



Board of Education Meeting Agenda

Date: Monday, March 4, 2019

TBCC Board Meeting – TBCC Campus – 6:00pm – 7:30pm

- | <u>Item</u> | <u>Description</u> | <u>Resource</u> |
|--------------------|---|--|
| 1. | Call to Order • Acknowledge Guests | Chair Gervasi |
| 2. | Consent Agenda: | (Action) Chair Gervasi |
| | a. Approval of Agenda | |
| | b. Approval of February 4, 2019 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. Tuition and Fees for 2019-20 (Second Reading)..... | (ACTION) CFO Williams |
| | b. Policy 201- Equity (Second Reading)..... | (ACTION) Director McCarley |
| | c. Academic Calendar (First Reading)..... | CAO Rivenes |
| | d. Budget Committee Membership..... | (ACTION) CFO Williams |
| 5. | Information-Only Items (Board members may request any item be placed on the discussion agenda) | |
| | a. Measure Narratives ES 1, 2..... | Director Soto, CFO Williams |
| | b. Spanish GED Update..... | CAO Rivenes, Amy Alday-Murray, Isabel De Quesada |
| | c. Legislative Update..... | President Tomlin |
| | d. Facilities and Safety Update..... | Director Ryan |
| | e. ASTBCC Report..... | President Christy |
| | f. Financial Report..... | CFO Williams |
| | g. President's Report..... | President Tomlin |
| 6. | Board Member Discussion Items | Chair Gervasi |
| 7. | Adjournment | (Action) Chair Gervasi |
| 8. | <u>Executive Session – TBCC Campus – 7:30pm - 8:00pm</u> | |
| | Pursuant to O.R.S. § 192.660 (2)(a)(b) and (e) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of employee evaluation on March 4, 2019 at 7:30 p.m. in Room 214 at the TBCC Central Campus, 4301 Third Street, Tillamook Oregon. | |

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION

----- Chair Gervasi



Approval of the Consent Agenda

RECOMMENDATION

ACTION

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

Items for approval:

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



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE MARCH MEETING.

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February 4 Board of Education Meeting Minutes

Date: Monday, February 4, 2019

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

TBCC Board Members in Attendance: Kathy Gervasi, Mary Faith Bell, Betsy McMahon, Pam Zweifel, Mary Jones, Tamra Gammon (on phone), and Jennifer Purcell.

TBCC Staff in Attendance: Ross Tomlin, Heidi Luquette, Pat Ryan, Sheryl Neu, Erin McCarley, Rhoda Hanson, Britney Noel, Michael Weissenfluh, Teresa Rivenes, Daniella Bivens, and Darryl Spitzer.

TBCC Student in Attendance: Logan Laity

Description

Resource

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

CAO Rivenes introduced Daniella Bivens who is TBCC's new Dean of Academic Partnership. Daniella is very happy to be at TBCC, has a wealth knowledge, and has held similar positions at other colleges.

Consent Agenda (agenda items 2, 2.a, 2.b)----- (ACTION) Chair Gervasi
Changes requested to the February 4, 2019 agenda include the addition of agenda item 4.f Support OCCA Resolutions and agenda item 5.h ASTBCC Update.

Corrections requested to the January 7, 2019 minutes include removing Mary Jones from the Board members in attendance section and the addition of Tamra Gammon and Betsy McMahon to the Board member in attendance section.

Director Ryan presented the personnel report and advises that Daniella Bivens, Dean of Academic Partnerships and Brooke Bennett, Development Specialist, have begun working at TBCC over the last month. Interviews for the CDL Coordinator and the Career Education Advisor will take place the week of 2/4/19-2/8/19.

Mary Faith Bell motioned to approve the consent agenda with the requested changes. Betsy McMahon seconded the motion. The motion carried.

Invitation for Public Comment (agenda item 3) ----- Chair Gervasi
No public comment.



New Business and/or focused policy discussions (agenda item 4)

Tuition and Fees for 2019-20 (First Reading) (agenda item 4.a)----- President Tomlin
President Tomlin advised that the proposed increase to tuition is currently one dollar per credit for the 2019-20 academic school and no increase to fees. Depending on the amount of money community colleges receive from the state TBCC may have to consider increasing this amount. As a whole Oregon Community Colleges have said in order to maintain current service level (CSL) tuition would have to increase 17 percent if we were to receive the Governor's budget amount. In March, we should learn the state revenue forecast and then the Ways and Means committee will develop the initial legislative budget. Mary Faith Bell requested we bring back the estimates of what the other community colleges are doing in regards to tuition.

PACE Trust Agreement, (agenda item 4.b) -----(ACTION) Director Ryan
Director Ryan informed that Oregon law requires that self-insured public entity programs be formed through an intergovernmental agreement between the participating entities. Upon changes to the Trust agreement, it is necessary for the Trust Members to have their Board adopt the Joinder of Trust Agreement. By signing the Joinder of Trust Agreement TBCC will continue to have an IGA with PACE.

Mary Faith Bell motioned to adopt and sign the Joinder of Trust Agreement. Pam Zweifel seconded the motion. The motion carried. Chair Kathy Gervasi signed the document.

Board Self-Evaluation Form and Process (agenda item 4.c) ----- President Tomlin
President Tomlin informed that the Board self-evaluation form and process is outlined in the Board packet. Board Secretary Britney Noel will be sending out an electronic copy. Board members will need to complete and return this document by the next Board meeting on March 4, 2019. The results will be reviewed in April.

President Evaluation Form (agenda item 4.d) ----- President Tomlin
President Tomlin presented the new 2018-19 President Evaluation Form and Process. The form is provided in the Board packet; however, Board Secretary Britney Noel will be sending out an electronic copy to all Board members as well. Additionally, a cumulative summary of all of the Presidents monthly reports for the year have been emailed to all board members and a paper copy is on the table for each of them as well. Board members are asked to complete this evaluation form and email it to Chair Gervasi or bring a completed hard copy to the March 4, 2019 Board meeting.

President Tomlin advised that we would have a short executive session after the March Board meeting to go over various topics such as: potential contract changes for next year and a draft copy of the President's goals for 2019-20. Additionally, an executive session will take place before the April Board meeting for the Board to discuss the results of President Tomlin's evaluation and call him in to discuss the results and contract changes for next year. Copies of a 360 degree evaluation process from SWOCC will be shared with the board to consider adoption for next year's evaluation.



Policy 201 Equity – First Reading (agenda item 4.e) ----- Director McCarley
Director McCarley informed that in collaboration with the TBCC Equity and Inclusion Committee a Board policy around equity was developed. She presented the policy and advised that this is a very important policy for the college to have. This policy will return for a second reading at the March Board meeting.

Support OCCA Resolutions (agenda item 4.f) -----(ACTION) President Tomlin
President Tomlin presented two OCCA resolutions that were discussed and approved by the OCCA Board at their recent meeting in Salem. He asked that the Board approve and support the policy and the resolutions.

Mary Faith Bell motioned to support the policy and OCCA resolution. Betsy McMahon seconded the motion. The motion carried.

Mary Jones motioned for the Board to write a letter of support to the legislature for the community college budget. Pam Zweifel seconded the motion. The motion carried. President Tomlin advised OCCA will be providing a template and once he receives it, we will work with the Board Chair to develop a letter that can be sent out to the Board members for review prior to sending to the legislature.

Information-Only Items (agenda item 5)

Measure Narrative 5 & 6 (agenda item 5.a)-----Director McCarley
Director McCarley presented measure narrative 5.1, 5.2, and 6.1. EE5.1 Faculty and Staff Perception of Climate. TBCC received a 66% positive rating that was measured by the composite percentage of faculty and staff reporting that the climate at TBCC is welcoming, supportive, safe, and inclusive. EE5.2 Student Perception of Climate scored a 78% positive rating that was measured by the composite percentage of student reporting that the climate at TBCC is welcoming, supportive, safe, and inclusive EE6.1 Data Capacity and Accessibility had a 75% positive rating that was Measured by the percentage of staff/faculty rating the college's data capacity as 'strong' or 'exemplary' on the item "Does the college use data to examine and improve student outcomes?" These measures used questions from the faculty/staff and student climate surveys that were completed last spring.

OCCA Board Meeting Summary (agenda item 5.b)----- Board Member McMahon
Board Member McMahon advised that she attended the OCCA Board meeting last Friday in Salem with President Tomlin and was able to participate in CTE Day at the Capitol. She informed that there were many amazing displays by the various community colleges. Darryl Spitzer and two students were at CTE Day representing TBCC's MIT and Apprenticeship programs. On March 6th and 7th there will be a legislative summit at the Capitol and flyers were provided to all of the Board members. If Board members would like to participate, they need to notify President Tomlin by February 11, 2019. Betsy indicated that she will be attending the summit with President Tomlin and Director Luquette.

Darryl Spitzer presented slides of pictures from CTE Day at the Capitol and informed that he was glad TBCC could participate in the event. They have tentatively scheduled CTE Days at the Capitol for the next two years.



Budget Update (agenda item 5.c)-----President Tomlin
President Tomlin advised for the current biennium community colleges receive \$570M from the Legislature. For the next biennium budget, most colleges are using \$590M as their base budget. \$590M is the department of administrative services recommendation. Community colleges are asking for \$647M and consider this amount our current service level. Additionally, community colleges are asking for two \$70M packages, one for CTE and the other for Student Support initiatives. TBCC would receive \$1.7M per package if they were funded. President Tomlin briefly mentioned different programs that could be added if we were to receive this funding. April 8, 2019 is TBCC's Budget Committee Meeting. We will not know for sure what our allocation from the state is by then, but have until the June Board meeting to make changes based on what happens in the Legislature.

Facilities Master Plan Update (agenda item 5.d)----- President Tomlin
President Tomlin informed that Director Ryan is putting together the RFP. After attending the Futures Council and hearing about how the library was able to collect a lot of feedback, President Tomlin feels we could collect our own feedback instead of having the consultant to it. The consultant will then take the feedback and create the FMP. President Tomlin is hoping to have the Board of Education approve the hiring of the consultant in April.

Community Survey (agenda item 5.e)----- Executive Director Luquette
Executive Director Luquette shared information about a community survey she is developing as part of her department's service area review. The goal of this survey is to identify which channels the community is receiving information from TBCC. This will be available to the community via online survey monkey and paper copy. She will be sending it via email to known email addresses and putting the link in various publications. She will be heavily marketing this survey. Board member Mary Jones volunteered to send it out to her employees at Pelican. Board member Tamra Gammon could send it to employees at the Creamery. The idea to get the link sent out on the PUD bills was suggested. Board Chair Gervasi advised that the length of the survey is something to consider.

Financial Report (agenda item 5.f)----- President Tomlin
President Tomlin advised that TBCC is 50% of the way through the fiscal year. Currently our spending is at 40%. The financials remain very healthy for the year.

Presidents Report (agenda item 5.g)----- President Tomlin
President Tomlin advised that upcoming dates include; Extended Staff meeting on February 8, 2019 to discuss grant ideas, student success and guided pathways, and April 26 the All-Oregon Scholars luncheon will be held in Salem. We have three students attending this with President Tomlin, Sheryl Vanselow, and CAO Rivenes. The March Board meeting is Monday, March 4, 2019 at 6:00 PM.

President Tomlin presented his first TBCC Strategic plan presentation to Kiwanis on January 30, 2019. It was well received.

President Tomlin advised that there are two different bills in the legislature that could impact community colleges. One focuses on removing the language that restricts community colleges from offering applied baccalaureates and the other one focuses on the ability of community colleges and universities to merge.



A year 3 research brief published by the Higher Education Coordinating Commission indicates that Oregon Promise is not having a large impact on how many students attend or complete community colleges. President Tomlin advised that Governor Brown is recommending cutting Oregon Promise the second year of the upcoming biennium.

TBCC was accepted into cohort 2 of Guided Pathways and will back out of Achieve the Dream.

President Tomlin and the Leadership team are working on a salary study. The last salary study done at TBCC was back in 2004. There has been a real problem trying to bring new people on with a competitive salary. We participated in the Rocky Mountain Regional Salary Study to start the process. There will be a cost to fix things and changes will need to be implemented in steps over the next few years. He will keep the Board informed.

ASTBCC Update (agenda item 5.h)----- ASTBCC Vice President Laity
Vice President Laity advised that ASTBCC is having a rebuilding year and switched advisors for this year to Kelsey Jordan in Student Services. They are currently working on updating their charter and figuring out where they can best help the college. Their plan is to create student events and pair with student services to assist them with some of these events. Some events/projects ASTBCC have coming up include movie nights, June dairy parade float development, and working on an explanatory video about the college to share with high school students.

Board Member Discussion Items (agenda item 6)-----Chair Gervasi
Board member Jennifer Purcell advised that she will be out of town and will be unable to attend the March 4, 2019 Board meeting.

Adjournment (agenda item 7)-----Chair Gervasi
Chair Gervasi adjourned the meeting at 8:10 pm.



Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
CDL Coordinator			Hired: Randy Lane	Arlene Soto	
Career Education Advisor	Jan. 15, 2019		Hired: Andrea DeLancey	Rhoda Hanson	



Invitation of Public Comment

RECOMMENDATION

AVAILABLE AT BOTH THE BEGINNING AND END OF THE MEETING IS AN OPPORTUNITY FOR THE PUBLIC TO COMMENT ON ANY ISSUE WITHIN THE JURISDICTION OF THE TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION. THE BOARD CHAIR MAY DETERMINE REASONABLE TIME, SPACE AND MANNER LIMITATIONS. AT THE CONCLUSION OF PUBLIC COMMENT, INDIVIDUAL MEMBERS OF THE BOARD MAY RESPOND TO COMMENTS MADE BY THOSE WHO HAVE ADDRESSED THE BOARD, MAY ASK STAFF TO REVIEW A MATTER, OR MAY ASK THAT A MATTER BE PUT ON A FUTURE AGENDA.

BACKGROUND INFORMATION ----- Chair Gervasi



NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Gervasi



College Tuition and Fees

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION -----CFO Williams

Presented here for second reading is the proposed 2019-2020 Tuition and Fee Schedule. Proposed changes from 2018-19 are in red.

Tuition or Fee Item	Current 2018-2019	Proposed 2019-2020
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$97	\$98
Out-of-State Tuition per Credit Hour	\$117	\$118
<i>Fees</i>		
Base Course Fee (per credit)	\$4	\$4
Student Services Fee (per credit)	\$2	\$2
Technology Fee (per credit)	\$5	\$5
Online Course Fee (per course)	\$35	\$35
Hybrid Course Fee (per course)	\$15	\$15
Adult Basic Skills Instructional Course Fee (includes ABE/GED/ESOL courses)	\$15	\$15
Self Improvement Course Fees	market or self support	market or self support
Late Payment Fee	\$75	\$75
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
Proctored Testing per test for non-TBCC credit students or staff	\$30	\$30
EMT Practical Exams Fee for non-TBCC student, former student or staff	\$30/station	\$30/station
Credit for Prior Learning:		
College Level Exam Program (CLEP) Administration Fee	\$25	\$25
Challenge Exam (per Credit Hour)	40% of Credit Tuition	40% of Credit Tuition
Department of Public Safety Standards and Training (DPSST) Credits	\$75	\$75
Military Credit Administration Fee	\$25	\$25
Printed Catalog (first copy from academic advisor free)	\$5	\$5
Official Transcript Fee (per transcript) (one free when degree or certificate is mailed)	\$5	\$5
Expedited Transcript Fee (per transcript)	\$30	\$30
Return Check Fee	\$25	\$25



Policy 201 - Equity (Second Reading)

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION..... DIRECTOR MCCARLEY

On the next page is the language of a new policy on Equity, developed by the Equity and Inclusion Committee, patterned after policies from other colleges. The Policy has been endorsed by the TBCC College Council and Leadership Team. The Leadership Team feels strongly that the college should have a strong statement in policy regarding the importance of Equity to our institution. This is a second reading of this new policy. Based on Board feedback, the list of characteristics identified has been expanded to include religious affiliation.



EQUITY

Article Number: 201

Not Approved Yet:

Reference:

201.1 – EQUITY

Tillamook Bay Community College is committed to equity and the success of every member of our college community. We are focused on removing the barriers that are pre-determined by characteristics including, but not limited to, race, ethnicity, family economic status, mobility, language, country of origin, gender, gender expression, sexual orientation, disability, zip code, and religious affiliation.

Equity in education ensures that everyone has the opportunity to participate and is rooted in justice for every person. Equity is not used interchangeably with principles of equality. Equity goes beyond equality through our efforts to provide whatever students need to succeed, thereby fostering an environment in which every student has the opportunity to succeed in the same high-quality educational experience.

High quality education makes a difference in a student's health, well-being, economic stability, civic involvement, and contribution to society. Equity in education impacts the creation of an equitable and just society. In order to change the correlation between student demographics and student achievement and outcomes, the principle of equity will be a key driver of all policies, programs, operations, and practices.

To achieve educational equity for our students, TBCC will commit to:

- Using data, that has been separated out by race, ethnicity, language, and gender to inform decision-making;
- Creating and promoting an environment that welcomes and includes all students and staff;
- Providing professional development for all faculty and staff to support implementation of equitable practices
- Engaging members of the TBCC community who are representative of our diverse student population.

Academic Calendar (First Reading)

RECOMMENDATION

Information Only

BACKGROUND INFORMATION CAO RIVENES

In the past, Tillamook Bay Community College has presented a three-year academic calendar for board approval. That was especially challenging this year because the Tillamook school district has not yet approved their calendar and we seek to align holidays, such as spring break. For that reason, we are presenting a one-year calendar for board approval at this time.

The academic calendar notes our eleven holidays and 11 non-contract dates including Fridays in the summer and an additional day during winter break. It also notes other important dates such as registration, term start, finals week, and when grades/assessment information are due. Faculty in-service is also noted, and this has changed slightly over previous years. Faculty are now coming back two days later in the fall, because of faculty in-service/professional development now held the Friday before the term starts in both winter and spring.

Please see the draft of the 2019-2020 Academic Calendar on the following page for your first reading.



ACADMIC YEAR	2019-2020- PROPOSED CHANGES
SUMMER TERM (Adjunct)	
Registration Opens	May 20, 2019
Last Day to Register (SUN before term)	June 23, 2019
Adjunct Faculty In Service	June 21, 2019
Term Begins (Monday)	June 24, 2019
Last Day to Drop (Friday week 1)	June 21, 2019
Payment Due (Friday week 1)	June 28, 2019
8 Week Term Ends (SAT)	Aug 17, 2019
10 Week Term Ends (SAT)	Aug 31, 2019
Finals Week	Aug 12-15 & 26-29, 2019
Grades & Assessments Due (NLT Monday following term end)	August 29, 2019
Faculty Off (when G/A Done)	NLT September 3, 2019
HOLIDAY (College Closed)	July 4, 2019, Sep. 2, 2019 7/5, 7/12, 7/19, 7/26, 8/2, 8/9, 8/16, 8/23, 8/30
CLOSED	
Faculty Inservice (Week before term)	September 16-20, 2019
FALL TERM	
Early Registration Opens	May 20, 2019
Registration Opens	August 19, 2019
Last Day to Register (SUN before term)	September 22, 2019
All Faculty In Service	September 16-20, 2019
All Campus Inservice (Campus closed)	September 18, 19, 20 AM ONLY
Term Begins (Monday)	September 23, 2019
Last Day to Drop (Friday week 1)	September 27, 2019
Payment Due (Friday week 1)	September 27, 2019
Term Ends (Sat)	December 7, 2019
Finals Week	December 2-6, 2019
Grades & Assessments Due (NLT Monday following term end)	December 6, 2019
Faculty Off (when G/A Done)	NLT December 9, 2019
HOLIDAY (College Closed)	November 11, 28-29, 2019
Other/Holiday Break	December 23-January 1, 2020
Registration Opens	November 25, 2019
Last Day to Register (SUN before term)	January 5, 2020
Faculty In Service	January 3, 2020
Term Begins (Monday)	January 6, 2020
Last Day to Drop (Friday week 1)	January 10, 2020
Payment Due (Friday week 1)	January 10, 2020
Term Ends (Sat)	March 21, 2020
Finals Week	March 16-20, 2020
Grades & Assessments Due	March 20, 2020
Faculty Off (when G/A Done)	March 23, 2020
HOLIDAY (College Closed)	January 20, 2020
Spring Break	March 23- March 27, 2020

SPRING TERM

Registration Opens	March 2, 2020
Last Day to Register (SUN before term)	March 29, 2020
Faculty In Service	March 27, 2020
Term Begins (Monday)	March 30, 2020
Last Day to Drop (Friday week 1)	April 3, 2020
Payment Due (Friday week 1)	April 3, 2020
Term Ends (Sat)	June 12, 2020
Finals Week	June 8-12, 2020
Grades & Assessments Due (NLT Monday following term end)	June 12, 2020
Faculty Off (when G/A Done)	NLT June 15, 2020
HOLIDAY (College Closed)	May 25, 2020
	Commencement: June 12, 2020

Budget Committee Membership

RECOMMENDATION

ACTION ITEM: REAPPOINT BUDGET COMMITTEE MEMBERS TO NEW TERM

BACKGROUND INFORMATION-----CFO Williams

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

Budget Committee members have three year terms.

Zone	Board Member	Community Representative	Term Expires
1	Mary Jones	Christi Clark	6/30/20
2	Pam Zweifel	Van Moe	6/30/19
3	Kathy Gervasi	Justin Aufdermauer	6/30/20
4	Betsy McMahon	Steve Vanderhoef	6/30/18 6/30/21
5	Jennifer Purcell	Christian Weber	6/30/18 6/30/21
6 –At large	Tamra Gammon	Annette Hill Vacant	6/30/20
7 –At large	Mary Faith Bell	Angela Warren	6/30/19



Information Only Items

RECOMMENDATION

Information Only

BACKGROUND INFORMATION ----- Chair Gervasi



Measure Narratives ES 1, 2

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONDIRECTOR SOTO, CFO WILLIAMS

ES1.3 Quality training and business advising

ACHIEVEMENT 2017-2018 4.6% of businesses served (Green)

CORE THEME Economic Success

OBJECTIVE ES1 Support and advance local business growth

INDICATOR Measured by the percentage of businesses served by the SBDC calculated as a three-year average compared to the national annual rate from internal reports/national data.

Indicator Thresholds: Green: 2.5% or greater; Yellow: Between 1.5 & 2.49%; Red: Below 1.5%

Purpose and Meaning: Healthy businesses create economic stability in the region. That in turn leads to employment opportunities for TBCC graduates either as employees or as employers, allowing them to stay in the community and prosper. National research done by the Association of Small Business Development Centers (ASBDC) has shown businesses who receive five or more hours of SBDC services are, on average, more likely to stay in business and grow.

WHAT WAS ACHIEVED?

1. The TBCC SBDC provided one-on-one business advising to 131 businesses.
2. The TBCC SBDC hosted 21 workshops with 156 attendees.
3. The TBCC SBDC advised 38 businesses 5+ hours.
4. The TBCC SBDC received 3 impact validation forms showing \$92,941 in capital formation and \$48,500 in increased sales.

WHAT ARE NEXT STEPS?

1. The TBCC SBDC will provide one-on-one business advising to at least 75 businesses.
2. The TBCC SBDC will host at least 18 workshops (excluding SBM) for at least total 75 participants.
3. The TBCC SBDC will advise at least 25 businesses 5+ hours.
4. Clients will provide impact validation forms showing at least \$100,000 in capital formation, 5 new business starts and at least 25 new or retained jobs in the area.

DATA DOCUMENTATION

Center IC – OSBDCN database used to report activities to the U.S. Small Business Administration
U.S. Census Bureau QuickFacts report for Tillamook County



ABOUT THIS SUMMARY

Arelene Soto, SBDC Director is the lead for this measure.

For more detailed information, contact the Institutional Researcher erinmccarley@tillamookbaycc.edu

ES2.1 State Reimbursable Student FTE

ACHIEVEMENT +7% increase from previous year (Green)

CORE THEME Economic Success

OBJECTIVE ES2 – College operations generate sufficient resources to support long-term financial stability of the college.

INDICATOR Measured by the percentage increase in State Reimbursable Student FTE for the academic year.

Indicator Thresholds: >3% increase: Green; 0-3% increase: Yellow; Less than 0% increase: Red
Purpose and Meaning: State Reimbursable Student FTE is a component of the funding formula that calculates the distribution of the Community College Support Fund (CCSF) to the 17 Community Colleges in Oregon. However, there is no direct correlation between Student FTE and funds received. There are too many other factors included in the funding formula to say that a 7% increase in FTE will equal a 7% increase in TBCC's share of the CCSF. Generally, an increase in FTE means an increase in revenue for the General Fund from either or both tuition and fees or state funds.

WHAT WAS ACHIEVED? We demonstrated continued growth in FTE in 2017-2018, after growth of 6.5% during the previous academic year.

WHAT ARE NEXT STEPS? The college has set a goal of 500 total FTE for 2018-2019 – which would be an increase of 10% for the year. Given the implementation of new programs and ongoing retention efforts, this goal is reachable.

DATA DOCUMENTATION

Data for this measure are produced through state reporting and are verified annually.

ABOUT THIS SUMMARY

Kyra Williams is the lead for this measure, with data support from Erin McCarley.

For more detailed information, contact the Institutional Researcher erinmccarley@tillamookbaycc.edu



ES2.2 Ending Fund Balance in the General Fund

ACHIEVEMENT \$1,530,006 (Green)

CORE THEME Economic Success

OBJECTIVE ES2 – College operations generate sufficient resources to support long-term financial stability of the college.

INDICATOR Measured by the percentage increase in State Reimbursable Student FTE for the academic year.

Indicator Thresholds: >\$1M: Green, 999K - 700K: Yellow, <700K, Red

Purpose and Meaning: Ending Fund Balance rolls over to become the Beginning Fund Balance for a new fiscal year. Having a healthy ending fund balance allows TBCC to operate without borrowing funds in July. Significant cash flow for TBCC operations arrive in November when we receive Property Taxes from Tillamook County. Generally, we only receive smaller amounts from tuition and fees and installment payments from the Community College Support Fund prior to November so having these funds is critical to financial stability for the college.

WHAT WAS ACHIEVED? We demonstrated continued growth in Ending Fund Balance in 2017-2018 of \$145,087. This was an increase of over 10%. I expect that the Ending Fund Balance will grow in 2018-2019, but smaller growth is currently anticipated.

WHAT ARE NEXT STEPS? This year after discussions while drafting a Reserve Policy, the indicator thresholds were revised to be percentage of budgeted expenditures and transfers rather than flat dollar amounts. The concept being that as TBCC grows and expands expenditures that the Ending Fund Balance should grow as well in order to maintain financial stability. In the proposed budget development process for 2019-2020, we expect that due to adding capacity in personnel, increasing wages and benefits, and the Title III grant ending, that the Ending Fund Balance in the General Fund will be budgeted lower. However, the proposed budget will still be within the requirements of the Reserve Policy adopted by the Board in January 2019.

DATA DOCUMENTATION

The Ending Fund Balance in the General Fund comes from the Annual Financial Report completed each year after TBCC is audited. The report is usually available in December.

ABOUT THIS SUMMARY

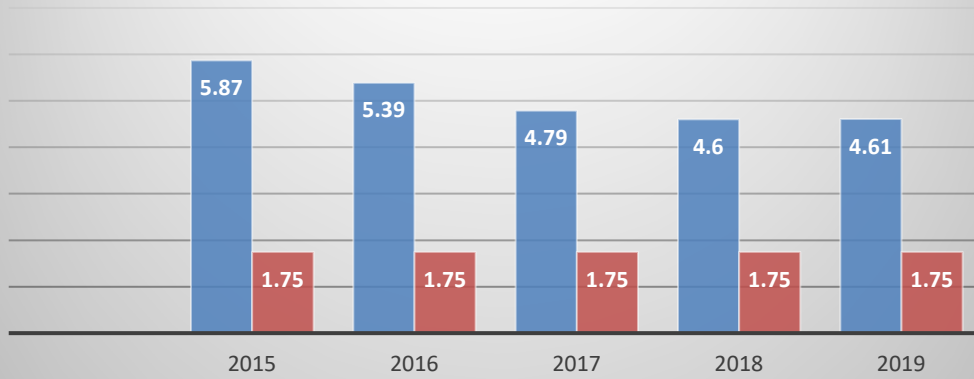
Kyra Williams is the lead for this measure.

For more detailed information, contact the Institutional Researcher erinmccarley@tillamookbaycc.edu



Year	2015	2016	2017	2018	2019
Local (3 Year Average)	5.87	5.39	4.79	4.6	4.61
National	1.75	1.75	1.75	1.75	1.75

Percent of Business Served by SBDC 2015-2019



Spanish GED Update

RECOMMENDATION

Information Only

BACKGROUND INFORMATION CAO RIVENES, AMY ALDAY-MURRAY, ISABEL DE QUESADA


Isa de Quesada joined Tillamook Bay this past fall from California where she taught k-12. She came to Tillamook specifically to work with our Spanish GED students and she has done an amazing job. In fall there were almost no returning students and the program needed to be resurrected. She has grown the program up to 14 students in this short amount of time. Isa's students have been successful, and watching this program grow has been exciting for TBCC. We have recently added several unique components to the program and they include additional computer instruction and connection to Work Source for job assistance. We are exploring ways that we may be able to offer concurrent enrollment (college credit to those seeking GED completion) and hope to pilot that in the coming year.

The slide presentation is available on the following pages.





SPANISH GED: DEVELOPMENT of the PROGRAM from FALL to WINTER 2018-19



Fall 2018

- ▶ Enrollment started with 5 students on the first day of class.
- ▶ 14 students were enrolled by December.
- ▶ Student levels range from elementary school to college.
- ▶ An ESOL (English for Students of Other Languages) class for Spanish GED students was embedded in the program.
- ▶ A self-paced Individual Learning Plan (ILP) based on official GED practice test results.

Winter Quarter GED Spanish Program Expansion

- ▶ 12 students enrolled in December; 8 additional students have enrolled since January. Enrollment grew from 14 – 20 which is an increase of 42.8%.
- ▶ We now have a comprehensive program based on pre-assessments which includes computer skills and keyboarding (taught bilingually).
- ▶ The embedded ESOL class is now a stand-alone, earning additional FTE.
- ▶ Jenny Case, the SNAP/STEP advisor and Masyn Phoenix provide information for test funding, and advising for career development.

The GED Spanish Program

- ▶ Includes whole class and individualized instruction on test taking skills, reading comprehension, essay writing, basic computer skills, and vocabulary development. Independent learning is provided as well as tutorial time for Math. Students receive an at-home study program every Wednesday.
- ▶ Four students have passed exams, and several are ready to test.
- ▶ Note that it generally takes Hispanic students a minimum of 2 years to achieve the GED. TBCC's established goal is 1 year.

Legislative Update

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

The Legislature is in full session. The Community College Presidents meet on the phone weekly to review the bills that could impact community colleges, along with other information of importance regarding the legislature. The key bills being discussed by the board meeting will be reviewed here.

Our ASTBCC President and Vice-President both attended a leadership conference in Salem put on by the Oregon Student Association which represents all higher education students in the state. They will give an update on their experience in the ASTBCC report.

The next event for us is on March 6-7 in Salem. There will be a Legislative Summit on March 6 with presentations from legislators, a state economist on the state economic overview, and a lobbying training session. On March 7, there will be a caravan of vehicles from all 17 community colleges converging on the Capitol in a show of unity and support for the community college budget. There will also be appointments with legislators that day.

Regarding the budget, we are waiting to see the state revenue forecast which will be out in early March. At that point, the Ways and Means Committee will put together the initial legislative budget of the session. Then we will see where the community colleges fall overall.

We are in the process of scheduling Senator Roblan and Representative Mitchell to visit Tillamook and TBCC. Senator Roblan is scheduled for Friday, March 22 at this point, and we are working with Representative Mitchell's staff to get her here either March 8 or 15. Board members will be invited, along with other community leaders to discuss issues important to Tillamook and TBCC, along with getting a tour of the college and some key spots in the area.



Facilities and Safety Update

RECOMMENDATION

Information Only

BACKGROUND INFORMATION DIRECTOR RYAN

With the start of the 2019 Winter Term TBCC began the tenth year of operation in the main campus building and the third year in the Partners for Rural Innovation building. It is our goal to be good and wise stewards of these facilities provided by our communities in support of education for our citizens.

An even more important goal is being able to provide a safe environment for teaching and learning for the campus community. The ongoing efforts of TBCC employees, Safety Committee, and campus patrons help to achieve and maintain these goals.

An overview of the state of our facilities and the efforts being made to maintain a safe environment for our faculty, staff, and students will be provided to the Board members.



ASTBCC Update

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT ISABELLA CHRISTY

President Christy will give an update on ASTBCC activities over the past month, along with a report on their attendance at the Oregon Student Association Leadership Conference in Salem February 16-18, which included visits to our legislators.



Financial Report

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONCFO WILLIAMS

The report for the month of January 2019 is available for your review.



Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended January 2019

58.33% of fiscal year elapsed

	FY 2017-2018			FY 2018-2019		
	Annual Budget	01/31/18 Actual	Percentage of Budget	Annual Budget	01/31/19 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 950,000	\$ 1,384,918.66	145.78%	\$ 1,780,713	\$ 1,530,006.38	85.92%
State	\$ 1,356,106	\$ 1,205,835.87	88.92%	\$ 1,719,525	\$ 1,333,235.59	77.54%
Property Taxes	\$ 1,241,050	\$ 1,096,589.47	88.36%	\$ 1,285,647	\$ 1,149,732.05	89.43%
Tuition	\$ 881,855	\$ 603,845.00	68.47%	\$ 944,489	\$ 558,420.00	59.12%
Fees	\$ 154,296	\$ 128,882.93	83.53%	\$ 182,090	\$ 134,506.20	73.87%
Sale of Goods	\$ 2,000	\$ 2,030.29	101.51%	\$ 2,000	\$ 2,615.61	130.78%
Interest	\$ 5,500	\$ 26,661.35	484.75%	\$ 48,000	\$ 58,485.02	121.84%
Rental	\$ 12,000	\$ 10,550.00	87.92%	\$ 17,000	\$ 9,927.50	58.40%
Miscellaneous	\$ 7,000	\$ 9,045.68	129.22%	\$ 7,000	\$ 10,937.45	156.25%
Transfers	\$ 493,829	\$ 17,760.64	3.60%	\$ 88,995	\$ 37,314.99	41.93%
Total resources	\$ 5,103,636	\$ 4,486,119.89	87.90%	\$ 6,075,459	\$ 4,825,180.79	79.42%
Expenditures						
Instruction	\$ 1,403,246	\$ 599,473.18	42.72%	\$ 1,499,878	\$ 659,956.12	44.00%
Instructional Support	\$ 344,629	\$ 186,710.22	54.18%	\$ 387,671	\$ 189,798.14	48.96%
Student Services	\$ 463,665	\$ 257,025.90	55.43%	\$ 468,023	\$ 268,890.76	57.45%
College Support	\$ 1,365,563	\$ 852,756.85	62.45%	\$ 1,464,684	\$ 787,444.82	53.76%
Plant Operation	\$ 288,533	\$ 166,948.16	57.86%	\$ 367,593	\$ 177,954.14	48.41%
Transfers	\$ 288,000	\$ 88,401.32	30.69%	\$ 288,000	\$ 96,585.03	33.54%
Contingency	\$ 50,000	\$ -	0.00%	\$ 100,000	\$ -	0.00%
Total expenditures	\$ 4,203,636	\$ 2,151,315.63	51.18%	\$ 4,575,849	\$ 2,180,629.01	47.66%
Ending fund balance	\$ 900,000	\$ 2,334,804.26	259.42%	\$ 1,499,610	\$ 2,644,551.78	176.35%

Agenda Item 5.F. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended January 2019

	Fund No.	Beginning Fund Balance	2018-2019 Revenue	2018-2019 Expenditures	Ending Fund Balance	2018-2019 Spendable Budget	2017-2018 Prior Year Expenditures 1/31/2018
United Way Literacy Grant	216	\$ 1,855.13	\$ 500.00	\$ 1,410.00	\$ 945.13	\$ 3,000	\$ 456.00
Title III Grant	220	\$ -	\$ 209,134.96	\$ 209,134.96	\$ -	\$ 292,751	\$ 408,632.21
Pathways Grant	225	\$ -	\$ 15,218.70	\$ 17,627.84	\$ (2,409.14)	\$ 29,707	\$ 16,849.10
Industrial Maintenance Tech	226	\$ 36,975.16	\$ 15,500.00	\$ 31,212.33	\$ 21,262.83	\$ 58,759	\$ 15,417.21
SBDC Federal Grant	230	\$ -	\$ 16,500.00	\$ 16,500.00	\$ -	\$ 33,000	\$ 19,100.66
SBDC State Grant	231	\$ -	\$ 40,567.94	\$ 55,659.55	\$ (15,091.61)	\$ 120,000	\$ 19,830.85
SBDC Program Income	232	\$ 38,197.03	\$ 32,899.00	\$ 1,334.34	\$ 69,761.69	\$ 15,273	\$ 628.29
SBDC Rural Outreach Grant	233	\$ -	\$ 27,500.00	\$ 27,500.00	\$ -	\$ 7,000	\$ -
TEC Vocational Education Grant	240	\$ -	\$ 29,619.00	\$ 29,619.00	\$ -	\$ 40,000	\$ 27,487.00
Food Pantry	248	\$ -	\$ 500.00	\$ 298.54	\$ 201.46	\$ -	\$ -
Connect2Complete	253	\$ 6,242.49	\$ -	\$ -	\$ 6,242.49	\$ 6,574	\$ -
ASPIRE Program	254	\$ 6,107.09	\$ -	\$ 1,257.37	\$ 4,849.72	\$ 8,567	\$ 132.69
Student Success Grant	256	\$ -	\$ 79,172.11	\$ 46,521.75	\$ 32,650.36	\$ 125,000	\$ -
STEP Grant	258	\$ -	\$ 8,120.83	\$ 9,287.48	\$ (1,166.65)	\$ -	\$ -
Pathways to Opportunity	259	\$ -	\$ 10,000.00	\$ 2,497.47	\$ 7,502.53	\$ -	\$ -
Partners for Rural Innovation Operations	289	\$ 7,827.74	\$ 15,389.66	\$ 19,293.55	\$ 3,923.85	\$ 35,000	\$ 21,242.03
Capital Depreciation & Maintenance Fund	290	\$ 765,217.45	\$ 10,672.78	\$ 17,338.00	\$ 758,552.23	\$ 20,000	\$ -
Timber Tax Reserve Fund	291	\$ 2,276,682.08	\$ 178,241.00	\$ -	\$ 2,454,923.08	\$ -	\$ -
PRI Capital Maintenance Fund	292	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 40,000.00	\$ 10,000	\$ -
Strategic Investment Fund	295	\$ 1,347,379.59	\$ 18,928.54	\$ -	\$ 1,366,308.13	\$ -	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ -
Total Special Fund		\$ 4,506,483.76	\$ 728,464.52	\$ 486,492.18	\$ 4,748,456.10	\$ 854,131	\$ 529,776.04
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 1/31/2019		
Total of Grants that borrow from the General Fund		\$ (18,667.40)	\$ 80,407.47	\$ -	\$ (99,074.87)		
Total of Grants that are not borrowing from the General Fund		\$ 4,767,123.50	\$ 11,955.00	\$ -	\$ 4,755,168.50		
Total Special Fund		\$ 4,748,456.10	\$ 92,362.47	\$ -	\$ 4,656,093.63		
	Fund No.	Beginning Fund Balance	2018-2019 Revenue	2018-2019 Expenditures	Ending Fund Balance	2018-2019 Spendable Budget	2017-2018 Prior Year Expenditures
Community Education	310	\$ 18,147.30	\$ 1,410.00	\$ 548.33	\$ 19,008.97	\$ 7,823	\$ 953.28
Driver Education Program	311	\$ 4,059.35	\$ 5,865.00	\$ 6,522.35	\$ 3,402.00	\$ 14,171	\$ 6,651.64
Summer Term Fund	312	\$ 10,103.28	\$ 81,017.00	\$ 59,747.94	\$ 31,372.34	\$ 64,775	\$ 43,797.56
TBCC Store	320	\$ 3,215.27	\$ 2,089.70	\$ 532.27	\$ 4,772.70	\$ 3,220	\$ 1,411.49
Customized Training Projects	330	\$ 38,185.82	\$ 2,440.00	\$ 8,311.21	\$ 32,314.61	\$ 79,577	\$ 10,633.47
Truck Driving Program	331	\$ -	\$ 50,000.00	\$ 38,444.38	\$ 11,555.62	\$ -	\$ -
TBCC Vending	340	\$ 5,384.77	\$ 2,680.56	\$ 4,630.26	\$ 3,435.07	\$ 6,500	\$ 1,433.19
Total Enterprise Fund		\$ 79,095.79	\$ 145,502.26	\$ 118,736.74	\$ 105,861.31	\$ 176,066	\$ 64,880.63
PERS Pension Bond Fund	410	\$ 13,410.45	\$ 90,625.53	\$ 32,957.78	\$ 71,078.20	\$ 144,316	\$ 34,582.83
General Obligation Bond Fund	420	\$ 133,009.26	\$ 619,066.38	\$ 55,042.06	\$ 697,033.58	\$ 700,725	\$ 59,848.21
Total Debt Service Fund		\$ 146,419.71	\$ 709,691.91	\$ 87,999.84	\$ 768,111.78	\$ 845,041	\$ 94,431.04
Local Match Fund	525	\$ 313,533.67	\$ 4,404.64	\$ -	\$ 317,938.31	\$ 50,000	\$ -
Grant Construction Fund	555	\$ (313,308.57)	\$ 45,000.00	\$ 6,700.00	\$ (275,008.57)	\$ -	\$ 118,793.90
Total Capital Projects Fund		\$ 225.10	\$ 49,404.64	\$ 6,700.00	\$ 42,929.74	\$ 50,000	\$ 118,793.90
Associated Students of TBCC	710	\$ 4,182.39	\$ 2,212.80	\$ 2,275.59	\$ 4,119.60	\$ 9,000	\$ 1,532.14
Phi Theta Kappa Honorary Society Fund	720	\$ 2,157.32	\$ 876.93	\$ 711.07	\$ 2,323.18	\$ 5,700	\$ 1,333.90
Economic Development Council	730	\$ 81,702.65	\$ 100,766.58	\$ 28,136.85	\$ 154,332.38	\$ 182,229	\$ 48,943.08
Economic Development Council - USDA Grant	731	\$ 26,523.77	\$ -	\$ 643.48	\$ 25,880.29	\$ 22,463	\$ 1,458.29
Visit Tillamook Coast	740	\$ 829,288.31	\$ 950,171.99	\$ 946,917.28	\$ 832,543.02	\$ 1,592,555	\$ 756,907.58
Visit Tillamook Coast - Non-TLT Funds	741	\$ 33,026.41	\$ 44,354.81	\$ 38,325.22	\$ 39,056.00	\$ 77,100	\$ 50,335.34
Visit Tillamook Coast - RTM Grant	742	\$ 27,000.00	\$ 5,000.00	\$ 10,048.45	\$ 21,951.55	\$ -	\$ -
Total Agency Fund		\$ 1,003,880.85	\$ 1,103,383.11	\$ 1,027,057.94	\$ 1,080,206.02	\$ 1,889,047	\$ 860,510.33
PELL Grant	801	\$ -	\$ 448,679.00	\$ 448,679.00	\$ -	\$ 751,150	\$ 463,829.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 9,800.00	\$ 9,800.00	\$ -	\$ 16,875	\$ 8,200.00
Direct Loans	810	\$ -	\$ 105,208.00	\$ 105,208.00	\$ -	\$ 350,000	\$ 148,329.00
Federal Work Study	819	\$ -	\$ 7,902.34	\$ 9,685.72	\$ (1,783.38)	\$ 16,944	\$ 4,323.65
Oregon Opportunity Grant	821	\$ -	\$ 94,800.00	\$ 100,144.00	\$ (5,344.00)	\$ 190,000	\$ 121,500.00
Chafee Grant	822	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 8,333.00
Oregon Promise Grant	823	\$ -	\$ 73,000.00	\$ 69,117.00	\$ 3,883.00	\$ 65,000	\$ 43,374.00
Tuition Waivers	831	\$ 16,733.89	\$ -	\$ 3,249.50	\$ 13,484.39	\$ 10,000	\$ 4,539.50
Board Scholarships	832	\$ 74,600.21	\$ -	\$ 70,206.75	\$ 4,393.46	\$ 160,000	\$ 76,236.00
Institutional Work Study	833	\$ 44,892.39	\$ 4,370.56	\$ 1,040.48	\$ 48,222.47	\$ 10,072	\$ 1,024.10
Foundation Scholarships	834	\$ -	\$ 30,693.46	\$ 50,042.24	\$ (19,348.78)	\$ 85,000	\$ 51,158.86
Student Employees	835	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,309.28
Non-Institutional Scholarships	840	\$ 506.00	\$ 49,186.38	\$ 31,649.57	\$ 18,042.81	\$ 53,328	\$ 29,172.84
Total Financial Aid Fund		\$ 136,732.49	\$ 823,639.74	\$ 898,822.26	\$ 61,549.97	\$ 1,723,369	\$ 961,329.23

Agenda Item 5.F. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended January 2019

58.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,940,740			\$ 4,152,051			\$ 76,318			\$ 138,010	
Beginning Fund Balance	\$ 1,780,713	\$ 1,530,006	85.92%	\$ 4,105,217	\$ 4,506,484	109.77%	\$ 71,307	\$ 79,096	110.92%	\$ 43,939	\$ 146,420	0.00%
Resources												
State Aid	\$ 1,719,525	\$ 1,333,236	77.54%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 742,958	\$ 440,077	59.23%	\$ 35,000	\$ 2,440	6.97%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,126,579	\$ 692,926	61.51%	\$ 9,000	\$ 11,035	122.61%	\$ 79,811	\$ 136,612	171.17%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,285,647	\$ 1,149,732	89.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 661,725	\$ 613,449	92.70%
Timber	\$ -	\$ -	0.00%	\$ 520,172	\$ 178,241	34.27%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 2,616	130.80%	\$ -	\$ -	0.00%	\$ 5,700	\$ 3,621	63.53%	\$ -	\$ -	0.00%
Interest	\$ 48,000	\$ 58,485	121.84%	\$ 22,000	\$ 29,601	134.55%	\$ -	\$ -	0.00%	\$ 4,250	\$ 6,285	147.88%
Rental	\$ 17,000	\$ 9,928	58.40%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 10,937	156.24%	\$ 58,100	\$ 69,510	0.00%	\$ 7,000	\$ 2,829	40.41%	\$ -	\$ -	0.00%
Transfers	\$ 88,995	\$ 37,314	41.93%	\$ 50,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 89,958	59.97%
Total Revenues	\$ 4,294,746	\$ 3,295,174	76.73%	\$ 1,402,230	\$ 728,464	51.95%	\$ 127,511	\$ 145,502	114.11%	\$ 815,975	\$ 709,692	86.97%
Expenditures												
Salaries and Wages	\$ 3,198,689	\$ 1,625,959	50.83%	\$ 374,307	\$ 201,571	53.85%	\$ 128,187	\$ 86,391	67.39%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 969,160	\$ 458,085	47.27%	\$ 423,234	\$ 258,675	61.12%	\$ 41,753	\$ 29,487	70.62%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 20,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 843,441	\$ 86,400	10.24%
Transfers	\$ 288,000	\$ 96,585	33.54%	\$ 56,590	\$ 26,246	46.38%	\$ 6,126	\$ 2,859	46.67%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 100,000	\$ -	0.00%	\$ 4,604,853	\$ -	0.00%	\$ 22,752	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,575,849	\$ 2,180,629	47.66%	\$ 5,458,984	\$ 486,492	8.91%	\$ 198,818	\$ 118,737	59.72%	\$ 845,041	\$ 88,000	10.41%
Ending Fund Balance	\$ 1,499,610	\$ 2,644,551		\$ 48,463	\$ 4,748,456		\$ -	\$ 105,861		\$ 14,873	\$ 768,112	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 267,843			\$ 92,362			\$ -			\$ 40,328	
Inventories		\$ 1,193			\$ -			\$ 1,288			\$ -	
NET EFFECT ON CASH		\$ (269,036)			\$ (92,362)			\$ (1,288)			\$ (40,328)	
Liabilities												
Accounts Payable		\$ 113,446			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 67,239			\$ -			\$ -			\$ 40,328	
Payroll		\$ 153,908			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 334,593			\$ -			\$ -			\$ 40,328	
NET ADJUSTMENTS		\$ 65,557			\$ (92,362)			\$ (1,288)			\$ -	
ENDING CASH BALANCE		\$ 2,710,108			\$ 4,656,094			\$ 104,573			\$ 768,112	

Agenda Item 5.F. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended January 2019

58.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ (69,890)			\$ 809,869			\$ 135,938	
Beginning Fund Balance	\$ 480,000	\$ 225	0.05%	\$ 977,068	\$ 1,003,881	102.74%	\$ 116,443	\$ 136,732	117.42%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,287,772	\$ 1,002,874	0.00%	\$ 1,398,150	\$ 739,345	52.88%
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%	\$ 2,000	\$ 886	0.00%	\$ -	\$ -	0.00%
Interest	\$ 10,000	\$ 4,405	44.05%	\$ 16,700	\$ 8,556	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ 45,000	0.00%	\$ 73,000	\$ 88,854	121.72%	\$ 135,000	\$ 79,880	59.17%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 2,213	27.66%	\$ 130,000	\$ 4,415	3.40%
Total Revenues	\$ 10,000	\$ 49,405	494.05%	\$ 1,387,472	\$ 1,103,383	79.52%	\$ 1,663,150	\$ 823,640	49.52%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 502,303	\$ 180,322	35.90%	\$ 26,341	\$ 10,726	40.72%
Operating Expenditures	\$ -	\$ 6,700	0.00%	\$ 1,362,965	\$ 838,526	61.52%	\$ 1,694,528	\$ 888,096	52.41%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 50,000	\$ -	0.00%	\$ 23,779	\$ 8,210	0.00%	\$ 2,500	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 117,983	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 50,000	\$ 6,700	13.40%	\$ 2,007,030	\$ 1,027,058	51.17%	\$ 1,723,369	\$ 898,822	52.15%
Ending Fund Balance	\$ 440,000	\$ 42,930		\$ 357,510	\$ 1,080,206		\$ 56,224	\$ 61,550	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables		\$ -			\$ -			\$ -	
Inventories		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
Liabilities									
Accounts Payable		\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ -			\$ -	
ENDING CASH BALANCE		\$ 42,930			\$ 1,080,206			\$ 61,550	

\$ 9,423,573

Cell: A33

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

Cell: A47

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

President's Report

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

Upcoming Dates

- The Legislative Summit is being held in Salem on March 6-7.
- March 7 will be the Community College Caravan to the Capitol.
- Next Board meeting is Monday, April 1 at 6pm in Room 214/15.
- Next OPC meeting is in Salem on April 4-5.
- TBCC Budget Committee meeting is Monday, April 8 at 6pm in Room 214/15.

Other Items

- Facilities Master Plan update
- Budget development process in full swing



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.



Executive Session

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION-----Chair Gervasi

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

