,950
Fund Transfers Out	56,590
Contingency	<u>510,000</u>
TOTAL SPECIAL FUND	<u>\$1,364,131</u>

Financial Aid Fund

Financial Aid	\$1,720,869
Fund Transfers Out	<u>2,500</u>
TOTAL FINANCIAL AID FUND	<u>\$1,723,369</u>

Enterprise Fund

Instruction	\$ 121,396
Instructional Support	38,824
Student Services	9,720
Fund Transfers Out	6,126
Contingency	<u>22,752</u>
TOTAL ENTERPRISE FUND	<u>\$198,818</u>

Debt Service Fund

College Support	\$ 1,600
Debt Service	<u>843,441</u>
TOTAL DEBT SERVICE FUND	<u>\$845,041</u>

Capital Projects Fund

Fund Transfers Out	<u>\$50,000</u>
TOTAL CAPITAL PROJECTS FUND	<u>\$50,000</u>

<u>Agency Fund</u>	
Instructional Support	\$ 196,742
Student Services	8,665
College Support	1,653,826
Financial Aid	6,035
Fund Transfers Out	23,779
Contingency	<u>117,983</u>
TOTAL AGENCY FUND	<u>\$2,007,030</u>

TOTAL APPROPRIATIONS, ALL FUNDS \$10,764,238

**Amounts not appropriated:**

<u>General Fund</u> – Ending Fund Balance	\$1,499,610
<u>Special Fund</u> – Ending Fund Balance	48,463
<u>Special Fund</u> – Reserves	4,094,853
<u>Financial Aid Fund</u> – Ending Fund Balance	56,224
<u>Debt Service Fund</u> – Ending Fund Balance	14,873
<u>Capital Project Fund</u> – Ending Fund Balance	440,000
<u>Agency Fund</u> – Ending Fund Balance	<u>357,510</u>

TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS \$6,511,533

TOTAL ADOPTED BUDGET \$17,275,771

**2018-2019 RESOLUTION 3  
IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED that the Board of the Tillamook Bay Community College District that the following ad valorem property taxes are hereby imposed for tax year 2018-2019 upon the assessed value of all taxable property within the district:

- 1) At the rate per \$1,000 of assessed value of \$0.2636 for permanent tax rate;
- 2) In the amount of \$695,403 for debt service for general obligation bonds;

BE IT RESOLVED that the taxes imposed are hereby categorized for purposed of Article XI section 11b as:

	EDUCATION LIMITATION	EXCLUDED FROM LIMITATION
Permanent Rate Tax	\$0.2636/\$1,000	
General Obligation Debt Service		\$695,403

The above 2018-2019 Resolutions 1, 2, and 3 were approved and declared adopted this 4th day of June, 2018.

\_\_\_\_\_  
Chairperson, Board of Education  
Tillamook Bay Community College

Attest:

\_\_\_\_\_  
Clerk of Board

## Approval of Policy Appendices

### **RECOMMENDATION**

APPROVE POLICY APPENDICES FOR FY18-19.

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

Appendix A-1 includes cleanup of existing position titles and removal of position titles no longer in use.

Appendix A-2 includes a 2% Cost of Living Adjustment (COLA). Grade 20/Step 1 is no longer blacked out due to Federal Department of Labor Overtime regulations that took effect on December 1, 2016 addressing overtime provisions of the Fair Labor Standards Act (FLSA). The 2% COLA raises the grade/step above the criteria of the FLSA overtime provisions. This will continue to be monitored as FLSA criteria adjusts in the future. Grades 1 and 2 are blacked out due to being below Standard Oregon minimum wage. The blacked out sections are continuations from the previous fiscal year. Grade 3, Step 1 is also blacked out due to it being below the Standard Oregon minimum wage of \$10.75 beginning July 1, 2018. The 2016 Oregon Legislature established 3 minimum wage rates in the State of Oregon. Tillamook County is in the Standard wage rate category.

Appendix B-1 has no changes.

Appendix C-1 includes a 2% COLA. All faculty pay grades are capped by the black area of the pay schedule. The black area of this schedule has not been changed from the prior year.

Appendix C-3 includes a 5% COLA for all rows except Student Employees. Student employees will adjust with the Oregon minimum wage rate. Clarification for eligibility for payment has also been added for the Writing Bonus. In addition, payment information has been added for Writing Studio and Wrap Around Tutoring for Developmental Math staffing. The hourly rate for Writing Studio and Substitute Credit instruction has been recalculated at the Tier 1 per lecture credit rate divided by 11 (the number of weeks in a typical term). New pay categories have been added for Truck Driving Instructor and Driver's Ed Instructor. The Driver's Ed Instructor includes a 5% COLA from the current pay rate. And finally, the Instructional Assistants/Tutoring row has been eliminated due to lack of use.



Article No.: Appendix A - 1

Approved:

Reference:

**2017-2018 2018-2019 Executive and Management Staff Salary Grades (Exempt)**

GRADE	POSITION TITLE(or other similar position titles)
30	Chief Academic Officer
28	Director, Tourism
28	Director, Economic <del>Development Council</del> and <del>Small Business Development Center</del>
27	Chief Finance Officer
26	Director of Foundation and College Advancement
26	Chief Student Services Officer
24	Director, Student Services
22	Director, Information Technology
22	Director, Facilities, HR, and Safety
22	Director, Career, Technical and Workforce Education
<del>22</del>	<del>Director, Skills Development Center</del>
22	Director, Title III Program
<del>22</del>	<del>Director, Small Business Development Center</del>
21	Director, Library
20	Librarian
20	Institutional Planning and Research Analyst
20	Coordinator, Tourism <del>Sales-Events</del> and Marketing

**2017-2018 2018-2019 Professional Support Staff Salary Grades (Non-Exempt)**

GRADE	POSITION TITLE(or other similar position titles)
19	EDC/Tourism Accountant
17	Coordinator, Information Technology
17	Coordinator, Manufacturing and Industrial Technology Program
17	Coordinator, Student Success
<del>17</del>	<del>Coordinator, Administrative &amp; Project</del>
<del>15</del>	<del>Coordinator, Customized Training &amp; SBM</del>
15	Career Education Advisor
<del>15</del>	<del>Online Instructional and Professional Development Support</del>
15	Tourism <del>Program</del> Marketing & /Administrative Assistant
15	<del>Coordinator, Curriculum Development/Pathways &amp; ABE</del> Coordinator
15	Financial Aid Advisor 2
15	Assistant Registrar
<del>13</del>	<del>Online Instruction Specialist</del>
13	Community/Continuing Ed Coordinator
13	<del>Custodial</del> Evening <del>Facilities</del> Coordinator
<del>13</del> <del>15</del>	<del>Executive Support Specialist</del>
13	Marketing/ <del>Development Support</del> Specialist
13	Facilities Maintenance Specialist
13	Financial Aid Advisor 1
13	Support Specialist (IT/Literacy/Instruction/College Support/Student Services)
13	Business Office Specialist
13	Learning Center Assistant
<del>13</del>	<del>Curriculum &amp; Assessment Support Assistant</del>
13	EDC and SBDC Administrative and Marketing Support Specialist
11	Enrollment Services Office Specialist
<del>10</del>	<del>Secretary</del>



NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved:

Reference:

<del>10</del>	<del>Testing Specialist</del>
6	Library/Office Assistant
3	Custodian/Security Specialist



STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved:

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE

2017-2018 2018-2019 Regular Full-Time & Regular Part-Time Staff Salary Schedule

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
1													
2													
3		\$21,744	\$22,397	\$23,069	\$23,761	\$24,474	\$25,208	\$25,964	\$26,743	\$27,545	\$28,372	\$29,223	\$30,099
4	\$22,167	\$22,832	\$23,517	\$24,222	\$24,949	\$25,697	\$26,468	\$27,262	\$28,080	\$28,922	\$29,790	\$30,684	\$31,604
5	\$23,275	\$23,973	\$24,692	\$25,433	\$26,196	\$26,982	\$27,792	\$28,625	\$29,484	\$30,369	\$31,280	\$32,218	\$33,185
6	\$24,439	\$25,172	\$25,927	\$26,705	\$27,506	\$28,331	\$29,181	\$30,057	\$30,958	\$31,887	\$32,844	\$33,829	\$34,844
7	\$25,661	\$26,430	\$27,223	\$28,040	\$28,881	\$29,748	\$30,640	\$31,559	\$32,506	\$33,481	\$34,486	\$35,520	\$36,586
8	\$26,944	\$27,752	\$28,585	\$29,442	\$30,325	\$31,235	\$32,172	\$33,137	\$34,131	\$35,155	\$36,210	\$37,296	\$38,415
9	\$28,291	\$29,140	\$30,014	\$30,914	\$31,842	\$32,797	\$33,781	\$34,794	\$35,838	\$36,913	\$38,021	\$39,161	\$40,336
10	\$29,705	\$30,597	\$31,514	\$32,460	\$33,434	\$34,437	\$35,470	\$36,534	\$37,630	\$38,759	\$39,922	\$41,119	\$42,353
11	\$31,191	\$32,126	\$33,090	\$34,083	\$35,105	\$36,159	\$37,243	\$38,361	\$39,511	\$40,697	\$41,918	\$43,175	\$44,470
12	\$32,750	\$33,733	\$34,745	\$35,787	\$36,861	\$37,966	\$39,105	\$40,279	\$41,487	\$42,732	\$44,014	\$45,334	\$46,694
13	\$34,388	\$35,419	\$36,482	\$37,576	\$38,704	\$39,865	\$41,061	\$42,293	\$43,561	\$44,868	\$46,214	\$47,601	\$49,029
14	\$36,107	\$37,190	\$38,306	\$39,455	\$40,639	\$41,858	\$43,114	\$44,407	\$45,739	\$47,112	\$48,525	\$49,981	\$51,480
15	\$37,912	\$39,050	\$40,221	\$41,428	\$42,671	\$43,951	\$45,269	\$46,628	\$48,026	\$49,467	\$50,951	\$52,480	\$54,054
16	\$39,808	\$41,002	\$42,232	\$43,499	\$44,804	\$46,148	\$47,533	\$48,959	\$50,428	\$51,941	\$53,499	\$55,104	\$56,757
17	\$41,798	\$43,052	\$44,344	\$45,674	\$47,045	\$48,456	\$49,910	\$51,407	\$52,949	\$54,538	\$56,174	\$57,859	\$59,595
18	\$43,888	\$45,205	\$46,561	\$47,958	\$49,397	\$50,879	\$52,405	\$53,977	\$55,597	\$57,264	\$58,982	\$60,752	\$62,574
19	\$46,083	\$47,465	\$48,889	\$50,356	\$51,867	\$53,423	\$55,025	\$56,676	\$58,376	\$60,128	\$61,931	\$63,789	\$65,703
20	\$48,387	\$49,839	\$51,334	\$52,874	\$54,460	\$56,094	\$57,777	\$59,510	\$61,295	\$63,134	\$65,028	\$66,979	\$68,988
21	\$50,806	\$52,331	\$53,900	\$55,517	\$57,183	\$58,898	\$60,665	\$62,485	\$64,360	\$66,291	\$68,279	\$70,328	\$72,438
22	\$53,347	\$54,947	\$56,595	\$58,293	\$60,042	\$61,843	\$63,699	\$65,610	\$67,578	\$69,605	\$71,693	\$73,844	\$76,060
23	\$56,014	\$57,694	\$59,425	\$61,208	\$63,044	\$64,936	\$66,884	\$68,890	\$70,957	\$73,086	\$75,278	\$77,536	\$79,863
24	\$58,815	\$60,579	\$62,396	\$64,268	\$66,196	\$68,182	\$70,228	\$72,335	\$74,505	\$76,740	\$79,042	\$81,413	\$83,856
25	\$61,755	\$63,608	\$65,516	\$67,482	\$69,506	\$71,591	\$73,739	\$75,951	\$78,230	\$80,577	\$82,994	\$85,484	\$88,048
26	\$64,843	\$66,788	\$68,792	\$70,856	\$72,982	\$75,171	\$77,426	\$79,749	\$82,141	\$84,606	\$87,144	\$89,758	\$92,451
27	\$68,085	\$70,128	\$72,232	\$74,399	\$76,631	\$78,930	\$81,297	\$83,736	\$86,248	\$88,836	\$91,501	\$94,246	\$97,073
28	\$71,490	\$73,634	\$75,843	\$78,119	\$80,462	\$82,876	\$85,362	\$87,923	\$90,561	\$93,278	\$96,076	\$98,958	\$101,927
29	\$75,064	\$77,316	\$79,635	\$82,025	\$84,485	\$87,020	\$89,630	\$92,319	\$95,089	\$97,942	\$100,880	\$103,906	\$107,023
30	\$78,817	\$81,182	\$83,617	\$86,126	\$88,710	\$91,371	\$94,112	\$96,935	\$99,843	\$102,839	\$105,924	\$109,102	\$112,375
31	\$82,758	\$85,241	\$87,798	\$90,432	\$93,145	\$95,939	\$98,818	\$101,782	\$104,836	\$107,981	\$111,220	\$114,557	\$117,993
32	\$86,896	\$89,503	\$92,188	\$94,954	\$97,802	\$100,736	\$103,758	\$106,871	\$110,077	\$113,380	\$116,781	\$120,284	\$123,893
33	\$91,241	\$93,978	\$96,797	\$99,701	\$102,692	\$105,773	\$108,946	\$112,215	\$115,581	\$119,049	\$122,620	\$126,299	\$130,088
34	\$95,803	\$98,677	\$101,637	\$104,686	\$107,827	\$111,062	\$114,394	\$117,825	\$121,360	\$125,001	\$128,751	\$132,614	\$136,592
35	\$100,593	\$103,611	\$106,719	\$109,921	\$113,218	\$116,615	\$120,113	\$123,717	\$127,428	\$131,251	\$135,189	\$139,244	\$143,422

**INSURANCE BENEFIT AMOUNT**

Full-time \$1,278 per month  
 Part-time \$1,278 per month (prorated based on actual FTE)

**INSURANCE OPT-OUT AMOUNT**

Full-time \$245 per month  
 Part-time \$245 per month (prorated based on actual FTE)

**SUMMARY OF EMPLOYEE BENEFITS**

Article No.: Appendix B – 1

Approved:

Reference:

**SUMMARY OF EMPLOYEE BENEFITS**

Type of Employee	Insurance (including all coverages in College approved plans)		Sick	Vacation	Paid Holiday	Bereavement Leave	Personal Leave (1)	TBCC Tuition Waiver	PERS
	EMP only DEP: Self Pay		days/year	days/year	days/year	Per occurrence days/year	days/year	Credit and Continuing Education Courses only within one academic year of employment. Excluding partner agency courses.	Qual. Pos.
FT Administrative Staff 249 days or 1992 hours/year	X		12	20	11	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
FT Support Staff 249 days or 1992 hours/year	X		12	10 to 20 (4)	11	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
PT Admin. & Support Staff 996 hours/year or more	X (2)		X (2)	X (2)	X (3)	5 (3)	X (2)	8 credits for employee + dependents (as allowed by Policy 311)	X
PT Admin. & Support Staff Less than 996 hours/year			X (5)					4 credits for employee + dependents (as allowed by Policy 311)	Qual. Pos.
Temporary & On-Call Employees			X (5)					N/A	Qual. Pos
173 day Regular Faculty 1. FTE	X		10		5	5	3	Unlimited for employee + dependents (as allowed by Policy 407)	X
173 day Regular Faculty .5-.99 FTE	X (2)		X (2)					8 credits for employee + dependents (as allowed by Policy 407)	X
Adjunct Faculty Term-by-term			X (5)					4 credits for employee + dependents	Qual. Pos

“X” Indicates benefit is provided

(1) From sick leave accrual

(5) Shall earn paid sick leave at rate of 2 hours per term per 40 hours worked up to a maximum of 40 hours/yr.

(2)

Prorated on FTE (full-time equivalent)

(3)

Paid based on scheduled hours

(4) based on longevity (see Article 312)



FACULTY SALARY SCHEDULE

Article No.: Appendix C-1

Approved:

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE  
~~2017-2018~~ 2018-2019 Regular Full-Time & Regular Part-Time Faculty Salary Schedule  
 173 DAY CONTRACT

	BA	BA+15	BA+30	BA+45	MA	MA+5	MA+10	MA+15	MA+20	MA+25	MA+30	MA+35	MA+40	MA+45 or 2nd Masters	MA+50	MA+55	MA+60	PhD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	\$40,369	\$41,580	\$42,828	\$44,112	\$45,436	\$46,799	\$48,203	\$49,649	\$51,138	\$52,672	\$54,253	\$55,880	\$57,557	\$59,283	\$61,062	\$62,894	\$64,780	\$66,724
2	\$41,176	\$42,412	\$43,684	\$44,995	\$46,344	\$47,735	\$49,167	\$50,642	\$52,161	\$53,726	\$55,338	\$56,998	\$58,708	\$60,469	\$62,283	\$64,152	\$66,076	\$68,058
3	\$42,000	\$43,260	\$44,558	\$45,894	\$47,271	\$48,689	\$50,150	\$51,655	\$53,204	\$54,800	\$56,444	\$58,138	\$59,882	\$61,678	\$63,529	\$65,435	\$67,398	\$69,420
4	\$42,840	\$44,125	\$45,449	\$46,812	\$48,217	\$49,663	\$51,153	\$52,688	\$54,268	\$55,896	\$57,573	\$59,301	\$61,080	\$62,912	\$64,799	\$66,743	\$68,746	\$70,808
5	\$43,697	\$45,008	\$46,358	\$47,749	\$49,181	\$50,657	\$52,176	\$53,741	\$55,354	\$57,014	\$58,725	\$60,487	\$62,301	\$64,170	\$66,095	\$68,078	\$70,120	\$72,224
6	\$44,571	\$45,908	\$47,285	\$48,704	\$50,165	\$51,670	\$53,220	\$54,816	\$56,461	\$58,155	\$59,899	\$61,696	\$63,547	\$65,454	\$67,417	\$69,440	\$71,523	\$73,669
7					\$51,168	\$52,703	\$54,284	\$55,913	\$57,590	\$59,318	\$61,097	\$62,930	\$64,818	\$66,763	\$68,766	\$70,828	\$72,953	\$75,142
8								\$57,031	\$58,742	\$60,504	\$62,319	\$64,189	\$66,114	\$68,098	\$70,141	\$72,245	\$74,412	\$76,645
9										\$63,566	\$65,473	\$67,437	\$69,460	\$71,544	\$73,690	\$75,901	\$78,178	
10													\$70,849	\$72,975	\$75,164	\$77,419	\$79,741	
11																\$76,667	\$78,967	\$81,336
12																		\$82,963
13																		\$83,792
14																		\$84,630

INSURANCE BENEFIT AMOUNT

Full-time            \$1,278 per month  
 Part-time            \$1,278 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

Full-time            \$245 per month  
 Part-time            \$245 per month (prorated based on actual FTE)

# NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved:

Reference:

Non-Regular Faculty Salary Schedule <del>2017-2018</del> <u>2018-2019</u> (Effective July 1, <del>2017</del> <u>2018</u> )							
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7
Transfer College Credit Courses (1 contact hour = 1 lecture pay credit)	<del>\$453.74</del> <u>476.40</u> per lecture credit	<del>\$476.40</del> <u>500.22</u>	<del>\$500.22</del> <u>525.23</u>	<del>\$525.23</del> <u>551.49</u>	<del>\$551.49</del> <u>579.06</u>	<del>\$579.06</del> <u>608.01</u>	<del>\$608.04</del> <u>638.41</u>
<u>Adjunct Writing Studio &amp;</u> Transfer College Credit Courses Substitute Rate	<del>\$36.75</del> <u>43.31</u> per lecture credit hour <u>or writing studio hour</u>						
Transfer College Credit Courses Writing Bonus for three <u>sections of</u> Credit WR Courses <u>in a term</u>	<del>\$327.93</del> <u>344.33</u> per term						
Transfer College Credit Courses Lab - Students work independently with the instructor available and in the instructional area for assistance and supervision. (3 contact hours = 1 lab pay credit)	<del>\$ 935.79</del> <u>982.58</u> per lab credit	<del>\$ 982.58</del> <u>1,031.71</u>	<del>\$ 1,031.71</del> <u>1,083.30</u>	<del>\$ 1,083.30</del> <u>1,137.47</u>	<del>\$ 1,137.47</del> <u>1,194.34</u>	<del>\$ 1,194.34</del> <u>1,254.06</u>	<del>\$ 1,254.06</del> <u>1,316.76</u>
Transfer College Credit Courses Lecture/Lab - Instructor gives short lectures and supervises student application of lectures. Instruction methods are integrated; therefore, lecture & lab are dependent on each other. (2 contact hours = 1 lecture/lab pay credit) (examples: ART 284, CAS100, CAS216, MUS 131)	<del>\$ 683.69</del> <u>717.87</u> per lecture/lab credit	<del>\$ 717.87</del> <u>753.76</u>	<del>\$ 753.76</del> <u>791.45</u>	<del>\$ 791.45</del> <u>831.02</u>	<del>\$ 831.02</del> <u>872.57</u>	<del>\$ 872.57</del> <u>916.20</u>	<del>\$ 916.20</del> <u>962.01</u>
ABE/GED/ <del>ESL</del> <u>ESOL/</u> Wrap Around Developmental Math <u>Tutoring/High School Credit Recovery Classes</u>	<del>\$ 31.06</del> <u>32.61</u> per hour	<del>\$ 32.61</del> <u>34.24</u>	<del>\$ 34.24</del> <u>35.95</u>	<del>\$ 35.95</del> <u>37.75</u>	<del>\$ 37.75</del> <u>39.64</u>	<del>\$ 39.64</del> <u>41.62</u>	<del>\$ 41.62</del> <u>43.70</u>
Continuing Education	50% of Tuition Revenue at End of Course (Excluding Fees) – Chief Academic Officer may guarantee a minimum enrollment level of compensation in order to support a degree or certificate program or meet a community occupational training need.						

**NON-REGULAR FACULTY SALARY SCHEDULE**

Article No.: Appendix C-3

Approved:

Reference:

Contract Training (Includes: class hours & hours interfacing with contracting business) (Subject to adjustment to meet market conditions.)	<del>\$26.24</del> <u>27.55</u> per hour	<del>\$27.55</del> <u>28.93</u>	<del>\$28.93</del> <u>30.38</u>	<del>\$30.38</del> <u>31.90</u>	<del>\$31.90</del> <u>33.50</u>	<del>\$ 33.50</del> <u>35.18</u>
Community Education	50% of Tuition Revenue at End of Course (Excluding Fees)					
Guest Lecturers/Artists	Market Driven					
<u>Driver's Ed Instructor</u>	<u>\$22.05</u> per hour	<u>\$23.15</u>	<u>\$24.31</u>	<u>\$25.53</u>	<u>\$26.81</u>	<u>\$28.15</u>
<u>Truck Driving Instructor</u>	<u>\$25.00</u> per hour	<u>\$26.25</u>	<u>\$27.56</u>	<u>\$28.94</u>	<u>\$30.39</u>	<u>\$31.91</u>
<u>Instructional Assistants/Tutoring</u>	<u>\$ 12.78</u> per hour	<u>\$ 13.42</u>	<u>\$ 14.09</u>	<u>\$ 14.79</u>	<u>\$ 15.53</u>	<u>\$ 16.34</u>
Meetings: Curriculum Development, Departmental, etc.	<del>\$19.24</del> <u>20.17</u> per hour					
Student Employees (Class I) – Including Federal Workstudy	Minimum Wage	Tier I + .25	Tier II + .25			
Student Employees (Class II) – Including Federal Workstudy	Minimum Wage + .25	Tier I + .25	Tier II + .25			

## Policy 312 Changes (Second Reading)

### RECOMMENDATION

ACTION item

### BACKGROUND INFORMATION .....(ACTION) PRESIDENT TOMLIN

The Board was presented a change to Board Policy 312 in the May board meeting. A Catastrophic Leave clause has been added in section 312.5 that will allow staff to donate sick leave to other staff that have exhausted their leave and have a need for more sick leave. A draft "Administrative Rule C002 – Catastrophic Leave" was developed to provide the specific criteria for this process. No changes have been made since the first reading. We recommend approval of this change to Board Policy 312.



## LEAVE

Article No.: 312

Related to: AR C002

Approved: June 2, 2008, May 2, 2016, February 5, 2018

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:

#### 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

#### 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

Related to: AR C002

Approved: June 2, 2008, May 2, 2016, February 5, 2018

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

Related to: AR C002

Approved: June 2, 2008, May 2, 2016, February 5, 2018

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 91<sup>st</sup> 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.

## LEAVE

Article No.: 312

Related to: [AR C002](#)

Approved: June 2, 2008, May 2, 2016, February 5, 2018

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

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 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;



## LEAVE

Article No.: 312

Related to: AR C002

Approved: June 2, 2008, May 2, 2016, February 5, 2018

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

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;
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.

## LEAVE

Article No.: 312

Related to: [AR C002](#)

Approved: June 2, 2008, May 2, 2016, February 5, 2018

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

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.

### 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.

## **LEAVE**

Article No.: 312

Related to: AR C002

Approved: June 2, 2008, May 2, 2016, February 5, 2018

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

### **312.5 CATASTROPHIC LEAVE: DONATIONS AND REQUEST FOR DICK 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.

## Election of Board Officers for 2018-19

**RECOMMENDATION**

ACTION ITEM

**BACKGROUND INFORMATION** .....(ACTION) CHAIR GERVASI

The Board will hold elections to fill the following positions for the 2018-19 academic year:

- Chair
- Vice-Chair



## Board Committee Assignments for 2018-19

**RECOMMENDATION**

ACTION ITEM

**BACKGROUND INFORMATION** .....(ACTION) CHAIR GERVASI

The Board will hold elections to fill the following committee assignments for the 2018-19 academic year:

- Foundation Liaison
- OCCA Board Liaison (1-2)



# Discussion on Preparing for Joint Meeting with Foundation Board

## RECOMMENDATION

Information Only

BACKGROUND INFORMATION .....DIRECTOR LUQUETTE

**Tillamook Bay Community College Foundation  
Strategic Planning Joint Workshop | June 8, 2018 | 1:00 – 4:00 pm**

## **Agenda**

- 1) Welcome – Goals for the Day – 5 minutes - Heidi**
  - Clarify roles of each board
  - Connect the work of the Foundation to the College strategic plan. Establish goals and priorities
  - Develop a process for the boards to collaborate annually
- 2) Introductions – 15 minutes - Clarinda**
- 3) Key themes learned from board and staff interviews – 10 minutes – Lara**
- 4) Review the SWOT Analysis - 15 minutes – Clarinda & Heidi**
- 5) Overview of the College Strategic Plan - 25 minutes - Ross**
- 6) Review list of potential Foundation fundraising project areas - 40 minutes - Heidi**
  - Review input from leadership, staff and faculty
  - What else needs to be considered?
- Break – 10 minute**
- 7) Establish 2018/2019 Foundation Priorities – 30 minutes – Lara & Heidi**
  - Determine goals
  - What resources are needed
- 8) Create a process for how the boards will work annually to develop goals and priorities for the Foundation – 20 minutes - Lara**
- 9) Wrap up – 10 minutes – Clarinda**



## Information Only Items

**RECOMMENDATION**

Information Only

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



## SBDC/Customized Training Update

### RECOMMENDATION

Information Only

### BACKGROUND INFORMATION .....DIRECTOR SOTO

Customized training:

- Businesses throughout Tillamook County often request specialized training for their employees to develop skills and build a strong workforce. Customized training is designed to meet the needs of individual businesses or industry sectors with programs that lead to better operations and higher profitability such as lean manufacturing. Strategic plan core theme Economic Success (ES1)
- We are in the process of hiring a Customized Training/SBM Coordinator. This person will be responsible for outreach to businesses, facilitation of contracted training programs and coordination of programs that build a strong Tillamook County such as training butchers for meat processing companies or training CDL drivers for transportation companies.
- We have started building a truck driver training program to meet the needs of local transportation companies based on feedback from the trucking industry. Program anticipated to start in August or September.

Small Business Development Center (SBDC):

- SBM program scheduled to start 2<sup>nd</sup> week of October based on feedback from a January focus group. The program runs 9 months and generates 1 FTE for the college for each business participating.
- SBDC received a \$10,000 grant from Evergreen Business Capital to facilitate starting the SBM program.
- QuickBooks for Business program, started spring term, will be offered twice a year.
- CCB (Construction Contractor's Board) training was provided spring term and will be offered three times per year.
- PROTO youth entrepreneurship program being offered at Tillamook High School.
- What's Your Plan, a 4 session business planning class, started spring term, will be offered four times per year.
- Grant writing program scheduled for fall term.
- Since January SBDC advisors have seen 74 clients for a total of 322 hours. 5 business have reported starting. Clients have reported creating 5 jobs.
- Monthly outreach is being provided to both north and south county.
- June 13<sup>th</sup> the SBDC will host the Governor's Marketplace at the PRI building.







## SMALL BUSINESS MANAGEMENT (SBM)

Tillamook Bay Community College Small Business Development Center (SBDC)



SBM 1	October 2018 – June 2019	
LEADERSHIP, MANAGEMENT AND PLANNING	FINANCIAL MANAGEMENT	SALES, MARKETING AND CUSTOMER SERVICE
<p><b>Establishing Business Direction</b> – Successful businesses operate with a mission, a vision statement, communicate values, understand the company culture and set realistic goals with actions. Learn how to create a strategic direction for your business.</p> <p><b>Strategic Planning</b> – Using the strategic direction from session one, participants will develop a meaningful strategic plan and learn how to implement planning into their business model.</p> <p><b>Succession Planning</b> – Learn why it’s important to develop an exit strategy early and work toward maximizing value in the business operation.</p>	<p><b>Managing Cash Flow</b> - Do you know where your money goes each month? Do you run out of funds before you run out of bills? Learn where cash is being used wisely or wasted in your business.</p> <p><b>Understand Financial Statements</b> - Use the financial information in your business to build profitability. Learn how to read a balance sheet and income statement so you understand the trends in your business.</p> <p><b>Finding \$\$\$</b> - Learn the various ways to fund business needs from startup to maturity and from working capital to purchasing assets. Understand credit and how to approach a lender.</p>	<p><b>Image and Branding</b> – Learn about the value of a strong business brand and how to maintain a positive image in the market.</p> <p><b>Great Customer Service Skills</b> – Refining customer service skills is ongoing in any business. Develop ways to continuously improve the experience customers have when they buy from you.</p> <p><b>Growing Your Business</b> – How big is too big? Growth is a major cause of business failure but it’s also the way to create long term wealth. Learn what it means to grow a business and what it takes to be successful.</p>
October-November-December	January- February-March	April-May-June
5:00 pm -8:00 pm 2 <sup>nd</sup> Wednesday	5:00 pm -8:00 pm 2 <sup>nd</sup> Wednesday	5:00 pm -8:00 pm 2 <sup>nd</sup> Wednesday

<b>SBM 2</b>	October 2018 – June 2019	
<b>HUMAN RESOURCES</b>	<b>LEGAL AND INSURANCE</b>	<b>SYSTEMS</b>
<p><b>Hiring &amp; Firing</b> – Getting the right employees is crucial to business success. Learn the ins and outs of finding and attracting the right people. Also, learn how to terminate employees without risking legal action.</p> <p><b>Developing Great Employees</b> – Learn how to build a company culture that empowers employees and rewards them effectively and affordably. Learn the value of professional development for all staff.</p> <p><b>Team Building</b> – For business teams to be effective they need to have strong leadership and identified purpose. Learn to build the most effective teams possible.</p>	<p><b>Contract Management</b> – Business success depends on negotiation skills in selling, buying contracts and lease agreements. Learn how to negotiate win-win deals that work.</p> <p><b>Risk Management</b> – Everyone knows operating a business is risky. There are natural disasters, theft, power outages and any number of possible threats. Learn how to mitigate risk and reduce the worry of what “could” happen.</p> <p><b>Cyber Security</b> – More and more business is conducted online but what are the risks? Learn the techniques to foil online criminals intent on stealing from your business.</p>	<p><b>The Power of Social Media</b> - 70% of the U.S. population has at least one social networking profile. Are you using this powerful marketing tools in your business?</p> <p><b>Work Life Balance</b> – Running a business can be all encompassing. There is value in managing time wisely. Learn the strategies to care for self, business and family without burnout.</p> <p><b>Creating a Website That Works</b> - Is your website mobile friendly? Is your business being found online? Learn how to build your online presence so customers find you.</p>
October-November-December	January- February-March	April-May-June
Noon – 3:00 pm 2 <sup>nd</sup> Tuesday	Noon – 3:00 pm 2 <sup>nd</sup> Tuesday	Noon – 3:00 pm 2 <sup>nd</sup> Tuesday

<b>Financial</b>	<b>Systems</b>	<b>Marketing</b>	Human Resources	<b>Management</b>
------------------	----------------	------------------	-----------------	-------------------

Cost for 3 modules \$600

Cost for 1 module \$250

Cost for 6 modules \$1,000

Information: 503-842-8222 x 1420



Center Scorecard (All)

Scorecard: 1 Master Scorecard as of 5/22/2018

Center	ID	Year To Date		Quarters This Year				1 Year Prior Total		2 Years Prior Total		
		2018		2018 Q1	2018 Q2	2018 Q3	2018 Q4	2017		2016		
		<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	
<a href="#">Lane</a>	2001	<b>Tillamook</b>										
<a href="#">Blue Mountain</a>	2010	Counseling (Qtrs not = YTD)										
<a href="#">Eastern Oregon</a>	2011	<a href="#">Long-Term 5+ hours</a>	23	32.00	16	11		57	28.00	49	<input type="text" value="2"/>	
<a href="#">Central Oregon</a>	2020	<a href="#">Counseling Clients</a>	74	0	58	32		113	0	114	<input type="text" value="2"/>	
<a href="#">Chemeketa</a>	2030	<a href="#">Total Counseling Hours</a>	322.25	0	233.25	89.00		762.85	0	841.60	<input type="text" value="2"/>	
<a href="#">Clackamas</a>	2040	<a href="#">Online Counseling Hours</a>	93.75	0	60.50	33.25		83.25	0	66.65	<input type="text" value="2"/>	
<a href="#">Clatsop</a>	2050	Training										
<a href="#">Linn-Benton</a>	2060	<a href="#">Training Events</a>	7	40.00	3	4		19	40.00	13	<input type="text" value="2"/>	
<a href="#">Mt. Hood</a>	2070	<a href="#">Training Attendance</a>	46	120.00	14	32		95	120.00	156	<input type="text" value="2"/>	
<a href="#">Portland</a>	2080	Economic Impact-Verified Only										
<a href="#">Rogue</a>	2090	<a href="#">Capital Infusion</a>	0.00	180,000.00	0.00	0.00		5,063,406.00	99,999.60	1,768,879.00	<input type="text" value="2"/>	
<a href="#">Southern Oregon</a>	2091	<a href="#">Business Starts</a>	5	5.00	4	1		9	5.00	5	<input type="text" value="2"/>	
<a href="#">Southwestern Or</a>	2110	<a href="#">Jobs Created</a>	5.00	0	4.00	1.00		13.50	0	25.00	<input type="text" value="2"/>	
<a href="#">Tillamook</a>	2120	<a href="#">Jobs Retained</a>	0.00	0	0.00	0.00		7.00	0	16.00	<input type="text" value="2"/>	
<a href="#">Treasure Valley</a>	2130	<a href="#">Increased Sales</a>	0.00	0	0.00	0.00		548,500.00	0	200,000.00	<input type="text" value="2"/>	
<a href="#">Columbia Gorge</a>	2140	<a href="#">Technology Improvement</a>		0					0		<input type="text" value="2"/>	
<a href="#">Umpqua</a>	2150	Contracts										
<a href="#">Oregon Coast</a>	2160	<a href="#">State Contract #</a>	0	0	0	0		0	0	0	<input type="text" value="2"/>	
<a href="#">KCC</a>	2170	<a href="#">State Contract \$</a>	0.00	0	0.00	0.00		0.00	0	0.00	<input type="text" value="2"/>	
<a href="#">Lead Center</a>	2999	<a href="#">Federal Contract #</a>	0	0	0	0		0	0	0	<input type="text" value="2"/>	
		<a href="#">Federal Contract \$</a>	0.00	0	0.00	0.00		0.00	0	0.00	<input type="text" value="2"/>	
		Counseling Characteristics										
		<a href="#">Pre-Venture</a>	32	0	24	13		54	0	50	<input type="text" value="2"/>	

<b>Existing</b>	43	0	35	19			70	0	76	<input type="checkbox"/>
<b>International Trade</b>		0						0	1	<input type="checkbox"/>
<b>Minority</b>	8	0	8	1			14	0	13	<input type="checkbox"/>
<b>Hispanic</b>	5	0	5				5	0	3	<input type="checkbox"/>
<b>Veterans</b>	6	0	6	2			14	0	10	<input type="checkbox"/>
<b>51% Women Owned</b>	13	0	10	5			34	0	42	<input type="checkbox"/>
<b>10-99 Employee Firm Counseled</b>	4	0	4	3			4	0	8	<input type="checkbox"/>
<b>Session Entry Delay</b>		0					12	0	45	<input type="checkbox"/>
<b>Growth Wheel Clients</b>	10	0		10				0		

# Campus Safety-ALICE Training and Lockdown Drills

## RECOMMENDATION

Information Only

## BACKGROUND INFORMATION .....DIRECTOR RYAN

On May 11 the College held an ALICE Training for TBCC and PRI employees as well as staff from the NWRESO office. 30 employees from TBCC and PRI participated. ALICE is a response protocol for dealing with violent intruders. One of the elements of the ALICE process is Lockdown, which in an actual event may be the best option.

This training was intended to provide possible response options in the event of an incident on campus. The next step is to hold Lockdown drills with students on campus. We are developing a communication plan to notify employees and students these drills will be taking place. The initial drills will be scheduled and people will know they are happening.

TBCC will use a Standard Response Protocol (SRP) to ensure emergency notifications are clear and consistent. The SRP was developed by the "I Love U Guys" Foundation and is used by many K-12 schools.

The SRP announcement for a lockdown is:

LOCKDOWN. Lock, Lights, Out of Sight  
LOCKDOWN. Lock, Lights, Out of Sight

Notifications will be sent out via the campus phone system which is equipped with broadcast capability.

Frequency of drills needs to be established.



# Tillamook Student Transitions Consortium

## RECOMMENDATION

Information Only

BACKGROUND INFORMATION .....CAO HOVEY

Tillamook Bay Community College (TBCC) is undertaking a multi-year, multi-phase project, in partnership with the county's three high schools and school districts, to build on existing relationships and strengthen student success in transitioning through the different levels of their education.

TBCC will use meetings between current dual-credit high school and college faculty as the vehicle during year 1 (2018-2019) to launch a broader focus on student transitions across educational levels within Tillamook County. **To continue to improve placement, student success, and retention, the college and its school district partners are forming the Tillamook Student Transitions Consortium (TSTC).**

## More Than a PLC

The typical PLC (Learning Community) focuses on faculty meeting and collaborating on the content and grading practices for dual credit classes. The goal of these "communities" is to ensure equivalence for college level classes which are taught in the high schools by high school faculty. The underlying assumption seems to be that the community college faculty have to "teach" the high school faculty how to teach a college-level course. This is an outgrowth of the focus on co-grading of tests and assignments, where the assumption is that the high school faculty has to 'learn' how to grade the way the community college faculty do. This approach therefore starts with an assumed inequality between the two faculty members.

The TSTC is intended to have a much broader perspective that will evolve into a collaboration between teachers at the middle school, high school, and college levels, and the guidance counselors/advisors at these levels as well. Instead of focusing on "co-grading" of test papers, the group will focus on the actual outcomes associated with each course and how these outcomes are assessed. This focus on outcomes will be the thread that runs through all phases of the project and that not only equalizes the different grade levels of participants, but also becomes the vehicle for widening the circle of participants.

By starting with sharing of course outcomes at each level, each faculty member brings something to the table to start a discussion between the two – instead of the college faculty bringing something with which to instruct the high school teacher. The beginning relationship



is thus fundamentally different from the typical PLC, and is essential to building the foundation for the collaboration.

If a teacher (and an advisor) understands expectations for learning at the levels that feed into his/her classes, and the same for the levels that his/her students will progress into, then there is an opportunity for greater integration in education across levels – and for identification of potential gaps in teaching (and thus learning). A continuum of learning can be created, increasing student success at all levels.

For this sharing of understanding to occur, the two groups must approach each other as equals. This relationship must be established from the beginning of the project, and is key to the leadership and structure of the project. Trust and respect among all participants must be cultivated.

#### Year I/Phase I (2018-2019):

Year I/Phase I will focus on the relationship between high school and community college faculty, building on the strong dual credit program that we have and the opportunity for its expansion provided by the new Education program and its use of technology.

This will be launched at the scheduled June 7, 2018 meeting, with an overview and outline of the first year's work. In the last year TBCC faculty have rewritten and revised all the course learning outcomes (CLOs) for all courses. In the June 2018 meeting, the review of these changes and new assessment methods being used will provide the beginning foundation for deeper discussions in the coming year between faculty peers, focusing on student preparation and outcomes, and successful student transition between classes and levels. In Phase I high school faculty will also share the teaching and assessment methods they use in their courses with community college faculty, enhancing the understanding of college faculty of high school instructional methods and outcomes.

Because the goal of this project is to increase understanding of **teaching and learning** at all levels, high school and college advisors will be integrated into the group, using the periodic advisor meetings already scheduled. Advisors, by understanding outcomes and expectations teachers have across levels, will be better able to support and participate in **multiple measures placement** methods.

#### Year II/Phase II (2019-2020):

Year II/Phase II begins with a focus on **Career Education**, integrating training on career advising into the project, working with both faculty and advisors. This phase will begin to reach down into the middle school levels, to increase awareness of career opportunities and encourage students at this level to learn about career options.





Because of its focus on integration of Career Education (while further developing faculty work of first year) this phase highlights the high school and college career technical programs. It includes the development or delivery of career learning experiences for students, and introduces the guided pathways approach to curriculum – guided advising and course selection (constructed, individualized pathways) designed to support a student’s exploration of a broad career pathway.

With faculty the work will center on exploring and identifying course clusters to support broad career fields (or pathways). The development of the non-STEM pathway will need to be implemented, and new courses integrated into dual credit offerings. The inclusion of college CTE advisory committee members in meetings with middle school, high school, and college levels brings with it the opportunity for internships, job-shadowing, guest speakers, and a summer week of career education activities for middle school students.

By the end of Year II/Phase II, the county will have the framework for a collaboration across educational levels and with employers and community members that can be adapted and strengthened to the future benefit of all Tillamook County students.

#### Project Funding:

For the initial phase of the project, and to provide an incentive for high school and college faculty to participate and be compensated for their time, stipends will be provided for faculty, based on a scale that takes into consideration the number of courses being worked on, and, for college faculty, the number of courses, high school faculty they are working with, and the total number of credits associated with the courses. Stipends will be paid on a per meeting basis, with five meetings planned during 2018-19, to be scheduled in September, November, February, April, and June. Mileage and meal expenses will also be covered.

Another college partner, NWRESA and their affiliated dual credit group Northwest Promise, will cover the stipends for all faculty. The Tillamook Educational Consortium, comprised of Tillamook County school districts and TBCC, will cover mileage expenses and food costs for the meetings.

Hovey has agreed to lead the first Phase of the project during Year I, using the established dual credit faculty group. In Year II, Amy Alday-Murray, TBCC’s Career Pathways Specialist, will serve a key role with her experience in career education and advising. However, for this project to be fully brought to fruition over the coming years, leadership of the project must be shared across the county, with no single partner taking “ownership” of the project. This will be the challenge as we look forward to future years and the maturation of the concept.





# Data Analysis - 2018 Graduating Class

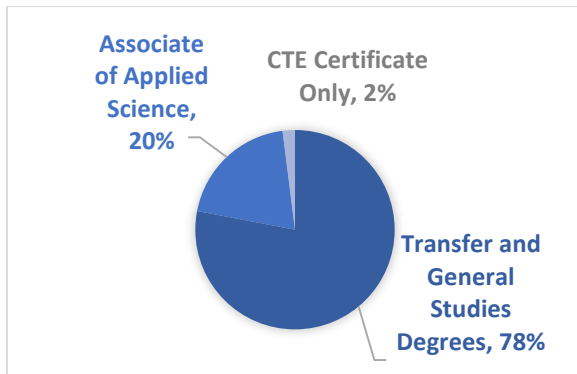
## RECOMMENDATION

Information Only

BACKGROUND INFORMATION .....ANALYST  
MCCARLEY

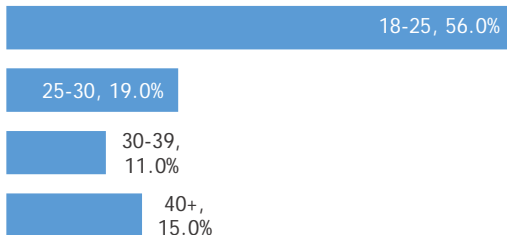
## TILLAMOOK BAY COMMUNITY COLLEGE 2018 GRADUATES

For the 2017-2018 academic year, we have 54 students completing a certificate and/or associate degree.



- Of the 54 students, 42 earned multiple degrees and/or certificates.
- Of the Associate of Applied Science graduates, 4 students majored in criminal Justice, 3 in agriculture and natural resources, 2 in business administration and 2 in manufacturing and industrial technology.

### Age of graduates



- 69% of graduates are women.
- 17% of graduates are Latinx and 74% are white.

## ACADEMIC ACHIEVEMENT

- 21 of our graduates were Dual Credit Students (13 from Tillamook High School, 5 from Nea-kah-nie High School, and 3 from Nestucca Valley High School).
- Eight graduates are First Class Scholars.
- Four graduates are Oregon Promise recipients.
- 18 graduates are members of Phi Theta Kappa.
- 26 are graduating with honors:
  - 10 cum laude (gpa of 3.5 or above)

- 6 magna cum laude (gpa of 3.75 or above)
- 10 summa cum laude (gpa of 3.9 or above)

#### GED EARNERS

23 students took and passed the GED exam at TBCC, and 14 of those had taken GED preparation courses at TBCC.

- Four of these students are now enrolled as undergraduates at TBCC.
- 35% of those passing the GED are women.
- Four students will be participating in the graduation ceremony.



# Financial Report

**RECOMMENDATION**  
INFORMATION ONLY

**BACKGROUND INFORMATION** .....CFO WILLIAMS

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



Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended April 2018

83.33% of fiscal year elapsed

	FY 2016-2017			FY 2017-2018		
	Annual Budget	04/30/17 Actual	Percentage of Budget	Annual Budget	04/30/18 Actual	Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 755,349	\$ 1,052,825.80	139.38%	\$ 950,000	\$ 1,384,918.66	145.78%
State	\$ 1,350,000	\$ 1,075,066.23	79.63%	\$ 1,356,106	\$ 1,615,378.12	119.12%
Property Taxes	\$ 1,195,863	\$ 1,110,190.40	92.84%	\$ 1,241,050	\$ 1,163,139.81	93.72%
Tuition	\$ 868,855	\$ 841,345.50	96.83%	\$ 881,855	\$ 858,815.00	97.39%
Fees	\$ 154,296	\$ 150,130.99	97.30%	\$ 154,296	\$ 176,323.93	114.28%
Sale of Goods	\$ 2,000	\$ 3,184.77	159.24%	\$ 2,000	\$ 3,304.30	165.22%
Interest	\$ 5,500	\$ 15,007.45	272.86%	\$ 5,500	\$ 42,611.50	774.75%
Rental	\$ 12,000	\$ 12,345.00	102.88%	\$ 12,000	\$ 16,012.00	133.43%
Miscellaneous	\$ 7,000	\$ 17,390.38	248.43%	\$ 7,000	\$ 12,764.44	182.35%
Transfers	\$ 442,328	\$ 72,341.25	16.35%	\$ 493,829	\$ 25,370.14	5.14%
<b>Total resources</b>	<b>\$ 4,793,191</b>	<b>\$ 4,349,827.77</b>	<b>90.75%</b>	<b>\$ 5,103,636</b>	<b>\$ 5,298,637.90</b>	<b>103.82%</b>
<b>Expenditures</b>						
Instruction	\$ 1,457,046	\$ 913,682.61	62.71%	\$ 1,403,246	\$ 1,004,581.93	71.59%
Instructional Support	\$ 370,104	\$ 262,998.75	71.06%	\$ 344,629	\$ 249,496.70	72.40%
Student Services	\$ 416,800	\$ 275,771.32	66.16%	\$ 463,665	\$ 378,632.82	81.66%
College Support	\$ 1,198,340	\$ 883,343.33	73.71%	\$ 1,365,563	\$ 1,090,453.23	79.85%
Plant Operation	\$ 271,552	\$ 251,517.98	92.62%	\$ 288,533	\$ 224,458.94	77.79%
Transfers	\$ 274,000	\$ 120,829.07	44.10%	\$ 288,000	\$ 130,782.31	45.41%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 4,037,842</b>	<b>\$ 2,708,143.06</b>	<b>67.07%</b>	<b>\$ 4,203,636</b>	<b>\$ 3,078,405.93</b>	<b>73.23%</b>
<b>Ending fund balance</b>	<b>\$ 755,349</b>	<b>\$ 1,641,684.71</b>	<b>217.34%</b>	<b>\$ 900,000</b>	<b>\$ 2,220,231.97</b>	<b>246.69%</b>

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

	Fund No.	Beginning Fund Balance	2017-2018 Revenue	2017-2018 Expenditures	Ending Fund Balance	2017-2018 Spendable Budget	2016-2017 Prior Year Expenditures 4/30/2017
Adult Basic Education	210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,851.98
United Way Literacy Grant	216	\$ 2,749.13	\$ 310.00	\$ 1,216.00	\$ 1,843.13	\$ 2,700	\$ -
Title III Grant	220	\$ -	\$ 471,232.43	\$ 500,585.85	\$ (29,353.42)	\$ 625,974	\$ 527,493.14
Career Pathways Development Grant	224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,375.63
Pathways Grant	225	\$ -	\$ -	\$ 25,139.88	\$ (25,139.88)	\$ 29,783	\$ 23,302.81
Industrial Maintenance Tech	226	\$ 35,327.15	\$ 23,750.00	\$ 25,316.29	\$ 33,760.86	\$ 30,300	\$ 21,361.18
SBDC Federal Grant	230	\$ -	\$ 16,500.00	\$ 26,894.60	\$ (10,394.60)	\$ 30,250	\$ 25,337.58
SBDC State Grant	231	\$ -	\$ 11,411.85	\$ 38,686.48	\$ (27,274.63)	\$ 45,939	\$ 33,394.42
SBDC Program Income	232	\$ 20,217.83	\$ 12,298.20	\$ 4,300.17	\$ 28,215.86	\$ 6,000	\$ 11,634.90
SBDC Rural Outreach Grant	233	\$ -	\$ 419.00	\$ 2,133.40	\$ (1,714.40)	\$ 8,000	\$ 1,800.00
TEC Vocational Education Grant	240	\$ -	\$ 27,487.00	\$ 27,487.00	\$ -	\$ 40,000	\$ 28,175.00
Student Assistance	250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,560.39
Juan Young TBCC Library	252	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connect2Complete	253	\$ 6,574.45	\$ -	\$ -	\$ 6,574.45	\$ 6,574	\$ -
ASPIRE Program	254	\$ 3,567.39	\$ 5,000.00	\$ 2,499.18	\$ 6,068.21	\$ -	\$ 9,938.05
Academic Counselor Grant	255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,333.12
Student Success Grant	256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,148.46
Student Success Support Grant	257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,995.84
Data Quality Improvement Grant	274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,404.79
Oregon Dev Ed Redesign Grant	277	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,160.00
Co-Requisite Dev Ed Models Grant	279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,208.81
Partners for Rural Innovation Operations	289	\$ 3,027.67	\$ 28,084.18	\$ 27,512.26	\$ 3,599.59	\$ 30,000	\$ 8,658.80
Capital Depreciation & Maintenance Fund	290	\$ 435,423.11	\$ 5,051.83	\$ -	\$ 440,474.94	\$ 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	\$ 17,968.63	\$ -	\$ 1,342,407.33	\$ 100,000	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ 440,029.63
<b>Total Special Fund</b>		<b>\$ 3,597,220.57</b>	<b>\$ 815,072.71</b>	<b>\$ 681,771.11</b>	<b>\$ 3,730,522.17</b>	<b>\$ 1,348,811</b>	<b>\$ 1,366,164.53</b>
<b>Schedule of Special Fund borrowing from General Fund</b>							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 4/30/2018		
Total of Grants that borrow from the General Fund		\$ (93,876.93)	\$ -	\$ -	\$ (93,876.93)		
Total of Grants that are not borrowing from the General Fund		\$ 3,824,399.10	\$ 1,237.50	\$ -	\$ 3,823,161.60		
<b>Total Special Fund</b>		<b>\$ 3,730,522.17</b>	<b>\$ 1,237.50</b>	<b>\$ -</b>	<b>\$ 3,729,284.67</b>		
<b>Enterprise Fund</b>							
	Fund No.	Beginning Fund Balance	2017-2018 Revenue	2017-2018 Expenditures	Ending Fund Balance	2017-2018 Spendable Budget	2016-2017 Prior Year Expenditures
Community Education	310	\$ 17,520.13	\$ 2,528.00	\$ 1,388.75	\$ 18,659.38	\$ 7,825	\$ 2,493.17
Driver Education Program	311	\$ (2,268.93)	\$ 14,060.00	\$ 7,653.19	\$ 4,137.88	\$ 10,062	\$ 2,489.84
Summer Term Fund	312	\$ -	\$ 53,968.00	\$ 43,797.56	\$ 10,170.44	\$ 52,400	\$ -
TBCC Store	320	\$ 1,213.42	\$ 3,181.71	\$ 1,521.84	\$ 2,873.29	\$ 13,370	\$ 14,304.73
Customized Training Projects	330	\$ 33,729.73	\$ 15,481.00	\$ 10,809.72	\$ 38,401.01	\$ 64,108	\$ 6,400.90
TBCC Vending	340	\$ 3,888.07	\$ 3,354.37	\$ 2,174.67	\$ 5,067.77	\$ 3,500	\$ 1,147.19
<b>Total Enterprise Fund</b>		<b>\$ 54,082.42</b>	<b>\$ 92,573.08</b>	<b>\$ 67,345.73</b>	<b>\$ 79,309.77</b>	<b>\$ 151,265</b>	<b>\$ 26,835.83</b>
<b>Debt Service Fund</b>							
PERS Pension Bond Fund	410	\$ 4,464.80	\$ 120,252.88	\$ 34,582.83	\$ 90,134.85	\$ 137,566	\$ 36,091.80
General Obligation Bond Fund	420	\$ 100,651.98	\$ 679,455.65	\$ 59,848.21	\$ 720,259.42	\$ 685,124	\$ 71,438.69
<b>Total Debt Service Fund</b>		<b>\$ 105,116.78</b>	<b>\$ 799,708.53</b>	<b>\$ 94,431.04</b>	<b>\$ 810,394.27</b>	<b>\$ 822,690</b>	<b>\$ 107,530.49</b>
<b>Capital Projects Fund</b>							
Local Match Fund	525	\$ 624,960.89	\$ 9,334.36	\$ -	\$ 634,295.25	\$ 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	\$ 536,706.64
<b>Total Capital Projects Fund</b>		<b>\$ 270,548.72</b>	<b>\$ 169,359.36</b>	<b>\$ 118,921.40</b>	<b>\$ 320,986.68</b>	<b>\$ 735,000</b>	<b>\$ 2,518,161.43</b>
<b>Agency Fund</b>							
Associated Students of TBCC	710	\$ 2,119.89	\$ 5,648.40	\$ 3,421.44	\$ 4,346.85	\$ 9,000	\$ 3,620.22
Phi Theta Kappa Honorary Society Fund	720	\$ 2,195.51	\$ 1,866.65	\$ 1,706.03	\$ 2,356.13	\$ 5,625	\$ 2,202.18
Economic Development Council	730	\$ 70,017.41	\$ 80,600.86	\$ 65,311.56	\$ 85,306.71	\$ 103,007	\$ 81,904.16
Economic Development Council - USDA Grant	731	\$ 30,859.94	\$ -	\$ 4,336.17	\$ 26,523.77	\$ 23,083	\$ 3,302.40
Visit Tillamook Coast	740	\$ 1,110,896.73	\$ 766,955.18	\$ 1,085,124.23	\$ 792,727.68	\$ 1,552,094	\$ 988,706.16
Visit Tillamook Coast - Non-TLT Funds	741	\$ 24,556.30	\$ 71,848.48	\$ 74,813.12	\$ 21,591.66	\$ 76,600	\$ 26,330.36
<b>Total Agency Fund</b>		<b>\$ 1,240,645.78</b>	<b>\$ 926,919.57</b>	<b>\$ 1,234,712.55</b>	<b>\$ 932,852.80</b>	<b>\$ 1,769,409</b>	<b>\$ 1,106,065.48</b>
<b>Financial Aid Fund</b>							
PELL Grant	801	\$ -	\$ 639,419.00	\$ 638,529.00	\$ 890.00	\$ 751,500	\$ 529,623.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 14,500	\$ 16,200.00
Direct Loans	810	\$ -	\$ 214,857.00	\$ 214,857.00	\$ -	\$ 750,000	\$ 256,325.00
Federal Work Study	819	\$ -	\$ 6,646.62	\$ 7,583.24	\$ (936.62)	\$ 14,350	\$ 7,965.68
Oregon Opportunity Grant	821	\$ -	\$ 167,300.00	\$ 160,500.00	\$ 6,800.00	\$ 150,000	\$ 129,000.00
Chafee Grant	822	\$ -	\$ 8,335.00	\$ 8,335.00	\$ -	\$ 10,000	\$ 3,500.00
Oregon Promise Grant	823	\$ -	\$ 61,483.00	\$ 61,751.00	\$ (268.00)	\$ 45,000	\$ 34,102.00
Tuition Waivers	831	\$ 20,401.39	\$ -	\$ 8,667.50	\$ 11,733.89	\$ 7,000	\$ 8,460.00
Board Scholarships	832	\$ 63,541.36	\$ -	\$ 107,470.00	\$ (43,928.64)	\$ 172,900	\$ 76,021.64
Institutional Work Study	833	\$ 21,743.66	\$ 2,876.04	\$ 3,486.75	\$ 21,132.95	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ 75,597.51	\$ 75,597.51	\$ -	\$ 85,000	\$ 66,643.28
Student Employees	835	\$ 23,419.57	\$ 2,501.60	\$ 1,648.91	\$ 24,272.26	\$ 18,000	\$ 1,765.36
Non-Institutional Scholarships	840	\$ 11,560.57	\$ 38,652.05	\$ 47,552.62	\$ 2,660.00	\$ 51,500	\$ 39,304.87
<b>Total Financial Aid Fund</b>		<b>\$ 140,666.55</b>	<b>\$ 1,232,667.82</b>	<b>\$ 1,350,978.53</b>	<b>\$ 22,355.84</b>	<b>\$ 2,091,494</b>	<b>\$ 1,168,910.83</b>

Agenda Item 5.E. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended April 2018  
 83.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,501,845			\$ 2,916,366			\$ 41,686			\$ 95,949	
Beginning Fund Balance	\$ 950,000	\$ 1,384,919	145.78%	\$ 3,231,763	\$ 3,597,221	111.31%	\$ 52,762	\$ 54,082	102.50%	\$ -	\$ 105,117	0.00%
<b>Resources</b>												
State Aid	\$ 1,356,106	\$ 1,615,378	119.12%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 870,446	\$ 565,949	65.02%	\$ 35,000	\$ 15,481	44.23%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,036,151	\$ 1,035,139	99.90%	\$ 4,000	\$ 10,645	266.13%	\$ 64,700	\$ 65,726	101.59%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,241,050	\$ 1,163,140	93.72%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 683,824	\$ 673,006	98.42%
Timber	\$ -	\$ -	0.00%	\$ 429,465	\$ 175,560	40.88%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 3,304	165.20%	\$ -	\$ -	0.00%	\$ 17,600	\$ 5,041	28.64%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 42,612	774.76%	\$ 8,000	\$ 23,020	287.75%	\$ -	\$ -	0.00%	\$ 1,305	\$ 6,973	534.33%
Rental	\$ 12,000	\$ 16,012	133.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 12,764	182.34%	\$ 25,000	\$ 39,899	0.00%	\$ 6,500	\$ 6,325	97.31%	\$ -	\$ -	0.00%
Transfers	\$ 493,829	\$ 25,370	5.14%	\$ 485,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 119,729	79.82%
<b>Total Revenues</b>	<b>\$ 4,153,636</b>	<b>\$ 3,913,719</b>	<b>94.22%</b>	<b>\$ 1,821,911</b>	<b>\$ 815,073</b>	<b>44.74%</b>	<b>\$ 123,800</b>	<b>\$ 92,573</b>	<b>74.78%</b>	<b>\$ 835,129</b>	<b>\$ 799,708</b>	<b>95.76%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,968,457	\$ 2,299,038	77.45%	\$ 375,821	\$ 326,108	86.77%	\$ 85,129	\$ 50,723	59.58%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 871,179	\$ 648,586	74.45%	\$ 490,247	\$ 329,761	67.26%	\$ 61,796	\$ 14,822	23.98%	\$ 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	\$ 130,782	45.41%	\$ 467,743	\$ 13,377	2.86%	\$ 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%
<b>Total expenditures</b>	<b>\$ 4,203,636</b>	<b>\$ 3,078,406</b>	<b>73.23%</b>	<b>\$ 4,990,040</b>	<b>\$ 681,771</b>	<b>13.66%</b>	<b>\$ 156,995</b>	<b>\$ 67,346</b>	<b>42.90%</b>	<b>\$ 822,690</b>	<b>\$ 94,431</b>	<b>11.48%</b>
Ending Fund Balance	\$ 900,000	\$ 2,220,232		\$ 63,634	\$ 3,730,523		\$ 19,567	\$ 79,309		\$ 12,439	\$ 810,394	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 242,751			\$ 1,238			\$ -			\$ 45,147	
Inventories		\$ 1,304			\$ -			\$ 1,435			\$ -	
NET EFFECT ON CASH		\$ (244,055)			\$ (1,238)			\$ (1,435)			\$ (45,147)	
Liabilities												
Accounts Payable		\$ 51,995			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 72,690			\$ -			\$ -			\$ 45,147	
Payroll		\$ 165,227			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 289,912			\$ -			\$ -			\$ 45,147	
NET ADJUSTMENTS		\$ 45,857			\$ (1,238)			\$ (1,435)			\$ -	
ENDING CASH BALANCE		\$ 2,266,089			\$ 3,729,285			\$ 77,874			\$ 810,394	

Agenda Item 5.E. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended April 2018  
 83.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 507,036			\$ 1,045,267			\$ 138,795	
Beginning Fund Balance	\$ 680,000	\$ 270,549	39.79%	\$ 1,094,464	\$ 1,240,646	113.36%	\$ 91,244	\$ 140,667	154.17%
<b>Resources</b>									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,060,520	\$ 848,207	0.00%	\$ 1,735,250	\$ 1,113,013	64.14%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ 2,603	0.00%	\$ -	\$ -	0.00%
Interest	\$ 5,000	\$ 9,334	186.68%	\$ 12,680	\$ 14,854	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 250,000	\$ 160,025	0.00%	\$ 51,375	\$ 55,607	108.24%	\$ 135,000	\$ 114,250	84.63%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 5,648	70.60%	\$ 130,000	\$ 5,405	4.16%
<b>Total Revenues</b>	<b>\$ 255,000</b>	<b>\$ 169,359</b>	<b>66.42%</b>	<b>\$ 1,132,575</b>	<b>\$ 926,919</b>	<b>81.84%</b>	<b>\$ 2,000,250</b>	<b>\$ 1,232,668</b>	<b>61.63%</b>
<b>Expenditures</b>									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 400,821	\$ 230,293	57.46%	\$ 53,344	\$ 12,719	23.84%
Operating Expenditures	\$ 250,000	\$ 118,921	47.57%	\$ 1,350,092	\$ 994,228	73.64%	\$ 2,034,900	\$ 1,338,260	65.77%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 485,000	\$ -	0.00%	\$ 18,496	\$ 10,192	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 122,000	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 735,000</b>	<b>\$ 118,921</b>	<b>16.18%</b>	<b>\$ 1,891,409</b>	<b>\$ 1,234,713</b>	<b>65.28%</b>	<b>\$ 2,091,494</b>	<b>\$ 1,350,979</b>	<b>64.59%</b>
Ending Fund Balance	\$ 200,000	\$ 320,987		\$ 335,630	\$ 932,852		\$ -	\$ 22,356	
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		\$ 250,872			\$ 932,852			\$ 22,356	

**\$ 8,089,722**

Cell: A33

Comment: Note 1. Contingency in the General Fund and Enterprise Fund and Reserves in Special Fund.

Cell: A47

Comment: Note 2. Assessed but unreceived property taxes and deferred tuition and fees when applicable.



## President's Report

### RECOMMENDATION

Information Only

BACKGROUND INFORMATION .....PRESIDENT TOMLIN

### Upcoming Dates:

- **37<sup>th</sup> Annual TBCC Graduation ceremony-** Tillamook Nazarene Church, 3<sup>rd</sup> St.- Friday, June 15, 6pm.
- **Board Workshop,** Oregon Garden Resort, June 25
- **Leadership Team Retreat-** July 9, 10
- **OPC Retreat-** August 5-8, Klamath Falls.
- **Next Board Meeting-** Monday, September 10, 6pm, TBCC

### Updates

- OPC Report
  - Apprenticeship
  - HECC update
  - Strategic Fund project- CC Marketing
  - PERS reform
  - Current Service Level funding model
  - Transfer Workgroup
- OCCA Board Report
  - Search for new Executive Director
  - Regional Advocacy Training
- Bi Play on campus May 25
- ATD coaches letter
- Revised Website for College Leadership



May 1, 2018

Dr. Ross Tomlin, President  
Tillamook Bay Community College  
4301 Third Street  
Tillamook OR 974141

Dear Ross:

We enjoyed our visit last week to Tillamook Bay Community College (TBCC) and appreciate your hospitality during our time on campus. Again, this year, we were impressed by the energy and friendliness of everyone we met and their commitment to the college and to the success of TBCC students. We extend a special note of appreciation to Erin not only for organizing the agenda, but especially for all the preparatory work she did to insure that the data summit was both an enjoyable and productive experience for everyone. Indeed, we feel the data summit was very successful in generating stimulating conversations about data and getting people to think about data and how data can help them do a better job at the college. We observed that most participants were excited about data and eager for more. As one participant noted, "We have been so starved for data that this is wonderful, and we want more."

Last year, when we visited TBCC, we had two major concerns. First, because of your small size and remote location, you had been unsuccessful for many years in establishing an institutional research office and were unable to collect and analyze the data needed for informed decision-making. We suggested in our letter to you a year ago that you "creatively approach the challenge of instituting an office of institutional research," and we offered several ideas for accomplishing this. Second, the equity committee, despite its good intentions, had not been able to promote the concept of equity, diversity, and inclusion as widely as you wanted throughout the campus. As we wrote in our letter a year ago, "The Equity Committee should be given a specific charge for the year, to include developing a college-wide definition of equity, as well as developing a mission and vision."

We are delighted that both concerns have not only been addressed, but to a large measure resolved. You hired Erin as your institutional research director, and we believe she is a wonderful fit at the college and possesses the necessary skills to help establish a true culture of evidence and inquiry at TBCC. The equity committee developed an excellent college-wide definition of equity, as well as specific goals and outcomes related to mission; access and representation; campus climate; education and training; and outreach and partnership.

All in all, we believe TBCC has made superb progress this past year in establishing a campus-wide culture of student success. We also believe that the college can serve as a model of what a small, rural community college can achieve through innovation, initiative, and hard work. However, while considerable progress has been made, there are still areas, as you are aware, where TBCC can improve. In this respect, we offer the following suggestions:

- As both you and Erin noted during the data summit, the summit itself was but the first of many steps in changing the campus culture to one of evidence and inquiry. We like your idea of holding data summits during each of your two in-service days a year. Beyond this, we encourage Erin to circulate widely on campus, meeting with faculty, administrators and staff, sharing data with them and soliciting their data needs. Of course, the challenge is that unless you can clone her, Erin is only one person who also needs to collect the data, analyze it, produce reports, attend to compliance reporting, etc., etc. You must be careful that not too many demands are put upon her, and in this regard, she may need to prioritize data; this can be accomplished by developing a short, simple data request form, including such questions as what the data will be used for and how it relates to college or departmental needs.
- The data team should continue to be utilized not only as a sounding board for Erin but also as a body that can perform some of the college's data analysis and reporting. The team should represent different areas of the college, and members should be trained in data collection, analysis, and reporting.
- Other suggestions related to data include the following:
  - Simple, visually appealing scorecards or dashboards should be developed, tracking key student success measures, and then prominently displayed on the college website. Additionally, data snippets or interesting data points can be shared regularly with the college community in a newsletter or web page. Linn-Benton Community College does an excellent job in this respect, and you might want to contact officials at the Linn-Benton for further ideas.
  - The work on data integrity and validation should continue. While data will never be “perfect,” a degree of trust must be established so that the data are not constantly challenged by users.
  - Thirty-one different measures are tracked and reported in the strategic planning process. We believe this is probably too many. Generally, we recommend that ATD colleges attempt to track only six or seven of the more critical student success measures. Also, we suggest that ATD colleges should rally around one, over-arching goal each year, and in this respect, we are delighted that your major goal for the year is to achieve 450 FTES and that everyone on campus knows this goal and shares responsibility for achieving it.
  - Collecting qualitative data can assist you in determining the “why’s” behind what your quantitative data reveal. Quantitative data can include national surveys, homegrown surveys, interviews, or focus groups. Focus groups are particularly helpful in identifying further barriers to student success at community colleges, especially when well organized and led by a trained facilitator. We will be sending you shortly some information on how to conduct focus groups.
- In terms of equity, we liked the rubric the equity committee developed to track its progress, as it includes outcomes, strategies, progress, and measurement. However, we feel that a timeline column needs to be included in the rubric. We also caution that the measures included in the “Measurement” column truly be *measurable* (“Completed/not completed” is not really a measure and not truly measurable). Note, too, that while the

content of the rubric is excellent, you need to prioritize what you believe are the most crucial next steps for your equity work. Two, or three at most, strategies from this rubric should be identified as the focus of equity work in any given year

- We were impressed by the time allotted during the spring in-service day to equity, diversity, and inclusion. The external facilitator, Melissa Carlson-Swanson, did an excellent job, and we encourage you to devote time in future in-service days to this topic.
- As we have come to know from our work in the ATD network, low-income often cuts across all other demographics as a common factor impeding student success. We also know that using “Pell/No-Pell” is a relatively poor proxy for low income. With your small “n’s”, and lots of other sources for local and state need-based aid afforded to your students, if possible, include other proxies for low income in addition to “Pell/No-Pell.”
- We discussed the concept of connectivity with you on Thursday afternoon, noting that student persistence and ultimate success often depends upon a student’s connections with faculty, staff, and even other students. In this respect, requiring mandatory advising next year and establishing an early registration will go a long way toward connecting students to those people on campus who can help them achieve success. Also, Dropout Detective appears to help student services staff to connect faculty to students needing help, as long, that is, as the faculty member is kept in the feedback loop.
- Finally, as you continue to implement new initiatives, we suggest you discuss what can be done more intentionally by the college to enhance student success. Some techniques include (1) scaling, (2) requiring mandatory participation of a target student population for an intervention, and (3) reviewing policies and procedures to eliminate unintended obstacles to student success.

We hope that you find these suggestions helpful as you continue your work promoting student success at TBCC. Don’t hesitate to contact us if you have any questions or if you need further assistance from us. We will be forwarding additional material related to suggestions we made during the visit.

Again, thank for your wonderful hospitality last week. Please feel free to share this letter with your leadership team and with others who might benefit from reading it. We look forward to visiting TBCC next year.

Sincerely,

Frank Renz  
Achieving the Dream Leadership Coach  
Ronald Head  
Achieving the Dream Data Coach

## 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.

