



Board of Education Meeting Agenda

Date: Monday, December 9, 2019

TBCC Board Meeting – Joint Meeting with NKN at Rockaway District Office – 6:30pm – 8:00pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests	Chair Gervasi
2.	Consent Agenda:	(Action) Chair Gervasi
	a. Approval of Agenda	
	b. Approval of November 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. Medical Assisting Program Approval.....	(ACTION) CAO Rivenes
	b. Healthcare Certificate Approval	(ACTION) CAO Rivenes
	c. Academic Calendar for 2020-21, 21-22.....	(ACTION) CAO Rivenes
	d. Equity and Inclusion Report.....	Director McCarley
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. College Advancement/Development Program Review.....	Director Luquette
	b. Guided Pathways Update.....	CAO Rivenes
	c. Leadership Check-Ins.....	Michael Weissenfluh
	d. Financial Report.....	CFO Williams
	e. President's Report.....	President Tomlin
6.	Board Member Discussion Items	Chair Gervasi
7.	Adjournment	(Action) Chair Gervasi

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION

----- Chair Gervasi



Approval of the Consent Agenda

RECOMMENDATION

ACTION

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

Items for approval:

- a. Approval of Agenda
- b. Approval of November 4, 2019 Minutes
- c. Approval of the Personnel Report



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE DECEMBER MEETING.

BOARD OF EDUCATION MEETING AGENDA

TBCC Board Meeting – Joint Meeting with NKN at Rockaway District Office – 6:30pm – 8:00pm

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	a. Medical Assisting Program Approval.....	(ACTION) CAO Rivenes
	b. Healthcare Certificate Approval.....	(ACTION) CAO Rivenes
	c. Academic Calendar for 2020-21, 21-22.....	(ACTION) CAO Rivenes
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	a. College Advancement/Development Program review.....	Director Luquette
	b. Guided Pathways Update.....	CAO Rivenes
	c. Leadership Check-Ins.....	Michael Weisenfluh
	d. Financial Report.....	CFO Williams
	e. President's Report.....	President Tomlin
6.	Board Member Discussion Items -----	Chair Gervasi
7.	Adjournment -----	(Action) Chair Gervasi



November 4, Board of Education Meeting Minutes

Date: Monday, November 4, 2019

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

TBCC Board Members in Attendance: Kathy Gervasi, Mary Jones, Pam Zweifel, Betsy McMahon, Jennifer Purcell

TBCC Board Members not in Attendance: Tamara Gammon, Mary Faith-Bell

TBCC Staff in Attendance: Ross Tomlin, Pat Ryan, Rhoda Hanson, Erin McCarley, Heidi Luquette, Kyra Williams, Teresa Rivenes, Sheryl Neu, Terri Neimann

Guests in Attendance: Sara Harford, Sara Mustonen, Kellie McKeehan, Angela Paladeni Masyn Phoenix, Blanca Valencia, Buzz Wilcox, Chris Carlson, Michele DeGraffenreid, Ron Carlbom

Description

Resource

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

New staff introduced themselves to the Board and TBCC Staff in attendance.

Consent Agenda (agenda items 2, 2.a, 2.b, 2.c).....(ACTION) Chair Gervasi
No changes were requested to the October 7, 2019 minutes or to the November 4, 2019 meeting agenda.

Director Ryan gave the personnel report. Brooke Bennett moved from Foundation to Academic Coordinator. The Dean of Academic Programs starts January 2, 2020. He mentioned we will be filling a Business Office Support position and IT Support position and a Human Resource position will be posted.

Pamela Zweifel motioned to approve the consent agenda and the October 7, minutes. Betsy McMahon seconded the motion. 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)

Introductions of New Staff (agenda item 4a).....Chair Gervasi

This was done at the beginning of the meeting after Call to Order.

Program Review Presentations-Office of the President (agenda item 4b).....President Tomlin
President Tomlin mentioned that program reviews are developed in each department every three years. Ours was done this past year. He focused on the Service Area Outcomes (SAO). Two have been eliminated since they overlap with other departments. A new SAO on leadership has been developed. All SAOs are assessed every year to measure success. The project list for 2019-20 was also reviewed.

Approval of Mission Fulfillment Report (agenda item 4c).....(ACTION) Director McCarley
Director McCarley noted each core theme area showed improvement. Overall, we scored 89% acceptable and minimally acceptable levels in our 29 measures. Retention and graduation rates were the major focus. Chair Gervasi mentioned this is the second reading since the report was covered at the Board retreat in October. Mary Jones motioned to approve the Mission Fulfillment Report. Betsy McMahon seconded the motion. The motion carried.

Revisions to Policy 311 (agenda item 4d).....(ACTION) President Tomlin
President Tomlin explained that CAO Rivenes reworded policy 311 to match how we pay adjuncts. Betsy McMahon motioned to accept policy 311, Pamela Zweifel seconded the motion. The motion carried.

Academic Calendars for 2020-21 and 21-22 First Reading (agenda 4e).....CAO Rivenes
CAO Rivenes mentioned she is working on a three-year calendar. This calendar aligns with school districts in the area and most other community colleges. There were no comments or questions about the calendars. Chair Gervasi noted this is the first reading.

Information-Only Items (agenda item 5)

Strategic Enrollment Management Plan (agenda 5a).....CSSO Hanson
CSSO Hanson introduced the Strategic Enrollment Management Plan that is being developed for the college. It is closely aligned with the Guided Pathways effort but provides specific strategies in the areas of recruitment, marketing, retention and completion. Several specific strategies were mentioned and it was emphasized that this plan encompasses the entire campus, not just student services.



Healthcare Pathway (agenda 5b).....CAO Rivenes
CAO Rivenes discussed the Healthcare pathway that has been developed at TBCC. It is a stackable pathway, with multiple entry points including a Basic Healthcare Certificate that can be completed while in high school. It also includes a one-year Medical Assistant (MA) certificate, completed at TBCC, Occupational Skill Training (OST), and eventually will contain an AAS or even an Applied Baccalaureate. This model has been recognized in other areas in the state, particularly southern Oregon where TBCC was asked to present the model at the Southern Oregon Workforce Investment Board (SOWIB). Dean Spitzer, with support from Brooke Bennett, spoke and received positive feedback from industry and other higher education institutions.

TBCC is committed to expanding the Healthcare pathway due to both student interest and local need. One example of this commitment is the Health Care Career fair which will be held on November 21, 2019 from 4-6pm. TBCC is hoping to spread the word about this event via print media, radio, high school flyers, and social media. CAO Rivenes asked the Board to be thinking about their feedback and questions on this topic as at least one program will be coming to them for a vote next month.

Leadership Team Check-ins (agenda 5c).....Executive Director Luquette
Executive Director Luquette mentioned that the Mildred Davy luncheon went well. This luncheon was held to celebrate TBCC students receiving scholarships. Attendance was lower this year at just under 100 guests. There were 17 donor scholarships represented. TBCC student, Misty Swanson, spoke at the event. Executive Director Luquette noted that \$9,000 were earned through this event in personal contributions. She shared information about the next fundraiser for the Foundation called the Northcoast Throwdown, which will be held April 25th. It will be a Cornhole Tournament held at the Blimp Hanger. The fundraising goal is to raise funds for the Career-to-Career scholarship program. There will be room for sixty teams to compete. Live bands, concessions and prizes will be there as well.

ASTBCC Report (agenda 5d).....President Donowho
President Donowho did not attend the Board Meeting.

Financial Report (agenda 5e).....CFO Williams
CFO Williams noted September financials are attached. She discussed there was a vacancy on the budget committee and asked the Board for recommendations.
Chair Gervasi mentioned Wally Nelson in South county might be interested in serving.

President's Report (agenda 5f)..... President Tomlin
President Tomlin noted the next Board Meeting will be with the Neah-Kah-Nie School District Board on Monday December 9, 2019. Dinner will be served between 5-5:30 pm. The joint meeting will be held at 5:30 pm at the District office in Rockaway and then each board will have their individual meetings starting at 6:30 pm.



President Tomlin also discussed that the OCCA Conference will be this week at Salishan, and next week is the Guided Pathways Institute at Lane Community College.

OPC/OCCA will be hosted by TBCC on December 5th and 6th. All the community college presidents and some of the OCCA and HECC staff are expected to attend, along with the OCCA Board on Friday, Dec 6.

President Tomlin also mentioned that our Equity training went well. Josh Todd from Campus Compact came on Thursday, October 24, and worked with the Leadership Team and the Equity and Inclusion Committee on applying an equity lens in all of the work we do. On Friday, Josh worked with faculty and staff, focusing on racial equity issues. Director McCarley explained that she received positive feedback regarding the training.

President Tomlin mentioned that the community college presidents met last month at Blue Mtn. Community College. Highlights from that meeting included that February 5, 2020 will be CTE Day, held at the Capitol during the winter legislative session. In addition, cohort 3 for Guided Pathways will be offered starting next fall for the remaining colleges not part of the program. Yachats is petitioning to become part of the Lane Community College District. Regarding the North Lake County issue, HECC denied their petition to be removed from a community college district, and instead moved that area from Central Oregon Community College to the Klamath Community College District starting in January 2020. Community Colleges will be able to apply to offer Applied Baccalaureate degrees starting in April, with programs beginning next fall. The plan is for community colleges to work together on offerings so we do not duplicate our efforts.

The Housing Summit sponsored by the Housing Commission went well. Board members Mary Jones and Mary Faith-Bell attended, and five strategies were presented. The group voted on priorities for addressing the housing concerns in the county.

President Tomlin then provided a brief update about the Facilities Master Plan (FMP) process. The FMP Committee has met with the architects and reviewed all the feedback from the community, faculty and staff. They will now take the feedback, work on some preliminary drawings and calculations, and bring those back to share with the FMP Committee in December or January.

Chair Gervasi requested a motion to adjourn the meeting. Pamela Zweifel motioned to adjourn the Board Meeting. Betsy McMahon seconded the motion. The motion carried.



Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Information Technology Support Specialist		11/25/19	Hired: Monica Valencia	Sheryl Neu	
Business Office Specialist		11/25/19	Hired: Shannon Sisco	Kyra Williams	
Human Resources Specialist	12/2/2019	Target date of 1/6/2020		Pat Ryan	



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



Medical Assisting Program Approval

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATIONCAO RIVENES

As previously reported, Local partners have expressed, and research has verified, a high demand for MA's in Tillamook County. As a result, multiple agencies came together to create a Healthcare Advisory Committee. This committee has requested TBCC to build a healthcare pathway that includes Medical Assistant Certificate (CMA). Students in this program will; a) meet eligibility requirements to take and pass the certification exam; b) demonstrate professional and technical skills necessary to perform administrative and clinical duties; and, c) learn skills that include exceptional customer service, teamwork, knowledge base of the healthcare system, office procedures, medical documentation, terminology, and how to provide common diagnostic procedures under a licensed healthcare provider to ensure patient comfort and safety.

Program Map

Fall Term	Winter Term	Spring Term	Summer Term
MTH 105 or MTH 95 or higher	BI 100 or BI 231/232/233	MA 110	MA 112
WR 121	PSY 101	MA 280	MA 280
MP 111	HE 110		
12 credits	10 credits	8 credits	10 Credits

TOTAL: 40 Credits

State of Oregon Employment Department states the following as Occupation & Wage Information for Medical Assistants:

2017 Employment	11,616
2027 Employment	14,353
Annual Replacement Openings	1,344
Total Annual Openings	1,663
Median Hourly Wage	\$18.95
Average Annual Salary	\$39,542
Middle Hourly Range	\$16.32-\$22.19
Statewide Employment Analysis	Employment in this occupation in 2017 was larger than most occupations across the state. The total number of job openings is projected to be much larger than most occupations in Oregon through 2027.

We are asking for your positive vote on the development and offering of a CMA program at TBCC.



Healthcare Certificate Program Approval

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION.....CAO RIVENES

Local partners have expressed, and research has verified, a high demand for entry-level healthcare professionals in Tillamook County. As a result, multiple agencies came together to create a Healthcare Advisory Committee. This committee has requested TBCC build a Healthcare Pathway into the high schools, getting people on track for a healthcare certificate earlier. The TBCC answer to this is the Basic Healthcare Certificate. This program allows students to build credits and advance in the healthcare field (starting much earlier). Student in this program will learn to evaluate healthcare occupations and education/training requirements and produce a Career Education Plan in the healthcare field, explain the basic medical terms/words, obtain certification for Health Care Provider level 1-person and 2-person CPR/AED skills for adults, children and infants, demonstrate a basic understanding of body systems, apply basic healthcare knowledge in a workplace setting and more.

Fall Term	Winter Term	Spring Term	Summer Term
CG 130H (2)	BI 100 (4)		
HE 112 (1)	HE 110 (1)		
MP 111 (4)	CWE 280 (3)		
7 credits	8 credits		

TOTAL: 15 Credits

State of Oregon Employment Department states the following as Occupation & Wage Information for Home Health Aide:

2017 Employment	6,316 (Statewide) // 373 (Northwest Oregon)
2027 Employment	8,537 (Statewide) // 479 (Northwest Oregon)
Annual Replacement Openings	826 (Statewide) // 48 (Northwest Oregon)
Total Annual Openings	1,048 (Statewide) // 59 (Northwest Oregon)
Median Hourly Wage	\$12.52
Average Annual Salary	\$27,865
Average Hourly Range	\$13.40
Statewide Employment Analysis	Employment in this occupation in 2017 was larger than most occupations across the state.

*Northwest Oregon includes Benton, Clatsop, Columbia, Lincoln, and Tillamook counties.

We are asking for your positive vote on establishing and offering the Basic Healthcare Certificate at TBCC.



Academic Calendar for 2020-21 and 21-22

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATIONCAO RIVENES

This is your second reading of the Academic Calendars for 2020-2021 and 2021-2022. No changes have been made to the previous versions. We are requesting your approval to adopt these academic calendars.



2020-2021

Yearly Academic Calendar

June '20						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July '20						
Su	M	Tu	W	Th	F	Sa
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August '20						
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September '20						
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October '20						
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November '20						
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15	16	17	18	19	20	21
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29	30					

Tillamook Bay Community College	
Registration Opens	5/25/2020
Last Day to Register	6/21/2020
Term Begins	6/22/2020
Last Day to Drop/ Payment Due	6/26/2020

HOLIDAY	7/3/2020
College Closed	7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 8/21, 8/28
Fall Reg Opens	8/17/2020
8 Week Finals	8/10-14/20
8 Week End Date	8/15/2019
10 Week Finals	8/24-28/20
10 Week End Date	8/29/2020
Labor Day	9/7/2020
Grades & RFI Due	8/31/2020

Faculty Inservice	9/14-18/20
Staff Inservice	9/16-18/20
Last Day to Register	9/20/2020
Term Begins	9/21/2020
Last Day to Drop/ Payment Due	9/25/2020
Veteran's Day	11/11/2020
Last Day to Withdraw	11/13/2020
Registration Opens	11/23/2020
Thanksgiving Holiday	11/26-27/20

Finals Week	11/30-12/4/20
Term Ends	12/5/2020
Grades & RFI Due	12/7/2020
College Closed	12/21-25, 28/20, 1/1/21
Faculty Inservice	TBD
Last Day to Register	1/3/2021
Term Begins	1/4/2021
Last Day to Drop/ Payment Due	1/8/2021
MLK Holiday	1/18/2021

Last Day to Withdraw	2/26/2021
Registration Opens	3/1/2021
Finals Week	3/15-19/21
Term Ends	3/20/2021
Grades & RFI Due	3/22/2021
Spring Break	3/22-26/21
Last Day to Register	3/28/2021
Term Begins	3/29/2021
Last Day to Drop/ Payment Due	4/2/2021

Last Day to Withdraw	5/21/2021
Memorial Day	5/31/2021
Finals Week	6/7-11/21
Term Ends	6/12/2021
Commencement	6/11/2021
Grades & RFI Due	6/13/2021
student action	staff action
holidays	non contract days

December '20						
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January '21						
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February '21						
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March '21						
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April '21						
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May '21						
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2021-2022

Yearly Academic Calendar

June '21						
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July '21						
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August '21						
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September '21						
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October '21						
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November '21						
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28	29	30				

Tillamook Bay Community College	
Registration Opens	5/24/2021
Last Day to Register	6/27/2021
Term Begins	6/28/2021
Last Day to Drop/ Payment Due	7/1/2021
HOLIDAY	7/5/2021
College Closed	2, 7/9, 7/16, 7/23, 7/30, 8/6, 8/13, 8/20, 8/27
Fall Reg Opens	8/16/2021
8 Week Finals	8/16-19/21
8 Week End Date	8/21/2021
10 Week Finals	8/30/21-9/3/21
10 Week End Date	9/4/2021
Labor Day	9/6/2021
Grades & RFI Due	9/7/2021
Faculty Inservice	9/13-17/21
Staff Inservice	9/15-17/21
Last Day to Register	9/19/2021
Term Begins	9/20/2021
Last Day to Drop/ Payment Due	9/24/2021
Veteran's Day	11/11/2021
Last Day to Withdraw	11/12/2021
Registration Opens	11/22/2021
Thanksgiving Holiday	11/25-26/21

Finals Week	11/29/21-12/3/21
Term Ends	12/4/2021
Grades & RFI Due	12/6/2021
College Closed	12/20-24/21
College Closed	12/31/2021
Last Day to Register	1/2/2022
Term Begins	1/3/2022
Last Day to Drop/ Payment Due	1/7/2022
MLK Holiday	1/17/2022
Last Day to Withdraw	2/25/2022
Registration Opens	2/28/2022
Finals Week	3/14-18/22
Term Ends	3/19/2022
Grades & RFI Due	3/21/2022
Spring Break	3/21-25/22
Last Day to Register	3/27/2022
Term Begins	3/28/2022
Last Day to Drop/ Payment Due	4/1/2022

Last Day to Withdraw	5/20/2022
Memorial Day	5/30/2022
Finals Week	6/6-10/22
End of Term	6/11/2022
Commencement	6/10/2022
Grades & RFI Due	6/13/2022
student action	staff/faculty action
holidays	non contract days

December '21						
Su	M	Tu	W	Th	F	Sa
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January '22						
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February '22						
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March '22						
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April '22						
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May '22						
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22	23	24	25	26	27	28
29	30	31				

Equity and Inclusion

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONDIRECTOR MCCARLEY

In 2017, the Oregon Legislature passed HB 2864 which requires each public institution of higher education to establish a process for recommending, and providing oversight for the implementation of cultural competency standards for the institution and its employees. Not later than December 31, 2019, institutions must report to their board on their progress in meeting these requirements. As a part of the Rural Consortium, a collaborative of rural community colleges, the table below was developed to simplify and standardize reporting.

SECTION 1		
December 31, 2019 Requirements		
#	Text from Legislation	Institutional Summary
2	Each public institution of higher education shall establish a process for recommending, and providing oversight for the implementation of, cultural competency standards for the public institution of higher education and the institution's employees.	<ul style="list-style-type: none"> • Equity and Diversity Committee • Link to committee mission/purpose/charter of committee. • Decision making authority: The committee makes recommendations on goals, strategies and metrics for advancing equity at the College within the TBCC Equity Plan, which are reviewed and endorsed by the College's Leadership Team. • Oversight for implementation: Progress toward implementation is tracked using the College's Equity Plan, and through regular communication between the Committee and Leadership Team
2(a) 2(b)	Include broad range of institutional perspectives and give equal weight to the perspectives of administrators, faculty members, staff and students.	<ul style="list-style-type: none"> • Committee members titles: <ul style="list-style-type: none"> ○ Director of Institutional Effectiveness ○ Career Education and SNAP Advisor ○ Americorp Connect to Complete ○ Equity Work Study Student ○ SBDC Administrative and Marketing Support Specialist ○ Faculty Member ○ Marketing Specialist ○ Executive Support Specialist ○ Executive Director of Development and College Advancement ○ Director of Facilities, Safety and Human Resources • Student outreach: The committee is strategically reaching out to student groups, to hear directly from them about their perspectives and concerns – rather than simply recruiting students to participate in our committee meetings, which has been unsuccessful.



Information Only Items

RECOMMENDATION

Information Only

BACKGROUND INFORMATION ----- Chair Gervasi



College Advancement/Development Program Review

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONEX. DIRECTOR LUQUETTE

Tillamook Bay Community College Office of Advancement and TBCC Foundation 2018-2019 Three Year Program Review

Department Overview

The TBCC Office of Advancement is responsible to lead the marketing, communication, community engagement, and resource development efforts for the College. This includes planning and executing a comprehensive, proactive communication strategy that advances the mission and goals of the College and promotes major initiatives, programs, services, and events. Additionally, the department manages fundraising and resource development efforts to meet institution goals through grant writing and work conducted by the TBCC Foundation. The TBCC Foundation is a separate 501c3 public nonprofit that has a 15 member board of directors. Oversight of the Foundation is managed by the Executive Director of Advancement.

Department Structure

3.5 FTE – Executive Director, Development Specialist, Marketing Specialist, Grant Writer

Heidi Luquette, Executive Director of Advancement and TBCC Foundation – 1 FTE

The Executive Director of Advancement and TBCC Foundation is responsible for providing vision, leadership, strategic direction, and administrative oversight for the comprehensive resource development efforts of the Foundation and marketing and communication efforts of the College. The Executive Director reports to the College President, and works directly with the Foundation Board of Directors to achieve mutually agreed upon goals to benefit the College and its students.

The Executive Director ensures compliance with all governmental policies and regulations of the Foundation, supervises all staff in the Office of Advancement, manages daily operations of the Foundation office, and is responsible for achieving all fundraising goals. The Executive Director also serves as the Public Information Officer and the Campus Advocacy Coordinator for the legislative affairs of the organization.

Development Specialist – 1 FTE

Under the guidance of the Executive Director, the Development Specialist is responsible for supporting the administration of resource development and fundraising efforts for Tillamook Bay Community College and the Foundation. The position serves as the Foundation's scholarship



administrator and manages the annual scholarship program which includes working with students and donors. The position is responsible for maintaining the AwardSpring Scholarship Database, manages the gift entry process, generates donor reports, and interfaces with the business office to ensure integrity and compliance of the process. The position serves as the administrative support for the Foundation Board of Directors and prepares all meeting materials and attends and takes minutes at board and committee meetings.

Major Areas of Responsibilities

- Gift/Donation Entry
- Board Meeting Logistics
- Database and Scholarship Administrator
- Foundation Events Coordination
- Office Administration

Marketing Specialist – 1 FTE

Under the guidance of the Executive Director of Advancement, the Marketing Specialist is responsible for producing marketing and communication materials, facilitating the implementation of a monthly editorial calendar and the implementation of an annual integrated communication and marketing plan for Tillamook Bay Community College. This work includes writing, editing, and designing communication materials for multiple communication channels such as radio, print media, social media and web pages. The position is responsible for facilitating the production of the Term Schedule of Classes each term and a biannual newsletter for the TBCC Foundation.

Major Areas of Responsibilities

- Copywriting
- Graphic Design
- Publication Coordination
- Promotional Materials Development

Grant Writer - .5 FTE

Reporting to the Executive Director of Advancement, the Grant Writer is responsible to actively pursue grant opportunities from local, state, national and foundation funding sources on behalf of Tillamook Bay Community College and the Tillamook Bay Community College Foundation. The Grant Writer prepares and produces grant proposals and solicitations for funding. The Grant Writer researches and recommends funding opportunities, develops solicitations and proposals for general operating needs, and programs and capital projects. They are responsible for preparing progress and final reports to grantors and keeping a master timeline of all grants and their deliverables awarded to TBCC. The Grant Writer works with designated individuals to ensure that deliverables are met and that reports are submitted in a timely manner.



Major Areas of Responsibility

- Prepare and produce grant proposals and solicitation for funding.
- Research and recommend funding opportunities for TBCC.
- Prepare progress and final reports to funding sources on a regular basis.

Service Area Trends

Beginning in 2018, TBCC began prioritizing development of new programs to support community needs. Examples include the Truck Driver Training program, AS Forestry, AAOT – Education, and the redesign of the AAS in Agriculture and Natural Resources. Several new opportunities in the field of healthcare and in occupational skills training are in planning for 2019-2020 and beyond. An increase in program development has provided exciting opportunities for the Office of Advancement to develop promotional campaigns. However, the department has been limited by a budget that only supports traditional marketing tactics. Digital tactics such as social and online marketing are needed to reach potential students in the 18-24 age bracket and promote these new opportunities. It will be essential going forward that the department maintain not only a budget that can include digital marketing, but the capacity to manage the work. Advancing efforts to digitize information also support the efforts of the College to implement a Strategic Enrollment Management plan that can better serve the community. Beginning in 2019, with the hiring of the full-time Marketing Specialist, the department will research and determine how to best use digital tools to reach segmented markets to share and exchange information. Additionally, we will analyze findings from the March 2019 Community Perception Survey and the Facilities Master Plan Community Engagement Plan to determine opportunities to improve the work of the department and meet the needs of the College and community. 2019 is a research year and the information will be used to determine appropriate budget levels for 2020-2021 to meet new digital and audience segmentation trends.

Service Area Outcomes

The Service Area Outcomes for the Office of Advancement are as follows:

1. Faculty, staff, students and community members will receive marketing materials about TBCC to enhance the image and understanding about the college and what it has to offer the community.
2. The Foundation will grow and enhance their service to the college which helps TBCC students be more successful.
3. TBCC Students will be able to receive needed resources to continue their education.

For 2017/2018 an additional outcome was included but has been removed for future years due to the responsibility of the academic catalog moving to the Office of Instruction and the ability to measure the outcome: Students, faculty and staff will have access to an accurate, complete, and timely college catalog and term schedules of classes, which allows students to find information easily to make good decisions on their education.



Issues & Challenges

The Office of Advancement experienced significant challenges in staffing during the 2017-2018 and 2018-2019 academic year. The department was without staff for the last four months of 2018 with the exception of the Executive Director. Three new positions were filled during the first half of 2019. The two new positions were a Grant Writer and Marketing Specialist. The College previously had a shared position that included .5 FTE for marketing. Each new hire brought strong talents and experience to the department but none of the individuals had prior higher education work experience. With this new department capacity marketing work that was previously managed in other departments such as promotional giveaways and management of community events such as the Tillamook County Fair have moved to the Advancement team. There was no budget established to support branded and promotional items for recruiting efforts which has put the team in a difficult position in meeting the organization's needs. For 2019-2020, the focus for the department will be to build a strong team, develop office procedures, and learning how our team supports the work of other departments at the College, the Strategic Plan and Core Themes, and the wider Oregon community college network. The benefit of these new team members is their experience and talents that will help move marketing and fundraising initiatives beyond what has been accomplished to date to more innovative and targeted strategies.

Attached are the following:

- Service Area Outcome Assessments for 2017-18 and 2018-19
- 2017-2018 Office of Advancement completed project list
- 2018-2019 Office of Advancement completed project list
- 2019-2020 Office of Advancement Project list

The Office of Advancement 2019-2020 project list was developed to support three key TBCC Strategic Initiatives:

- The TBCC Strategic Enrollment Management Plan
- A Transition to Guided Pathways
- The TBCC Foundation Three Year Strategic Plan



TBCC Service Area Outcomes Assessment Plan and Summary Form 2017-2018

Use One Form per Outcome

Origination Date of Form 11/6/2017

Completion Date of Form 6/20/2018

Service Area Advancement/Development/Foundation

Individual Completing Form Heidi Luquette

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
Students, faculty and staff will have access to an accurate, complete, and timely college catalog and term schedules of classes, which allows students to find information easily to make good decisions on their education.	<p>Assessment Tool: Business office form, and website tracking, change order spreadsheet</p> <p>Criteria for Measurement:</p> <p>Print catalog is in-house by May 15 of each academic year and website content is updated to match print catalog by June 1 of each academic year. Term schedules are received and published to the website no later than one week prior to registration opening each term.</p> <ul style="list-style-type: none">Packing slip from warehouse dated no later than May 15 for the catalog and within one week of registration opening for the term scheduleA website analytic report shows content is ADA compliant, no broken links.	<p>The schedules at TBCC and was delivered to all postal patrons prior to one week before the start of each term. There was a packing slip received that showed they arrived on time.</p> <p>The catalog was delivered a week earlier than the deadline. The web content was updated by May 30.</p> <p>A website analytic report was conducted the last half of 2017 by a vendor seeking our business. The report showed we were out of compliance. Edits were made to documents to bring them up to ADA compliance and all broken links were fixed.</p>	<p>Our recommendation is that the organization invest in the software needed to run a compliance audit of our website to maintain compliance.</p>

TBCC Service Area Outcomes Assessment Plan and Summary Form 2017-2018

Use One Form per Outcome

Origination Date of Form 11/6/2017 **Completion Date of Form** 6/20/2018
Service Area Advancement/Development/Foundation **Individual Completing Form** Heidi Luquette

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
Students will be able to receive needed resources to continue their education.	<p>Assessment Tool: Computerized tracking of quantity of scholarships and options, and number of students applying.</p> <p>Criteria for Measurement:</p> <ul style="list-style-type: none"> • Three new scholarship opportunities annually <ul style="list-style-type: none"> ○ Increase in options within a scholarship (Tuition, Fees, Books, Childcare, Living expenses) ○ New funding for a scholarship • Annual increase in students applying for scholarships 	<ul style="list-style-type: none"> • 5 new scholarship opportunities for this scholarship cycle. • Student applications increased. Number of students applying was flat. 	The Advancement office will work with Student Services in 2018/2019 to assess additional ways to remove student barriers to applying for scholarships.

TBCC Service Area Outcomes Assessment Plan and Summary Form 2017-2018

Use One Form per Outcome

Origination Date of Form 11/6/2017

Completion Date of Form 6/20/2018

Service Area Advancement/Development/Foundation

Individual Completing Form Heidi Luquette

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
Faculty, Staff, Students and Community members will receive marketing materials about TBCC to enhance the image and understanding about the college and what it has to offer the community.	<p>Assessment Tool: website tracking, in-house reports</p> <p>Criteria for Measurement: An annual report is distributed to the community by 12/31 of each year that reports the fiscal year results.</p> <p>The news section of the website is kept current.</p> <p>The Advancement team can demonstrate through a report that 80% of distributed press was picked up by the media.</p> <p>Social media engagement increases</p>	<ul style="list-style-type: none"> Annual report distributed in the 12/27/2017 Shopper newspaper and was/is posted to the TBCC website. The news site of the website is current and has been well maintained with one exception of the announcement of the first class scholar program being left up for 11 days beyond the program closure. The scholarship itself had been removed. Because all media was picked up we are not attaching a report. Social media engagement increased by 575 followers to 675. 	Beginning this next year we will keep a better tracking mechanism in place to demonstrate press pick up. It would be interesting to show who is picking up our releases and what audience they serve.

TBCC Service Area Outcomes Assessment Plan and Summary Form 2017-2018

Use One Form per Outcome

Origination Date of Form 11/6/2017

Completion Date of Form 6/20/2018

Service Area Advancement/Development/Foundation

Individual Completing Form Heidi Luquette

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
The Foundation will grow and enhance their service to the college which helps TBCC Students be more successful.	<p>Assessment Tool: Institutional report</p> <p>Criteria for measurement: Amount of contributions or donations made to the TBCC Foundation in an academic year.</p> <p>>=\$100K: Green; \$85-99K: Yellow; <\$85K: Red</p>	<ul style="list-style-type: none"> The report shows: <p>We raised a total of \$150,256 and facilitated the payment of \$205,100 in pledges toward the building campaign for a total of \$355,356 of support toward TBCC and its students. This measures green against the strategic plan goals for the Foundation.</p>	Next year we will be working against a one year action plan that correlates with our 3-year strategic plan.

Assessment Plan for Service Area Outcomes 2018-2019

Service Area/Department: Office of Advancement

Intended Outcome: Faculty, staff, students, and community members receive marketing materials about TBCC to enhance the image and understanding about the college and what it has to offer the community.

Assessment Method	Results	Analysis and Next Steps
<p>Assessment Tool: Content audit, community survey, social media report, in-house media report</p> <p>Criteria for Measurement:</p> <ul style="list-style-type: none"> An annual report is distributed to the community that reports the fiscal year results. The news section of the website is kept current. Term schedules are received at the post office and published to the website no later than one week prior to registration opening each term. <ul style="list-style-type: none"> Invoice shows the Term Schedule was delivered within one week of registration opening for each term Website tracking shows a pdf of the schedule is posted to the website within one week of registration opening for each term. The Advancement team can demonstrate through a report that 80% of distributed press was picked up by the media. (earned media) Social media engagement increases Data from a community perception survey provides evidence that the community understands what the college has to offer and the college is viewed as meet community needs 	<ol style="list-style-type: none"> A 2017-2018 Annual Report was created and distributed to 14,500 postal patrons. The news section of the website was kept current. The term schedule was successfully distributed to students and community on- time. Social Media Facebook followers increased from 675 to 782. 	<p>Utilize the results from the community perception survey and Facilities Master Plan Community Engagement Plan to aid in creating an annual editorial calendar that will assist to fill in gaps in community understanding of the College's value.</p> <p>Research ways to use digital marketing to support the efforts of the College's Strategic Enrollment Management Plan.</p>

Assessment Plan for Service Area Outcomes 2018-2019

Service Area/Department: Office of Advancement

Intended Outcome: The Foundation will grow and enhance their service to the college which helps TBCC Students be successful.

Assessment Method	Results	Analysis and Next Steps
<p>Assessment Tool: Institutional report</p> <p>Criteria for measurement:</p> <ul style="list-style-type: none"> Amount of contributions or donations made to the TBCC Foundation in an academic year. <p>> \$100K: Green</p> <p>\$85-99K: Yellow</p> <p><\$85K: Red</p>	<p>TBCC Foundation 2018-2019 Academic Year Fundraising Break Down</p> <p>Undesignated Funds \$ 12,198</p> <p>Programs Funds \$ 33,662</p> <p>Student Scholarships \$ 102,698</p> <p>Student Emergency Funds \$ 8,450</p> <p>Capital Campaign Pledges Paid \$ 45,000</p> <p>Teaching Excellence Award \$ 1,000</p> <p>Grants for equipment \$ 62,713</p> <p>Gift Fees \$ 3,345</p> <p>TOTAL RESOURCES RAISED \$ 269,066</p>	<p>Continue to work toward the goals outlined in the Foundation Three-Year Strategic Plan. Convene the Strategic Planning Review committee to evaluate the work to assure it continues to align with the funding needs of the College.</p> <ol style="list-style-type: none"> 1. Continue to develop opportunities to cultivate new interest in the college. 2. Implement a communication and stewardship plan. 3. Implement a new fundraiser to support scholarships. 4. Develop marketing materials to promote C2C and FCS. 5. Begin researching an alumni program. 6. Further develop the grant program.

Assessment Plan for Service Area Outcomes 2018-2019

Service Area/Department: Office of Advancement

Intended Outcome: TBCC Students receive needed financial resources to continue their education.

Assessment Method	Results	Analysis and Next Steps
<p>Assessment Tool: Computerized tracking of quantity of scholarships and options, and number of students applying.</p> <ul style="list-style-type: none"> • New scholarship opportunities annually <ul style="list-style-type: none"> ○ Increase in options within a scholarship (Tuition, Fees, Books, Childcare, Living expenses) ○ New funding for a scholarship <p>Less than 2 new scholarship opportunities = Red 3-5 new scholarship opportunities= Yellow 6 or more new scholarship opportunities = Green</p> <ul style="list-style-type: none"> • Annual increase in students applying for scholarships <p>Less than 10% increase in students = Red Between 10% and 19% increase in students = Yellow 20% or greater increase in students = Green</p>	<ol style="list-style-type: none"> 1. Two new scholarships were implemented. 2. 63 students applied for scholarships for the 2019-2020 academic year. This is an increase of 91% over last year. 41 students received awards. 	<p>The Foundation did not have office support for four months of the year, which dramatically hindered the ability to cultivate new scholarship opportunities.</p> <p>Removing barriers for students to apply appeared to assist students. We also conducted two scholarship workshops (evening & day) and ran an aggressive promotion plan.</p> <p>Continuing to improve the process for students. Working with vendor to make review processes better and improve the donor experience.</p>

Project List 2017-18

Department Advancement/Development/Foundation

Project	Project Description	Intended Outcome	Core Theme	Measure (Y/N)	Lead Person	(1-3)	Budget Requirements
The TBCC Foundation will transition the scholarship program to an online program to remove application barriers for students and to improve administrative efficiencies	<ul style="list-style-type: none"> Select vendor/sign contract Transition paper application to online Develop review process Train staff and reviewers Beta test Implement Train students Intake and award 2018/2019 scholarships online Evaluate 	Students will be able to receive needed resources to continue their education.	LPCE 1	N	Karen Grosulak	1	\$17,675 Title III
Project Summary – We researched and selected a vendor, and successfully implemented a new Online Scholarship System. We trained students on how to use the system including holding two scholarship workshops and multiple one-on-one support sessions. We managed the 216 scholarships that came in from 33 student applicants to efficiently award \$62,000 in scholarships. In addition, we trained donors to use the system to review applications as well as the TBCC Scholarship committee. We have sought feedback from users regarding the system and are working to implement improvements for the next year. This new tool is a huge improvement to the TBCC scholarship program. Even with the success of this scholarship cycle, we learned the system itself was not enough to remove barriers for students to apply for scholarships. I will be working with Student Services over the next year to assess additional ways to increase the number of students applying to assist students to be able to receive needed resources to continue their education.							
Create a Foundation scholarship handbook	<ul style="list-style-type: none"> Document policies and procedures for new scholarship process Document the scholarship program process and timeline 	Students will be able to receive needed resources to continue their education.	LPCE 1	N	Karen Grosulak	2	.20 FTE Title III Karen Grosulak
Project Summary – This is a year two project.							
Produce and distribute a TBCC Foundation Newsletter to increase awareness of the Foundation, steward current donors, and cultivate new donors to the Foundation.	<ul style="list-style-type: none"> Identify donor distribution list Build a newsletter template Create a system for gathering stories and digital assets Layout & print semiannual newsletter Develop volunteer plan for assembly Distribute newsletter 	The Foundation will grow and enhance their service to the college which helps TBCC Students be more successful.	LPCE 1	N	Heidi Luquette	1&2	\$2,000. New. Development Budget

Project Summary – We very successfully launched a newsletter program for the TBCC Foundation. We created and distributed two editions that were mailed to 365 donors of the Foundation. Each edition included relevant and timely stories of student success, donor profiles, partnerships with business and industry, board member highlights and appreciation of donor gifts. Board volunteers assembled the mailings. For the June 2018 we have increased from a four page newsletter to an eight page newsletter. Our intent is to expand the mailing list and increase the reach into the community. This new communication and stewardship tool is intended to cultivate new interest in the Foundation, grow our donor base, and show appreciation for our current donors. Growing the Foundation's donor base will allow us to enhance our service to the College which helps TBCC students to be more successful.

The TBCC Foundation will develop a 3-year Strategic plan to begin July 2019 and a 1 year Action plan for 2018/2019.	<ul style="list-style-type: none"> • Screen potential consultants • Gain buy-in from TBCC Board • Secure Title III funds • Work with consultant, Foundation board, board of education, and staff to complete plan 	The Foundation will grow and enhance their service to the college which help TBCC Students be more successful.	LPCE 1	N	Heidi Luquette	1 & 2	\$12,000 Title III
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Project Summary – Beginning in January of 2018, I researched options for hiring a consultant, screened candidates and hired a consulting team to facilitate the development of a 3-Year Strategic Plan and a One-Year Action Plan to go with it. Working with the consultants we have interviewed key stakeholders, conducted a SWOT analysis, and held a joint workshop of the Foundation Board and the TBCC Board of Education. All board members with the exception of one who had a medical condition attended the workshop which is a major accomplishment for both the College President and myself. Feedback from the Foundation Board has shown they felt the biggest impact from the process was the ability to connect with the TBCC Board of Education. A strategic plan is in the works with the intent to have a final version approved by the board at the September board meeting. Completing this plan will support the foundation to grow and enhance their service to the College which will help TBCC students be more successful.

TBCC Foundation will complete a Memorandum of Understanding with Tillamook Bay Community College	<ul style="list-style-type: none"> • Work with the Foundation board and Board of Education to secure a 10 year MOU that will outline • Support and services to be rendered by each party • Staffing and reporting relationship • Fiscal responsibilities of both parties 	The Foundation will grow and enhance their service to the college which help TBCC Students be more successful.	LPCE 1	N	Heidi Luquette	1&2	No additional resources required
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Project Summary – Working with the College President I facilitated the development of a Memorandum of Understanding between the College and Foundation. The work included researching and recommending an MOU to a task for made up of members of the TBCC Foundation Board. After incorporating in the input from the task force, I presented a draft to the full Foundation Board at the June 2018 board meeting. With minimal revisions, they have approved it for to be presented to the TBCC Board of Education at their September board meeting. Completing the MOU will provide both parties with a clear set of responsibilities for the infrastructure that will support the foundation to grow and enhance their service to the College which will help TBCC students be more successful.

The Advancement team will hire and onboard a new marketing and development specialist.	<ul style="list-style-type: none"> Plan TBD 	Faculty, Staff, Students and Community members will receive marketing materials about TBCC to enhance the image and understanding about the college and what it has to offer the community.	ES3	N	Heidi Luquette	1	.5 FTE GF Grade 13 salary and benefits.
Project Summary – Karen Grosulak was hired April 6 by the advancement department to fill the role of marketing and development specialist. She has been in the role 90 days and is already positively impacting marketing programs. The additional capacity in the department will increase our ability to share with faculty, staff, students and community members marketing materials about TBCC to enhance the image and understanding about the college and what it has to offer the community.							
The Advancement team will lead a web content upgrade to ensure the website stays current with the academic year catalog and contains all federal, state, and ADA areas of compliance.	<ul style="list-style-type: none"> Utilize the Web Committee to assess current needs Gain input from subject matter experts and department content editors Seek stakeholder input Contract for work Evaluate 	Students, faculty and staff will have access to an accurate, complete, and timely college catalog and term schedules of classes, which allows students to find information easily to make good decisions on their education.	ES3	N	Heidi Luquette	1&2	\$7,500. New. 100 hours x \$75/hr. Contract Services Marketing Budget
Project Summary – This is a multi-year project. The first half of the project was to ensure the website was maintained consistent with the current academic catalog and that the site contains all federal, state, and ADA areas of compliance. This was completed. We are compliant with requirements to the best of our understanding. Once the catalog was published, we worked with each department to implement the changes for the year. For those departments that did not have a designated content specialist, we conducted the edits ourselves. In year two, the web committee will lead a content upgrade that will begin with an audit of each page by the subject matter experts. Additionally, the site will be reviewed for improvements and enhancements beyond general content accuracy. A strong, compelling and accurate web presence will provide students, faculty, and staff with access to an accurate, complete, and timely college catalog and term schedules of classes, which allows students to find information easily to make good decisions on their education.							
The Advancement team will implement marketing campaigns to promote new academic programs to prospective students.	<ul style="list-style-type: none"> Develop customized promotion plans that use multiple communication channels to promote the new education program and the forestry degree and pathway certificate. Evaluate 	Faculty, Staff, Students and Community members will receive marketing materials about TBCC to enhance the image and understanding about the college and what it has to offer the community.	ES3	N	Heidi Luquette	1 & 2	No new funds requested \$2,000 included in marketing budget

Project Summary – This is a multi-year project. In year one, we researched, developed, and implemented an integrated marketing plan for the new Forestry program which included development of a web page, an ad for the Tillamook Theater pre-movie show, posters, a social media campaign, and radio and print advertising. We are currently developing marketing materials and a roll-out plan for the new education degree. We are in the preliminary stages of developing promotions for the truck driver training program. By successfully managing these campaigns faculty, staff, students and community members will receive marketing materials about TBCC to enhance the image and understanding about the college and what it has to offer the community.

The Advancement team will create and publish a new publication to promote fall term courses and registration for use during spring term.	<ul style="list-style-type: none"> Assess stakeholder needs Seek input from subject matter experts Contract for new publication template Produce, distribute and post 	Students, faculty and staff will have access to an accurate, complete, and timely college catalog and term schedules of classes, which allows students to find information easily to make good decisions on their education.	ES3	N	Heidi Luquette	1	No new funds requested \$1,500 included in Schedule Production of Marketing Budget
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Project Summary – We successfully published a new priority registration schedule for returning students. We met with stakeholders, gained input and produced, published and distributed the publication. Students, faculty and staff will have access to an accurate, complete, and timely college catalog and term schedules of classes, which allows students to find information easily to make good decisions on their education.

The Advancement team will create and publish a bi-lingual parent's guide for use at local high schools.	<ul style="list-style-type: none"> Assess stakeholder needs (parents) Seek input from subject matter experts (Student Services/HS partners/Juntos) Contract for a publication template Produce, distribute and post 	Under represented families in Tillamook County will have access to information on preparing for career and college after high school.	ES3	N	Heidi Luquette	2	<p>\$1,500. New. Marketing Budget</p> <p>Matching funds of \$1,500 anticipated.</p>
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Project Summary – This is a year two project.

Operational Project Tracking Sheet

Department/Service Area: Office of Advancement Lead: Heidi luquette

Academic Year: 2018-2019

Project	Description	Budget Requirements	Year	Progress
Website Audit	<ol style="list-style-type: none"> 1. Assemble a team to manage a full external website audit. 2. Develop a process to continuously improve the TBCC web presence. 3. Lead the team to perform the audit with the following outcomes: an accurate, relevant, compliant and appropriately branded www.tillamookbaycc.edu 	\$0	2018-19	This project saw little progress in 2018-2019. It has been moved to 2019-2020. The recommendation is that the website move to a centralized team made up of Marketing and IT with a website committee to offer guidance. It is recommended to no longer function as decentralized. It was not effective to have each department meet as a committee and serve as point for their team.
Scholarship Program Review	<ol style="list-style-type: none"> 1. Work with the Student services team to identify student barriers to applying for Foundation scholarships. 2. Determine ways to eliminate barriers during the promotion and application process. 3. Improve process to establish scholarships with donors. 	\$0	2018-19	Actions 1&2 were completed successfully. Two barriers were identified 1) students often do not know how to identify references or supply letters of recommendation during the application process 2) Returning students have difficulty requesting transcripts from old high school records. Both barriers were eliminated from the application process. Applications almost doubled going from 33 applications in 2018 to 63 applications in 2019. Most important is the number of students who started and completed the application improved over 2018.

Hire and Onboard a grant writer for TBCC that reports to the Office of Advancement	<ol style="list-style-type: none"> 1. Confirm job description 2. Open job posting and assemble review team 3. Hire 4. Onboard to learn TBCC, our brand, strategic goals and our grant writing needs 	Already in budget	2018-19	Complete. Employee successfully onboarded and has completed a 6-month probation. A process to approve grant requests and to manage, report, and archive grants has been established.
Meet required needs of Standard 2.A.17 as it pertains to the development of policy for publications	<ol style="list-style-type: none"> 1. Review Standard 2.A.17 2. Assess any current AR/policy's similar in requirements 3. Write new AR/Policy 4. Facilitate the AR/Policy through the approval process 5. Implement any requirements of the new/revised AR/Policy 	\$0	2018-19	Complete.
Conduct a comprehensive communication audit to measure the following SAO: Faculty, Staff, Students and Community members will receive marketing materials about TBCC to enhance the image and understanding about the college and what it has to offer the community.	<ol style="list-style-type: none"> 1. Catalog the marketing materials that were distributed for the 2017/2018 academic year by the department of advancement including the intended audience, key messages, and channels of distribution. 2. Measure stakeholder knowledge of the college, programs and services offered to the community. 		2018-19	This project was successfully completed. It forms the base of the 3-year review of the Advancement department that will be presented in Sept. 2019. The materials were cataloged and analyzed for continuous improvement opportunities and a community survey was conducted to establish a baseline of community awareness and the effectiveness of the current marketing/communication program. The SAO was also revised to better meet the organization's needs.

Operational Project Tracking Sheet

Department/Service Area: Office of Advancement Lead: Heidi

Academic Year: 2019-2020

Project	Description	Budget Requirements	Year	Progress
Civil Rights Marketing Compliance Project	<p>Ensure all marketing materials used by the college are in compliance with federal civil rights guidelines (accessibility, equal opportunity, translation)</p> <ol style="list-style-type: none"> 1. Facilitate a process to identify what materials are required to be translated and those we feel should be translated. 2. Investigate options for quality translation 3. Manage a process to translate targeted materials 4. Incorporate new materials into standard business processes at the college 	\$5,000 (\$2,000 in budget)	2020	
Develop a Fundraising and Communication plan for 2020	<p>Develop an integrated communication and fundraising plan that increases the donor base, retains current donors, and increases resources available to the college by providing community engagement opportunities, fundraising options, and meaningful stewardship of donors.</p> <ol style="list-style-type: none"> 1. The TBCC Foundation Board will finalize a Fundraising and Engagement Plan for calendar year 2020 at the Dec. board meeting that integrates all foundation engagement, stewardship, and fundraising goals. 	\$0	2019	
Research developing an Alumni Association	<p>Investigate options for developing an Alumni Association at TBCC.</p> <ol style="list-style-type: none"> 1. Consider goals for the program. 2. Consider database needs. 3. Ask Blue Mountain to share their research. 4. Seek input from Alumni regarding what they would like in an Alumni Association. 	\$0	2020	

Segment recruitment materials by target audience	<p>Develop recruitment materials specific to targeted audiences to support increased enrollment.</p> <ol style="list-style-type: none"> 1. Work with the Student Services/Instruction/IR teams to identify student populations to recruit. 2. Research effective communication channels for each audience 3. Develop key messages and information needs for each audience. 4. Produce targeted recruitment materials specific to each audience. 	\$3,500	2020	
Develop a marketing plan for new programs	<ol style="list-style-type: none"> 1. Meet with the Chief Academic Officer to determine new programs for upcoming year. 2. Assess target audience. 3. Research potential communication channels. 4. Implement a plan. 	\$1,000	2019	
Increase Community Engagement/civic opportunities at the college	<p>The Advancement team will work with the equity and inclusion committee and other partners throughout the college to implement three community engagement/civic events sponsored by the college.</p> <ol style="list-style-type: none"> 1. Recognition of a national “month” that includes a community partner and onsite event (Black History Month, Women’s History Month, etc.) 2. Collaborate with the Art instructor to hold a student Art Showcase and fundraising reception in March 2020 3. Fundraiser for the TBCC Student Food Pantry 	\$1,500 (\$500 per event)	2020	

Centralize Management of the TBCC Website	<p>Work with the IT department to develop a plan to disband the current website content committee and centralize the management of the TBCC website.</p> <ol style="list-style-type: none"> 1. Develop operating procedures for how updates to the website will be made 2. Create a plan for how new programs and content will be added 3. Outline how compliance will be managed <ol style="list-style-type: none"> a. ADA compliance b. Annual safety and security updates c. Office of Civil Rights notices 4. Train staff on new operation procedures 			
Finalize and streamline the Grant Program	<ol style="list-style-type: none"> 1. Finalize grant approval process 2. Write procedures for the department 3. Establish criteria for program evaluation 	\$0	2020	
Begin a logo redesign project	<p>Building from the current TBCC logo, work with a designer to assist TBCC to transition to a more collegiate look and feel that will also include an insignia to graphically identify TBCC and guided pathways meta majors. This work should be done by early 2020 in order to update program materials for Fall 2021 recruitment and website upgrade that will be proposed for 2020/2021.</p>		2019/2020	

Guided Pathways Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONCAO RIVENES

On November 14 and 15, 2019 the College sent a team to the second Guided Pathways Institute which was held at Lane Community College in Eugene. The TBCC team included President Tomlin, CAO Rivenes, CSSO Hanson, Director McCarley, Tom Atchison, Sydney Elliott, John Sousa, and Kellie McKeehan. The focus of the institute was on developing leadership and cross-silo collaboration on Guided Pathways work. We heard from several excellent speakers and came back with a renewed sense of purpose. Our immediate goals are to re-look at our meta-majors, which we have decided to call learning communities, create a leadership “elevator pitch” for Guided Pathways and work to instill the equity lens. We will also be taking a deeper dive into the data around our CG 100 Student Success course to determine its effectiveness and examining our momentum metrics for student success.

The college is committed to furthering the Guided Pathways work, which can be summed up as; 1) clarifying student pathways; 2) helping students get on a pathway; 3) keeping students on the path; and, 4) ensuring students are learning. The college is doing great work on all four of these pillars, but the conference helped us to clarify that we have more work to do to communicate and engage people in the importance of this work. If our goal is to build the capacity of changemakers at every level to build healthy cultures for student-focused, whole institution reform, we must identify a strong connection between personal values and student success goals.

The institute focused on;

- Developing a culture of innovation and seeing innovation as necessary and expected
- Respecting students and co-workers
- Develop student supports
- Building strong reservoirs of psychological capital (hope, efficacy, resilience and optimism)
- Building effective meetings
- Student focused lens (How will this change impact students?)



Leadership Check-Ins

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONMICHAEL WEISENFLUH

Michael Weisenfluh will provide a quick update on items of interest from the TBCC Faculty over the past month.



Financial Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONCFO WILLIAMS

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



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended October 2019
 33.33% of fiscal year elapsed

	FY 2018-2019			FY 2019-2020		
	Annual Budget	10/31/18 Actual	Percentage of Budget	Annual Budget	10/31/19 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 1,780,713	\$ 1,530,006.38	85.92%	\$ 1,592,675	\$ 1,626,567.03	102.13%
State	\$ 1,719,525	\$ 882,190.85	51.30%	\$ 1,979,868	\$ 1,082,419.44	54.67%
Property Taxes	\$ 1,285,647	\$ 9,032.55	0.70%	\$ 1,336,834	\$ 9,809.40	0.73%
Local Contracts	\$ -	\$ -	0.00%	\$ 74,000	\$ 24,000.00	32.43%
Tuition	\$ 944,489	\$ 280,416.00	29.69%	\$ 973,507	\$ 369,222.10	37.93%
Fees	\$ 182,090	\$ 74,111.20	40.70%	\$ 191,406	\$ 80,877.20	42.25%
Sale of Goods	\$ 2,000	\$ 1,375.51	68.78%	\$ 4,500	\$ 1,415.01	31.44%
Interest	\$ 48,000	\$ 27,382.85	57.05%	\$ 100,000	\$ 40,213.67	40.21%
Rental	\$ 17,000	\$ 6,057.50	35.63%	\$ 18,000	\$ 5,745.00	31.92%
Miscellaneous	\$ 7,000	\$ 2,367.85	33.83%	\$ 10,000	\$ 11,305.48	113.05%
Transfers	\$ 88,995	\$ 11,254.30	12.65%	\$ 423,175	\$ 40,754.28	9.63%
 Total resources	 \$ 6,075,459	 \$ 2,824,194.99	 46.49%	 \$ 6,703,965	 \$ 3,292,328.61	 49.11%
Expenditures						
Instruction	\$ 1,499,878	\$ 302,057.75	20.14%	\$ 1,939,492	\$ 477,662.70	24.63%
Instructional Support	\$ 387,671	\$ 103,024.92	26.58%	\$ 542,330	\$ 177,757.67	32.78%
Student Services	\$ 468,023	\$ 156,732.32	33.49%	\$ 544,135	\$ 152,378.42	28.00%
College Support	\$ 1,464,684	\$ 454,118.33	31.00%	\$ 1,685,232	\$ 541,409.40	32.13%
Plant Operation	\$ 367,593	\$ 113,295.71	30.82%	\$ 396,855	\$ 136,989.95	34.52%
Transfers	\$ 288,000	\$ 54,688.43	18.99%	\$ 288,000	\$ 51,439.16	17.86%
Contingency	\$ 100,000	\$ -	0.00%	\$ 107,921	\$ -	0.00%
 Total expenditures	 \$ 4,575,849	 \$ 1,183,917.46	 25.87%	 \$ 5,503,965	 \$ 1,537,637.30	 27.94%
 Ending fund balance	 \$ 1,499,610	 \$ 1,640,277.53	 109.38%	 \$ 1,200,000	 \$ 1,754,691.31	 146.22%

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

	Fund No.	Beginning Fund Balance	2019-2020 Revenue	2019-2020 Expenditures	Ending Fund Balance	2019-2020 Spendable Budget	2018-2019 Prior Year Expenditures 10/31/2018
Nursing Program Agreement	201	\$ -	\$ -	\$ -	\$ -	\$ 53,462	\$ -
Dollar General Grant	215	\$ -	\$ -	\$ 1,823.65	\$ (1,823.65)	\$ 3,500	\$ -
United Way Literacy Grant	216	\$ 39.13	\$ 250.00	\$ 266.00	\$ 23.13	\$ 2,500	\$ 735.00
Title III Grant	220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 198,472.26
Pathways Grant	225	\$ -	\$ 4,548.74	\$ 4,898.96	\$ (350.22)	\$ 29,707	\$ 9,620.18
Industrial Maintenance Tech	226	\$ 12,943.89	\$ 7,750.00	\$ -	\$ 20,693.89	\$ 47,209	\$ 14,228.26
SBDC Federal Grant	230	\$ -	\$ -	\$ 11,472.84	\$ (11,472.84)	\$ 35,000	\$ 6,589.61
SBDC State Grant	231	\$ -	\$ -	\$ 24,964.38	\$ (24,964.38)	\$ 72,000	\$ 26,734.49
SBDC Program Income	232	\$ 91,330.80	\$ 11,805.00	\$ 18,290.50	\$ 84,845.30	\$ 35,990	\$ 911.44
SBDC Rural Outreach Grant	233	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ 9,676.00
EDC Contract	235	\$ -	\$ 18,866.33	\$ 37,747.51	\$ (18,881.18)	\$ -	\$ -
Visit Tillamook Coast Contract	237	\$ -	\$ 83,759.53	\$ 91,669.70	\$ (7,910.17)	\$ -	\$ -
TEC Vocational Education Grant	240	\$ -	\$ 694.44	\$ 8,007.44	\$ (7,313.00)	\$ 52,100	\$ 29,619.00
Food Pantry	248	\$ 37.35	\$ -	\$ -	\$ 37.35	\$ 1,000	\$ -
ESD STEM HUB Grant	249	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connect2Complete	253	\$ 6,214.45	\$ -	\$ 6,363.40	\$ (148.95)	\$ 6,242	\$ -
ASPIRE Program	254	\$ 4,461.26	\$ -	\$ -	\$ 4,461.26	\$ 3,000	\$ 955.39
Student Success Grant	256	\$ 30,263.47	\$ -	\$ 30,523.85	\$ (260.38)	\$ 62,000	\$ 26,032.51
STEP Grant	258	\$ 5,979.85	\$ 7,869.30	\$ 11,040.51	\$ 2,808.64	\$ 38,488	\$ 1,989.03
Pathways to Opportunity	259	\$ 11,634.66	\$ -	\$ 3,124.59	\$ 8,510.07	\$ 10,000	\$ 263.23
Guided Pathways Implementation	261	\$ 23,647.37	\$ -	\$ -	\$ 23,647.37	\$ 25,000	\$ -
Partners for Rural Innovation Operations	289	\$ 13,344.67	\$ 5,400.00	\$ 15,132.83	\$ 3,611.84	\$ 38,900	\$ 13,355.87
Capital Depreciation & Maintenance Fund	290	\$ 813,674.57	\$ 57,052.45	\$ -	\$ 870,727.02	\$ 47,100	\$ -
Timber Tax Reserve Fund	291	\$ 2,986,529.65	\$ -	\$ -	\$ 2,986,529.65	\$ 217,512	\$ -
PRI Capital Maintenance Fund	292	\$ 40,000.00	\$ 346.38	\$ -	\$ 40,346.38	\$ 10,000	\$ -
Strategic Investment Fund	295	\$ 1,381,838.73	\$ 11,966.24	\$ -	\$ 1,393,804.97	\$ 74,500	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ -
Total Special Fund		\$ 5,421,939.85	\$ 210,308.41	\$ 265,326.16	\$ 5,366,922.10	\$ 936,710	\$ 339,182.27
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 10/31/2019		
Total of Grants that borrow from the General Fund		\$ (68,083.15)	\$ 12,418.04	\$ -	\$ (82,324.84)		
Total of Grants that are not borrowing from the General Fund		\$ 5,436,828.90	\$ 500.00	\$ -	\$ 5,436,328.90		
Total Special Fund		\$ 5,368,745.75	\$ 12,918.04	\$ -	\$ 5,354,004.06		
	Fund No.	Beginning Fund Balance	2019-2020 Revenue	2019-2020 Expenditures	Ending Fund Balance	2019-2020 Spendable Budget	2018-2019 Prior Year Expenditures
Community Education	310	\$ 19,499.60	\$ 1,951.00	\$ 3,877.34	\$ 17,573.26	\$ 15,467	\$ 279.10
Driver Education Program	311	\$ 5,638.95	\$ 3,200.00	\$ 3,048.50	\$ 5,790.45	\$ 14,702	\$ 4,532.32
Summer Term Fund	312	\$ 31,582.82	\$ -	\$ 31,582.82	\$ -	\$ 31,583	\$ 58,225.62
TBCC Store	320	\$ 6,072.35	\$ 1,235.98	\$ 434.93	\$ 6,873.40	\$ 3,550	\$ 222.99
Customized Training Projects	330	\$ 33,884.66	\$ -	\$ 5,168.85	\$ 28,715.81	\$ 44,792	\$ 5,431.81
Truck Driving Program	331	\$ (18,367.57)	\$ 50,000.00	\$ 34,021.55	\$ (2,389.12)	\$ 244,390	\$ 15,370.70
Truck Driving Simulator	332	\$ 115,000.00	\$ -	\$ 116,706.45	\$ (1,706.45)	\$ -	\$ -
TBCC Vending	340	\$ 4,590.17	\$ 1,599.86	\$ 684.25	\$ 5,505.78	\$ 7,300	\$ 3,993.90
Total Enterprise Fund		\$ 197,900.98	\$ 57,986.84	\$ 195,524.69	\$ 60,363.13	\$ 361,784	\$ 88,056.44
PERS Pension Bond Fund	410	\$ 27,475.55	\$ 48,359.28	\$ 1,600.00	\$ 74,234.83	\$ 155,601	\$ 1,600.00
General Obligation Bond Fund	420	\$ 128,312.89	\$ 6,800.03	\$ -	\$ 135,112.92	\$ 719,925	\$ -
Total Debt Service Fund		\$ 155,788.44	\$ 55,159.31	\$ 1,600.00	\$ 209,347.75	\$ 875,526	\$ 1,600.00
Local Match Fund	525	\$ 275,052.26	\$ 2,375.55	\$ 50,000.00	\$ 227,427.81	\$ 50,000	\$ -
Grant Construction Fund	555	\$ (275,008.57)	\$ 50,000.00	\$ -	\$ (225,008.57)	\$ -	\$ 6,700.00
Total Capital Projects Fund		\$ 43.69	\$ 52,375.55	\$ 50,000.00	\$ 2,419.24	\$ 50,000	\$ 6,700.00
Associated Students of TBCC	710	\$ 3,474.96	\$ 2,217.60	\$ 892.61	\$ 4,799.95	\$ 9,000	\$ 811.17
Phi Theta Kappa Honorary Society Fund	720	\$ 1,804.86	\$ 85.00	\$ 508.93	\$ 1,380.93	\$ 4,300	\$ 237.06
Economic Development Council	730	\$ 138,222.51	\$ -	\$ 138,222.51	\$ -	\$ 195,598	\$ 12,190.41
Economic Development Council - USDA Grant	731	\$ 25,505.29	\$ -	\$ 25,505.29	\$ -	\$ 24,463	\$ 393.48
EDC Business Oregon Grant	732	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
Visit Tillamook Coast	740	\$ 704,843.28	\$ -	\$ 704,843.28	\$ -	\$ 1,506,245	\$ 528,288.81
Visit Tillamook Coast - Non-TLT Funds	741	\$ 61,583.30	\$ -	\$ 61,583.30	\$ -	\$ 132,200	\$ 19,597.20
Visit Tillamook Coast - RTM Grant	742	\$ 15,922.60	\$ -	\$ 15,922.60	\$ -	\$ 23,500	\$ 8,500.00
Total Agency Fund		\$ 951,356.80	\$ 2,302.60	\$ 947,478.52	\$ 6,180.88	\$ 1,945,306	\$ 570,018.13
PELL Grant	801	\$ -	\$ 272,864.00	\$ 272,864.00	\$ -	\$ 751,150	\$ 243,277.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 4,830.00	\$ 4,830.00	\$ -	\$ 16,875	\$ 5,800.00
Direct Loans	810	\$ -	\$ 60,127.00	\$ 60,127.00	\$ -	\$ 350,000	\$ 55,557.00
Federal Work Study	819	\$ -	\$ -	\$ 1,492.09	\$ (1,492.09)	\$ 16,944	\$ 5,251.12
Oregon Opportunity Grant	821	\$ -	\$ 59,600.00	\$ 72,450.00	\$ (12,850.00)	\$ 190,000	\$ 45,529.00
Chafee Grant	822	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -
Oregon Promise Grant	823	\$ -	\$ 29,600.00	\$ 23,226.00	\$ 6,374.00	\$ 90,000	\$ 37,758.00
Tuition Waivers	831	\$ 11,275.39	\$ -	\$ 4,000.00	\$ 7,275.39	\$ 10,000	\$ 1,164.00
Board Scholarships	832	\$ 106,732.91	\$ -	\$ 44,565.10	\$ 62,167.81	\$ 170,000	\$ 34,232.83
Institutional Work Study	833	\$ 46,146.30	\$ -	\$ 282.49	\$ 45,863.81	\$ 10,072	\$ 175.66
Foundation Scholarships	834	\$ -	\$ 2,448.73	\$ 29,580.30	\$ (27,131.57)	\$ 85,000	\$ 29,192.46
Student Employees	835	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Institutional Scholarships	840	\$ 4,441.08	\$ 13,800.00	\$ 9,290.74	\$ 8,950.34	\$ 53,328	\$ 14,004.75
Total Financial Aid Fund		\$ 168,595.68	\$ 443,269.73	\$ 522,707.72	\$ 89,157.69	\$ 1,758,369	\$ 471,941.82

Agenda Item 5.F. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended October 2019

33.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,851,090			\$ 4,979,814			\$ 217,013			\$ 147,782	
Beginning Fund Balance	\$ 1,592,675	\$ 1,626,567	102.13%	\$ 5,115,639	\$ 5,421,940	105.99%	\$ 105,407	\$ 197,901	187.75%	\$ 54,824	\$ 155,788	0.00%
Resources												
State Aid	\$ 1,979,868	\$ 1,082,419	54.67%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 74,000	\$ 24,000	0.00%	\$ 411,795	\$ 123,488	29.99%	\$ 25,000	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,164,913	\$ 450,099	38.64%	\$ 5,000	\$ 11,805	236.10%	\$ 235,200	\$ 55,151	23.45%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,336,834	\$ 9,809	0.73%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 674,925	\$ 5,603	0.83%
Timber	\$ -	\$ -	0.00%	\$ 614,317	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,500	\$ 1,415	31.44%	\$ -	\$ -	0.00%	\$ 6,500	\$ 1,987	30.57%	\$ -	\$ -	0.00%
Interest	\$ 100,000	\$ 40,214	40.21%	\$ 47,125	\$ 19,365	41.09%	\$ -	\$ -	0.00%	\$ 10,725	\$ 1,485	13.85%
Rental	\$ 18,000	\$ 5,745	31.92%	\$ -	\$ 5,400	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 10,000	\$ 11,305	113.05%	\$ 134,922	\$ 250	0.00%	\$ 39,300	\$ 849	2.16%	\$ -	\$ -	0.00%
Transfers	\$ 423,175	\$ 40,754	9.63%	\$ 50,000	\$ 50,000	100.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 48,072	32.05%
Total Revenues	\$ 5,111,290	\$ 1,665,760	32.59%	\$ 1,263,159	\$ 210,308	16.65%	\$ 306,000	\$ 57,987	18.95%	\$ 835,650	\$ 55,160	6.60%
Expenditures												
Salaries and Wages	\$ 4,126,768	\$ 1,141,002	27.65%	\$ 242,487	\$ 198,940	82.04%	\$ 158,488	\$ 34,256	21.61%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 961,276	\$ 345,196	35.91%	\$ 315,266	\$ 57,603	18.27%	\$ 104,418	\$ 14,527	13.91%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 20,000	\$ -	0.00%	\$ 15,000	\$ -	0.00%	\$ 61,155	\$ 115,000	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 873,926	\$ -	0.00%
Transfers	\$ 288,000	\$ 51,439	17.86%	\$ 363,957	\$ 8,783	2.41%	\$ 37,723	\$ 31,742	84.14%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 107,921	\$ -	0.00%	\$ 5,362,691	\$ -	0.00%	\$ 7,325	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 5,503,965	\$ 1,537,637	27.94%	\$ 6,299,401	\$ 265,326	4.21%	\$ 369,109	\$ 195,525	52.97%	\$ 875,526	\$ 1,600	0.18%
Ending Fund Balance	\$ 1,200,000	\$ 1,754,690		\$ 79,397	\$ 5,366,922		\$ 42,298	\$ 60,363		\$ 14,948	\$ 209,348	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 287,959			\$ 12,918			\$ 15,600			\$ 38,368	
Inventories		\$ 1,139			\$ -			\$ 994			\$ -	
NET EFFECT ON CASH		\$ (289,098)			\$ (12,918)			\$ (16,594)			\$ (38,368)	
Liabilities												
Accounts Payable		\$ 27,860			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 67,673			\$ -			\$ -			\$ 38,368	
Payroll		\$ 153,321			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 248,854			\$ -			\$ -			\$ 38,368	
NET ADJUSTMENTS		\$ (40,244)			\$ (12,918)			\$ (16,594)			\$ -	
ENDING CASH BALANCE		\$ 1,714,446			\$ 5,354,004			\$ 43,769			\$ 209,348	

Agenda Item 5.F. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended October 2019

33.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 46,544			\$ 269,709			\$ 167,283	
Beginning Fund Balance	\$ 320,544	\$ 44	0.01%	\$ 975,368	\$ 951,357	97.54%	\$ 125,828	\$ 168,596	133.99%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,606,500	\$ -	0.00%	\$ 1,423,150	\$ 425,871	29.92%
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	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ 7,000	\$ 2,376	33.94%	\$ 20,850	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ 50,000	0.00%	\$ 74,500	\$ 85	0.11%	\$ 135,000	\$ 16,249	12.04%
Transfers	\$ -	\$ -	0.00%	\$ 28,000	\$ 2,218	7.92%	\$ 130,000	\$ 1,150	0.88%
Total Revenues	\$ 7,000	\$ 52,376	748.23%	\$ 1,731,850	\$ 2,303	0.13%	\$ 1,688,150	\$ 443,270	26.26%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 498,346	\$ 85	0.02%	\$ 26,341	\$ 1,775	6.74%
Operating Expenditures	\$ -	\$ -	0.00%	\$ 1,407,965	\$ 947,394	67.29%	\$ 1,729,528	\$ 520,703	30.11%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 50,000	\$ 50,000	100.00%	\$ 38,995	\$ -	0.00%	\$ 2,500	\$ 230	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 127,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 50,000	\$ 50,000	100.00%	\$ 2,072,306	\$ 947,479	45.72%	\$ 1,758,369	\$ 522,708	29.73%
Ending Fund Balance	\$ 277,544	\$ 2,420		\$ 634,912	\$ 6,181		\$ 55,609	\$ 89,158	
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		\$ 2,420			\$ 6,181			\$ 89,158	

\$ 7,419,326

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

- Next Board meeting is on **Monday, January 6, at 6:00 pm in Room 214/15.**
- Extended staff meeting scheduled for Friday, December 13 from 8-10am. Board members are all welcome to attend.
- TBCC is closed from Monday, December 23-Wednesday, January 1.
- Winter term begins Monday, January 6.

Updates

- Highlights of OCCA Conference at Salishan
- Highlights of OPC/OCCA Board meeting at TBCC
- Highlights of NWCCU Conference in Seattle
- FMP Update



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.

