



## Board of Education Meeting Agenda

**Date:** Monday, October 1, 2018

**TBCC Board Meeting-Oregon Department of Forestry Conference Room- 4:00pm-5:00pm**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Resource</u></b>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Gervasi
2.	<b>Consent Agenda:</b> ----- a. Approval of Agenda b. Approval of September 10, 2018 Minutes c. Personnel Report.....	(Action) Chair Gervasi    Director Ryan
3.	<b>Invitation for Public Comment</b> ----- Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	Chair Gervasi
4.	<b>New Business and/or focused policy discussions</b> a. Budget Guidelines- Second Reading..... b. Foundation MOU-Second Reading..... c. Policy 312 Changes- Second Reading..... d. Authorize Signing of US Bank Master Services Agreement and Appendices .....	(ACTION) CFO Williams (ACTION) Director Luquette (ACTION) Director Ryan (ACTION) CFO Williams
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b> a. Program Review-Student Services..... b. Financial Report..... c. President's Report.....	Director Hanson CFO Williams President Tomlin
6.	<b>Board Member Discussion Items</b> -----	Chair Gervasi
7.	<b>Adjournment</b> -----	(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 OCTOBER MEETING.

Items for approval:

- a. Approval of Agenda
- b. Approval of September 10 Minutes
- c. Approval of the Personnel Report



## Approval of the Agenda

### RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE OCTOBER MEETING.

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	c. Personnel Report.....	Director Ryan
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	a. Budget Guidelines- Second Reading.....	(ACTION) CFO Williams
	b. Foundation MOU-Second Reading.....	(ACTION) Director Luquette
	c. Policy 312 Changes- Second Reading.....	(ACTION) Director Ryan
	d. Authorize Signing of US Bank Master Services Agreement and Appendices .....	(ACTION) CFO Williams
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	a. Program Review-Student Services.....	Director Hanson
	b. Financial Report.....	CFO Williams
	c. President's Report.....	President Tomlin
6.	<b>Board Member Discussion Items</b> -----	Chair Gervasi
7.	<b>Adjournment</b> -----	(Action) Chair Gervasi



# September 10 Board of Education Meeting Minutes

**Date:** Monday, September 10, 2018

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

**TBCC Board Members in Attendance:** Kathy Gervasi, Mary Faith Bell, Betsy McMahon, Tamra Gammon, Mary Jones, and Jennifer Purcell.

**TBCC Board Members not in Attendance:** Pam Zweifel

**TBCC Staff in Attendance:** Ross Tomlin, Heidi Luquette, Kyra Williams, Pat Ryan, Sheryl Neu, Erin McCarley, Rhoda Hanson, Michael Weissenfluh, Britney Noel, Cara Elder, Jenny Case, Miryang Kim.

## **Description**

## **Resource**

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

**Consent Agenda (agenda items 2, 2.a, 2.b, 2.c)** ----- (ACTION) Chair Gervasi  
No changes were requested to the September 10, 2018 agenda or July 12, 2018 minutes. Director Ryan presented the personnel report. There are currently four positions being advertised; Library Assistant, Community/Continuing Education Corrdinator, Evening Facilities Specialist, and Marketing and Development Specialist.

Tamra Gammon motioned to approve the consent agenda. Mary Faith Bell 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)**

**Foundation MOU – First Reading (agenda item 4.a)** ----- Director Luquette  
Director Luquette presented the Foundation Board’s Memorandum of Understanding (MOU). She had previously talked to the Board about the MOU in July and is very excited to have this in place. The memorandum formalizes the relationship between the foundation and college. A lot of effort and thought was put into it’s creation. The MOU will return for a second reading and to be voted on at the October 1, 2018 Board meeting.



**Budget Development Guidelines and Schedule – First Reading (agenda item 4.b)-** CFO Williams  
CFO Williams presented the updated budget development guidelines and schedule for the 2019-20 budget. The budget process is a yearlong process and the budget committee meeting will be held in April. These documents will return for a second reading and to be voted on at the October 1, 2018 Board meeting.

**Policy 312 Changes (agenda item 4.c)** ----- President Tomlin  
President Tomlin advised that the changes made to policy 312 are to remove language that indicates restrictions to use of leave for employees on probation and clarifies that leave begins accruing on the first day of employment. Policy 312 will return for a second reading and to be voted on at the October 1, 2018 Board meeting.

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

**Tuition and Fee's Update (agenda item 5.a)** ----- CFO Williams  
CFO Williams informed that TBCC's in-state tuition rate is \$97.00 per credit hour after the board approved a \$1.00 increase at the March 2018 meeting. She noted that many other community colleges saw much larger increases to tuition rate this last year and TBCC remains well below the average tuition rate for community colleges in Oregon.

**Board Retreat Agenda Items (agenda item 5.b)** ----- President Tomlin  
President Tomlin informed that the Board retreat will be on October 1, 2018 at the Oregon Department of Forestry conference room. He reviewed the agenda. Agenda items include; evaluation processes, strengths and challenges for the college over the coming biennium, new programs, guided pathways, ICAT survey results, in-depth review of the college strategic plan processes and changes, and more. The Board retreat will take place from 8:30 am to 4:00 pm and the regular October board meeting will take place from 4:00-5:00 pm that day.

**TBCC Advisor Presentations (agenda item 5.c)** ----- TBCC Advisors  
Cara Elder, TBCC's Career Education Advisor and ASPIRE Coordinator, introduced herself. As an Adviser Cara noted that her primary responsibilities include; academic advising, degree planning, promoting different programs, and course placement. Miryang Kim is TBCC's Career Education Advisor. As an advisor she also does what Cara does. Miryang noted that working with students and really making an impact on their lives is important to her. She has a mission to help students and really enjoys her position at TBCC. Jenny Case, TBCC's Career and STEP advisor, noted that her primary role is implementing the SNAP program. This includes helping student find a career path and providing support along their journey. This support could be uniforms, books, fee assistance etc. Once a student completes, she also assists them with finding employment.

Cara Elder also mentioned that Student Services had a very successful new student orientation with 63 students attending, the largest number to date. A few other happenings in student services include obtaining a \$125,000 student services grant and implementation of mandatory advising by placing holds on student's accounts.



**Business Program Review (agenda item 5.d)** ----- Michael Weissenfluh  
Michael Weissenfluh presented the Business program review. He noted that all academic programs complete a program review every three years and it's a great opportunity to review what the program has done and where the program is headed in the future. Starting this past year, all service areas (departments) also complete a program review every three years. TBCC has a combined accounting and business management program which sets us apart from other colleges. In addition, TBCC has made a program completely online in the last three years and through the use of OER's have saved TBCC students over \$450,000. He also noted that TBCC has a very active advisory committee that gives a lot of input and suggestions as to how to improve the program. One of the most recent suggestions that have been implemented is working on soft skills. In the future Michael noted working with Heidi to promote the program more and expanding the possibilities of certifications.

**Equity Update (agenda item 5.e)** ----- Analyst McCarley  
Analyst McCarley is the Co-Chair of TBCC's Equity and Inclusion Committee. The committee met back in July and had a retreat to identify goals for this upcoming year. They will be focusing on building cultural competency amongst staff and faculty. A lot of discussion occurred regarding how to include online students, and the idea of reaching out to a specialist for training was also suggested.

**Financial Report (agenda item 5.f)** ----- CFO Williams  
CFO Williams presented the July 2018 financials which is the first month of the new fiscal year. There was a formula error on one of the budget spreadsheet that lead to a reduction in our Ending Fund Balance of over \$400,000. We regained some of that error from leftover funds that went unspent in the budget last year along with receiving more revenue than expected. We still have a very healthy budget and the ending fund balance is still very high for a college our size.

**President's Report (agenda item 5.g)** -----President Tomlin  
President Tomlin welcomed new Board member Jennifer Purcell. Upcoming dates include- the new Chief Academic Officer will be starting on September 13, the college-wide Fall In-service on September 13-14, faculty Fall In-service September 17-20, and the Board retreat on October 1<sup>st</sup>. The next Oregon President's Council will be at Oregon Coast Community College on October 4-5 with the OCCA Board meeting on the afternoon of Oct 5. President Tomlin and OCCA Board representative Betsy McMahon will be attending. Additionally, the Oregon Community College Association Conference will be held in Sunriver, Oregon this year on November 7-9, 2018.

President Tomlin attended the Oregon Presidents Council retreat in July. The retreat was held in Klamath Falls. The community colleges will be asking for \$787M from the legislature for this upcoming biennium compared to \$570M this biennium.

TBCC's goal of reaching 450 full time equivalent students (FTE) was met. The final FTE for 2017-18 was 454!

The new Oregon Community College Association Executive Director is Cam Preus, the current president of Blue Mountain Community College.





At the leadership team retreat in July the team focused on goals for the upcoming year and did a lot of strategic planning and developing projects for next year. Additionally, norms were established for the leadership team which were shared with the Board members.

Director Luquette informed that October 18<sup>th</sup> at 12:00 pm is the Mildred Davy Memorial Scholarship and Recognition Luncheon. All Board members should be receiving an invitation in the mail and are encouraged to attend. This is an event that connects donors and scholarship recipients and will be held at the Church of the Nazarene. This year there will be a video played at the event.

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

**Adjournment (agenda item 7)**-----Chair Gervasi  
Mary Faith Bell motioned to adjourn the meeting at 7:47 pm. Betsy McMahon seconded the motion.  
The motion carried. The meeting was adjourned.





## Personnel

### RECOMMENDATION

CONSENT AGENDA

### BACKGROUND INFORMATION Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair
Community/Continuing Education Coordinator		TBD	Interviews: 9/27/2018	Teresa Rivenes
Evening Facilities Specialist		TBD	Interviews: 9/27/2018	Pat Ryan
Library Assistant		TBD	Interviews: 10/1/2018	Masyn Phoenix
Marketing and Development Specialist	9/27/2018	TBD	Currently Advertised	Heidi Luquette



## 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



## Budget Guidelines – Second Reading

### RECOMMENDATION

APPROVE BUDGET DEVELOPMENT GUIDELINES AND CALENDAR

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

Budget Development Guidelines and Calendar are presented for Board's approval. No changes have been made since the Sept. 10<sup>th</sup> meeting.



## Tillamook Bay Community College 2019-2020 Budget Schedule

	Time Line	Personnel	T a s k s
1.	July 12, 2018	College Board of Education	Appoint College CFO as Budget Officer
2.	September 10 through October 1, 2018	College Board of Education	Review and Refine Budget Development Guidelines
3.	October 1, 2018	College Board of Education	Approve Budget Development Guidelines and Schedule
4.	October 2, 2018 through January 11, 2019	Budget Managers	Review processes and begin budget development.
5.	January 14 through February 15, 2019	Budget Managers	Budget Managers work with Departments to prepare recommendations for the 2019-2020 budget along with supporting information. Consult with CFO for needed information.
6.	February 4, 2019	College Board of Education	Appoint Public Budget Committee members as needed.
7.	February 18, 2019	Budget Managers	Budget Managers submit budget proposals to the Budget Officer for compiling document.
8.	February 18, 2019	Budget Officer	Consumer Price Index available for calculating cost of living. Deadline to complete 2019-2020 revenue projection assumptions.
9.	February 18 through March 1, 2019	Budget Officer Budget Managers	Meet to review and discuss budget proposals and work on balancing budget.
10.	February 18 through March 1, 2019	Budget Managers	Budget Managers meet with departments to discuss budget balance progress for 2019-2020 Preliminary Proposed Budget.
11.	March 4, 2019	College Board of Education	Approve 2019-2020 tuition and fee schedule and cost of living adjustment
12.	March 18, 2019	Budget Officer Budget Managers	Meet to finalize 2019-2020 Proposed Budget.
13.	March 18 through March 29, 2019	Budget Officer	Compilation of proposed budget document.
14.	March 29, 2019	Budget Officer	Publish, mail and distribute preliminary 2019-2020 Budget to Public Budget Committee Members and Budget Managers.
15.	April 8, 2019	Budget Committee Budget Officer	Public Budget Committee Meeting. Receive budget message and deliberate on content. Hold Public Hearing on Proposed Budget, review Proposed Budget and approve 2019-2020 budget and tax levy.
16.	May 17, 2019	Budget Officer	Publish Notice of Budget Hearing and Financial Summary.
17.	June 3, 2019	College Board of Education	Hold Public Hearing on 2019-2020 budget approved by Public Budget Committee. Enact Resolutions to adopt budget, make appropriations, levy property taxes and categorize property tax levy for 2019-2020.
18.	By July 15, 2019	Budget Officer	Submit Budget levy and resolutions to County Assessor.

## 2019-2020 Budget Development Guidelines

Guideline	Gloss <sup>1</sup>
<b>Assessment and Planning:</b> Financially support comprehensive planning and assessment activities leading to continuous improvement in fulfilling the College's mission, core themes, and strategic initiatives. Strategic college projects are tied to a core theme objective with budget requirements.	Determining the short, intermediate, and long-range goals, objectives, and activities necessary to fulfill the College's mission and core themes in a continuously improving manner is essential to meet the expectations of those TBCC is charged to serve.
<b>Educational Program Support:</b> Direct the highest levels of financial support to those programs and courses with a demonstrated potential for growth in the following priority order: (1) degree and certificate programs, (2) other credit courses, (3) reimbursable non-credit programs and courses, (4) non-reimbursable.	This guideline addresses a key principle: to remain viable, resources must be invested where they will provide the best return. It also acknowledges TBCC's roles as a comprehensive community college. There may also be a need for self-supporting courses and programs.
<b>Educational Program Equipment:</b> Give priority to maintaining up-to-date instructional technology and training equipment.	In today's highly technological society, students trained in up to date labs and equipment are afforded the highest opportunity for success. In addition, the competitive nature of the higher education industry places an institution that does not maintain up-to-date training equipment at a significant disadvantage. Grant and industry support will be investigated to assist with this need.
<b>Facilities:</b> Maintain current facilities and acquire facilities necessary to achieve mission, core themes, and strategic initiatives.	TBCC since 2010 has completed the capital construction projects projected in 2008. They include: the new central campus building, a new technical training center in remodeled Tillamook School District facilities, a new TBCC South facility, and renovated facilities within Neah-Kah-Nie High School. In 2018 construction of the Partners for Rural Innovation was completed. Our facilities are expected to fully support the institution and the students it serves and allow TBCC to better fulfill its mission, goals, and strategic plans. There are no current plans for further facilities expansion and the budget will include maintenance and safety enhancements for existing structures. A Facilities Master Plan will be completed in 2019 and future expansion will be planned and budgeted as needed.
<b>Technological Resources:</b> Provide computing and other technological resources leading to enriched educational opportunities for students and enhanced management information systems.	Information technologies are expanding at a phenomenal pace. Developing and maintaining a technological infrastructure to support information technologies is a paramount objective of progressive institutions of higher education. To serve the best interests of students, and to meet the information and accountability demands of the public, TBCC must establish a long-term financial commitment to this objective.
<b>Faculty and Staff Development:</b> Encourage faculty and staff development and training.	The professional staff is the single most consequential resource of the College. Maintaining this resource by supporting a process that encourages renewal of professional development and training is essential.
<b>Faculty and Staff Remuneration:</b> Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2018-2019 salary levels after accounting for inflation.	A key to attracting and keeping outstanding professional staff is to maintain remuneration at levels competitive with those offered by other similar community college employment opportunities in Oregon.
<b>Student Tuition and Fees:</b> Within the constraints imposed by fiscal and other limitations, target movement of general tuition and fees to a level generally equivalent to those of Oregon's other community colleges.	Community colleges are colleges of the people. Providing access to TBCC's educational offerings is a concept intrinsic to the foundation of the College's mission. Targeting tuition and fees to level reflective of neighboring and statewide institutions ensures maintenance of this objective.



## **Mission, Core Themes, Vision and Values:**

### **VISION**

Tillamook Bay Community College is a local leader in educational excellence and innovation, community advancement, and economic success.

### **MISSION**

Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.

### **VALUES**

Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

#### **STUDENT SUCCESS**

TBCC values being keenly receptive and intentionally responsive to students and fully supports achievement of their goals.

#### **ACADEMIC EXCELLENCE**

TBCC values rigorous, relevant education and training for students and the community.

#### **RESOURCEFUL TEAMWORK**

TBCC values collaboration, effective communication, and the wise use of resources to accomplish our mission.

#### **PERSONAL & FRIENDLY ENVIRONMENT**

TBCC values and demonstrates genuine concern and respect for each other, communities we serve, and our students while helping each achieve their potential.

### **CORE THEMES**

Educational Excellence

Economic Success

Leadership, Partnership and Community Engagement

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<sup>1</sup> Explanation of logic supporting the implementation of Budget Development Guidelines. The gloss is meant to elucidate, not substitute for, the Guideline.





# Foundation MOU – Second Reading

**RECOMMENDATION**

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN THE MEMORANDUM OF UNDERSTANDING BETWEEN THE COLLEGE AND TBCC FOUNDATION.

**BACKGROUND INFORMATION** .....(ACTION) DIRECTOR LUQUETTE



## **Memorandum of Understanding**

Tillamook Bay Community College  
and

The Tillamook Bay Community College Foundation

This Memorandum of Understanding (MOU) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ by and between Tillamook Bay Community College Foundation (“Foundation”) and Tillamook Bay Community College (“College”).

Whereas, the Foundation is a nonprofit public benefit corporation existing for the primary purpose of assisting and generating resources through fundraising activities and development programs with individuals, corporations, foundations and other private and public entities for the educational needs of students served by the College;

Whereas, the Foundation has and will continue to maintain tax-exempt status pursuant to Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended.

Whereas, it is the purpose of this MOU to set forth the manner in which the Foundation shall provide support and services to the College and in which the College shall provide support and services to the Foundation;

The Foundation is dedicated to assisting the College by fostering a culture of philanthropy and providing financial and other support for long-term academic and other institutional priorities.

The Foundation and the College recognize that close collaboration and cooperation is necessary and beneficial (1) to appropriately serve and assist the educational mission and priorities of the College, (2) to avoid competition for funds between the College and the Foundation or duplication of efforts within the two organizations, and (3) to ensure that funds received are deployed in the most beneficial manner to the College's mission to the benefit of its students and in a manner aligned with the College's program and needs, as well as consistent with donor intent and any relevant governing legal or contractual provisions.

This Agreement is entered into by and between Tillamook Bay Community College and the Tillamook Bay Community College Foundation in order to support the missions of both institutions.



## Responsibilities

### A. The Foundation agrees to:

1. Seek to obtain money, services, in-kind contributions, and real and personal property for the benefit of the College. For this purpose, the Foundation will design and implement programs and procedures in collaboration with the College to solicit, accept, and receive such money and property. Such contributions shall be used to support student scholarships, program development, technology and equipment upgrades, capital development and improvements, and other College priorities. The Foundation will work closely with the College to ensure the management and disposition of all gifts and donations aligns with College priorities.
2. The Foundation will obtain College approval before acceptance of any restrictive terms and conditions attached to a gift and advise donors that a restricted gift for the benefit of the College may not be accepted without College approval. Notwithstanding the foregoing, the College and the Foundation may prepare a list of preapproved categories (e.g., specific programs) for which no individual pre-approval is necessary.
3. Plan all fundraising activities, promotion and sponsorship of programs in support of the College in close cooperation with the President of the College.
4. Continue to manage the affairs of the Foundation in accordance with:
  - a. The requirements for tax-exempt entities under Federal IRS Code including its section 501(c)3;
  - b. The requirements of the Oregon Department of Justice Charitable Activities Section; and,
  - c. The laws governing charitable solicitations and nonprofit corporations.
5. Purchase and maintain a minimum of \$1,000,000 general liability insurance, naming the COLLEGE as an additional insured.
6. Purchase and maintain sufficient Directors and Officers liability insurance, and provide evidence of such insurance to the COLLEGE;
7. Accept, hold, administer, invest and disburse funds and properties of any kind or character in accordance with the terms of such gifts.
8. Transfer to the College in a timely manner, all gifts and donations it may receive wherein the College is designated as recipient, and properly account and be responsible for all donations which designate the Foundation as recipient in accordance with established policies.



9. Use assets and earnings of the Foundation for the benefit of the College, students and the community, or for payment of necessary and reasonable administrative expenses of the Foundation at the discretion of the Foundation Board.
10. Have in place appropriate accounting and gift management systems to ensure that financial and donor transactions are maintained in accordance with generally accepted business and accounting practices.
11. Not consolidate or change the Foundation's Articles of Incorporation or Bylaws during the term of this Agreement without prior written approval from the College.
12. Ensure that correspondence, solicitations, activities and advertisements concerning the Foundation are clearly discernible as being from the Foundation.
13. As required by the Family Educational Rights and Privacy Act, 20 USC 1232(g) ("FERPA") and ORS 326.565, the Foundation shall not disclose any personally identifiable information or records regarding students or their families that the Foundation may learn or obtain in the course and scope of its performance of this Agreement. The parties recognize that FERPA imposes strict penalties for improper disclosure or re-disclosure of confidential student information, including but not limited to denial of access to personally identifiable information from education records, for at least five years (34 CFR 99.33(e)). Therefore, consistent with FERPA's requirements, personally identifiable information obtained by the Foundation in the performance of this Agreement may not be re-disclosed to third parties without the written consent of (a) the student, if the student has reached the age of majority or has been legally emancipated; or (b) the underage student's parent or guardian if the student has not reached the age of majority. Any such personally identifiable information must be used only for the purposes identified in this Agreement.

**B. The College Agrees to:**

1. Share annually with the Foundation its strategic plan, institutional priorities, projects, and resource requirements so that the Foundation may represent the direction and needs of the College to donor prospects and align its programs and campaigns to be consistent with the strategic objectives of the College.
2. Fund the personnel costs of the Director of Advancement/Foundation Executive Director position. Any Personnel funded by the College to staff or provide support to the Foundation will be College employees and will be supervised by the College and subject to the personnel policies. Other College employees may assist and advise the Foundation at the Foundation's request, but shall not attempt to control or make decisions for the Foundation.
3. Provide office space, including utilities and technology support services, at no cost to the Foundation. In addition, during the annual college budget process the College will work with the Foundation to determine additional College support for materials and services reasonably required to support Foundation activities including items such as



hardware, software, marketing, marketing tools, and other appropriate equipment/support.

4. Designate the Office of Advancement as the entity for development of fundraising programs. All external solicitation of funds and grants will be coordinated by the Office of Advancement.
5. Participate with the Foundation in the development of the Foundation's fundraising programs and campaigns as is necessary for their success.
6. Properly alert the Foundation to prospective gifts so that each opportunity for enhancing gift potential and donor relations can be fully utilized.
7. Except as may be limited by state or Federal law, the College shall provide the Foundation with access to student and alumni records for purposes of granting scholarships, engaging and soliciting gifts from alumni, and other purposes consistent with the Foundation's Bylaws relating to support of the College and furthering the College's educational mission. For these purposes, the Foundation is deemed a school official with a legitimate educational interest within the meaning of FERPA (20 U.S.C. § 1232g; 34 CFR Part 99).

**C. General Agreements:**

1. The College acknowledges and accepts the separate and independent nature of the Foundation and the Foundation acknowledges and accepts the separate and independent nature of the College. Each agrees to cooperate with the other in the advancement, achievement and support of the educational, service and community programs of the College.
2. This agreement will be reviewed every third year, no later than 60 days prior to July 1. Any alteration or modification of any term of this Agreement must be in writing and signed by both parties.
3. Agreements on cost sharing for the TBCC Director of Advancement position shall cover at least two years. Such agreements will be reviewed prior to April 1 in odd numbered years, with any adjustments scheduled to take effect July 1 of that odd numbered year.
4. One member of the TBCC Board of Education will serve as a voting board member of the TBCC Foundation Board of Directors.
5. The TBCC President will serve as an Ex-officio, non-voting board member of the TBCC Foundation Board of Directors.
6. The TBCC Executive Director of Advancement and TBCC Foundation serves as an Ex-officio, non-voting member of the board and the Executive Director of the TBCC Foundation. The TBCC Director of Advancement is employed by the College and supervised by the TBCC President.



7. The Foundation Board shall serve as advisors to the college regarding fundraising and community activities.
8. Unless expressly agreed upon in writing by both parties, the Foundation shall be solely responsible for the satisfaction of its own obligations, debts, liabilities and judgments. The Foundation shall not use funds belonging to the College and managed by the Foundation on its behalf for the satisfaction of any such obligation, debt, liability or judgment. Unless expressly agreed upon in writing by both parties, the College shall be solely responsible for the satisfaction of its own obligations, debts, liabilities and judgments. The College shall not use funds belonging to the Foundation.
9. The Foundation shall annually submit to an independent review or audit conducted within a timeframe that reports to and supports the College audit process. The Foundation shall permit the College to inspect all Foundation books and records at reasonable times. The Foundation shall provide such reports and information on its financial status and operations as required by the President in order to assure conformance by the College and the Foundation with the provisions of this Agreement.
10. To the fullest extent permitted by law, the Foundation shall indemnify the College, its governing board, officers, employees, agents, and students in their official and personal capacities, from and against any and all claims, damages, liabilities, injuries, expenses, demands, and judgments, including court costs and attorney fees, arising out of the Foundation's performance of this Agreement or arising out of service of any such person or persons at the Foundation's request or on its behalf.
11. To the fullest extent permitted by law, the College shall indemnify the Foundation, its governing board, officers, employees and agents, in their official and personal capacities, from and against any and all claims, damages, liabilities, injuries, expenses, demands, and judgments, including court costs and attorney fees, arising out of the College's performance of this Agreement or arising out of service of any such person or persons at the College's request or on its behalf.
12. The laws of the State of Oregon will govern this Agreement. Before instituting any legal action pursuant to this agreement, the College, through its President, shall meet with the Foundation Board President or designee, and attempt in good faith to resolve the disagreement. If the parties are unable to resolve the disagreement, informal mediation should be sought prior to legal action being initiated. Venue of any legal action herein shall be in Tillamook County Circuit Court.
13. The Executive Director of Advancement and TBCC Foundation is the party responsible for the administration of this agreement.
14. This agreement shall continue until terminated. It may be terminated by either party only at the end of the respective fiscal year upon written notice to the other party at least ninety (90) days in advance.



15. This Agreement is not assignable by either party, in whole or in part.
16. If any covenant or provision of this Agreement is adjudged void, such adjudication will not affect the validity, obligation, or performance of any other covenant or provision which in itself is valid if such remainder would then continue to conform with the terms and requirements of applicable law and the intent of this Agreement.
17. This Agreement constitutes the entire agreement of the parties on the subject of their general and overall relationship and supersedes all prior and contemporaneous oral and written agreements and understandings on such subject. However, the parties may enter into other stand-alone agreements on specific subjects. All such other agreements shall also be in writing and signed by the parties.

The Foundation

The College

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
President, Tillamook Bay Community College





## Policy 312 Changes - Second Reading

### RECOMMENDATION

ACTION ITEM. Board approval of changes to this policy.

### BACKGROUND INFORMATION .....(ACTION) PAT RYAN

In reviewing Policy 312, the Leadership Team felt that edits were needed to clarify when new TBCC employees are eligible to use leave, both sick and vacation. These edits can be found on the following pages in red underline. This is a first second reading for the Board to consider these changes to Policy 312 and we are asking for Board approval of the changes.





## LEAVE

Article No.: 312

Related to: AR C002

Approved: June 2, 2008, May 2, 2016, February 5, 2018, June 4, 2018

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

### Definitions:

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

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

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

**Accrued leave will begin the first day of employment.**

### 312.1 PAID VACATION LEAVE

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

#### NON-EXEMPT

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

#### EXEMPT

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

##### A. Eligibility

1. Eligible part-time employees shall earn prorated paid vacation leave based on FTE.
2. Full-time employees who work less than a full-time schedule (unpaid leave or professional leave) for a temporary period will earn leave on the basis of FTE.

~~3. Accrued vacation leave may be taken during the introductory period only with permission from the employee's supervisor and the College President.~~

##### B. Scheduling

1. Vacation schedules shall be approved by the employee's supervisor in accordance with the needs of the College, and when feasible, shall be scheduled to prevent the loss of vacation time earned.

## LEAVE

Article No.: 312

Related to: AR C002

Approved: June 2, 2008, May 2, 2016, February 5, 2018, June 4, 2018

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

2. In cases of conflict, the supervisor will determine which request will have precedence.

### C. Unused Vacation Leave

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

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

### 312.2 HOLIDAYS

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

#### A. Eligibility

1. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid holiday leave.

2. Eligible part-time employees shall earn paid holiday leave for the hours they are normally scheduled to work on the day of the week on which the holiday falls

#### B. Scheduling

1. In the event that essential College operations require that an employee work on a designated paid holiday, a non-exempt employee shall be compensated overtime wages in accordance with Article 311.1.

2. In the event that a designated paid holiday falls during a period of an employee's scheduled paid vacation leave, that holiday shall not be charged against the employee's vacation leave.

### 312.3 PAID SICK LEAVE

## LEAVE

Article No.: 312

Related to: AR C002

Approved: June 2, 2008, May 2, 2016, February 5, 2018, June 4, 2018

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

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

### A. Eligibility

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

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

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

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

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

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

## LEAVE

Article No.: 312

Related to: AR C002

Approved: June 2, 2008, May 2, 2016, February 5, 2018, June 4, 2018

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

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

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

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

### B. Scheduling

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

### C. Use of Sick Leave

Sick leave may be used for the following purposes:

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

## LEAVE

Article No.: 312

Related to: AR C002

Approved: June 2, 2008, May 2, 2016, February 5, 2018, June 4, 2018

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

Family Medical Leave Law

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

### 312.4 UNPAID SICK LEAVE - FAMILY MEDICAL LEAVE

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

#### A. Family Medical Leave Act

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

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

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

## **LEAVE**

Article No.: 312

Related to: AR C002

Approved: June 2, 2008, May 2, 2016, February 5, 2018, June 4, 2018

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

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

### **B. Oregon Family Medical Leave Act**

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

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

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

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

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

Federal and state leave entitlements generally run concurrently.

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

### **312.5 CATASTROPHIC LEAVE: DONATIONS AND REQUEST FOR SICK LEAVE HOURS**

Tillamook Bay Community College recognizes that employees can experience personal medical situations resulting in the need for additional time off in excess

## **LEAVE**

Article No.: 312

Related to: AR C002

Approved: June 2, 2008, May 2, 2016, February 5, 2018, June 4, 2018

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

of their available leave. To address this need, eligible employees will be allowed to donate sick leave from their sick leave balance to their co-workers in need. Donation of sick leave hours and requests to receive sick leave hours will be in accordance with AR C002.



# Authorize Signing of US Bank Master Services Agreement and Appendices

## RECOMMENDATION

ACTION ITEM. Authorize the Board Chair to sign US Bank Master Services Agreement(MSA) and Appendix A-1.

## BACKGROUND INFORMATION ..... CFO WILLIAMS

The US Bank MSA removes William Schreiber from the Master Services Agreement and adds Mary Faith Bell.

The US Bank MSA Appendix A-1 removes Ann Hovey and Jean Garcia-Chitwood as authorized signers of TBCC issued checks. It also adds Rhoda Hanson and Teresa Rivenes.

The changes will take effect after all the documents are signed and submitted to US Bank. US Bank will notify CFO Williams when new signers are authorized signers on TBCC checks.





# Master Services Agreement 1

## Contract Signer(s) Change

### Customer Information

Customer Name: TILLAMOOK BAY COMMUNITY COLLEGE

Contract Signer Changes Related to the Original MSA Dated: 02/06/17

Tax Identification Number on Current MSA 930792039

The undersigned Contract Signer certifies that, based on his or her review of Customer's books and records, Customer has full power and lawful authority to make this change to the Contract Signer(s) and to confer the powers herein granted to the persons named, and that the undersigned Contract Signer has full power and authority to exercise the same.

The undersigned Contract Signer further certifies that the newly appointed Contract Signers have been duly elected to and now hold the offices of Customer set opposite their respective names, and the signatures appearing opposite their names are the authentic, official signatures of the said Contract Signer.

### Add Contract Signer (s)

Print Contract Signer Name	Print Contract Signer Title	Contract Signer Signature
MARY FAITH BELL	Board of Directors, Vice-Chair	

### Delete Contract Signer (s)

Delete Contract Signer Name:  
WILLIAM SCHREIBER

### Existing Contract Signer(s) other than those new Contract Signers listed above (list name(s) only, no specimen signatures are needed)

KATHY GERVASI

Contract Signer Signature \_\_\_\_\_

Date:

Print Name: Kathy Gervasi

Print Title: Board of Directors, Chair

CTN: SAT1-001371

For Internal Use Only:

Review \_\_\_\_\_ Validation Method \_\_\_\_\_ TL Review \_\_\_\_\_ Imaged \_\_\_\_\_



# Appendix A-1

## New Account/Change in Authorized Account Signer(s)

### Customer Information

Customer Name: TILLAMOOK BAY COMMUNITY COLLEGE

New Account

Tax Identification Number: 930792039

Change in Authorized Account Signers

### Account Information

Account Name	Account Number	Tax Identification Number
TILLAMOOK BAY COMMUNITY COLLEGE	1-536-0227-6633	930792039
TILLAMOOK BAY COMMUNITY COLLEGE PAYROLL	1-536-9524-5214	930792039

### Authorized Account Signers

#### Add Authorized Account Signer(s):

Name	Title	Specimen Signature
RHODA HANSON	Director of Student Services	
TERESA RIVENES	Chief Academic Officer	

#### Delete Authorized Account Signer(s) (list name(s) only):

ANN HOVEY	JEAN GARCIA-CHITWOOD	

#### Existing Authorized Account Signer(s) other than those new Authorized Account Signers listed above (list name(s) only, no specimen signatures are needed)

PATRICK E RYAN	ROSS TOMLIM	

The Signer listed below represents and warrants to the Bank that: (i) the signatures listed above are the true and authentic signatures of the additional Authorized Account Signer(s); (ii) that each Customer listed above has taken all action required by its respective organizational documents to appoint the additional Authorized Account Signer(s) and to delete any Existing Authorized Account Signer(s); and (iii) he/she is authorized to complete this Appendix A-1 for each Customer listed above.

Account Signer may execute this Appendix A-1 to add an account(s) for Customer if the Existing Authorized Signers remain the same. Otherwise, this Appendix A-1 must be executed by a Contract Signer. This Appendix A-1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

Signer Signature: \_\_\_\_\_

Print Title: Board of Directors, Chair

Print Name: Kathy Gervasi

Date: \_\_\_\_\_

CTN SAT1-001371

For Internal Use Only:

Authorized Signers are related to the Master Services Agreement dated: \_\_\_\_\_

Review \_\_\_\_\_ Validation Method \_\_\_\_\_ TL Review \_\_\_\_\_ Imaged \_\_\_\_\_

## Information Only Items

**RECOMMENDATION**

Information Only

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



## Program Review – Student Services

### RECOMMENDATION

Information Only

### BACKGROUND INFORMATION .....DRIECTOR HANSON

Program Reviews were initiated in 2017-18 as part of the Strategic Plan revisions to more fully meet accreditation standards for assessment of programs and services. Program Reviews will be done every three years by all departments and academic programs. The Program Reviews that were completed this past academic year include:

- Library
- Student Services
- Business Office/Store
- Business Administration program
- Agriculture and Natural Resources program

Student Services completed its initial three year program review this spring. TBCC's Student Services department encompasses admissions, registration, academic advising, financial aid, disability services, veteran's services, and graduation. These offices focus on achieving optimal enrollment levels and supporting students in realizing their goals, ensuring students' progress toward a degree in a timely manner, removing financial barriers from higher education, and fostering student engagement in courses.

Student services supports the mission and vision of the college by providing on-going, personalized support to our students as we work to strengthen our partnerships; increasing the community's awareness and support of the importance of college access and success.

Our projects this year focused on increasing students access to staff and advising. We iexpanded our hours of operation to include two evenings per week, increased our presence in the local high schools and secured state and federal funding which allowed us to hire an additional full-time advisor.

Departmental needs for the future include additional cross-training, consistent funding for advisors and additional meeting space to allow privacy as we increase the number of student meetings.



# **Student Services: Service area Review 2017/18**

## **1. Program/Service Area Description**

Student Services at Tillamook Bay Community College is dedicated to student success. Operated under the guidance of the Director of Student Services, the department exists in three categories: the Registrar, Financial Aid, and Career Education Advising. These offices focus on achieving optimal enrollment levels and supporting students in realizing their goals, ensuring students' progress toward a degree in a timely manner, removing financial barriers from higher education, and fostering student engagement in class. The Director oversees campus activities as well as enhancing TBCC's reputation as small, personal, technologically-advanced learning environment focused on academic excellence.

## **2. Program/Service Area Details**

**The Director of Student Services** is responsible for the administration of all aspects of the Student Services office and facilitates communication among faculty, students, and Student Services staff. The Director acts as the registrar, handles grade reporting, and is responsible for accurate completion of required documentation related to student services, student progression, graduation, credentialing, and accreditation. They provide day-to-day leadership and direction with respect to policies, practices, systems, and operations in Student Services. The Director is responsible for ensuring quality standards, completing evaluations, handling complaints, grievances and appeals. The Director contributes to the college's success by providing input into the development of the college's strategic and operational plans, and by ensuring that the College achieves its student engagement and retention goals.

One Full-time Employee

**The Assistant Registrar** ensures the integrity, accuracy, and security of all academic records of current and former students; facilitates effective student registration and enrollment; builds secure student data files and sets policy and procedures for their responsible use; maintains up-to-date course schedules, course rosters, catalogs, final examination schedules; tracks student progress, grades, transcripts and issuance of certificates and degrees. The Assistant Registrar processes graduation applications, coordinates graduation ceremony as well as evaluates transfer credits and advises students on how courses may transfer out of TBCC.

One Full-time Employee

**Career Education Advising** provides placement assessment using multiple measures for new students and ensures program advising and Career Educational Plans (CEP) are prepared by every full or part-time student, student follow-ups, referrals to other services and intervention are provided to the student by the Career Education Advisor. This also includes using Dropout Detective as an early warning procedure. The advisors work with faculty to monitor student interaction with courses and help students formulate career/educational goals and objectives. The staff also provides transfer information to universities, graduation information and procedures.

Currently One Full-time Employee – Will be increasing department

**The Student Success Coordinator** provides holistic solutions for students and serves as a key resource for helping students navigate TBCC policies and procedures. They assist students with their transition to the college, align students' career goals with academic majors, utilize academic plans to promote a path to graduation, and provide opportunities to enhance career exploration and preparation. The Student Success Coordinator encourages student retention through one-on-one advising for Career Education Plans and transfer plans. They direct orientations, student activities, and various student success workshops. As ASPIRE coordinator, they recruit students, and monitors and support mentorships. Ensures personal counseling and disability services are available for students who may have academic or personal challenges that are barriers to academic success. They stay current on laws and policies regarding ADA accommodations and assesses eligibility, create and report data, communicate with state and regional coordinators, and monitor student academic progress. The Student Success Coordinator enhances middle and high school connections and recruitment by visiting the three Tillamook County school districts, and contributes to parent information nights and award presentations at high schools.

One Full-time Employee

**The Financial Aid Office** counsels and advises students about financial aid eligibility, application procedures, aid programs, costs, indebtedness, and financial planning. They evaluate the financial needs of students from a variety of sources, including documentation of financial status, personal interviews, and award financial aid according to government and institutional regulations and guidelines. The Financial Aid staff assists students with the FAFSA and electronically processes applications received from the Central Processing System. They verify eligibility for federal, state, and local programs, as well as veterans' affairs. They evaluate and make professional judgements regarding documentation or information that individualizes particular needs and situation of the student. The advisors answer questions, inquiries, or requests from students, parents, or guardians regarding financial aid programs and eligibility. The staff processes student financial aid, coordinates payment of awards with the Business Office, reports disbursements of aid and reconciles payments with federal and state agencies. They analyze various system-generated reports such as grades and enrollment status or award status to verify continued compliance and eligibility of students receiving aid under federal and institutional guidelines. This office originates student loans, provides loan entrance counseling, counsels students on award packages, and ensures that students receive information regarding their financial aid in order to get the students' aid disbursed to them in a timely manner, avoiding late fees.

Two Full-time Employees

#### 4.a TBCC Service Area Outcomes Assessment Plan and Summary Form

Use One Form per Outcome

Origination Date of Form April 10, 2018 Completion Date of Form 06/18/18  
 Service Area Student Services Individual Completing Form Rhoda Hanson

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
Students will have realistic CEPs (Career Education Plans) that provide a pathway to completion and employment	<p><b>Assessment tool:</b> Jenzabar report</p> <p><b>Criteria for Assessment:</b> 90% of eligible students will have a CEP prior to registering for following year.</p> <p><b>Target Term for Assessment:</b></p> <p><b>Procedure:</b> Pull report from Jenzabar</p>	80% of eligible students met with an advisor to update their CEP prior to the end of spring term.	80% may be a more realistic goal, as 5% cannot register due to Satisfactory Academic Progress (SAP), and an additional 5% are choosing to leave



#### 4.b TBCC Service Area Outcomes Assessment Plan and Summary Form

Use One Form per Outcome

Origination Date of Form 03/20/18 Completion Date of Form 06/15/18  
 Service Area Student Services Individual Completing Form Rhoda Hanson

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
Prospective students will pursue education to increase employment options.	<p><b>Assessment Tool:</b> EX report</p> <p><b>Criteria for Assessment:</b> App-enroll conversion 16/17 – 76.32%</p> <p>17/18 Target 75.00%</p> <p><b>Target term for Assessment:</b></p> <p><b>Procedure:</b> Pull data from Jenzabar</p>	17/18 – actual 309 applicants, 231 enroll status - 74.76%	We need to continue to improve our outreach and communication to applicants, while thoughtfully increasing our data collection efforts.

#### 4.c TBCC Service Area Outcomes Assessment Plan and Summary Form

Use One Form per Outcome

Origination Date of Form 04/15/18 Completion Date of Form 06/10/18  
 Service Area Student Services Individual Completing Form Rhoda Hanson

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
Students will receive additional support as they work toward completion of their educational goal	<p><b>Assessment tool:</b> appointments are tracked in outlook.</p> <p><b>Target term for Assessment:</b> We tracked the number of advising appointments for the winter term as a baseline, with a goal of increasing the number by 10% for the spring term.</p> <p><b>Procedure:</b> Pull data from outlook</p>	<p>288 students met with an advisor winter term</p> <p>320 students met with an advisor spring term</p>	We will develop new criteria as all students are required to meet with an advisor prior to registration each term.

## 5.a Project List 2017-18

Department: Student Services

Project	Project Description	Intended Outcome	Core Theme Objective	Measure (Y/N)	Lead Person	Year (1-3)	Budget Requirements
SS Staff will work to refine the admission process	SS Staff will refine the admission process adding additional touchpoints to increase the percentage of applicants completing the process	Prospective students will pursue education to increase employment options.	LCPE4	N	Kelsey	1	No additional \$\$
SS Staff will increase presence in local high schools	SS staff will implement a plan to be on site at the 3 local high schools 8 hours per month working toward a college-going culture	Prospective students will pursue education to increase employment options	EE4	N	Cara	1	Will require additional staff as we add schools. 24 hours per month total needed.
Student services will create a recruitment plan focusing on non-traditional	SS staff will work to recruit non-traditional students, providing them with information on enrolling in and paying for college	Prospective students will pursue education to increase employment options	LPCE4	N	Rhoda	1	\$500 for additional marketing /materials
SS Grant	If awarded, SS will add ½ time counselor to provide additional wrap around support for students (con'td)	Students will receive additional support as they work toward completion of their educational goal	EE4	N	Rhoda	1-2	\$50,000 requested for year 1
SNAP 50/50	- focusing on job training, career search/identification, remedial education and career pathways	Students will receive additional support as they work toward completion of their educational goal	EE4	N	Rhoda	2-3	Approx. \$30,000 match to cover ½ time advisor. Can be supported by SS grant funds



- 5.c Student Services Project Progress 17/18

- SS Staff will work to refine the admission process: To enhance registration application yield rates, each applicant, traditional and non-traditional, is contacted and instructed via emails, and phone call. Each receives personalized instructions on the next admissions steps. Similar to Financial Aid application yield rates, each ISIR received without an application of registration is contacted via phone and mailings. In 15/16, 67.89% of the students who applied as degree seeking students completed the process. In 16/17, 76.32% of applicants completed the process. In 17/18, 74.76% with an increase of 12.4 and 10% respectively. The processes are being constantly reviewed, updated, and tailored to the student population.
- SS staff will increase presence in local high schools: This academic year, a SS staff member worked with the students at Nestucca High School for approximately eight hours per month. We split the eight hours into two four-hour visits to the high school campus for two reasons: this schedule allowed staff to still have a half-day presence at TBCC but also allowed them to provide an every-other-week visit to the high school. This campus presence was more consistent and frequent, so students could get used to seeing staff somewhat regularly and think to ask questions related to post-high school plans. Usually we alternated between the mornings and afternoons as well, so that students who might be off-campus in the mornings could meet in the afternoons and vice-versa. With additional advising staff here now, the plan going forward would be to see if we could establish a similar presence at the other two high schools in our county, in addition to the alternative education high school institution. We have also organized a parent information night at NHS, a large group meeting with all seniors reviewing all of the programs TBCC offers, as well as campus visits by Hayden Bush to represent the AG/NR and Forestry degrees and Darryl Spitzer to represent the MIT programs
- Student Services will create a recruitment plan focusing on non-traditional students: To incentivize non-traditional students, we encourage enrollment of students five or more years post high school through the Career to Career Scholarship. Each step of the admissions process is also a requirement of the scholarship, so each student feels more driven to complete the admissions process and proactively contact staff to excel. Twenty Career to Career Scholars were awarded in our fall 2018 cohort. Thirteen of those students continued from fall to winter. One student who was not eligible for the scholarship in fall, continued with courses and reapply for the scholarship in Winter Term. We learned that this non-traditional cohort would benefit from more guidance before starting courses. By breaking up the Career to Career Scholarships throughout the year, it allows students to anticipate and prepare for college if they do not yet qualify. In year two of our program review, we will be awarding ten scholars in fall, five in winter and five in spring.
- SS grant / SNAP 50/50: In year one of the Student Services program review, we applied to both the SNAP 50/50 grant for approximately \$30,000 and the First Generation Student Success Grant requesting \$50,000 for the first year. SNAP 50/50 was approved to start October 1, 2018. The Student Success Grant was approved in April, 2018. For year two of our program review, these grants have allowed us to hire a full-time advisor and to continue programs such as the Career to Career, CG 100 class reimbursement, peer tutor incentives, and wrap-around support.

- SS will increase hours of operation to include 2 evenings per week: By remaining open until 7:00 pm on Tuesdays and Wednesdays, Student Services has been able to provide services and advising to students and community members who would have otherwise not had access. Fall term, 37 people utilized our extended hours. Winter term saw an increase to 59. Being only part-way through spring term, our data reflects numbers to be on par or exceed winter term. Availability of our extended hours was promoted throughout campus, focusing on the student commons, TBCC's website, as well as MyTBCC (student portal). We found services were not just requested by students and the community-at-large, but also to other staff and faculty involved with evening courses. Extending Student Service office hours to be in concert with the Library closing hours allows for consistency and ease of access throughout service areas on campus. Once an evening facilities position is filled, I believe the students of TBCC and the local communities will be well served with the increased accessibility to the College.
- Increase timeliness of prior college transcript evaluation: In the fall of 2017 TBCC's inbound transcript receiving processes were reviewed and evaluated. A continuous improvement Value Stream Map was used to document current processes/current state. It was recognized that the current processes had significant defects resulting in excess downstream wait time and waste. This wait time negatively impacted both TBCC students and various student services staff members. A PDCA (Plan, Do, Check, Act) was conducted to create a new work flow process. Current average transcript processing time is less than 2 weeks, with most transcripts being processed the same day they are received. This new process will be reevaluated this summer (2018) using the five capacities for measuring improvements (QDCSA) to ensure the continuous improvement of the project.
- Advising staff will increase opportunity to meet with students: When meeting with students this year, we have been updating any CEP that a student has in their file, and if there wasn't one in a file, they now have one to refer to when they are choosing classes in the future. We found that many CEPs were extremely out of date or non-existent. We placed a hold on our currently enrolled degree-seeking students so that before they can register for summer or fall, they will have to meet with us to update these plans. These meetings have been very useful to provide students a chance to see where they are in their degree completion pathway and also so they can take a look at some alternative certificates and degrees they might be interested in pursuing. There have been more than a few students who we have been able to "course-correct" and find options that fit their goals more accurately. These have been positive meetings and the students have been very appreciative of the chance to have a one-on-one review of progress and goals. We also have tried to "tag-team" as academic advisor/financial aid advisor teams, so that when a student had an academic advising appointment we did a hand-off to one of the financial aid advisors so that could also be reviewed for the student. We also held four different Career and Degree Exploration Workshops that offered students a chance to simply drop-in without an appointment and be able to review their goals and degree options. In addition to those, we also have set up tables in the common areas during open registration times so that students can get on-demand advising, and we have visited the CG100 courses to provide an overview of our degrees, a chance to introduce ourselves to the new students, and answer questions they might have immediately after our presentations. These classroom visits have often resulted in students setting up one-on-one appointments with us in Student Services.

# Financial Report

**RECOMMENDATION**  
INFORMATION ONLY

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

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



Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended August 2018

16.67% of fiscal year elapsed

	FY 2017-2018			FY 2018-2019		
	Annual Budget	08/31/17 Actual	Percentage of Budget	Annual Budget	08/31/18 Actual	Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 950,000	\$ 1,387,183.16	146.02%	\$ 1,780,713	\$ 1,529,803.98	85.91%
State	\$ 1,356,106	\$ 384,736.31	28.37%	\$ 1,719,525	\$ 429,125.59	24.96%
Property Taxes	\$ 1,241,050	\$ -	0.00%	\$ 1,285,647	\$ -	0.00%
Tuition	\$ 881,855	\$ 129.00	0.01%	\$ 944,489	\$ -	0.00%
Fees	\$ 154,296	\$ 15,276.00	9.90%	\$ 182,090	\$ 18,225.80	10.01%
Sale of Goods	\$ 2,000	\$ 311.00	15.55%	\$ 2,000	\$ 294.00	14.70%
Interest	\$ 5,500	\$ 6,019.94	109.45%	\$ 48,000	\$ 13,013.61	27.11%
Rental	\$ 12,000	\$ 2,700.00	22.50%	\$ 17,000	\$ 4,505.00	26.50%
Miscellaneous	\$ 7,000	\$ 62.45	0.89%	\$ 7,000	\$ 1,296.35	18.52%
Transfers	\$ 493,829	\$ 6,279.45	1.27%	\$ 88,995	\$ 6,242.84	7.01%
<b>Total resources</b>	<b>\$ 5,103,636</b>	<b>\$ 1,802,697.31</b>	<b>35.32%</b>	<b>\$ 6,075,459</b>	<b>\$ 2,002,507.17</b>	<b>32.96%</b>
<b>Expenditures</b>						
Instruction	\$ 1,403,246	\$ 63,919.21	4.56%	\$ 1,499,878	\$ 87,878.48	5.86%
Instructional Support	\$ 344,629	\$ 54,981.44	15.95%	\$ 387,671	\$ 51,389.07	13.26%
Student Services	\$ 463,665	\$ 68,536.52	14.78%	\$ 468,023	\$ 76,001.56	16.24%
College Support	\$ 1,365,563	\$ 260,853.69	19.10%	\$ 1,464,684	\$ 248,153.54	16.94%
Plant Operation	\$ 288,533	\$ 49,130.47	17.03%	\$ 367,593	\$ 69,424.91	18.89%
Transfers	\$ 288,000	\$ 24,064.56	8.36%	\$ 288,000	\$ 25,789.50	8.95%
Contingency	\$ 50,000	\$ -	0.00%	\$ 100,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 4,203,636</b>	<b>\$ 521,485.89</b>	<b>12.41%</b>	<b>\$ 4,575,849</b>	<b>\$ 558,637.06</b>	<b>12.21%</b>
Ending fund balance	\$ 900,000	\$ 1,281,211.42	142.36%	\$ 1,499,610	\$ 1,443,870.11	96.28%



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

	Fund No.	Beginning Fund Balance	2018-2019 Revenue	2018-2019 Expenditures	Ending Fund Balance	2018-2019 Spendable Budget	2017-2018 Prior Year Expenditures 8/31/2017
United Way Literacy Grant	216	\$ 1,855.13	\$ -	\$ -	\$ 1,855.13	\$ 3,000	\$ -
Title III Grant	220	-	\$ 49,241.50	\$ 96,074.89	\$ (46,833.39)	\$ 292,751	\$ 104,313.00
Pathways Grant	225	-	-	\$ 4,804.83	\$ (4,804.83)	\$ 29,707	\$ 4,691.27
Industrial Maintenance Tech	226	\$ 36,475.16	\$ 7,250.00	\$ 6,476.41	\$ 37,248.75	\$ 58,759	\$ 4,676.96
SBDC Federal Grant	230	-	-	\$ 1,614.56	\$ (1,614.56)	\$ 33,000	\$ 4,741.83
SBDC State Grant	231	-	-	\$ 11,919.92	\$ (11,919.92)	\$ 120,000	\$ 6,598.49
SBDC Program Income	232	\$ 38,197.03	\$ 22,419.00	-	\$ 60,616.03	\$ 15,273	\$ 454.25
SBDC Rural Outreach Grant	233	-	-	\$ 2,176.00	\$ (2,176.00)	\$ 7,000	\$ -
TEC Vocational Education Grant	240	-	-	-	-	\$ 40,000	\$ -
Connect2Complete	253	\$ 6,242.49	-	-	\$ 6,242.49	\$ 6,574	\$ -
ASPIRE Program	254	\$ 6,107.09	-	\$ 846.22	\$ 5,260.87	\$ 8,567	\$ -
Student Success Grant	256	-	-	\$ 14,329.03	\$ (14,329.03)	\$ 125,000	\$ -
Partners for Rural Innovation Operations	289	\$ 7,827.74	\$ 2,596.00	\$ 9,017.69	\$ 1,406.05	\$ 35,000	\$ 9,664.41
Capital Depreciation & Maintenance Fund	290	\$ 765,217.45	\$ 2,879.68	-	\$ 768,097.13	\$ 20,000	\$ -
Timber Tax Reserve Fund	291	\$ 2,276,682.08	-	-	\$ 2,276,682.08	\$ -	\$ -
PRI Capital Maintenance Fund	292	\$ 20,000.00	-	-	\$ 20,000.00	\$ 10,000	\$ -
Strategic Investment Fund	295	\$ 1,347,379.59	\$ 5,070.48	-	\$ 1,352,450.07	\$ -	\$ -
State IGA Fund	296	-	-	-	-	\$ 49,500	\$ -
<b>Total Special Fund</b>		<b>\$ 4,505,983.76</b>	<b>\$ 89,456.66</b>	<b>\$ 147,259.55</b>	<b>\$ 4,448,180.87</b>	<b>\$ 854,131</b>	<b>\$ 135,140.21</b>
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 8/31/2018		
Total of Grants that borrow from the General Fund		\$ (67,348.70)	\$ 5,815.66	\$ -	\$ (73,164.36)		
Total of Grants that are not borrowing from the General Fund		\$ 4,515,529.57	\$ 3,611.21	\$ -	\$ 4,511,918.36		
<b>Total Special Fund</b>		<b>\$ 4,448,180.87</b>	<b>\$ 9,426.87</b>	<b>\$ -</b>	<b>\$ 4,438,754.00</b>		
	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	\$ 18,226.30	\$ 270.00	\$ 125.54	\$ 18,370.76	\$ 7,823	\$ 48.11
Driver Education Program	311	\$ 4,059.35	\$ 1,840.00	\$ 2,512.43	\$ 3,386.92	\$ 14,171	\$ 3,303.78
Summer Term Fund	312	\$ 10,103.28	\$ 80,533.00	\$ 38,707.18	\$ 51,929.10	\$ 64,775	\$ 42,245.69
TBCC Store	320	\$ 3,049.03	\$ 173.65	\$ (42.05)	\$ 3,264.73	\$ 3,220	\$ 144.31
Customized Training Projects	330	\$ 38,185.82	-	\$ 3,228.93	\$ 34,956.89	\$ 79,577	\$ 10,633.47
Truck Driving Program	331	\$ -	-	\$ 4,197.77	\$ (4,197.77)	\$ -	\$ -
TBCC Vending	340	\$ 5,384.77	\$ 509.61	\$ 186.47	\$ 5,707.91	\$ 6,500	\$ 387.42
<b>Total Enterprise Fund</b>		<b>\$ 79,008.55</b>	<b>\$ 83,326.26</b>	<b>\$ 48,916.27</b>	<b>\$ 113,418.54</b>	<b>\$ 176,066</b>	<b>\$ 56,762.78</b>
PERS Pension Bond Fund	410	\$ 13,410.45	\$ 25,249.40	\$ 1,600.00	\$ 37,059.85	\$ 144,316	\$ 1,600.00
General Obligation Bond Fund	420	\$ 133,009.26	\$ 532.89	\$ -	\$ 133,542.15	\$ 700,725	\$ -
<b>Total Debt Service Fund</b>		<b>\$ 146,419.71</b>	<b>\$ 25,782.29</b>	<b>\$ 1,600.00</b>	<b>\$ 170,602.00</b>	<b>\$ 845,041</b>	<b>\$ 1,600.00</b>
Local Match Fund	525	\$ 313,533.67	\$ 1,179.89	\$ -	\$ 314,713.56	\$ 50,000	\$ -
Grant Construction Fund	555	\$ (313,308.57)	\$ -	\$ -	\$ (313,308.57)	\$ -	\$ 3,080.67
<b>Total Capital Projects Fund</b>		<b>\$ 225.10</b>	<b>\$ 1,179.89</b>	<b>\$ -</b>	<b>\$ 1,404.99</b>	<b>\$ 50,000</b>	<b>\$ 3,080.67</b>
Associated Students of TBCC	710	\$ 4,182.39	\$ 478.80	\$ 133.36	\$ 4,527.83	\$ 9,000	\$ 166.76
Phi Theta Kappa Honorary Society Fund	720	\$ 2,157.32	-	\$ 136.04	\$ 2,021.28	\$ 5,700	\$ 279.27
Economic Development Council	730	\$ 81,702.65	\$ 44,099.03	\$ 8,131.09	\$ 117,670.59	\$ 182,229	\$ 14,105.96
Economic Development Council - USDA Grant	731	\$ 26,523.77	-	-	\$ 26,523.77	\$ 22,463	\$ 972.40
Visit Tillamook Coast	740	\$ 829,288.31	\$ 12,502.86	\$ 246,415.25	\$ 595,375.92	\$ 1,592,555	\$ 127,538.02
Visit Tillamook Coast - Non-TLT Funds	741	\$ 33,026.41	\$ 8,187.30	\$ 12,115.24	\$ 29,098.47	\$ 77,100	\$ 4,183.35
Visit Tillamook Coast - RTM Grant	742	\$ 27,000.00	\$ -	\$ -	\$ 27,000.00	\$ -	\$ -
<b>Total Agency Fund</b>		<b>\$ 1,003,880.85</b>	<b>\$ 65,267.99</b>	<b>\$ 266,930.98</b>	<b>\$ 802,217.86</b>	<b>\$ 1,889,047</b>	<b>\$ 147,245.76</b>
PELL Grant	801	\$ -	\$ 67,198.00	\$ 67,198.00	\$ -	\$ 751,150	\$ 35,257.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 800.00	\$ 800.00	\$ -	\$ 16,875	\$ -
Direct Loans	810	\$ -	\$ 23,392.00	\$ 23,392.00	\$ -	\$ 350,000	\$ 21,721.00
Federal Work Study	819	\$ -	-	\$ 2,826.89	\$ (2,826.89)	\$ 16,944	\$ -
Oregon Opportunity Grant	821	\$ -	-	-	\$ -	\$ 190,000	\$ -
Chafee Grant	822	\$ -	-	-	\$ -	\$ 15,000	\$ -
Oregon Promise Grant	823	\$ -	-	-	\$ -	\$ 65,000	\$ -
Tuition Waivers	831	\$ 16,733.89	-	-	\$ 16,733.89	\$ 10,000	\$ -
Board Scholarships	832	\$ 74,600.21	-	\$ 7,275.00	\$ 67,325.21	\$ 160,000	\$ -
Institutional Work Study	833	\$ 44,892.39	\$ 200.00	-	\$ 45,092.39	\$ 10,072	\$ -
Foundation Scholarships	834	\$ -	\$ 2,750.00	\$ 3,060.00	\$ (310.00)	\$ 85,000	\$ 193.20
Student Employees	835	\$ -	-	-	\$ -	\$ -	\$ -
Non-Institutional Scholarships	840	\$ 506.00	\$ 11,000.00	\$ 151.00	\$ 11,355.00	\$ 53,328	\$ 2,210.84
<b>Total Financial Aid Fund</b>		<b>\$ 136,732.49</b>	<b>\$ 105,340.00</b>	<b>\$ 104,702.89</b>	<b>\$ 137,369.60</b>	<b>\$ 1,723,369</b>	<b>\$ 59,382.04</b>

Agenda Item 5.B. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended August 2018  
 16.67% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,940,740			\$ 4,152,051			\$ 76,318			\$ 138,010	
Beginning Fund Balance	\$ 1,780,713	\$ 1,529,804	85.91%	\$ 4,105,217	\$ 4,505,984	109.76%	\$ 71,307	\$ 79,009	110.80%	\$ 43,939	\$ 146,420	0.00%
<b>Resources</b>												
State Aid	\$ 1,719,525	\$ 429,126	24.96%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 742,958	\$ 56,492	7.60%	\$ 35,000	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,126,579	\$ 18,226	1.62%	\$ 9,000	\$ 555	6.17%	\$ 79,811	\$ 82,643	103.55%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,285,647	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 661,725	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 520,172	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 294	14.70%	\$ -	\$ -	0.00%	\$ 5,700	\$ 683	11.98%	\$ -	\$ -	0.00%
Interest	\$ 48,000	\$ 13,014	27.11%	\$ 22,000	\$ 7,950	36.14%	\$ -	\$ -	0.00%	\$ 4,250	\$ 672	15.81%
Rental	\$ 17,000	\$ 4,505	26.50%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 1,296	18.51%	\$ 58,100	\$ 24,460	0.00%	\$ 7,000	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 88,995	\$ 6,242	7.01%	\$ 50,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 25,111	16.74%
<b>Total Revenues</b>	<b>\$ 4,294,746</b>	<b>\$ 472,703</b>	<b>11.01%</b>	<b>\$ 1,402,230</b>	<b>\$ 89,457</b>	<b>6.38%</b>	<b>\$ 127,511</b>	<b>\$ 83,326</b>	<b>65.35%</b>	<b>\$ 815,975</b>	<b>\$ 25,783</b>	<b>3.16%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 3,198,689	\$ 344,194	10.76%	\$ 374,307	\$ 82,171	21.95%	\$ 128,187	\$ 43,190	33.69%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 969,160	\$ 188,653	19.47%	\$ 423,234	\$ 62,347	14.73%	\$ 41,753	\$ 4,288	10.27%	\$ 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	\$ -	0.00%
Transfers	\$ 288,000	\$ 25,790	8.95%	\$ 56,590	\$ 2,742	4.85%	\$ 6,126	\$ 1,438	23.47%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 100,000	\$ -	0.00%	\$ 4,604,853	\$ -	0.00%	\$ 22,752	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 4,575,849</b>	<b>\$ 558,637</b>	<b>12.21%</b>	<b>\$ 5,458,984</b>	<b>\$ 147,260</b>	<b>2.70%</b>	<b>\$ 198,818</b>	<b>\$ 48,916</b>	<b>24.60%</b>	<b>\$ 845,041</b>	<b>\$ 1,600</b>	<b>0.19%</b>
Ending Fund Balance	\$ 1,499,610	\$ 1,443,870		\$ 48,463	\$ 4,448,181		\$ -	\$ 113,419		\$ 14,873	\$ 170,603	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 213,113			\$ 9,427			\$ -			\$ 45,147	
Inventories		\$ 1,283			\$ -			\$ 1,288			\$ -	
NET EFFECT ON CASH		\$ (214,396)			\$ (9,427)			\$ (1,288)			\$ (45,147)	
Liabilities												
Accounts Payable		\$ 68,744			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 72,690			\$ -			\$ -			\$ 45,147	
Payroll		\$ 111,581			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 253,015			\$ -			\$ -			\$ 45,147	
NET ADJUSTMENTS		\$ 38,619			\$ (9,427)			\$ (1,288)			\$ -	
ENDING CASH BALANCE		\$ 1,482,489			\$ 4,438,754			\$ 112,131			\$ 170,603	

Agenda Item 5.B. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended August 2018  
 16.67% 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%
<b>Resources</b>									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,287,772	\$ 22,500	0.00%	\$ 1,398,150	\$ 91,390	6.54%
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	\$ 10	0.00%	\$ -	\$ -	0.00%
Interest	\$ 10,000	\$ 1,180	11.80%	\$ 16,700	\$ 3,095	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ 73,000	\$ 39,184	53.68%	\$ 135,000	\$ 13,750	10.19%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 479	5.99%	\$ 130,000	\$ 200	0.15%
<b>Total Revenues</b>	<b>\$ 10,000</b>	<b>\$ 1,180</b>	<b>11.80%</b>	<b>\$ 1,387,472</b>	<b>\$ 65,268</b>	<b>4.70%</b>	<b>\$ 1,663,150</b>	<b>\$ 105,340</b>	<b>6.33%</b>
<b>Expenditures</b>									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 502,303	\$ 47,928	9.54%	\$ 26,341	\$ 2,827	10.73%
Operating Expenditures	\$ -	\$ -	0.00%	\$ 1,362,965	\$ 216,941	15.92%	\$ 1,694,528	\$ 101,876	6.01%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 50,000	\$ -	0.00%	\$ 23,779	\$ 2,062	0.00%	\$ 2,500	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 117,983	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 2,007,030</b>	<b>\$ 266,931</b>	<b>13.30%</b>	<b>\$ 1,723,369</b>	<b>\$ 104,703</b>	<b>6.08%</b>
Ending Fund Balance	\$ 440,000	\$ 1,405		\$ 357,510	\$ 802,218		\$ 56,224	\$ 137,369	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables		\$ 70,115			\$ -			\$ -	
Inventories		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ (70,115)			\$ -			\$ -	
Liabilities									
Accounts Payable		\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
NET ADJUSTMENTS		\$ (70,115)			\$ -			\$ -	
ENDING CASH BALANCE		\$ (68,710)			\$ 802,218			\$ 137,369	

**\$ 7,074,854**

Cell: A33

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

Cell: A47

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

# President's Report

## RECOMMENDATION

Information Only

BACKGROUND INFORMATION .....PRESIDENT TOMLIN

## Upcoming Dates

- OPC meeting at OCCC Oct 4-5.
- OCCA Board Meeting from 11am-4:30pm on Friday, Oct 5 at OCCC
- Next Board Meeting is Monday, November 5
- OCCA Conference in Sun River is Wednesday, Nov 7 thru Friday, Nov 9. Registration is now open
- NWCCU Annual meeting is Wednesday, Nov 14 in Seattle. Teresa, Erin, and I will attend

## Updates

- The OSU Open Campus Coordinator has been hired and started work last week. Megan Deane/McKenna has taken the position held by Hayden Bush and will be a 0.5 FTE faculty member for TBCC overseeing the AG/NR and Forestry programs.
- TBCC Fall In-service held on September 13-14 in mornings
- EDC Director search moving forward to the interview stage
- Classes began on Monday, September 24. FTE for the Fall term started out at \_\_\_\_\_ FTE, compared to \_\_\_\_\_ FTE last fall at this time.
- The first Truck Driving class started on September 24



## 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.

