



Board of Education Meeting Agenda

Date: Monday, February 4, 2019

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Gervasi
2.	Consent Agenda: -----	(Action) Chair Gervasi
	a. Approval of Agenda	
	b. Approval of January 7, 2019 Minutes	
	c. Personnel Report.....	Director Ryan
3.	Invitation for Public Comment -----	Chair Gervasi
	Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	New Business and/or focused policy discussions	
	a. Tuition and Fees for 2019-20 (First Reading).....	President Tomlin
	b. PACE Trust Agreement Changes.....	(ACTION) Director Ryan
	c. Board Self-Evaluation Process.....	President Tomlin
	d. President Evaluation Form and Process.....	President Tomlin
	e. Policy 201 Equity (First Reading).....	(ACTION) Director McCarley
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Measure Narrative 5 & 6.....	Director McCarley
	b. OCCA Board Meeting Summary.....	Board Member McMahon
	c. Budget Update.....	President Tomlin
	d. Facilities Master Plan Update.....	President Tomlin
	e. Community Survey.....	Executive Director Luquette
	f. Financial Report.....	CFO Williams
	g. 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 FEBRUARY MEETING.

Items for approval:

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



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE FEBRUARY MEETING.

Board of Education Meeting Agenda

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4.	New Business and/or focused policy discussions a. Tuition and Fees for 2019-20 (First Reading)..... b. PACE Trust Agreement Changes.....(ACTION) c. Board Self-Evaluation Process..... d. President Evaluation Form and Process..... e. Policy 201 Equity (First Reading).....(ACTION)	President Tomlin Director Ryan President Tomlin President Tomlin Director McCarley
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda) a. Measure Narrative 5 & 6..... b. OCCA Board Meeting Summary..... c. Budget Update..... d. Facilities Master Plan Update..... e. Community Survey..... f. Financial Report..... g. President’s Report.....	Director McCarley Board Member McMahon President Tomlin President Tomlin Executive Director Luquette CFO Williams President Tomlin
6.	Board Member Discussion Items -----	Chair Gervasi
7.	Adjournment -----	(Action) Chair Gervasi



January 7 Board of Education Meeting Minutes

Date: Monday, January 7, 2019

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

TBCC Board Members in Attendance: Kathy Gervasi, Mary Faith Bell, Pam Zweifel, Mary Jones, and Jennifer Purcell.

TBCC Board Members not in Attendance: Mary Jones

TBCC Staff in Attendance: Ross Tomlin, Heidi Luquette, Kyra Williams, Pat Ryan, Sheryl Neu, Erin McCarley, Rhoda Hanson, Britney Noel, Michael Weissenfluh, Teresa Rivenes, Masyn Phoenix, Sydney Elliot, Megan Deane McKenna.

TBCC Students in Attendance: Isabella Christy, Logan Laity

Guests in Attendance: Curt Shelley, Greg English, Randy Schild.

Description **Resource**

Call to Order • Acknowledge Guests (agenda item 1)----- Chair Gervasi
Chair Gervasi called the Board meeting to order at 6:01 pm.

Chair Gervasi introduces guests: Tillamook School District (TSD) Superintendent Randy Schild, TSD Assistant Superintendent Curt Shelley, and Tillamook High School Principal Greg English.

Consent Agenda (agenda items 2, 2.a, 2.b, 2.c) ----- (ACTION) Chair Gervasi
No changes were requested to the January 7, 2019 agenda or December 3, 2018 minutes.

Director Ryan presented the personnel report. TBCC hired a new part-time Behind-the-Wheel truck-driving instructor. JoAnn Critelli was hired as the new Community and Continuing Education Coordinator. Dorelei Collier was hired as our Part-time Grant Writer. The Development Specialist position has been offered and accepted. Daniella Bivens has accepted the Dean of Academic Partnerships position and starts on January 14.

Director Ryan requests Board approval to hire Lindsey Rivenes-Howard as an adjunct faculty for LEAD 242 and CG 130H. Approval is required in accordance with Board policy 302 regarding supervision of a family member.

Betsy McMahon motioned to approve the consent agenda and approve the hiring of Lindsey Rivenes-Howard as an adjunct faculty. 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)

Policy 110 – Reserves –Second Reading (agenda item 4.a) ----- (ACTION) CFO Williams
CFO Williams advised that no changes have been made since the first reading presented at the
December 3, 2018 meeting.

Mary Faith Bell motioned to approve Policy 110. Tamra Gammon seconded the motion. The motion
carried.

Audit Report (agenda item 4.b) ----- CFO Williams
CFO Williams provided a hard copy of the audit report to each Board member. In addition, there is a
letter on top of the report that she is required to present to the Board from the auditor. She advised
that the most important section of the audit is the opinion section on page two. The opinion states that,
“In our opinion, the financial statements referred to above present fairly, in all material
respects, the financial position of Tillamook Bay Community College as of June 30, 2018, and the
changes in its financial position and its cash flows for the year then ended in accordance with
accounting principles generally accepted in the United States of America.” CFO Williams advises that
this is an unqualified opinion, which is good in regards to the audit. The report also stated that “there
were no significant deficiency in the interal control over financial reporting reported during the audit of
the financial statements of Tillamook Bay Community College”.

Pam Zweifel motioned to approve the audit report and accept the distribution of the letter. Betsy
McMahon seconded the motion. The motion carried.

Information-Only Items (agenda item 5)

Tillamook School District (TSD) Update (agenda item 5.a) -----Superintendent
Schild, Principal English, Assistant Superintendent Shelley

Superintendent Schild introduced Assistant Superintendent Shelly whom will be replacing him June
30, 2019. Assistant Superintendent Shelly is very excited to be here. He grew up in Eastern Oregon
and attended Linfield College. He has a strong passion for education and enjoys working with people.

Superintendent Schild explained that the partnership between Tillamook School District and Tillamook
Bay Community College is excellent. We change the lives of high school students we changes lives of
those in our community. Superintendent Schild introduced Tillamook High School Principal Greg
English.

Principal English informed that he is very proud of the TBCC partnership. He informed that in the past
year more than 200 students have taken dual credit courses at TBCC together earning more than
1,482 credits in 2017-18. Currently there are 26 different courses being offered for dual credit
including math, welding, agriculture, writing, economics, and more. This year they are looking to add
classes in chemistry and health. TSD sent TBCC 7 First Class Scholars this past year and 13 of
TBCC’s Current First Class Scholars graduated from TSD



CAO Rivenes informs that TBCC will continue to enhance its community partnership with TSD and work on course alignment. TBCC and TSD has had a goal that every student earns at least one college course by graduation. Dr. Rivenes is looking forward to trying to get at least one dual credit class offered at Wilson River.

Program Review- AG/NR (agenda item 5.b) ----- Coordinator Deane-McKenna

Coordinator Deane-McKenna introduced herself. She is the Agriculture, Natural Resources, and Forestry Faculty/Program Coordinator and OSU Open Campus Education Coordinator. She advised that this program review be created by Hayden Bush. The four program goals include; preparing future leaders in Agriculture and Natural Resources, instruct using curriculum reviewed by industry leaders and local partners, meet a broad range of student needs (i.e. recent high school graduates, incumbent workers, people seeking a career, transfer students), and continually increase the number of graduates from the program. She advises that this program has seen increases in enrollment, class offerings, and dual credit partnerships. The strengths of the program include small class sizes, strong high school and community partnerships, and amazing adjunct faculty. Tillamook is a great place for this program as the geographic location is idea and the opportunity for community-based opportunities, partnerships and community recruitment are here. She is excited to see the program continue to grow.

Measure Narratives- EE 4 (agenda item 5.c) - Director Hanson, Director Phoenix, Sydney Elliott, Computer/Business Administration Instructor Michael Weissenfluh presented Strategic Plan Measure Narrative EE4.1 which focuses on textbook savings to students in 2017-18. He reports that students have saved \$164K in the 2017-18 academic year and \$516K since the project to use OER's has started. The \$164K in savings last year surpasses the goal set for the year, producing a positive result for this measure.

Director Hanson presented Measure Narrative EE4.2 Use of Advising Service. She reports that 89% of students responding to the statement "Student Services is accessible and sufficient for me to reach my educational goals" as reported in the Student Satisfaction Survey agreed with the statement. Director Hanson constantly is looking for new ways to increase connections with student and make sure they are getting the support they need. This result exceeded the highest threshold for this measure.

Library Director Phoenix presented Measure Narrative EE4.3 Tutoring Services. 70% of students who had used tutoring services rated their satisfaction with tutoring as 'high' or 'moderate'. Tutoring service at TBCC include; Writing studio, wrap around math, math studio, and net-tutor which is a 24/7 online service. English Instructor Sydney Elliot informed that the Writing Studio began last winter and has logged 133 hours spent by students that were not required to go there by their Writing class. The Writing Studio is staffed by adjunct faculty and offer study modules including information on: cover letters, thesis statements, grammar, style, and how to avoid plagiarism. This measure result exceeded the highest threshold level.



Instructor Sydney Elliot also informed that last term she taught a poetry class and her students were published in a national publication. She also did outreach in the community and did a presentation at Wilson High School.

Board Election Information (agenda item 5.d) ----- President Tomlin
President Tomlin advised that during odd years elections take place. This year four current Board members are up for election. Those Board members are Mary Jones, Mary Faith Bell, Betsy McMahon, and Jennifer Purcell. In order to run for election those four Board members need to fill out the SEL 190 Candidate Filing District Form and submit them to the County Clerk's office. Applications begin being accepted on February 9, 2019 and close on March 21, 2019 for the May 21, 2019 Special Election. That form was included in the tonight's Board meeting packet. President Tomlin informed that if any Board members have questions to let him know.

Facilities Master Plan Update (agenda item 5.e) ----- President Tomlin
President Tomlin explained that we extended the process timeline for the Facilities Master Plan (FMP) to next November. The goal for January is to develop a list of themes and create a RFP to hire a consultant who will collect community feedback and develop the FMP. On December 14, 2018, TBCC had a brainstorming session at the Tillamook Creamery. This brainstorming session produced a list of initial themes to kick off the FMP process. This list will be finalized this month and brought back to the Board for review. The goal is to use that list when starting conversations with the community. The Futures Council has also offered to help TBCC with ideas on how to get community feedback.

ASTBCC Report; Food Pantry Update (agenda item 5.f) ----- ASTBCC President Christy
ASTBCC President Christy advised that the updated food pantry be close to being unveiled. It will now be located on the north wall of the library. The pantry will include food from the Oregon Food Bank and non-food staples such as toilet paper, tissues, feminine hygiene products, and laundry pods. The updated pantry launches next month and the first 6 months will be a trial to see if this project can be self-sustaining by next fall. President Christy hopes to set up a donation drive sometimes soon. The Board members can help by bringing donations to the Board meeting next month. President Christy will get a list of suggested donations sent out to the Board members before the next meeting.

Financial Report (agenda item 5.g) ----- CFO Williams
CFO Williams informed that the financial report through the end of November is provided in the packet. TBCC is over 42% of the way through the fiscal year. Early projections show the ending fund balance should be just below 1.6M.

President's Report (agenda item 5.h) ----- President Tomlin
President Tomlin provided upcoming dates. January 7 the first day of winter term 2018-19 and the legislative session begin in January as well. Oregon President's Council meeting is January 31 through February 1. The OCCA Board meeting is February 1. February 1, 2019 is also CTE Day at the state house and all community colleges have teamed up to reserve the rotunda. CAO Rivenes and Apprenticeship/Manufacturing and Industrial Technology Coordinator Darryl Spitzer will attend CTE Day for TBCC. The next Board meeting will be February 4, 2019.

The Facilities Master Plan meeting at the Creamery on December 14, 2018 was wonderful. The Creamery hosted us and Tamra Gammon worked with her staff to set up a tour that allowed us to get



department information from current or past TBCC students. President Tomlin again thanked Board member Gammon for hosting the college there that day and for the amazing food and learning opportunity. The college greatly appreciates the wonderful partnership we have with the Creamery.

TBCC will be using \$590M to develop our 2019-20 budget at this point. OCCA has asked each college to provide a list of how they would spend their portion of the extra \$70M from the CTE and Student Support funds if they were to receive them, and provide a list of cuts if we were to receive the Governor's proposed budget. The Leadership Team is putting together these two list and will be sending them to OCCA this week. If all community colleges were to get the Governor's proposed budget of \$543M, they would collectively need to increase tuition 17 percent.

Enrollment is up 8 percent over the summer and fall. As of today TBCC is a little below enrollment from last winter. However, this does not include truck-driving enrollments and non-credit courses. Most colleges lost enrollment in the fall.

TBCC has been selected for Civil Rights on-site review on April 24 and 25th. This visit focuses on compliance with the following civil rights laws: Title VI of the Civil Rights Act of 1964 (race, color, or national origin), Title IX of the Education Amendments of 1972 (sex and gender), Section 504 of the Rehabilitation Act of 1973 (disability), Age Discrimination Act of 1975 (age) and Title II of the Americans with Disabilities Act of 1990 (nondiscrimination on the basis of disability in state and local government services). We will be ready for the visit.

Board member Tamra Gammon requested to hear an update about how the CTE Day goes on February 1 at the next Board meeting.

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 7:42 pm. Betsy McMahon seconded the motion.
The meeting was adjourned.



Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan
Information Only

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
CDL Program Coordinator	Jan. 22, 2019	TBD	Open until filled	Arlene Soto	
Development Specialist		Feb. 4, 2019	Brook Bennett hired	Heidi Luquette	
Career Education Advisor and Enrollment Specialist	Jan. 15, 2019		Open until filled	Rhoda Hanson	



Invitation of Public Comment

RECOMMENDATION

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

BACKGROUND INFORMATION ----- Chair Gervasi



NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Gervasi



College Tuition and Fees

RECOMMENDATION

FIRST READING OF THE PROPOSED 2019-2020 TUITION AND FEE SCHEDULE.

BACKGROUND INFORMATION

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

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



PACE Trust Agreement Changes

RECOMMENDATION

Adopt and sign the Joinder of Trust Agreement.

BACKGROUND INFORMATIONDirector Ryan

Oregon law requires that self-insured public entity programs be formed through an intergovernmental agreement between the participating entities. Upon changes to the Trust agreement it is necessary for the Trust Members to have their board adopt the Joinder of Trust Agreement. By signing the Joinder of Trust Agreement TBCC will continue to have an IGA with PACE.



Board Self Evaluation Process

RECOMMENDATION

Information Only

BACKGROUND INFORMATION PRESIDENT TOMLIN

The next page is the TBCC Board Self Evaluation form for 2018-19. This form will be sent to Board members electronically as well in WORD format. Board members should fill this form out between now and the March 4 Board meeting. The form can be emailed back to Britney or brought to the March 4 Board meeting and given to Britney. The results will be tallied up during March and the summary of results will be reviewed at the April Board meeting.





Board Self-evaluation Tool for 2018-19

1. Please rate (1-low to 5-very high), the following issues/items as far as their importance to be set as priorities for the board this upcoming year:

Rate 1-5

- a. Board professional development opportunities
- b. Policy review/development
- c. Training of new board members
- d. Understanding of the budget and budget process
- e. Communication with each other and the president
- f. College reporting on student success data, processes
- g. Understanding the role and responsibilities of the president
- h. Understanding shared or participatory governance
- i. Partnerships with school districts
- j. Strategic alignment with the TBCC Foundation

Scale of 1-5

2. How effective do you feel the Board was this past year in accomplishing the goals/priorities set for the year?

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3. What are the most important goals/priorities for the board this coming year and how should they be addressed?

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4. What should the priority goals of the college be for next year?

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President Evaluation Form and Process

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

The President Evaluation Form for 2018-19 is on the next page. It will also be sent to Board members electronically in WORD format. The form matches the list of goals for President Tomlin for the 2018-19 fiscal year. A summary report combining items from each monthly Goals Progress Report will be handed out to each Board member at this meeting as well as emailed to each Board member that can be used in filling out the evaluation form. Board members are asked to rate each individual goal on the scale of 1-3 (or DK if not able to evaluate that goal) as well as provide a 1-3 rating for each of the 3 categories of goals.

The evaluation form should be filled out by Board members during the month of February and completed no later than March 4. Completed forms can be electronically sent to Kathy Gervasi, Board Chair, or brought to the March Board meeting. There will be an Executive Session after the Board meeting on March 4 to review the salary structure of other community college Presidents in Oregon and review a list of potential changes to the President's contract for 2019-20. There will also be a short discussion on possible goals for the President in 2019-20.

The Board Chair will summarize ratings and comments and bring the completed evaluation summary to the April 1 Board meeting. The summary report will be reviewed by the Board in Executive Session and then reviewed with the President prior to the beginning of the April 1 Board meeting. The Board will also review the 2019-20 draft goals for the President in Executive Session along with potential changes to the President's contract. The Board will then be asked during the regular session to consider approval of the evaluation summary report, contract changes, and President's goals for 2019-20. The Board will be asked to verify that they agree with this evaluation process and timing.





OFFICE OF THE PRESIDENT

Ross Tomlin, Ed.D.

2018-19 Evaluation Tool for President

Please rate the following items according to the scale:

Excellent=3 Good=2 Unsatisfactory=1 Don't Know=DK

	Rating
<u>Overarching Goals to Accomplish at College</u>	
1. Continue to grow Enrollment and FTE at rate of 3% or more per year	
2. Increase Retention and Completion of credit students to exceed thresholds in Strategic Plan measures	
3. Continue to explore and start new academic programs based on need and sustainability	
4. Grow and expand the customized training program and SBDC at TBCC to help businesses in Tillamook County to be more successful	
5. Meet Mission Fulfillment for the previous academic year	
6. Achieve at least 70% of the Service Area Outcomes in each department	
7. Ensure the college has enough staff in key positions to achieve the outcomes and goals set	
8. Manage the college budget to protect the strong reserves and yet provide annual salary increases to faculty and staff and add any high priority positions	
<u>Budget and Planning</u>	
1. Oversee and share the data generated for the strategic plan to be used in making decisions and tracking the progress of the college in meeting the key measures and service area outcomes	
2. Begin work on collecting data for the upcoming Year 7 visit in 2021	
3. Make needed revisions to the Strategic Plan to ensure it is meeting the needs of the college and properly preparing us for the Accreditation visit in 2021	
4. Continue to refine and develop budget management procedures that include a collaborative and transparent process that includes Leadership Team and College Council.	
5. Develop a Facilities Master Plan	



OFFICE OF THE PRESIDENT
 Ross Tomlin, Ed.D.

<u>Relationships</u>	
1. Continue to be active in community groups and boards throughout Tillamook County	
2. Continue to build a culture with faculty and staff at TBCC that encourages collaboration, teamwork, working together to move the college forward by appreciating the contributions and skills of other staff	
3. Work with the TBCC Foundation to define goals that will best support the college	
4. Ensure that the Board has the training and information needed to make appropriate policy-level decisions for the college	
5. Work with state agencies, OCCA, and the President’s Council to keep up to date on community college information that could affect TBCC and help work on projects at the state level that will benefit community colleges	

Comments:

Equity Policy

RECOMMENDATION

First Reading

BACKGROUND INFORMATIONDIRECTOR MCCARLEY

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



EQUITY

Article Number: 201

Not Approved Yet:

Reference:

201.1 – EQUITY

Tillamook Bay Community College is committed to equity and the success of every member of our college community. We are focused on removing the barriers that are pre-determined by race, ethnicity, family economic status, mobility, language, country of origin, gender, gender expression, sexual orientation, disability, or zip code.

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

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

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

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

Information Only Items

RECOMMENDATION

Information Only

BACKGROUND INFORMATION ----- Chair Gervasi



Measure Narrative 5 & 6

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONDIRECTOR MCCARLEY

Objective:

EE5.1 Faculty and Staff Perception of Climate 2017-2018

ACHIEVEMENT 66% positive rating (Yellow)

CORE THEME Educational Excellence

OBJECTIVE EE5 - TBCC fosters a safe and inclusive environment in which all community members are welcomed and supported, and all perspectives and contributions are valued.

INDICATOR Measured by the composite percentage of faculty and staff reporting that the climate at TBCC is welcoming, supportive, safe, and inclusive.

Indicator Thresholds: >70%: Green, 60-70%: Yellow, <60%: Red

Purpose and Meaning: This measure indicates the extent to which staff and faculty experience the campus climate positively.

WHAT WAS ACHIEVED? A survey of staff and faculty was conducted in May 2018. This was the first time in recent years that climate had been assessed. 38 employees responded and provided their ratings of the campus climate on a multiple dimensions. 66% rated the campus positively on each of these 4 dimensions: 'welcoming', 'supportive', 'safe', and 'inclusive'.

WHAT ARE NEXT STEPS? As a part of the work that the college is doing to build the cultural competency of staff and faculty and a climate that supports equity, the Equity and Inclusion Committee established this measure to assess the college climate. The committee is planning further training and skill-building in this area.

DATA DOCUMENTATION

The annual Staff/Faculty Climate Survey was administered in the spring of 2018. The survey will be administered annually.



ABOUT THIS SUMMARY

Erin McCarley is the lead for this measure.

Objective:

EE5.2 Student Perception of Climate 2017-2018

ACHIEVEMENT 78% positive rating (Green)

CORE THEME Educational Excellence

OBJECTIVE EE5 - TBCC fosters a safe and inclusive environment in which all community members are welcomed and supported, and all perspectives and contributions are valued.

INDICATOR Measured by the composite percentage of student reporting that the climate at TBCC is welcoming, supportive, safe, and inclusive.

Indicator Thresholds: >70%: Green, 60-70%: Yellow, <60%: Red

Purpose and Meaning: This measure indicates the extent to which student experience the campus climate positively.

WHAT WAS ACHIEVED? A survey of students was conducted in May 2018. 98 students responded and provided their ratings of the campus climate on multiple dimensions. 78% rated the campus positively on each of these 4 dimensions: 'welcoming', 'supportive', 'safe', and 'inclusive'.

WHAT ARE NEXT STEPS? The college's Equity and Inclusion Committee established this measure to assess the college climate from student perspectives. The committee was reassured to find that there were no disparities in ratings by race/ethnicity or gender. The committee includes a student representative to provide student experience and to help the committee to keep students as our focus.

DATA DOCUMENTATION

The annual Student Climate Survey was administered in the spring of 2018. The survey will be administered annually.

ABOUT THIS SUMMARY

Erin McCarley is the lead for this measure.



Objective:

EE6.1 Data Capacity and Accessibility

ACHIEVEMENT 75% positive rating (Green)

CORE THEME Educational Excellence

OBJECTIVE EE6 - The College will develop a culture of using data to inform decision making and monitor student success.

INDICATOR Measured by the percentage of staff/faculty rating the college's data capacity as 'strong' or 'exemplary' on the item "Does the college use data to examine and improve student outcomes?"

Indicator Thresholds: >70%: Green, 60-70%: Yellow, <60%: Red

Purpose and Meaning: This measure indicates the extent to which the college is building skills and a practice of using data to improve.

WHAT WAS ACHIEVED? Results from the Spring 2017 ICAT indicated that 50% of staff and faculty rated the College data capacity at 'strong' or 'exemplary'. In 2018, this rating increased to 75%. As the ICAT will be discontinued in the next 2 years, this measure has been added to the Staff/Faculty Survey which is conducted each spring.

WHAT ARE NEXT STEPS? To build data capacity, the college is currently engaged in these activities:

- Create processes to tighten up processes for data entry and improve the reliability of Jenzabar data.
- Building regular reporting to increase the college's understanding of student characteristics, progress, and success outcomes.
- Create opportunities for staff and faculty to build comfort with and engage with data.

DATA DOCUMENTATION

Both the ICAT and the Staff/Faculty Surveys are conducted in the spring, and analysis is conducted by the college's Institutional Researcher.

ABOUT THIS SUMMARY

Erin McCarley is the lead for this measure.



OCCA Board Meeting Summary

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONBoard Member McMahon

Board member Betsy McMahon, OCCA Board representative for TBCC, will give a summary of the OCCA Board meeting held in Salem on February 1.



Budget Update

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

The Oregon Legislature session has begun. The Community College Presidents are meeting by phone every Tuesday afternoon to review bills and discuss strategies for getting an adequate budget amount approved by the Legislature to maintain at least current services at all 17 colleges. OCCA has estimated the current service level (CSL) to be \$647M for the next biennium. The Department of Admin Services (DAS) for the State of Oregon estimates it to be \$590M. The Governor's base budget is \$543M, which is a 5% reduction from the current biennium budget of \$570M.

The Presidents have met twice with the Governor to discuss the community college budget. The first meeting was to discuss her base and investment package budgets. The second meeting was for the Governor to check in with the Presidents and see how she could help us. We emphasized that if her base budget was passed, we would require a 17% increase in tuition to maintain our CSL. We also emphasized the importance of receiving the extra \$70M to double the CTE graduates over the next 3 years, as well as the extra \$70M for Student Support initiatives. The next page shows the response from TBCC to OCCA on how we would use our portion of those extra funds to grow our CTE programs and Student Support initiatives. These were shared with our Legislators when the President met with each of them on January 31 in Salem. An update on those meetings will be given here.

The next step is to see the budget from the Co-chairs of Ways and Means which should be submitted next month. Then we will see where the community colleges stand compared to K-12 and the Universities. It is clear that without extra revenue packages passed by the Legislature, this will be a difficult session to see any increases in our budget from the current biennium. The college has determined the amount of money we would receive from the state in the next biennium at both the Governor's base budget amount of \$543M as well as the DAS level of \$590M. The initial TBCC budget being developed for the April Budget Committee meeting will assume a state allocation of \$590M, as most colleges are doing at this point. It is unlikely that we will have any definitive information from the Legislature on our budget prior to the Budget Committee meeting on April 8.



Preliminary Use of Extra \$70M Allocations at TBCC for 2019-21

CTE Funds

Critical to meeting the skilled labor needs of rural Tillamook County is the ability for TBCC to grow Career Technical Education programs. CTE programs are a bridge for high school students into the workforce and community college through dual credit opportunities. Additionally, nontraditional students who are underemployed often seek career technical training as a way to advance their career opportunities by improving credentials. Career Technical Education leads to strengthened communities and opportunities for our students to gain skills to obtain living wage jobs. Currently TBCC has only four CTE programs. Our proposal below more than doubles the opportunities available to students. Funding will allow the college to add short-term certificates to current programs and add new programs to meet labor demands. To achieve the goal of doubling the CTE graduates of certificates and degrees over the next three years, TBCC estimates the following needs for the next biennium:

1. Implement a Welding Certificate and AAS degree. This would require hiring a full-time welding instructor as well as program equipment. There is student and industry demand in Tillamook County to expand the welding options currently offered through our Manufacturing and Industrial Technology program. All three high schools in our county offer Welding, with Neah-Kah-Nie High School just starting their program back up with Measure 98 money. TBCC is serving in an advisory capacity to assist them in developing their welding lab for the new program. Beginning this year, if funding were available, we could articulate multiple welding courses with all three high schools into our certificate and degree programs. This program will be offered at a shared CTE building located at Tillamook High School where we currently offer our welding courses.
2. Add a Machining Certificate to our Manufacturing and Industrial Technology degree program supports skill development for employees of our major employers the county. This would require employing adjunct instructors and the purchase of CNC equipment and supplies as well as upgrades to current equipment.
3. Add additional Education courses to our AAOT-Education degree to develop an Early Childhood Education Certificate program. This will require hiring a half-time ECE instructor.
4. Add an Automotive Certificate and AAS degree program. This would require a close partnership with Tillamook High School who has the facility and equipment for the program. This partnership would allow us to offer a pathway of automotive offerings from high school through a college degree. It would require hiring a Full-time Automotive Instructor and purchasing and upgrading equipment as well as purchasing tools and supplies. There would also be a need to renovate and add space to accommodate the new College program and equipment.
5. Add a Computer Science Technician Certificate, along with a Programming Certificate and Cyber Security Certificate. This would require hiring a Full-time Computer Science/Technology Instructor and purchasing computer hardware and software. This is important as more and more jobs require high technical skills. This program is crucial for keeping Tillamook, and ultimately Oregon, as a competitive leader in technical skills.
6. Add a new Construction Non-Credit Training Certificate and a Forklift Non-credit Training Certificate. The training would be short-term and modular to provide opportunities for existing construction workers and those wanting to obtain employment in construction to obtain the skills to enhance their employability or get a good job on a construction crew. There is a huge need in Tillamook County for this type of training. This would require hiring an Adjunct Construction Instructor and purchase tools and supplies.

7. TBCC still suffers from a lack of capacity in many areas due to a very flat organization structure. To support students enrolled in CTE programs we would need to hire a CTE Career Advisor. This would ensure student success and add the ability to work with students to obtain a job placement after receiving a CTE certificate or degree. To ensure success of these new and enhanced CTE programs TBCC we would need to hire a CTE Dean.

Student Support Funds

TBCC suffers from a very flat organization structure which creates a lack of capacity in many areas. If we are going to grow new programs, especially in CTE, we will have to add additional positions and resources to the support services offered to students and the background services that benefit students. A preliminary list of needs in the next biennium that would allow us to fully support the additional programs and student numbers include:

1. Hire a Student Activities Coordinator to organize and oversee the increasing amount of student activities on campus.
2. Hire an Admissions Specialist to allow the Student Advisors more time to handle the increased time commitment with students from implementing Guided Pathways processes.
3. Hire an Accessibility Advocate to handle the increasing workload of adequately serving disabled students at TBCC, along with a full review of all the ADA accommodations at the college.
4. Hire an Institutional Research Specialist to work with our Director of Institutional Research and Planning to help with the increased workload of obtaining and analyzing student data as part of being in Guided Pathways and working to make more informed decisions on how to best serve students.
5. Hire a Marketing Coordinator to work in the Office of Development and College Advancement to handle the increasing workload of marketing and recruitment the college is doing. Currently we have an Executive Director of Development and College Advancement who oversees the TBCC Foundation and also does all the Marketing and Student Recruitment.
6. Hire an Equity and Inclusion Specialist to help drive the implementation and reporting of the TBCC Equity and Inclusion Plan, which is a state mandate. The college has a very active Equity and Inclusion Committee that has done tremendous work over the past 1.5 years, and has developed a solid plan to help achieve the requirements of HB 2864. Since the committee members all have very full positions in a flat organization structure, there is very little capacity to actually implement the components of the plan.
7. Purchase a Customer Relationship Management (CRM) software package that will greatly increase the efficiency at the college and allow us to effectively recruit and connect with students from inquiry to alumni status.
8. Purchase Scheduling software that will allow the college to maximize classroom space and class enrollment across course sections.
9. Hire a consultant to help the college to redesign the website and rebrand the college.

Facilities Master Plan Update

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

We are moving forward with the Facilities Master Plan (FMP) process as discussed with the Board at the last meeting. We will have the RFP ready to send out later in February and plan to have a recommendation for hiring a consultant at the April Board meeting. The discussion with the Leadership Team is whether the community engagement process can be done internally without the consultant. Once that is determined, the RFP will be finalized and sent out.

The next step will be to plan out the community engagement process and timing in March and start the process in April, hopefully having the data collected by June. The consultant would then work with the data and the faculty and staff to develop draft drawings and construction costs by the end of summer, along with a draft FMP document.



Community Survey

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONEXECUTIVE DIRECTOR LUQUETTE

Each year, service departments at TBCC are required to conduct a review of their service area outcomes to assist with continuous improvement efforts and alignment with the College's strategic plan. Every three years, departments are required to do a full program review. In 2018/19 the TBCC department of advancement is required to conduct a three-year service area review.

One of the service area outcomes (SAO) for the department states:

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

To assess whether the office of advancement was effective in meeting the service area outcome, a communication audit will be conducted which will include a community survey.

SURVEY OVERVIEW AND METHODOLOGY

The survey will be distributed to the community in March 2019 and will be administered both electronically and in paper form. The intent, if possible, is to translate the survey into Spanish for both modalities. The survey will include a message from the college president to establish the importance of the survey; responses will be anonymous. The survey will include closed and open ended questions that assess the community's knowledge of the college and its programs and services and whether the community considers the college to be: accessible, welcoming, receptive to community feedback, and responsive to the educational needs of the community. It will also seek to learn what communication vehicles the public is using.

The survey will ask a set of demographic questions to establish data on the characteristics of the individuals who complete the survey. Important to the college is the geographic representation of the respondents. Zip codes will be collected as part of the demographics. Outreach efforts will be made to reach all stakeholder groups. The opportunity to take the survey will be widely publicized to gain as much community response as possible.

Data discovered during the community survey will serve as a baseline of knowledge to improve the advancement team's efforts and strengthen future strategic communication planning efforts across the organization.



Financial Report

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONCFO WILLIAMS

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



Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended December 2018

50.00% of fiscal year elapsed

	FY 2017-2018			FY 2018-2019		
	Annual Budget	12/31/17 Actual	Percentage of Budget	Annual Budget	12/31/18 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 950,000	\$ 1,384,918.66	145.78%	\$ 1,780,713	\$ 1,530,006.38	85.92%
State	\$ 1,356,106	\$ 796,295.80	58.72%	\$ 1,719,525	\$ 882,190.85	51.30%
Property Taxes	\$ 1,241,050	\$ 1,064,870.16	85.80%	\$ 1,285,647	\$ 1,130,567.59	87.94%
Tuition	\$ 881,855	\$ 305,689.00	34.66%	\$ 944,489	\$ 279,153.00	29.56%
Fees	\$ 154,296	\$ 71,738.18	46.49%	\$ 182,090	\$ 74,067.20	40.68%
Sale of Goods	\$ 2,000	\$ 1,681.04	84.05%	\$ 2,000	\$ 2,174.31	108.72%
Interest	\$ 5,500	\$ 21,434.30	389.71%	\$ 48,000	\$ 46,916.35	97.74%
Rental	\$ 12,000	\$ 8,170.00	68.08%	\$ 17,000	\$ 8,352.50	49.13%
Miscellaneous	\$ 7,000	\$ 8,528.51	121.84%	\$ 7,000	\$ 9,994.95	142.79%
Transfers	\$ 493,829	\$ 15,136.05	3.07%	\$ 88,995	\$ 33,034.34	37.12%
Total resources	\$ 5,103,636	\$ 3,678,461.70	72.08%	\$ 6,075,459	\$ 3,996,457.47	65.78%
Expenditures						
Instruction	\$ 1,403,246	\$ 475,145.28	33.86%	\$ 1,499,878	\$ 528,031.96	35.20%
Instructional Support	\$ 344,629	\$ 165,162.85	47.92%	\$ 387,671	\$ 160,164.30	41.31%
Student Services	\$ 463,665	\$ 215,142.44	46.40%	\$ 468,023	\$ 236,539.89	50.54%
College Support	\$ 1,365,563	\$ 684,118.10	50.10%	\$ 1,464,684	\$ 652,259.05	44.53%
Plant Operation	\$ 288,533	\$ 148,958.51	51.63%	\$ 367,593	\$ 157,386.15	42.82%
Transfers	\$ 288,000	\$ 74,646.77	25.92%	\$ 288,000	\$ 81,867.35	28.43%
Contingency	\$ 50,000	\$ -	0.00%	\$ 100,000	\$ -	0.00%
Total expenditures	\$ 4,203,636	\$ 1,763,173.95	41.94%	\$ 4,575,849	\$ 1,816,248.70	39.69%
Ending fund balance	\$ 900,000	\$ 1,915,287.75	212.81%	\$ 1,499,610	\$ 2,180,208.77	145.39%

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

	Fund No.	Beginning Fund Balance	2018-2019 Revenue	2018-2019 Expenditures	Ending Fund Balance	2018-2019 Spendable Budget	2017-2018 Prior Year Expenditures 12/31/2017
United Way Literacy Grant	216	\$ 1,855.13	\$ 500.00	\$ 840.00	\$ 1,515.13	\$ 3,000	\$ 418.00
Title III Grant	220	\$ -	\$ 209,134.96	\$ 209,134.96	\$ -	\$ 292,751	\$ 358,616.64
Pathways Grant	225	\$ -	\$ -	\$ 14,494.00	\$ (14,494.00)	\$ 29,707	\$ 14,115.93
Industrial Maintenance Tech	226	\$ 36,975.16	\$ 15,500.00	\$ 27,020.77	\$ 25,454.39	\$ 58,759	\$ 13,416.14
SBDC Federal Grant	230	\$ -	\$ 16,500.00	\$ 16,500.00	\$ -	\$ 33,000	\$ 16,500.00
SBDC State Grant	231	\$ -	\$ 40,567.94	\$ 40,567.94	\$ -	\$ 120,000	\$ 11,411.85
SBDC Program Income	232	\$ 38,197.03	\$ 36,544.00	\$ 1,334.34	\$ 73,406.69	\$ 15,273	\$ 628.29
SBDC Rural Outreach Grant	233	\$ -	\$ 27,500.00	\$ 26,176.00	\$ 1,324.00	\$ 7,000	\$ -
TEC Vocational Education Grant	240	\$ -	\$ 29,619.00	\$ 29,619.00	\$ -	\$ 40,000	\$ 27,487.00
Food Pantry	248	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -
Connect2Complete	253	\$ 6,242.49	\$ -	\$ -	\$ 6,242.49	\$ 6,574	\$ -
ASPIRE Program	254	\$ 6,107.09	\$ -	\$ 1,003.53	\$ 5,103.56	\$ 8,567	\$ 132.69
Student Success Grant	256	\$ -	\$ 37,505.45	\$ 33,188.76	\$ 4,316.69	\$ 125,000	\$ -
STEP Grant	258	\$ -	\$ -	\$ 6,266.72	\$ (6,266.72)	\$ -	\$ -
Pathways to Opportunity	259	\$ -	\$ 10,000.00	\$ 1,710.64	\$ 8,289.36	\$ -	\$ -
Partners for Rural Innovation Operations	289	\$ 7,827.74	\$ 13,589.66	\$ 17,554.60	\$ 3,862.80	\$ 35,000	\$ 19,682.46
Capital Depreciation & Maintenance Fund	290	\$ 765,217.45	\$ 8,942.52	\$ 17,338.00	\$ 756,821.97	\$ 20,000	\$ -
Timber Tax Reserve Fund	291	\$ 2,276,682.08	\$ 178,241.00	\$ -	\$ 2,454,923.08	\$ -	\$ -
PRI Capital Maintenance Fund	292	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 40,000.00	\$ 10,000	\$ -
Strategic Investment Fund	295	\$ 1,347,379.59	\$ 15,811.99	\$ -	\$ 1,363,191.58	\$ -	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ -
Total Special Fund		\$ 4,506,483.76	\$ 660,456.52	\$ 442,749.26	\$ 4,724,191.02	\$ 854,131	\$ 462,409.00
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 12/31/2018		
Total of Grants that borrow from the General Fund		\$ (19,436.72)	\$ 57,067.94	\$ -	\$ (76,504.66)		
Total of Grants that are not borrowing from the General Fund		\$ 4,743,627.74	\$ 3,650.00	\$ -	\$ 4,739,977.74		
Total Special Fund		\$ 4,724,191.02	\$ 60,717.94	\$ -	\$ 4,663,473.08		
	Fund No.	Beginning Fund Balance	2018-2019 Revenue	2018-2019 Expenditures	Ending Fund Balance	2018-2019 Spendable Budget	2017-2018 Prior Year Expenditures
Community Education	310	\$ 18,147.30	\$ 778.00	\$ 431.98	\$ 18,493.32	\$ 7,823	\$ 805.71
Driver Education Program	311	\$ 4,059.35	\$ 4,185.00	\$ 6,472.35	\$ 1,772.00	\$ 14,171	\$ 6,651.64
Summer Term Fund	312	\$ 10,103.28	\$ 81,017.00	\$ 59,116.50	\$ 32,003.78	\$ 64,775	\$ 43,797.56
TBCC Store	320	\$ 3,215.27	\$ 1,547.66	\$ 318.19	\$ 4,444.74	\$ 3,220	\$ 887.50
Customized Training Projects	330	\$ 38,185.82	\$ 2,440.00	\$ 7,263.23	\$ 33,362.59	\$ 79,577	\$ 10,633.47
Truck Driving Program	331	\$ -	\$ 25,000.00	\$ 23,417.84	\$ 1,582.16	\$ -	\$ -
TBCC Vending	340	\$ 5,384.77	\$ 2,258.31	\$ 4,282.88	\$ 3,360.20	\$ 6,500	\$ 1,269.00
Total Enterprise Fund		\$ 79,095.79	\$ 117,225.97	\$ 101,302.97	\$ 95,018.79	\$ 176,066	\$ 64,044.88
PERS Pension Bond Fund	410	\$ 13,410.45	\$ 76,936.55	\$ 32,957.78	\$ 57,389.22	\$ 144,316	\$ 34,582.83
General Obligation Bond Fund	420	\$ 133,009.26	\$ 607,009.67	\$ 55,042.06	\$ 684,976.87	\$ 700,725	\$ 59,848.21
Total Debt Service Fund		\$ 146,419.71	\$ 683,946.22	\$ 87,999.84	\$ 742,366.09	\$ 845,041	\$ 94,431.04
Local Match Fund	525	\$ 313,533.67	\$ 3,679.42	\$ -	\$ 317,213.09	\$ 50,000	\$ -
Grant Construction Fund	555	\$ (313,308.57)	\$ 45,000.00	\$ 6,700.00	\$ (275,008.57)	\$ -	\$ 112,295.13
Total Capital Projects Fund		\$ 225.10	\$ 48,679.42	\$ 6,700.00	\$ 42,204.52	\$ 50,000	\$ 112,295.13
Associated Students of TBCC	710	\$ 4,182.39	\$ 2,212.80	\$ 1,749.34	\$ 4,645.85	\$ 9,000	\$ 1,532.14
Phi Theta Kappa Honorary Society Fund	720	\$ 2,157.32	\$ 676.93	\$ 501.07	\$ 2,333.18	\$ 5,700	\$ 1,053.90
Economic Development Council	730	\$ 81,702.65	\$ 69,587.03	\$ 17,113.47	\$ 134,176.21	\$ 182,229	\$ 40,413.07
Economic Development Council - USDA Grant	731	\$ 26,523.77	\$ -	\$ 518.48	\$ 26,005.29	\$ 22,463	\$ 1,458.29
Visit Tillamook Coast	740	\$ 829,288.31	\$ 373,408.98	\$ 791,582.30	\$ 411,114.99	\$ 1,592,555	\$ 527,231.50
Visit Tillamook Coast - Non-TLT Funds	741	\$ 33,026.41	\$ 44,174.03	\$ 35,804.52	\$ 41,395.92	\$ 77,100	\$ 36,952.91
Visit Tillamook Coast - RTM Grant	742	\$ 27,000.00	\$ 5,000.00	\$ 8,800.00	\$ 23,200.00	\$ -	\$ -
Total Agency Fund		\$ 1,003,880.85	\$ 495,059.77	\$ 856,069.18	\$ 642,871.44	\$ 1,889,047	\$ 608,641.81
PELL Grant	801	\$ -	\$ 254,094.00	\$ 254,094.00	\$ -	\$ 751,150	\$ 257,200.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 16,875	\$ 4,400.00
Direct Loans	810	\$ -	\$ 60,783.00	\$ 60,783.00	\$ -	\$ 350,000	\$ 80,835.00
Federal Work Study	819	\$ -	\$ 6,951.06	\$ 7,902.34	\$ (951.28)	\$ 16,944	\$ 2,878.45
Oregon Opportunity Grant	821	\$ -	\$ 94,800.00	\$ 46,831.00	\$ 47,969.00	\$ 190,000	\$ 67,500.00
Chafee Grant	822	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 4,999.00
Oregon Promise Grant	823	\$ -	\$ 73,000.00	\$ 38,991.00	\$ 34,009.00	\$ 65,000	\$ 22,796.00
Tuition Waivers	831	\$ 16,733.89	\$ -	\$ 921.50	\$ 15,812.39	\$ 10,000	\$ 1,803.50
Board Scholarships	832	\$ 74,600.21	\$ -	\$ 35,112.83	\$ 39,487.38	\$ 160,000	\$ 41,542.00
Institutional Work Study	833	\$ 44,892.39	\$ 3,189.31	\$ 943.20	\$ 47,138.50	\$ 10,072	\$ 329.36
Foundation Scholarships	834	\$ -	\$ 30,693.46	\$ 30,693.46	\$ -	\$ 85,000	\$ 26,242.05
Student Employees	835	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 933.61
Non-Institutional Scholarships	840	\$ 506.00	\$ 49,186.38	\$ 16,442.89	\$ 33,249.49	\$ 53,328	\$ 14,520.95
Total Financial Aid Fund		\$ 136,732.49	\$ 578,697.21	\$ 498,715.22	\$ 216,714.48	\$ 1,723,369	\$ 525,979.92

Agenda Item 5.F. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended December 2018
 50.00% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,940,740			\$ 4,152,051			\$ 76,318			\$ 138,010	
Beginning Fund Balance	\$ 1,780,713	\$ 1,530,006	85.92%	\$ 4,105,217	\$ 4,506,484	109.77%	\$ 71,307	\$ 79,096	110.92%	\$ 43,939	\$ 146,420	0.00%
Resources												
State Aid	\$ 1,719,525	\$ 882,191	51.30%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 742,958	\$ 375,071	50.48%	\$ 35,000	\$ 2,440	6.97%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,126,579	\$ 353,220	31.35%	\$ 9,000	\$ 14,680	163.11%	\$ 79,811	\$ 110,980	139.05%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,285,647	\$ 1,130,568	87.94%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 661,725	\$ 603,001	91.13%
Timber	\$ -	\$ -	0.00%	\$ 520,172	\$ 178,241	34.27%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 2,174	108.70%	\$ -	\$ -	0.00%	\$ 5,700	\$ 3,008	52.77%	\$ -	\$ -	0.00%
Interest	\$ 48,000	\$ 46,916	97.74%	\$ 22,000	\$ 24,755	112.52%	\$ -	\$ -	0.00%	\$ 4,250	\$ 4,519	106.33%
Rental	\$ 17,000	\$ 8,353	49.14%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 9,995	142.79%	\$ 58,100	\$ 67,710	0.00%	\$ 7,000	\$ 798	11.40%	\$ -	\$ -	0.00%
Transfers	\$ 88,995	\$ 33,034	37.12%	\$ 50,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 76,426	50.95%
Total Revenues	\$ 4,294,746	\$ 2,466,451	57.43%	\$ 1,402,230	\$ 660,457	47.10%	\$ 127,511	\$ 117,226	91.93%	\$ 815,975	\$ 683,946	83.82%
Expenditures												
Salaries and Wages	\$ 3,198,689	\$ 1,349,447	42.19%	\$ 374,307	\$ 180,477	48.22%	\$ 128,187	\$ 81,716	63.75%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 969,160	\$ 384,935	39.72%	\$ 423,234	\$ 238,384	56.32%	\$ 41,753	\$ 16,925	40.54%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 20,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 843,441	\$ 86,400	10.24%
Transfers	\$ 288,000	\$ 81,867	28.43%	\$ 56,590	\$ 23,888	42.21%	\$ 6,126	\$ 2,662	43.45%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 100,000	\$ -	0.00%	\$ 4,604,853	\$ -	0.00%	\$ 22,752	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,575,849	\$ 1,816,249	39.69%	\$ 5,458,984	\$ 442,749	8.11%	\$ 198,818	\$ 101,303	50.95%	\$ 845,041	\$ 88,000	10.41%
Ending Fund Balance	\$ 1,499,610	\$ 2,180,208		\$ 48,463	\$ 4,724,192		\$ -	\$ 95,019		\$ 14,873	\$ 742,366	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 212,129			\$ 60,718			\$ -			\$ 40,328	
Inventories		\$ 1,104			\$ -			\$ 1,288			\$ -	
NET EFFECT ON CASH		\$ (213,233)			\$ (60,718)			\$ (1,288)			\$ (40,328)	
Liabilities												
Accounts Payable		\$ 156,970			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 67,239			\$ -			\$ -			\$ 40,328	
Payroll		\$ 133,408			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 357,617			\$ -			\$ -			\$ 40,328	
NET ADJUSTMENTS		\$ 144,384			\$ (60,718)			\$ (1,288)			\$ -	
ENDING CASH BALANCE		\$ 2,324,592			\$ 4,663,474			\$ 93,731			\$ 742,366	

Agenda Item 5.F. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended December 2018
 50.00% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ (69,890)			\$ 809,869			\$ 135,938	
Beginning Fund Balance	\$ 480,000	\$ 225	0.05%	\$ 977,068	\$ 1,003,881	102.74%	\$ 116,443	\$ 136,732	117.42%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,287,772	\$ 396,696	0.00%	\$ 1,398,150	\$ 495,589	35.45%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 2,000	\$ 886	0.00%	\$ -	\$ -	0.00%
Interest	\$ 10,000	\$ 3,679	36.79%	\$ 16,700	\$ 8,556	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ 45,000	0.00%	\$ 73,000	\$ 86,709	118.78%	\$ 135,000	\$ 79,880	59.17%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 2,213	27.66%	\$ 130,000	\$ 3,228	2.48%
Total Revenues	\$ 10,000	\$ 48,679	486.79%	\$ 1,387,472	\$ 495,060	35.68%	\$ 1,663,150	\$ 578,697	34.80%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 502,303	\$ 146,880	29.24%	\$ 26,341	\$ 8,846	33.58%
Operating Expenditures	\$ -	\$ 6,700	0.00%	\$ 1,362,965	\$ 702,705	51.56%	\$ 1,694,528	\$ 489,869	28.91%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 50,000	\$ -	0.00%	\$ 23,779	\$ 6,484	0.00%	\$ 2,500	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 117,983	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 50,000	\$ 6,700	13.40%	\$ 2,007,030	\$ 856,069	42.65%	\$ 1,723,369	\$ 498,715	28.94%
Ending Fund Balance	\$ 440,000	\$ 42,204		\$ 357,510	\$ 642,872		\$ 56,224	\$ 216,714	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables		\$ -			\$ -			\$ -	
Inventories		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
Liabilities									
Accounts Payable		\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ -			\$ -	
ENDING CASH BALANCE		\$ 42,204			\$ 642,872			\$ 216,714	

\$ 8,725,953

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

- Extended Staff meeting on Feb 8 to brainstorm Grant ideas and discuss Guided Pathways and defining Student Success.
- Next TBCC Board Meeting is **Monday, March 4 at 6:00pm** in Room 214/15, TBCC Campus.

Other Items

- Kiwanis Presentation on the TBCC Strategic Plan on Jan 30.
- Summary of CTE Day at the Legislature on Feb 1.
- Highlights of the OPC Meeting in Salem on Jan 31-Feb1.
- TBCC Approved to be in Cohort 2 of the statewide Guided Pathways initiative.
- Salary Study to be done over the winter term.
- Summary of Legislative Bills of interest to community colleges.



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.

