



Board of Education Meeting Agenda

Date: Monday, June 3, 2019

Special Board Meeting for Budget Hearings – TBCC Campus – 6:00 p.m.

- A1. **Call to Order** -----Chair Gervasi
- B1. **Approval of the Agenda** ----- (Action) Chair Gervasi
- C1. **Public Hearing on 2018-2019 Supplemental Budget** -----CFO Williams
- D1. **Public Hearing on 2019-2020 Budget** -----CFO Williams
- E1. **Adjournment** -----Chair Gervasi

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Gervasi
2.	Consent Agenda: -----	(Action) Chair Gervasi
	a. Approval of Agenda	
	b. Approval of May 6, 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. Adoption of 2018-2019 Supplemental Budget Resolution	(ACTION) CFO Williams
	b. Adoption of 2019-2020 Budget	(ACTION) CFO Williams
	c. Approval of Policy Appendices.....	(ACTION) CFO Williams
	d. Board Officer Elections	(ACTION) Chair Gervasi
	e. Board Committee Assignments.....	(ACTION) Chair Gervasi
	f. Curriculum Changes- Second Reading.....	(ACTION) CAO Rivenes
	g. OCCSA Guided Pathways Resolution	(ACTION) President Tomlin
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Measure Narratives LPCE 5	Director McCarley
	b. Changes to Strategic Plan Measures for 2018-19 Data.....	Director McCarley
	c. Facilities Master Plan Board Feedback.....	President Tomlin
	d. ASTBCC Report.....	President Christy
	e. Financial Report	CFO Williams
	f. President’s Report	President Tomlin

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

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

Executive Session – TBCC Campus – 7:30pm

Pursuant to O.R.S. § 192.660 (2)(a)(b) and (e) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of discussing personnel issues on Monday, June 3, 2019 at 7:30 p.m. in Room 214 at the TBCC Central Campus, 4301 Third Street, Tillamook Oregon.

Call to Order

RECOMMENDATION

CALL THE SPECIAL BOARD MEETING FOR BUDGET HEARINGS TO ORDER

BACKGROUND INFORMATION-----

Chair Gervasi



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA

BACKGROUND INFORMATION ----- Chair Gervasi

- A1. Call to Order ----- Chair Gervasi
- B1. Approval of the Agenda ----- (Action) Chair Gervasi
- C1. Public Hearing on 2018-2019 Supplemental Budget----- CFO Williams
- D1. Public Hearing on 2019-2020 Budget----- CFO Williams
- E1. Adjournment ----- Chair Gervasi



Public Hearing on 2018-2019 Supplemental Budget

RECOMMENDATION

HOLD PUBLIC HEARING ON THE 2018-2019 SUPPLEMENTAL BUDGET

BACKGROUND INFORMATIONCFO WILLIAMS

The following appropriation increases and transfers are proposed for the 2018-2019 Adopted Budget:

- **General Fund**
 - Transfers In increased by \$4,148 to offset the Transfers Out in the Special Fund due to increased grants.
 - Student Services increased by \$30,000 due to unanticipated disability accommodation costs during the year.
 - College Support increased by \$9,855 due to an error in budgeting personnel costs in the Institutional Research department.
 - Transfers Out increased by \$7,102 to support transfers to pay PERS Bonds debt service costs.
 - Contingency decreased by \$44,313 to support disability accommodations, personnel costs, and debt service transfers.
- **Special Fund**
 - State Sources increased by \$22,054 due to unanticipated grants for STEP.
 - Local Sources increased by \$13,000 due to unanticipated grants for Pathways to Opportunity and NWRESD STEM HUB.
 - Instructional Support increase by \$3,000 to purchase drones via the STEM HUB.
 - Student Services increased by \$29,410 due to an unanticipated grants for STEP and Pathways to Opportunity.
 - Transfers Out increased by \$2,644. This is a combination of PERS Debt Service Transfers and Administrative Overhead transfers to the General Fund from grants.
- **Enterprise Fund**
 - Tuition and Fees increased by \$100,000 due to the creation of the Non-credit Commercial Truck Driving Program.
 - Instruction increased by \$57,300 and Instructional Support increased by \$42,700 to support the truck driving program.
- **Debt Service Fund**
 - Transfers In increased by \$7,102 due to transfers from the General Fund to support PERS debt service requirements.
 - Unappropriated Ending Fund Balance increased by \$7,102 to support future PERS debt service requirements.
- **Capital Projects Fund**



Other Sources increased by \$6,700 due to funds from Foundation donors.

Plant Additions increased by \$6,700 due to the resolution of problems related to bubbling paint on the exterior of the Partners for Rural Innovation building last summer.

- Agency Fund

Beginning Fund Balance increased by \$27,000 due to a State grant to Visit Tillamook Coast (VTC) to implement a Recipe to Market Program received in the prior year.

State Sources increased by \$13,500 due to additional grant funds for VTC's Recipe to Market Program

Local Sources increased by \$17,500 due to VTC contracting with partnering organizations to assist with marketing.

Other Sources increased by \$5,000 due to a grant from the Ford Family Foundation in support of VTC's Recipe to Market Program.

College Support increased by \$55,500 to support VTC contracts, a capital equipment purchase, and the Recipe to Market program expenses.

Contingency decreased by \$9,074 to support the VTC capital equipment purchase and match TBCC's adopted budget to the Economic Development Council adopted budget.

Unappropriated Ending Fund Balance increased by \$16,574 due to funds remaining in the Recipe to Market grants and match TBCC's adopted budget to the Economic Development Council adopted budget.



Public Hearing on 2019-2020 Budget

RECOMMENDATION

HOLD PUBLIC HEARING ON THE 2019-2020 BUDGET

BACKGROUND INFORMATION ----- Chief Finance Officer Williams

The following changes are proposed for the budget since we received budget committee approval on April 8th:

- Special Fund
Other Sources has been increased by \$3,500
Instruction has been increased by \$3,500
A grant from Dollar General Literacy Foundation was awarded on May 9th. The grant will be used to purchase a laptop cart and pay for a portion of the cost for instructional assistants for the Adult Basic Education Program.
- Agency Fund
Beginning Fund Balance has been increased by \$477
State Sources has been increased by \$50,000
Local Sources has been increased by \$38,000
Instructional Support has been increased by \$63,500
Contingency has been increased by \$20,000
Unappropriated Ending Fund Balance has been increased by \$4,977
All adjustments have been made to align TBCC's budget at adoption with Economic Development Council's approved budget.



Adjournment

RECOMMENDATION

ADJOURN THE SPECIAL BOARD MEETING FOR BUDGET HEARINGS

BACKGROUND INFORMATION ----- Chair Gervasi



Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION-----

Chair Gervasi



Approval of the Consent Agenda

RECOMMENDATION

ACTION

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

Items for approval:

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



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JUNE MEETING.

Board of Education Meeting Agenda

Date: Monday, June 3, 2019

Special Board Meeting for Budget Hearings – TBCC Campus – 6:00 p.m.

- A1. Call to Order ----- Chair Gervasi
- B1. Approval of the Agenda -----(Action) Chair Gervasi
- C1. Public Hearing on 2018-2019 Supplemental Budget -----CFO Williams
- D1. Public Hearing on 2019-2020 Budget -----CFO Williams
- E1. Adjournment -----Chair Gervasi

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

- | <u>Item</u> | <u>Description</u> | <u>Resource</u> |
|-------------|---|---------------------------|
| 1. | Call to Order • Acknowledge Guests ----- | Chair Gervasi |
| 2. | Consent Agenda: ----- | (Action) Chair Gervasi |
| | a. Approval of Agenda | |
| | b. Approval of May 6, 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. Adoption of 2018-2019 Supplemental Budget Resolution | (ACTION) CFO Williams |
| | b. Adoption of 2019-2020 Budget | (ACTION) CFO Williams |
| | c. Approval of Policy Appendices..... | (ACTION) CFO Williams |
| | d. Board Officer Elections | (ACTION) Chair Gervasi |
| | e. Board Committee Assignments..... | (ACTION) Chair Gervasi |
| | f. Curriculum Changes- Second Reading..... | (ACTION) CAO Rivenes |
| | g. OCCSA Guided Pathways Resolution | (ACTION) President Tomlin |
| 5. | Information-Only Items (Board members may request any item be placed on the discussion agenda) | |
| | a. Measure Narratives LPCE 5 | Director McCarley |
| | b. Changes to Strategic Plan Measures for 2018-19 Data..... | Director McCarley |
| | c. Facilities Master Plan Board Feedback..... | President Tomlin |



- d. ASTBCC Report.....President Christy
- e. Financial Report CFO Williams
- f. President's Report President Tomlin

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

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

Executive Session – TBCC Campus – 7:30pm

Pursuant to O.R.S. § 192.660 (2)(a)(b) and (e) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of discussing personnel issues on Monday, June 3, 2019 at 7:30 p.m. in Room 214 at the TBCC Central Campus, 4301 Third Street, Tillamook Oregon.



May 6 Board of Education Meeting Minutes

Date: Monday, May 6, 2019

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

TBCC Board Members in Attendance: Kathy Gervasi, Mary Faith Bell, Mary Jones, Betsy McMahon, Jennifer Purcell

TBCC Board Members not in Attendance: Tamra Gammon, Pam Zweifel

TBCC Staff in Attendance: Ross Tomlin, Rhoda Hanson, Heidi Luquette, Erin McCarley, Sheryl Neu, Teresa Rivenes, Pat Ryan, Michael Weissenfluh, Kyra Williams, Brooke Bennett

TBCC Students in Attendance: Frankie Cook

Guests in Attendance: Troy Downing, Misty Wharton

Description

Resource

Call to Order • Acknowledge Guests (agenda item 1) ----- Chair Gervasi
Chair Gervasi called the Board meeting to order at 6:02 pm.

Guests in attendance were welcomed and introduced as follows: Frankie Cook, student; Troy Downing, OSU Extension Lead; Misty Wharton, Nestucca Valley School District Superintendent.

Consent Agenda (agenda items 2, 2.a, 2.b, 2.c) ----- (ACTION) Chair Gervasi
No changes were requested to the April 1, 2019 minutes or to the May 6, 2019 meeting agenda.

Director Ryan presented the personnel report informing that a marketing specialist has been recruited and has a start date of May 28. Upon receipt of one additional reference, an offer will be made to the executive support specialist candidate. CAO Rivenes has applications for the mathematics faculty position. Interviews for the welding faculty are scheduled for May 21.

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

Invitation for Public Comment (agenda item 3) ----- Chair Gervasi
There was no public comment.

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

Board Meeting Schedule 2019-20–Second Reading (agenda item 4.a)-(ACTION) President Tomlin
President Tomlin presented the final board meeting schedule for 2019/2020 with dates corrected based on discussion at the April meeting. It was noted that members running for re-election will be



sworn in at the July meeting. Mary Jones and Betsy McMahon will not be in attendance at the July meeting. President Tomlin will review what business is to be presented at the July meeting and, if there is not urgent business, the July meeting may be cancelled and the re-elected members will be sworn in at a later date.

Pursuant to previous discussion, President Tomlin will work with the three school boards to arrange combined meetings that will be done during the school district board meetings. There will be one school district meeting per term and may occur on a different day of the week to accommodate the school board meeting dates.

Mary Jones motioned to approve the board meeting schedule for 2019/2020. Mary Faith Bell seconded the motion. The motion carried.

400 Board Policy Revisions–Second Reading (agenda item 4.b) ----- (ACTION) CAO Rivenes
CAO Rivenes advised that no changes have been made since the first reading.

Mary Faith Bell motioned to approve the 400 Board Policy Revisions. Mary Jones seconded the motion. The motion carried.

Curriculum Changes–First Reading (agenda item 4.c) ----- CAO Rivenes
CAO Rivenes discussed highlights of the recent work to review and revise all curriculum. The review resulted in four new transfer degrees (AS Forestry, AS Natural Resources, AS Agricultural Science, and AS Animal Science); an AAS Welding (along with a one year certificate); one year Office Supervision certificate; modification of the AAOT Education in partnership with Western Oregon University; and a one year certificate for Occupational Skills Training (OST) inside the AGS degree. Much appreciation was expressed for the staff and faculty that participated in the review process.

It was noted that the OST certificate was developed as a result of various business owners requesting training and education for their workforce. This will allow students to receive academic and hands-on training. TBCC appreciates the opportunity to meet the needs of the community while supporting individual student interest.

Discussion was held regarding implementation of a construction program in the future. The Steering Committee met and, based on discussion at the meeting, Joann Critelli has researched multiple options in Tillamook and Portland and is now ready to report back to the Committee. A follow-up meeting will be scheduled. Joann also plans to connect with Habitat for Humanity, Helping Hands, and WorkSource to assess needs and inquire if students could be utilized.

Much interest has been shown for the welding program, thus, two cohorts may be formed to accommodate the number of students. More information will be shared as it becomes available.

The attached spreadsheet outlines the multiple approval points for the curriculum changes that is a requirement for accreditation. TBCC Board of Education will vote to approve new degrees after the second reading.



Information-Only Items (agenda item 5)

Nestucca Valley School District Presentation (agenda item 5.a) ----- Superintendent Wharton, CAO Rivenes

Misty Wharton, Superintendent, Nestucca Valley School District, and CAO Rivenes shared a presentation regarding collaborative efforts and partnership results between TBCC and Nestucca Valley School District (NVSD). Superintendent Wharton values that TBCC offers diversity to NVSD students and makes college a reality by bringing higher education classes to Nestucca High School.

It was noted that there are challenges to have an instructor go to Nestucca. More options are being researched.

Superintendent Wharton reported on recent bond work to acquire funds to improve the entire school district by expanding existing buildings and creating space at each campus to house K-8 and 9-12 separately. NVSD has completed the design development phase and is ready to begin the construction phase. The goal is to have the project completed by September 2020, but realistically, January 2021. Mary Faith congratulated Superintendent Wharton on passing the bond the first time, noting that the work is “a testimony to her relationships in the community and how much they trust her.” The new structure will be seismically sound.

NVSD enrollment is up by 25 students and is expected to continue to grow. Many parents work online or commute to Salem. Housing is still a crisis in South Tillamook County, but more affluent people are buying homes, moving to the community, and working from home.

It was noted that the food program at NVSD is one of the best. A consultant audited the food program and recommended changes and to also qualifying every kid for breakfast, lunch, snack and dinner. Biological changes are noticed in the students after providing quality food, four times a day. Food is served on Styrofoam trays that are put into a StyroGenie and recycled into blocks with multiple uses.

OSU Partner Report (agenda item 5.b) ----- OSU Extension Lead Downing
OSU Extension Lead, Troy Downing, reported that the TBCC and OSU partnership continues to do well. Both organizations focus on the community, take care of each other, and collectively figure out what to do when issues arise. OSU Tillamook County Extension Program Areas handout was distributed and staffing changes were discussed.

Measure Narratives LPCE 1.1, 3.2 (agenda item 5.c) ---- Executive Director Luquette, CAO Rivenes
Executive Director Luquette presented measure narrative 1.1, which is related to the College Foundation providing opportunities for the community to contribute to student scholarships, programs, and services of the college. The Foundation brought in \$359,016 in 2017-2018. Much of this is a result of pledges that are still outstanding. Of that, \$125,569 was raised for scholarships. The Foundation is in a strong position to grow scholarships. An Emergency Fund was started to help students and a grant was received to implement an emergency broadcast system. The Foundation Board has created committees to help achieve results defined in the Strategic Plan.



CAO Rivenes presented measure narrative 3.2, which is related to dual credit participation. Dual credit is very important at TBCC and allows students, who might not otherwise take college courses, to take a course and realize they can be college material. Dual credit courses are free and TBCC receives approximately 100 FTE's each year. FTE's are expected to continue to grow. Discussion was held regarding funding for dual credit courses. Collaboration among TBCC, local high schools, and Northwest Regional ESD requires everyone to give a little to make this possible.

Civil Rights Review Visit Report (agenda item 5.d) ----- President Tomlin
President Tomlin reports that the recent Civil Rights visit involved a two-day review of facilities, website, publications, and all processes under Title II, IV, and IX. A written report will be received within 30 days, but the verbal report stated that TBCC received the fewest findings of any community college in the last 6 1/2 years and TBCC will be receiving quite a few commendations, with one being specifically related to how well students are treated. TBCC is required to respond to the written report within 30 days and fix any findings before a report is due to the federal government, in approximately two years. Issues identified are related to the following:

- Communicating to the public and translating materials into Spanish.
- Width of library doors is too narrow for wheelchairs.
- Dark areas at night in the back of the parking lot.
- Handicapped Van accessibility at the PRI building.

The team was very complimentary of all facilities and was impressed that the main campus was ten years old, yet in such good shape.

ASTBCC Update (agenda item 5.e) ----- President Christy
There was no ASTBCC update.

Financial Report (agenda item 5.f) ----- CFO Williams
CFO Williams presented the financial report through March 2019 as included in the Board packet. It is felt that tuition shortage is due to the large amount of FTE that is in the non-credit and dual credit areas.

Discussion was held regarding whether or not the new Bill that taxes industries could potentially help community colleges by freeing up money elsewhere. It is not felt that this tax will directly help community colleges but may provide a little more in the base budget.

President's Report (agenda item 5.g) ----- President Tomlin
President Tomlin reported the following updates:

- Staff award ceremony will be held on May 31, 8:00-10:00 am, and awards will be given to staff based on five year increments of service at TBCC. Board members are welcome to attend.
- Approximately one-third of the TBCC staff (9) will be attending the Guided Pathways Institute this week in Salem. We will report how it goes at the next board meeting.
- President Tomlin will be attending OPC next Thursday and Friday. The OCCA Board meets next Friday in Salem.
- Graduation is June 14, Board members are asked to arrive by 5:30.
- Next Board of Education meeting is scheduled for June 3.



Eileen Casey-White is a consultant working on the Facilities Master Plan (FMP) and has been contacting community members to ask questions related to future needs in Tillamook County. President Tomlin will also be talking with various community groups, as well as holding four Town Hall meetings. It is felt that each Board member should attend one of the Town Hall meetings and it is requested to also have time with the consultant as a board. President Tomlin will conduct the Facilities Master Plan questionnaire exercise at the June meeting to obtain input from Board members.

Board member participation at the Town Hall meetings is as follows (board members were handed flyers to post in their areas advertising the town halls):

- Kiawanda Community – Mary Jones and Pam Zweifel
- Tillamook – Kathy Gervasi
- Netarts – Kathy Gervasi and Tamra Gammon
- NCRD – Mary Faith Bell and Betsy McMahon

Once all feedback is obtained, a Request for Proposal (RFP) will be created to convert ideas into a design plan. It was noted that eleven colleges are asking for money this biennium, therefore, it is likely that fewer colleges will be asking for money next session when TBCC will ask for matching funds for whatever facility needs comes from the FMP.

Three TBCC students attended an All-Oregon Academic Team Luncheon in Salem recently and were photographed with the governor. These students will be honored at graduation.

No CTE money will be available for higher education because it will all be allocated to K12. In light of this, all lobbying efforts are now focused on the base budget. The base budget is currently at \$590M, but it is possible that legislature will give somewhere between \$620-630M to community colleges for the upcoming biennium. Extra dollars in the base budget would help reduce the amount of money to be taken from the reserves.

The bill related to community colleges offering applied baccalaureate degrees has been hung up at the House. The Education Committee received pushback from the regional universities and negotiations are taking place that state the only way a community college could offer an applied baccalaureate is to partner with a university or prove that there is a workforce need that would not hurt any four-year university. Support for the applied baccalaureate programs could not come from the general fund. It would have to be self-supporting. More information will be shared as it becomes available.

Board Member Discussion Items (agenda item 6) ----- Chair Gervasi
Betsy McMahon noted that the goals/progress report for March/April is outstanding.

Frankie Cook informed the Board that she is a part-time student and a Career- to-Career scholarship recipient who is seeking an associate's degree in accounting. Even though she was unsure in the beginning, she has enjoyed the challenges of going to school online and appreciates the staff at TBCC that have helped her. Her employer has worked with her to enhance her learning. Frankie expressed great appreciation to the Board for the opportunities at TBCC. Frankie also noted



appreciation to President Tomlin to modify his schedule to meet with her one-on-one in lieu of her attending the required C2C meetings every term, which are scheduled during her work day.

Adjournment (agenda item 7) ----- (ACTION) Chair Gervasi
Mary Faith Bell motioned to adjourn the meeting at 7:40 PM. Betsy McMahon seconded the motion.
The meeting was adjourned.



Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION ----- Director Ryan

Position Title	Applicati on Review Begins	Start Date	Comment	Screening Committee Chair	
Marketing Specialist		5/28/2019	Hailey Fields Hired	Heidi Luquette	
Executive Support Specialist		5/28/2019	Tana Dillard Hired	Ross Tomlin	
Welding Faculty		Fall 2020	Interviews held 5/21/2019	Teresa Rivenes	
Math Faculty		Fall 2020	Interviews Scheduled for 6/6 & 7/2019	Teresa Rivenes	



Invitation of Public Comment

RECOMMENDATION

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

BACKGROUND INFORMATION----- Chair Gervasi



NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Gervasi



Adoption of 2018-2019 Supplemental Budget Resolution

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTION 2018-2019 #4 TO ADOPT A SUPPLEMENTAL BUDGET TO AMEND THE FY 2018-2019 ADOPTED BUDGET.

BACKGROUND INFORMATIONCFO WILLIAMS

The following appropriation increases and transfers will be made to the 2018-2019 Adopted Budget upon receiving board approval:

- **General Fund**
 - Transfers In increased by \$4,148 to offset the Transfers Out in the Special Fund due to increased grants.
 - Student Services increased by \$30,000 due to unanticipated disability accommodation costs during the year.
 - College Support increased by \$9,855 due to an error in budgeting personnel costs in the Institutional Research department.
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service requirements.

- Capital Projects Fund

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Plant Additions increased by \$6,700 due to the resolution of problems related to bubbling paint on the exterior of the Partners for Rural Innovation building last summer.

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Local Sources increased by \$17,500 due to VTC contracting with partnering organizations to assist with marketing.

Other Sources increased by \$5,000 due to a grant from the Ford Family Foundation in support of VTC's Recipe to Market Program.

College Support increased by \$55,500 to support VTC contracts, a capital equipment purchase, and the Recipe to Market program expenses.

Contingency decreased by \$9,074 to support the VTC capital equipment purchase and match TBCC's adopted budget to the Economic Development Council adopted budget.

Unappropriated Ending Fund Balance increased by \$16,574 due to funds remaining in the Recipe to Market grants and match TBCC's adopted budget to the Economic Development Council adopted budget.



**RESOLUTION NO. 2018-2019 #4
RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2018-19 AND
MAKING APPROPRIATIONS**

THE BOARD OF DIRECTORS FINDS AS FOLLOWS:

1. A supplemental budget is required in the General Fund, Special Fund, Enterprise Fund, Debt Service Fund, Capital Projects Fund, and Agency Fund for expenses that were not anticipated in the regular budget preparation process for fiscal year 2018-19.
2. The unanticipated expenditures have arisen due to beginning fund balances that weren't spent in the prior year, state grants, local contracts, tuition and fees, other sources, and required transfers.
3. The Student Services expense category needs additional appropriation authority of \$30,000, the College Support expense category needs additional appropriation authority of \$9,855, and the Transfers Out expense category needs additional appropriation authority of \$7,102 in the General Fund. The Contingency expense category will be decreased by \$44,313 in the General Fund.
4. The Instructional Support expense category needs additional appropriation authority of \$3,000, the Student Services expense category needs additional appropriation authority of \$29,410, and the Transfers Out expense category needs additional appropriation authority of \$2,644 in the Special Fund.
5. The Instruction expense category needs additional appropriation authority of \$57,300 and the Instructional Support expense category needs additional appropriation authority of \$42,700 in the Enterprise Fund.
6. The Debt Service Fund doesn't require additional appropriation authority. The Fund will receive additional transfers from the General Fund that will increase Unappropriated Ending Fund Balance.
7. The Plant Additions expense category needs appropriation authority of \$6,700 in the Capital Projects Fund.
8. The College Support expense category needs additional appropriation authority of \$55,500 in the Agency Fund. The Contingency expense category will be decreased by \$9,074 in the Agency Fund.
9. When the supplemental budget is ten (10) percent or more of any fund being adjusted, as provided for in ORS 294.473, the Board of Directors may adopt the supplemental budget and make appropriations to authorize the additional expenditures at a regular meeting of the governing body, after a special hearing. Budget committee participation is not required.
10. The Notice of Supplemental Budget Hearing was published as required by ORS 294.473(1)(b).

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

The Board of Directors hereby adopts the supplemental budget, pursuant to ORS 294.473(1)(c), increasing(decreasing) appropriations in the fiscal year 2018-19 budget as follows:

<u>GENERAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
RESOURCES:			
Transfers In	<u>\$88,995</u>	<u>\$2,644</u>	<u>\$91,639</u>
Total Resources	<u>\$88,995</u>	<u>\$2,644</u>	<u>\$91,639</u>
REQUIREMENTS:			
Student Services	\$ 468,023	\$30,000	\$ 498,023
College Support	1,464,684	9,855	1,474,539
Transfers Out	288,000	7,102	295,102
Contingency	<u>100,000</u>	<u>(44,313)</u>	<u>55,687</u>
Total Appropriations/Requirements	<u>\$2,320,707</u>	<u>\$ 2,644</u>	<u>\$2,323,351</u>
<u>SPECIAL FUND</u>			
RESOURCES:			
State Sources	\$331,207	\$22,054	\$353,261
Local Sources	<u>566,172</u>	<u>13,000</u>	<u>579,172</u>
Total Resources	<u>\$897,379</u>	<u>\$35,054</u>	<u>\$932,433</u>
REQUIREMENTS:			
Instructional Support	\$447,588	\$ 3,000	\$450,588
Student Services	76,772	29,410	106,182
Transfers Out	<u>56,590</u>	<u>2,644</u>	<u>59,234</u>
Total Appropriations/Requirements	<u>\$580,950</u>	<u>\$35,054</u>	<u>\$616,004</u>
<u>ENTERPRISE FUND</u>			
RESOURCES:			
Tuition and Fees	<u>\$79,811</u>	<u>\$100,000</u>	<u>\$179,811</u>
Total Resources	<u>\$79,811</u>	<u>\$100,000</u>	<u>\$179,811</u>
REQUIREMENTS:			
Instruction	\$121,396	\$57,300	\$178,696
Instructional Support	<u>38,824</u>	<u>42,700</u>	<u>81,524</u>
Total Appropriations/Requirements	<u>\$160,220</u>	<u>\$100,000</u>	<u>\$260,220</u>
<u>DEBT SERVICE FUND</u>			
RESOURCES:			
Transfers In	<u>\$150,000</u>	<u>\$7,102</u>	<u>\$157,102</u>
Total Resources	<u>\$150,000</u>	<u>\$7,102</u>	<u>\$157,102</u>
REQUIREMENTS:			
Unappropriated Ending Fund Balance	<u>\$14,873</u>	<u>\$7,102</u>	<u>\$21,975</u>
Total Requirements	<u>\$14,873</u>	<u>\$7,102</u>	<u>\$21,975</u>
<u>CAPITAL PROJECTS FUND</u>			
RESOURCES:			
Other Sources	<u>\$10,000</u>	<u>\$6,700</u>	<u>\$16,700</u>
Total Resources	<u>\$10,000</u>	<u>\$6,700</u>	<u>\$16,700</u>

REQUIREMENTS:			
Plant Additions	0	<u>\$6,700</u>	<u>\$6,700</u>
Total Appropriations/Requirements	<u>\$ 0</u>	<u>\$6,700</u>	<u>\$6,700</u>

AGENCY FUND

RESOURCES:			
Beginning Fund Balance	\$ 977,068	\$27,000	\$1,004,068
State Sources	0	13,500	13,500
Local Sources	1,278,772	17,500	1,296,272
Other Sources	91,700	5,000	96,700
Total Resources	<u>\$2,347,540</u>	<u>\$63,000</u>	<u>\$2,410,540</u>

REQUIREMENTS:			
College Support	\$1,653,826	\$55,500	\$1,709,326
Contingency	117,983	(9,074)	108,909
Total Appropriations	<u>\$1,771,809</u>	<u>\$46,426</u>	<u>\$1,818,235</u>
Unappropriated Ending Fund Balance	357,510	16,574	374,084
Total Requirements	<u>\$2,129,319</u>	<u>\$63,000</u>	<u>\$2,192,319</u>

ADOPTED by the Board of Directors of TBCC this 3rd day of June, 2019.

Board of Education Chair

ATTEST by TBCC President this 3rd day of June, 2019.

Tillamook Bay Community College President

Adoption of 2019-2020 Budget

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTIONS 2019-2020 NO. 1 THROUGH 3 TO ADOPT THE 2019-2020 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE PROPERTY TAXES

BACKGROUND INFORMATION ----- Chief Finance Officer Williams

The following changes have been made to the budget since we received budget committee approval on April 8th:

- Special Fund
 - Other Sources has been increased by \$3,500
 - Instruction has been increased by \$3,500
 - A grant from Dollar General Literacy Foundation was awarded on May 9th. The grant will be used to purchase a laptop cart and pay for a portion of the cost for instructional assistants for the Adult Basic Education Program.

- Agency Fund
 - Beginning Fund Balance has been increased by \$477
 - State Sources has been increased by \$50,000
 - Local Sources has been increased by \$38,000
 - Instructional Support has been increased by \$63,500
 - Contingency has been increased by \$20,000
 - Unappropriated Ending Fund Balance has been increased by \$4,977
 - All adjustments have been made to align TBCC's budget at adoption with Economic Development Council's approved budget.



**2019-2020 RESOLUTION 1
ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of the Tillamook Bay Community College District hereby adopts the budget for fiscal year 2019-2020 in the total of \$19,233,384. This budget is now on file at the District business office in Tillamook, Oregon.

**2019-2020 RESOLUTION 2
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2019, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$1,939,492
Instructional Support	542,330
Student Services	544,135
College Support	1,685,232
Plant Operation & Maintenance	396,855
Fund Transfers Out	288,000
Contingency	<u>107,921</u>
TOTAL GENERAL FUND	<u>\$5,503,965</u>

Special Fund

Instruction	\$ 104,261
Instructional Support	309,064
Student Services	96,683
Plant Operation and Maintenance	48,900
Financial Aid	13,845
Fund Transfers Out	363,957
Contingency	<u>511,000</u>
TOTAL SPECIAL FUND	<u>\$1,447,710</u>

Financial Aid Fund

Financial Aid	\$1,755,869
Fund Transfers Out	<u>2,500</u>
TOTAL FINANCIAL AID FUND	<u>\$1,758,369</u>

Enterprise Fund

Instruction	\$228,076
Instructional Support	85,135
Student Services	10,850
Fund Transfers Out	37,723
Contingency	<u>7,325</u>
TOTAL ENTERPRISE FUND	<u>\$369,109</u>

Debt Service Fund

College Support	\$ 1,600
Debt Service	<u>873,926</u>
TOTAL DEBT SERVICE FUND	<u>\$875,526</u>

Capital Projects Fund

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

<u>Agency Fund</u>	
Instructional Support	\$ 264,257
Student Services	7,275
College Support	1,628,754
Financial Aid	6,025
Fund Transfers Out	38,995
Contingency	<u>127,000</u>
TOTAL AGENCY FUND	<u>\$2,072,306</u>

TOTAL APPROPRIATIONS, ALL FUNDS \$12,076,985

Amounts not appropriated:

<u>General Fund</u> – Ending Fund Balance	\$1,200,000
<u>Special Fund</u> – Ending Fund Balance	79,397
<u>Special Fund</u> – Reserves	4,851,691
<u>Financial Aid Fund</u> – Ending Fund Balance	55,609
<u>Enterprise Fund</u> – Ending Fund Balance	42,298
<u>Debt Service Fund</u> – Ending Fund Balance	14,948
<u>Capital Project Fund</u> – Ending Fund Balance	277,544
<u>Agency Fund</u> – Ending Fund Balance	<u>634,912</u>

TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS \$7,156,399

TOTAL ADOPTED BUDGET \$19,233,384

**2019-2020 RESOLUTION 3
IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED that the Board of the Tillamook Bay Community College District that the following ad valorem property taxes are hereby imposed for tax year 2019-2020 upon the assessed value of all taxable property within the district:

- 1) At the rate per \$1,000 of assessed value of \$0.2636 for permanent tax rate;
- 2) In the amount of \$702,070 for debt service for general obligation bonds;

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

	EDUCATION LIMITATION	EXCLUDED FROM LIMITATION
Permanent Rate Tax	\$0.2636/\$1,000	
General Obligation Debt Service		\$702,070

The above 2019-2020 Resolutions 1, 2, and 3 were approved and declared adopted this 3rd day of June, 2019.

Chairperson, Board of Education
Tillamook Bay Community College

Attest:

Clerk of Board
Resolutions 1, 2, & 3 (Page 2)

Approval of Policy Appendices

RECOMMENDATION

APPROVE POLICY APPENDICES FOR FY19-20.

BACKGROUND INFORMATION----- Chief Finance Officer Williams

Appendix A-1 includes cleanup of existing position titles and removal of position titles no longer in use. Also includes addition of the title of Dean for 3 positions.

Appendix A-2 includes a 2% Cost of Living Adjustment (COLA). Grades 1 and 2 and part of Grade 3 are blacked out due to being below Standard Oregon minimum wage. All of the blacked out sections are continuations from the previous fiscal year with the exception of Grade 3, Step 2. Grade 3, Step 2 is also blacked out due to it now being below the Standard Oregon minimum wage of \$11.25 beginning July 1, 2019. The healthcare insurance benefit amount cap and opt out include a 3% increase.

Appendix B-1 has no changes to benefits. With policy revision in the 400 series underway, the new policy number has been added to the old. When policy and administrative rule revisions are complete, this appendix will be revised to include any additional changes.

Appendix C-1 includes a 2% COLA. All faculty pay grades are capped by the black area of the pay schedule. The black area of this schedule has not been changed from the prior year. The healthcare insurance benefit amount cap and opt out include a 3% increase.

Appendix C-3 includes a 5% COLA for all rows except Student Employees. Student employees will adjust with the Oregon minimum wage rate.



Article No.: Appendix A - 1

Approved:

Reference:

~~2018-2019~~2019-2020 Executive and Management Staff Salary Grades (Exempt)

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

~~2018-2019~~2019-2020 Professional Support Staff Salary Grades (Non-Exempt)

GRADE	POSITION TITLE(or other similar position titles)
19	EDC /Tourism Accountant Coordinator, Tourism Marketing Programs
17	Coordinator, Administrative & Project Coordinator, Curriculum Development Coordinator, Information Technology Coordinator, Manufacturing and Industrial Technology Program Coordinator, Student Success
16	Registrar
15	Assistant Registrar Career Education Advisor Coordinator, Business Training Coordinator, Commercial Truck Driving Coordinator, Community/Continuing Ed Coordinator, Criminal Justice Coordinator, Curriculum Development/Pathways & ABE Coordinator, Customized Training & SBM Executive Support Specialist Financial Aid Advisor 2 Development Specialist Marketing Specialist Tourism Program Marketing & Administrative Assistant
13	Business Office Specialist Community/Continuing Ed Coordinator EDC and SBDC Administrative and Marketing Support Specialist



NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved:

Reference:

	Evening Facilities Coordinator <u>Specialist</u> Facilities Maintenance Specialist Financial Aid Advisor 1 Learning Center Assistant Marketing/Development Specialist Online Instruction Specialist <u>SBDC Administrative and Marketing Support Specialist</u> Support Specialist (IT/Literacy/Instruction/College Support/Student Services)
11	Enrollment Services Office Specialist
6	Library/Office Assistant
3	Custodian/Security Specialist



STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved:

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE

2018-2019 2019-2020 Regular Full-Time & Regular Part-Time Staff Salary Schedule

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
1													
2													
3			\$22,845	\$23,530	\$24,236	\$24,963	\$25,712	\$26,483	\$27,278	\$28,096	\$28,939	\$29,807	\$30,701
4	\$22,610	\$23,288	\$23,987	\$24,707	\$25,448	\$26,211	\$26,998	\$27,807	\$28,642	\$29,501	\$30,386	\$31,298	\$32,236
5	\$23,740	\$24,453	\$25,186	\$25,942	\$26,720	\$27,522	\$28,347	\$29,198	\$30,074	\$30,976	\$31,905	\$32,862	\$33,848
6	\$24,928	\$25,675	\$26,446	\$27,239	\$28,056	\$28,898	\$29,765	\$30,658	\$31,577	\$32,525	\$33,500	\$34,505	\$35,541
7	\$26,174	\$26,959	\$27,768	\$28,601	\$29,459	\$30,343	\$31,253	\$32,191	\$33,156	\$34,151	\$35,176	\$36,231	\$37,318
8	\$27,483	\$28,307	\$29,156	\$30,031	\$30,932	\$31,860	\$32,816	\$33,800	\$34,814	\$35,859	\$36,934	\$38,042	\$39,184
9	\$28,857	\$29,722	\$30,614	\$31,532	\$32,478	\$33,453	\$34,456	\$35,490	\$36,555	\$37,651	\$38,781	\$39,944	\$41,143
10	\$30,300	\$31,209	\$32,145	\$33,109	\$34,102	\$35,125	\$36,179	\$37,265	\$38,383	\$39,534	\$40,720	\$41,942	\$43,200
11	\$31,815	\$32,769	\$33,752	\$34,765	\$35,808	\$36,882	\$37,988	\$39,128	\$40,302	\$41,511	\$42,756	\$44,039	\$45,360
12	\$33,405	\$34,407	\$35,440	\$36,503	\$37,598	\$38,726	\$39,888	\$41,084	\$42,317	\$43,586	\$44,894	\$46,241	\$47,628
13	\$35,076	\$36,128	\$37,212	\$38,328	\$39,478	\$40,662	\$41,882	\$43,138	\$44,433	\$45,766	\$47,139	\$48,553	\$50,009
14	\$36,829	\$37,934	\$39,072	\$40,244	\$41,452	\$42,695	\$43,976	\$45,295	\$46,654	\$48,054	\$49,496	\$50,980	\$52,510
15	\$38,671	\$39,831	\$41,026	\$42,257	\$43,524	\$44,830	\$46,175	\$47,560	\$48,987	\$50,457	\$51,970	\$53,529	\$55,135
16	\$40,604	\$41,822	\$43,077	\$44,369	\$45,700	\$47,071	\$48,484	\$49,938	\$51,436	\$52,979	\$54,569	\$56,206	\$57,892
17	\$42,635	\$43,914	\$45,231	\$46,588	\$47,986	\$49,425	\$50,908	\$52,435	\$54,008	\$55,628	\$57,297	\$59,016	\$60,787
18	\$44,766	\$46,109	\$47,493	\$48,917	\$50,385	\$51,896	\$53,453	\$55,057	\$56,709	\$58,410	\$60,162	\$61,967	\$63,826
19	\$47,005	\$48,415	\$49,867	\$51,363	\$52,904	\$54,491	\$56,126	\$57,810	\$59,544	\$61,330	\$63,170	\$65,065	\$67,017
20	\$49,355	\$50,835	\$52,360	\$53,931	\$55,549	\$57,216	\$58,932	\$60,700	\$62,521	\$64,397	\$66,329	\$68,319	\$70,368
21	\$51,823	\$53,377	\$54,979	\$56,628	\$58,327	\$60,077	\$61,879	\$63,735	\$65,647	\$67,617	\$69,645	\$71,735	\$73,887
22	\$54,414	\$56,046	\$57,727	\$59,459	\$61,243	\$63,080	\$64,973	\$66,922	\$68,930	\$70,997	\$73,127	\$75,321	\$77,581
23	\$57,134	\$58,848	\$60,614	\$62,432	\$64,305	\$66,234	\$68,221	\$70,268	\$72,376	\$74,547	\$76,784	\$79,087	\$81,460
24	\$59,991	\$61,791	\$63,644	\$65,554	\$67,520	\$69,546	\$71,632	\$73,781	\$75,995	\$78,275	\$80,623	\$83,042	\$85,533
25	\$62,991	\$64,880	\$66,827	\$68,832	\$70,896	\$73,023	\$75,214	\$77,470	\$79,795	\$82,188	\$84,654	\$87,194	\$89,810
26	\$66,140	\$68,124	\$70,168	\$72,273	\$74,441	\$76,675	\$78,975	\$81,344	\$83,784	\$86,298	\$88,887	\$91,553	\$94,300
27	\$69,447	\$71,531	\$73,676	\$75,887	\$78,163	\$80,508	\$82,924	\$85,411	\$87,974	\$90,613	\$93,331	\$96,131	\$99,015
28	\$72,919	\$75,107	\$77,360	\$79,681	\$82,072	\$84,534	\$87,070	\$89,682	\$92,372	\$95,143	\$97,998	\$100,938	\$103,966
29	\$76,565	\$78,862	\$81,228	\$83,665	\$86,175	\$88,760	\$91,423	\$94,166	\$96,991	\$99,901	\$102,898	\$105,984	\$109,164
30	\$80,394	\$82,806	\$85,290	\$87,848	\$90,484	\$93,198	\$95,994	\$98,874	\$101,840	\$104,896	\$108,042	\$111,284	\$114,622
31	\$84,413	\$86,946	\$89,554	\$92,241	\$95,008	\$97,858	\$100,794	\$103,818	\$106,932	\$110,140	\$113,445	\$116,848	\$120,353
32	\$88,634	\$91,293	\$94,032	\$96,853	\$99,758	\$102,751	\$105,834	\$109,009	\$112,279	\$115,647	\$119,117	\$122,690	\$126,371
33	\$93,066	\$95,858	\$98,733	\$101,695	\$104,746	\$107,889	\$111,125	\$114,459	\$117,893	\$121,430	\$125,073	\$128,825	\$132,690
34	\$97,719	\$100,651	\$103,670	\$106,780	\$109,984	\$113,283	\$116,682	\$120,182	\$123,788	\$127,501	\$131,326	\$135,266	\$139,324
35	\$102,605	\$105,683	\$108,854	\$112,119	\$115,483	\$118,947	\$122,516	\$126,191	\$129,977	\$133,876	\$137,893	\$142,029	\$146,290

INSURANCE BENEFIT AMOUNT

Full-time \$1,316 per month
 Part-time \$1,316 per month (prorated based on actual FTE)

INSURANCE OPT-OUT AMOUNT

Full-time \$252 per month
 Part-time \$252 per month (prorated based on actual FTE)

SUMMARY OF EMPLOYEE BENEFITS

Article No.: Appendix B – 1

Approved:

Reference:

SUMMARY OF EMPLOYEE BENEFITS

Type of Employee	Insurance (including all coverages in College approved plans)		Sick	Vacation	Paid Holiday	Bereavement Leave	Personal Leave (1)	TBCC Tuition Waiver	PERS
	EMP only DEP: Self Pay		days/year	days/year	days/year	Per occurrence days/year	days/year	Credit and Continuing Education Courses only within one academic year of employment. Excluding partner agency courses.	Qual. Pos.
FT Administrative Staff 249 days or 1992 hours/year	X		12	20	11	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
FT Support Staff 249 days or 1992 hours/year	X		12	10 to 20 (4)	11	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
PT Admin. & Support Staff 996 hours/year or more	X (2)		X (2)	X (2)	X (3)	5 (3)	X (2)	8 credits for employee + dependents (as allowed by Policy 311)	X
PT Admin. & Support Staff Less than 996 hours/year			X (5)					4 credits for employee + dependents (as allowed by Policy 311)	Qual. Pos.
Temporary & On-Call Employees			X (5)					N/A	Qual. Pos
173 day Regular Faculty 1. FTE	X		10		5	5	3	Unlimited for employee + dependents (as allowed by Policy 407/ 2019-2020 Policy 417)	X
173 day Regular Faculty .5-.99 FTE	X (2)		X (2)					8 credits for employee + dependents (as allowed by Policy 407/ 2019-2020 Policy 417)	X
Adjunct Faculty Term-by-term			X (5)					4 credits for employee + dependents	Qual. Pos

“X” Indicates benefit is provided

(1) From sick leave accrual

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

(2) Prorated on FTE (full-time equivalent)

(3) Paid based on scheduled hours

(4) based on longevity (see Article 312)

FACULTY SALARY SCHEDULE

Article No.: Appendix C-1

Approved:

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
~~2018-2019~~ 2019-2020 Regular Full-Time & Regular Part-Time Faculty Salary Schedule
 173 DAY CONTRACT

	BA	BA+15	BA+30	BA+45	MA	MA+5	MA+10	MA+15	MA+20	MA+25	MA+30	MA+35	MA+40	MA+45 or 2nd Masters	MA+50	MA+55	MA+60	PhD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	\$41,176	\$42,412	\$43,684	\$44,995	\$46,344	\$47,735	\$49,167	\$50,642	\$52,161	\$53,726	\$55,338	\$56,998	\$58,708	\$60,469	\$62,283	\$64,152	\$66,076	\$68,058
2	\$42,000	\$43,260	\$44,558	\$45,894	\$47,271	\$48,689	\$50,150	\$51,655	\$53,204	\$54,800	\$56,444	\$58,138	\$59,882	\$61,678	\$63,529	\$65,435	\$67,398	\$69,420
3	\$42,840	\$44,125	\$45,449	\$46,812	\$48,217	\$49,663	\$51,153	\$52,688	\$54,268	\$55,896	\$57,573	\$59,301	\$61,080	\$62,912	\$64,799	\$66,743	\$68,746	\$70,808
4	\$43,697	\$45,008	\$46,358	\$47,749	\$49,181	\$50,657	\$52,176	\$53,741	\$55,354	\$57,014	\$58,725	\$60,487	\$62,301	\$64,170	\$66,095	\$68,078	\$70,120	\$72,224
5	\$44,571	\$45,908	\$47,285	\$48,704	\$50,165	\$51,670	\$53,220	\$54,816	\$56,461	\$58,155	\$59,899	\$61,696	\$63,547	\$65,454	\$67,417	\$69,440	\$71,523	\$73,669
6	\$45,462	\$46,826	\$48,231	\$49,678	\$51,168	\$52,703	\$54,284	\$55,913	\$57,590	\$59,318	\$61,097	\$62,930	\$64,818	\$66,763	\$68,765	\$70,828	\$72,953	\$75,142
7					\$52,191	\$53,757	\$55,370	\$57,031	\$58,742	\$60,504	\$62,319	\$64,189	\$66,114	\$68,098	\$70,141	\$72,245	\$74,412	\$76,645
8								\$58,172	\$59,917	\$61,714	\$63,566	\$65,473	\$67,437	\$69,460	\$71,544	\$73,690	\$75,901	\$78,178
9											\$64,837	\$66,782	\$68,785	\$70,849	\$72,974	\$75,164	\$77,419	\$79,741
10														\$72,266	\$74,434	\$76,667	\$78,967	\$81,336
11																\$78,200	\$80,546	\$82,963
12																		\$84,622
13																		\$85,468
14																		\$86,323

INSURANCE BENEFIT AMOUNT

Full-time \$1,316 per month
 Part-time \$1,316 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

Full-time \$252 per month
 Part-time \$252 per month (prorated based on actual FTE)

NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved:

Reference:

Non-Regular Faculty Salary Schedule 2018-2019 <u>2019-2020</u> (Effective July 1, 2018 <u>2019</u>)							
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7
Transfer College Credit Courses (1 contact hour = 1 lecture pay credit)	\$476.40 <u>500.22</u> per lecture credit	\$500.22 <u>525.23</u>	\$525.23 <u>551.49</u>	\$551.49 <u>579.06</u>	\$579.06 <u>608.01</u>	\$608.01 <u>638.41</u>	\$638.41 <u>670.33</u>
Adjunct Writing Studio & Transfer College Credit Courses Substitute Rate	\$43.31 <u>45.48</u> per lecture credit hour or writing studio hour						
Transfer College Credit Courses Writing Bonus for three sections of Credit WR Courses in a term	\$344.33 <u>361.55</u> per term						
Transfer College Credit Courses Lab - Students work independently with the instructor available and in the instructional area for assistance and supervision. (3 contact hours = 1 lab pay credit)	\$982.58 <u>1,031.71</u> per lab credit	\$1,031.71 <u>1,083.30</u>	\$1,083.30 <u>1,137.47</u>	\$1,137.47 <u>1,194.34</u>	\$1,194.34 <u>1,254.06</u>	\$1,254.06 <u>1,316.76</u>	\$1,316.76 <u>1,382.60</u>
Transfer College Credit Courses Lecture/Lab - Instructor gives short lectures and supervises student application of lectures. Instruction methods are integrated; therefore, lecture & lab are dependent on each other. (2 contact hours = 1 lecture/lab pay credit) (examples: ART 284, CAS100, CAS216, MUS 131)	\$717.87 <u>753.76</u> per lecture/lab credit	\$753.76 <u>791.45</u>	\$791.45 <u>831.02</u>	\$831.02 <u>872.57</u>	\$872.57 <u>916.20</u>	\$916.20 <u>962.01</u>	\$962.01 <u>1010.11</u>
ABE/GED/ESOL/Wrap Around Developmental Math Tutoring	\$32.61 <u>34.24</u> per hour	\$34.24 <u>35.95</u>	\$35.95 <u>37.75</u>	\$37.75 <u>39.64</u>	\$39.64 <u>41.62</u>	\$41.62 <u>43.70</u>	\$43.70 <u>45.89</u>
Continuing Education	50% of Tuition Revenue at End of Course (Excluding Fees) – Chief Academic Officer may guarantee a minimum enrollment level of compensation in order to support a degree or certificate program or meet a community occupational training need.						

NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved:

Reference:

Contract Training (Includes: class hours & hours interfacing with contracting business) (Subject to adjustment to meet market conditions.)	\$27.55 <u>28.93</u> per hour	\$28.93 <u>30.38</u>	\$30.38 <u>31.90</u>	\$31.90 <u>33.50</u>	\$33.50 <u>35.18</u>	\$35.18 <u>36.94</u>
Community Education	50% of Tuition Revenue at End of Course (Excluding Fees)					
Guest Lecturers/Artists	Market Driven					
Driver's Ed Instructor	\$22.05 <u>23.15</u> per hour	\$23.15 <u>24.31</u>	\$24.31 <u>25.53</u>	\$25.53 <u>26.81</u>	\$26.81 <u>28.15</u>	\$28.15 <u>29.56</u>
Truck Driving Instructor	\$25.00 <u>26.25</u> per hour	\$26.25 <u>27.56</u>	\$27.56 <u>28.94</u>	\$28.94 <u>30.39</u>	\$30.39 <u>31.91</u>	\$31.91 <u>33.51</u>
Meetings: Curriculum Development, Departmental, etc.	\$20.17 <u>21.18</u> per hour					
Student Employees (Class I) – Including Federal Workstudy	Minimum Wage	Tier I + .25	Tier II + .25			
Student Employees (Class II) – Including Federal Workstudy	Minimum Wage + .25	Tier I + .25	Tier II + .25			

Board Officer Elections

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION.....CHAIR GERVASI

The Board will elect the following officers for the 2019-20 academic year:

- Chair
- Vice-Chair



Board Committee Assignments

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION CHAIR GERVASI

The Board will hold elections to fill the following committee assignments for the 2019-20 academic year:

- Foundation Liaison
- OCCA Board Liaison (1-2)
- Policy Committee (discuss moving the time frame for reviewing policies to 3 years instead of 2 years)



Curriculum Changes – Second Reading

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION CAO RIVENES

Attached you will find the final Curriculum Changes document for 2018/2019. We have had one last meeting to close out the year, and those course adjustments are noted on the spreadsheet. None of the additional items require a vote, they are just there for your information.

This has been a very busy year from a curriculum standpoint and we submit the new degrees and certificates to you for your approval (no changes from last reading);

- New Nursing partnership (from Clatsop to Oregon Coast Community College)
- New 1 year Certificate in Office Supervision (under AAS in Business)
- New AAOT in Education (Early Childhood, Elementary and Middle School) in partnership with Western Oregon University
- New Associate of Science in Animal Science (partnership with OSU)
- New Associate of Science in Natural Resources (partnership with OSU)
- New Associate of Science in Agricultural Science (partnership with OSU)
- New Applied Associates degree in Welding (under AAS in Welding)
- New 1 year Certificate in Welding (under AAS in Welding)
- New Career Pathways Certificate in Machining (under AAS in MIT)
- New Career Pathways Certificate in Welding (under AAS in Welding)
- New 1 year Certificate in Occupational Skills Training (under AGS)



Errata Change	DATE APPROVED	CHANGE	EFFECTIVE DATE	Leadership	College Council	BOARD	UPDATED CATALOG	UPDATED NWCCU (if needed)
X	10/11/2018	Correct pg 54 MCH 121 to MCH 220 (error)	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
x	10/11/2018	Corrected page 47 (CJA 243 elective, CJA 214 core, CJA 217 is core class)	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
x	10/11/2018	Gen Ed section on pages 43 changes- A/L removed and Soc Sci replaced it	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
x	10/11/2018	pg 4 updated with new CAO and corrected new Board members	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
x	10/11/2018	Updated page numbers	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
x	10/11/2018	Updated degree partnerships: Clatsop removed from Nursing	10/1/2018	10/2018	4/25/19	5/6/19	10/2018	10/2018
	10/11/2018	Added Core Transfer map info per state regs	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018	NA
x	10/11/2018	Removed MTH 241 and added MTH 243 to Forestry (error)	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
x	10/11/2018	changed Ag electives 18 to 21 (error)	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
x	10/11/2018	changed AG core to 48 (print error)	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
x	10/11/2018	changed FOR 241 from 5 to 3 CR (error)	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
x	10/11/2018	Added HORT 111 (print error)	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
x	10/11/2018	removed FST 251 (error)	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
x	10/11/2018	Changed FW 107 from 3 to 1 credit (print error)	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
x	10/11/2018	Added PHL 201 and PHL 202 to catalog	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
x	10/11/2018	updated grievance procedure to new CAO	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	09/2018 from President
x	10/11/2018	BA256 to 3 credits	10/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
	10/11/2018	Gen Ed Approved (Spreadsheet)	10/1/2018	4/22/19	4/25/19	5/6/19	2019-20	NA
x	10/11/2018	CTE to LDC changes on page 71. We changed all or our OSU courses to LDC AG (except for 280), ANS, ESR, FOR, FST, FW, HORT, NAT, SOIL, LEAD	10/1/2018	NA	NA	NA	10/2018, errata	NA
x	10/11/2018	Nursing Partnership Approved	12/1/2018	4/22/19	4/25/19	5/6/19	2019-20	10/2018

x	11/16/2018	BA 224 3 credits (error)	11/1/2018	4/22/19	4/25/19	5/6/19	10/2018, errata	NA
	11/16/2018	ART 212 added to Gen Ed (A/L) List	11/1/2018	4/22/19	4/25/19	5/6/19	2019-20	NA
	12/1/2018	AAS Bus: Eliminate BA 111	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	12/1/2018	AAS Bus: Change BA 211, 212, 213 to 4 credits each (F,W,SP)	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	12/1/2018	AAS BUS: Move HST 203 to 2nd Year/Fall Term	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	12/1/2018	Reviewed the following CCOG with no changes: BA 101, BA 120, BA 131, BA 150, BA 177, BA 205, BA 206, BA 214, BA 222, BA 223, BA 224, BA 226, BA 250, BA 256, BA 277, BA 285, BA 290A, BA 290M, CAS 121, CAS 133, CAS 170, CAS 171	N/A	4/22/19	4/25/19	5/6/19	N/A	N/A
	12/1/2018	CAS 217 (Lecture 3)	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	N/A
	12/1/2018	Reviewed following CCOG and made minor adjustments: CAS 216 (3CR L), BA 280 (100hrs Lab)	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	N/A
	12/1/2018	AAS BUS/AGS/AAS: Replace MTH 70 with MTH 105, college level Math required for all degrees per Gen Ed chart	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	12/1/2018	AAS BUS: Eliminate CAS 121 as requirement, still pre-req if needed, have test out	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	12/1/2018	AAS Bus: Add BA 218: Personal Finance to BA Core (Sp) to address default rate percentage (NEW CLASS)	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	12/1/2018	AAS Bus: Move BA 250 & BA 228 to Spring	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	12/1/2018	AAS Bus: Change BA 228 from 3 to 4 Cr./rename	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	12/1/2018	AAS Bus: Switched Econ and Comm to terms offered	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA

12/1/2018	AAS BUS: Eliminate Geology from AAS Bus Degree, science covered by Computer Science classes which are more relevant	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
12/1/2018	AAS Bus: rearranged map slightly based on advisory board feedback and to redistribute (even out) student load, all changes documented in curriculum folder for this meeting	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
12/1/2018	AAS Bus: NEW CERTIFICATE in Office Supervision	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	
12/1/2018	AAOT Education: NEW DEGREE in Early Childhood, Elementary and Middle Education articulation to WOU	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	10/2018
12/1/2018	COURSE redeveloped: MTH 105	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	N/A
12/1/2018	AAS BUS: CAS 170 & CAS 216: added pre-requisite of CAS 121	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
12/1/2018	AAS BUS: Renamed BA 228 for consistency	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
1/1/2019	NEW AS: AG/FOR: Have changed the blended For/Ag degree into four different NEW transfer degrees; AS in Ag Science, AS in Animal Science, AS in Forestry, and AS in AG Business- all approved	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	
1/1/2019	AS AG/FOR: Switched term in which four courses were offered to allow for better lab experiences in Spring	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
1/1/2019	Changed hours on the following CCOGs: AG 211 (10L/40LL), AG 221 (20L/30LAB), ANS 215 (2L/3Lab), ANS 230 (2L/3LAB), ANS 231 (2L/3Lab), ANS 220 (2 L/3Lab), ESR 171 (3L/3Lab), SOIL 205 (3L/3Lab), FOR 241 (2L/3Lab)	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	N/A

1/1/2019	GEO 265: Changes hours (3L) and course outcomes	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	N/A
2/1/2019	AS AG/FOR: moved several courses around in sequence at the request of the advisory board- new map approved	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
3/8/2019	Approved all curriculum forms	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
3/8/2019	NEW COURSES: SOC 204	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
3/8/2019	NEW COURSES: REL 202	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
3/8/2019	NEW COURSES: EC 215	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
3/8/2019	NEW AAS Welding: outline approved, next steps to develop content courses	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	
3/8/2019	NEW CPC, 1 YR cert in Welding approved, next step to develop content courses	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	
3/8/2019	AAS MIT: added CWE IMT 280A/WLD 280 A	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
3/8/2019	AAS MIT: IMT 100 title change to Intro to Trades (was Intro to Apprenticeship)	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
3/8/2019	AAS MIT: MCH 121: title change from Manufacturing to Machining I, changed from 4 to 3 CR	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
3/8/2019	AAS MIT: MCH 135: title change from Basic Measurement to Measurement and Layout	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
3/8/2019	AAS MIT: MCH 220 Machining II, change in credit hours from 80 hours to 40 (LL)	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
3/8/2019	AAS MIT: DRF 270: name change and content change from SolidWorks to 3D Modeling	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
3/8/2019	AAS MIT: WLD 111: change in description, spread from 2 course series to three course series, changed outcomes and hours	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA

	3/8/2019	AAS MIT: WLD 112: change in description, spread from 2 course series to three course series, changed outcomes and hours	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	AAS Welding: WLD 113: added, along with additional welding classes for new degree, will come back with CCOG when developed	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	AAS MIT: WLD 201: changed descriptions, changed outcomes	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	AAS MIT: WLD 202: changed descriptions, changed outcomes	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	AAS Welding: Added WLD 203	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	AAS Welding: WLD 261: changed title from basic fabrication to Fabrication I, description more robust	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	AAS Welding: Added WLD 262	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	AAS MIT: Added WLD 170	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	AAS MIT: Added WLD 171	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	AAS MIT: Added WLD 172	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	AAS MIT: WLD 102: changed credit hour	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	AAS Welding: Added new elective WLD 120	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	AAS Welding: Added new elective WLD 275	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	AAS MIT: Added optional electives to choose from: IMT 200, WLD 111, 112, 170, 171, 201, 202	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
X	3/19/2019	FOR 241 from 5 to 3 CR, error on map	3/19/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	1/1/2019	Change MTH 241 to Math 251 on AS Nat Resources< Animal Science and Forestry	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	3/8/2019	Removed Soc Science elective, added Fabrication courses (per industry request)	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA

	4/12/2019	Approved NEW Occupational Skills Training one year certificate within AGS degree	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	
	4/12/2019	Removed from catalog: AG 111, ESR 173, ART 102, ART 117, ART 204, ART 205, ART 206, ART 279, ART 116, BA 114, BA 203, BA 207, BA 208, BA 215, BA 227, BA 234, BA 238, BA 239, BA 251, BI 160, CG 280 (A, B, KEEP JUST CG 280), CH 104, CH 105, CH 106, CAS 122, CAS 140, COMM 112, COMM 228, ENG 222, G 160, GEO 106, GS 107, G 207, HST 107, HST 240, HST 280 A, HST 280 B, HST 298, ALL MSD CLASSES, MTH 241, MTH 244, PE 182F, PHY 101, PHY 102, PHY 103, PS 200, PS 200C, PS 202, PS 202C, SPA 150, SPA 151, SPA 250, SPA 251	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	4/12/2019	APPROVED NEW/REVISED CCOG: AG 211 = IMT 211, AG 221 = WLD 111, CJA 214, CJA 217, CJA 102, CJA 105, COMM 214, COMM 227, EMS 100, EMS 105, EMS 106, HE 250, MP 111, PE 142, PE 182, PE 295, MTH 211, MTH 212, MTH 213, MTH 099, PHY 201, PHY 202, CH 221, CH 222, CH 223, G 208, G 209, GS 106, BI 101, BI 102, BI 103, BI 111, BI 112, BI 113, ART 103, ART 212, ART 115, ART 131, ART 181, ART 210, ART 231, ART 270, ART 281, ART 284, ART 287, CJA 260, PHL 201, PHL 202, REL 202, CG 280	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	4/12/2019	NEW OST 101, 102, 103	7/1/2019	4/22/19	4/25/19	5/6/19	2019-20	NA
	5/13/2019	Approved new courses; BI121, BI 122, CG140C, ED 251, ED 224, ED131, SOC 204, GEO 106, PS 205,	7/1/2019					

	5/13/2019	Removed PS 200 from catalog	7/1/2019					
	5/13/2019	Approved CCOG for HST 100, HST 285, HST 247, REL 101	7/1/2019					
	5/13/2019	No change to LIB 101	7/1/2019					
	5/13/2019	Reviewed and approved: ENG 105, ENG 106, ENG 216, ENG 250, WR252, WR 253, WR254, ENG 260, RDWR115, WR 121, WR 122, WR 227, ENG 253	7/1/2019					
	5/13/2019	Reviewed and updated AG 221, ELT 111, IMT 280	7/1/2019					
	5/13/2019	Reviewed new CCOG for WLD 280, 275, 262, 261, 203, 202, 201, 172, 171, 170, 120, 113, 112, 111	7/1/2019					

OCCSA Guided Pathways Resolution

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATIONPRESIDENT TOMLIN

The Oregon Community College Student Association passed a state-wide resolution supporting Guided Pathways. This resolution was shared at the recent Oregon Community College Association Board meeting in Salem. We are asking the Board to vote to support the resolution since TBCC is now part of Cohort 2 in the state-wide Guided Pathways project.





RESOLUTION:

TO: Oregon Community College Association Board of Directors

FROM: Members of Oregon Community College Student Association

DATE: April 28th, 2019

SUBJECT: Guided Pathways

ACTION REQUESTED: That the Board of Directors of Oregon Community College Association support the Guided Pathways Initiatives and elements that make up the Guided Pathways Program.

RESOLUTION Oregon Community College Student Association recommends that the Board of Directors of Oregon Community College Association (OCCA) adopt the following resolution:

Whereas, the Guided Pathways Project “helps our state’s community colleges design and implement structured academic and career pathways at scale, for all students.” Building on national research, led by the Community College Research Center (CCRC) and the American Association of Community Colleges (AACCC), this project is designed to help increase completion rates and student achievement; and,

Whereas, the goals of Guided Pathways are “college completion, transfer, and attainment of jobs with value in the labor market- and to achieve equity in those outcomes”²; and, Whereas, “The guided pathways model is built upon three important design principles. First, colleges’ program redesigns must pay attention to the entire student experience, rather than to just one segment of it... Second, a guided pathways redesign is not the next in a long line of discrete reforms, but rather a framework or general model that helps unify a variety of reform elements around the central goal of helping students choose, enter, and complete a program of study aligned with students’ goals for employment and further



education. Third, the redesign process starts with student end goals for careers and further education in mind and “backward maps” programs and supports to ensure that students are prepared to thrive in employment and education at the next level”³; and,

Whereas, the four dimensions of the Guided Pathways Model are clarify paths to student end goals, help students choose and enter a pathway, help students stay on path, and ensure that students are learning⁴; and,

Whereas, the first dimension, to clarify paths to student end goals, simplifies the decision making processes for students, provides clear and easily understandable options, and establishes transfer pathways for students to help further their success even after graduation⁵; and,

Whereas, the second dimension, to help students choose and enter a pathway, “helps students explore academic and career options from the beginning of their college experience”⁶ instead of once they are midway through their program; and,

Whereas, the third dimension, to help students stay on path, ensures students are supported throughout their entire educational career, and not just at the very beginning, end, or only when they are in emergency situations; and,

Whereas, the fourth dimension, to ensure that students are learning, ensures that the college experience is effective and contributes to the end goals of students by aligning with their requirements for success in employment and further education⁷; and,

Whereas, Linn-Benton Community College participated in the first national American Association of Community Colleges Guided Pathways Cohort, and

Whereas, Southwestern Oregon Community College, Lane Community College, Chemeketa Community College, Rogue Community College and Clackamas Community College are involved in the first cohort of Oregon Pathways Institutes and,



Whereas, “early results from some initiatives that are part of the guided pathways model, such as using multiple measures to decide on developmental education placements, are showing some narrowing of gaps”⁸ between historically underrepresented groups and historically privileged students; therefore be it,

Resolved, that Oregon Community College Student Association (OCCSA) supports clarifying paths to student end goals; and be it further,

Resolved, that Oregon Community College Student Association (OCCSA) supports faculty, administration, and students helping students choose and enter a pathway; and be it further,

Resolved, that Oregon Community College Student Association (OCCSA) supports faculty, administration, and students helping students stay on their chosen paths; and be it further,

Resolved, that Oregon Community College Student Association (OCCSA) supports a focus on educational outcomes; and be it further,

Resolved, that Oregon Community College Student Association (OCCSA) supports Guided Pathways initiatives being both furthered at the listed Oregon community colleges already participating in them, as well as started at the Oregon community colleges not yet participating in them; and finally be it,

Resolved, that this resolution be sent to the college presidents at all 17 community colleges institutions in Oregon.

Information Only Items

RECOMMENDATION

Information Only

BACKGROUND INFORMATION----- Chair Gervasi



Measure Narratives LPCE 5

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONDIRECTOR MCCARLEY

LPCE5.1 Staff Professional Development

ACHIEVEMENT 91% participation (Green)

CORE THEME Leadership, Partnership, and Community Engagement

OBJECTIVE LPCE5 – The college promotes comprehensive and continuous advancement for all employees through professional development opportunities.

INDICATOR Measured by the percentage of staff attending 2 or more professional development opportunities per year.

Indicator Thresholds: >70%: Green, 50-69%: Yellow, <50%: Red

Purpose and Meaning: This measure is a gauge of staff skill-building, and quick feedback on their level of attendance at trainings.

WHAT WAS ACHIEVED? In 2016-2017, 86% of staff attended 2 or more trainings. We increased this percentage to 91% in 2017-2018

WHAT ARE NEXT STEPS? The definition of this measure specifies attendance at trainings, and doesn't explicitly include webinars and online professional development, which are more available for staff. In 2018-2019 we are expanding our definition of professional development to include "a wide variety of specialized training, formal education, or advanced professional learning intended to help administrators, teachers, and others working in the field of education to improve their professional knowledge, competence, skill, and effectiveness".

DATA DOCUMENTATION

Managers will track their employees' professional development and will report to Erin McCarley annually.

ABOUT THIS SUMMARY

Pat Ryan is the lead for this measure, with data support from Erin McCarley.



LPCE5.2 Faculty Professional Development

ACHIEVEMENT 17% participation (Red)

CORE THEME Leadership, Partnership, and Community Engagement

OBJECTIVE LPCE5 – The college promotes comprehensive and continuous advancement for all employees through professional development opportunities.

INDICATOR Measured by the percentage of faculty attending 2 or more professional development opportunities per year.

Indicator Thresholds: >60%: Green, 40-59%: Yellow, <40%: Red

Purpose and Meaning: This measure is demonstrated that faculty are receiving education designed to improve their skills.

WHAT WAS ACHIEVED? In 2016-2017, 43% of staff attended 2 or more trainings. This percentage decreased to 17% in 2017-2018. This decrease may be due to ineffective tracking of faculty training.

WHAT ARE NEXT STEPS? The definition of this measure specifies attendance at trainings, and doesn't explicitly include webinars and online professional development, which are more available for staff. In 2018-2019 we are expanding our definition of professional development to include, "A wide variety of specialized training, formal education, or advanced professional learning intended to help administrators, teachers, and others working in the field of education to improve their professional knowledge, competence, skill, and effectiveness". In addition to redefining this measure, we have set policy and procedures around professional development. Starting in fall of 2019/2020 faculty will develop a professional development plan designed to strengthen identified areas of need, develop new skillsets and promote unique areas of interest. This year we implemented required professional development (or in-service) for all part time faculty prior to the start of each term. These have been enormously successful with over 95% attendance. Next year this will expand to include full time faculty as well. Next year we have also set aside a significant pot of professional development funding (\$15,000 compared to \$4500). This will be accessed via the professional development plan and will be available for all faculty- in amounts enough to provide significant professional development. All of these steps will move us in the right direction.

DATA DOCUMENTATION

Faculty professional development will be tracked by the Office of Instruction and reported to Erin McCarley annually.

ABOUT THIS SUMMARY Teresa Rivenes is the lead for this measure, with data support from Erin McCarley.



Changes to Strategic Plan Measures for 2018-19 Data

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION DIRECTOR MCCARLEY

In the fall of 2018, the mission fulfillment report was shared with college Staff and faculty. This report includes an evaluation of our progress on the 30 strategic plan measures used to define mission fulfillment. Staff and faculty had concerns and questions about some of the measures and how well they reflected our unique population of students. There were also a few measures that had not been defined or measured yet. In response to this feedback, the college’s Data Team has spent the academic year evaluating, defining and updating 8 measures in the plan to more reliably assess our efforts. The updates are included below.

EE2 – Students exhibit successful completion of credit degrees, certificates, and/or licensing/certifications or transfer

2017-2018		Proposed 2018-2019	
EE2.1 – Degree Completion	Measured by the overall percentage of students completing a degree or certificate within 2 years (100% of normal time)	EE2.1a – Degree Completion for Full-Time Students	Measured by the percentage of first-time at TBCC students enrolled full-time (in their first term), who are awarded a certificate/degree within 3 years (150% of normal time or 12 quarters)
		EE2.1b – Degree Completion for Part-Time Students	Measured by the percentage of first-time at TBCC students enrolled part-time (in their first term), who are awarded a certificate/degree within 4 years (200% of normal time or 16 quarters)

- This definition broadens the sample to include all first-time students, no matter which term they begin. An average of 30% of students begin in winter or spring terms.



- Completion rate varies dramatically depending on enrollment status, so splitting the measure will provide a more accurate and nuanced view.

2017-2018		Proposed 2018-2019	
EE2.2 – Transfer Rate	Not previously defined or measured	EE2.2 – Transfer Rate	Measured by the percentage of first-time at TBCC students with the intent to transfer, who transfer to a 4 year university within 4 years (200% of normal time or 16 quarters).

- This definition uses students declared major to determine whether they intend to transfer, and only includes those with this intent.
- Like Degree completion, this measure includes students no matter what term they begin at TBCC.

LPCE2 –The College encourages students to cultivate a commitment to civic engagement.

The College believes that civic engagement is an essential activity for all in the campus community, so the objective was updated to include students, staff and faculty.

Revised: LPCE2 –The College encourages students, staff and faculty to cultivate a commitment to civic engagement.

2017-2018		Proposed 2018-2019	
LPCE2.1 – Student Participation in Community Service	Measured by the number of service events involving the participation of students during the academic year.	LPCE2.1a – Student Civic Engagement	Measured by the number of events sponsored by the college and student groups that encourage civic engagement.
		LPCE2.1b – Employee Civic Engagement	Measured by the number of civic events which the college sponsors, or encourages employees to participate in

- The Data Team adopted a definition of civic engagement: *“Civic engagement means working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes”*
- We are gathering a list of events from students and employees at the end of each quarter.



LPCE3 –The College partners with other educational institutions to expand opportunities for students.

This objective was expanded to include partnering with the community, so that the work we do with advisors and advisory groups can be assessed.

Revised: LPCE3 –The College partners with the community to expand opportunities for students.

2017-2018		Proposed 2018-2019	
LPCE3.1 Articulation Agreements with Universities	Measured by the number of new signed articulation agreements each year.	LPCE3.1 – High Quality Partnerships	Measured through an annual survey of community members who participate in advisory groups, or collaborate with College leadership.
LPCE 3.2 – Dual Credit course participation	Measured by the overall percentage of county high school juniors and seniors taking at least one Dual Credit college course during the academic year.	No change	

LPCE4 – TBCC provides services and information that benefit the college and community.

2017-2018		Proposed 2018-2019	
LPCE4.1 – Community Events Hosted at TBCC	Measured by the number of events hosted with organizations offering services, support, and information to the community.	Eliminate	
LPCE4.2 – TBCC Personnel Community Involvement	Measured by the number of service events involving the participation of students during the academic year.	Eliminate	

- The Data Team recommends deleting this objective and its measures. The language of the objective is vague and difficult to define. It also isn't explicitly included in the Core Theme:



Core Theme: Leadership, Partnership, and Community Engagement (LPCE) – The college and its students, staff, and faculty serve as educational and community leaders through professional development, skill building, or partnership with local businesses and school districts, post-secondary institutions, the TBCC Foundation, and governmental and social services organizations.

- The measures within this objective are duplicative of the civic engagement measures in the revised LPCE2 objective.

LPCE5 - The College promotes comprehensive and continuous advancement for all employees through professional development opportunities.

	2017-2018	Proposed 2018-2019
LPCE5.1 Staff Professional Development	Measured by the percentage of staff attending two or more professional development opportunities per year.	Measured by the percentage of staff participating in two or more professional development opportunities per year.
LPCE5.2 Faculty Professional Development	Measured by the percentage of faculty attending two or more professional development opportunities per year.	Measured by the percentage of faculty participating in two or more professional development opportunities per year.

- The Data Team recommended to Leadership that professional development be clearly defined, and that a strategy be developed for effectively and fairly implementing it across the organization.
- The Leadership Team is developing a definition for professional development and will implement a process for the use of professional development funds.



Facilities Master Plan Board Feedback

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPRESIDENT TOMLIN

Eileen Casey-White was hired last month as a consultant to help us collect feedback from the public on our facility needs at TBCC. She helped us develop the list of groups and individuals to talk to, along with the questions to ask them. This is the opportunity for the Board members to provide feedback and ideas on the same questions posed in some of our other sessions with organizations, groups, and individuals. This feedback will be combined with all the other feedback in developing the final Facilities Master Plan by the end of the calendar year.

The questions that the Board will address and provide feedback on include:

1. What does the community need that TBCC should provide?
2. What kinds of jobs do you expect to **grow or emerge** in the next 10-15 years?
3. How can the college better meet the needs of all students across the County?
4. What new programs would benefit the community and who would enroll in them?
5. What are some examples of partners you think TBCC should work with to improve the college?
6. Any other feedback you want to provide as TBCC Board members regarding our need for facilities?



ASTBCC UPDATE

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONPRESIDENT CHRISTY

President Christy will update the Board on recent activities of the ASTBCC.



Financial Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONCFO WILLIAMS

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



Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended April 2019

83.33% of fiscal year elapsed

	FY 2017-2018			FY 2018-2019		
	Annual Budget	04/30/18 Actual	Percentage of Budget	Annual Budget	04/30/19 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 950,000	\$ 1,384,918.66	145.78%	\$ 1,780,713	\$ 1,530,006.38	85.92%
State	\$ 1,356,106	\$ 1,615,378.12	119.12%	\$ 1,719,525	\$ 1,333,235.59	77.54%
Property Taxes	\$ 1,241,050	\$ 1,163,139.81	93.72%	\$ 1,285,647	\$ 1,213,647.92	94.40%
Tuition	\$ 881,855	\$ 858,815.00	97.39%	\$ 944,489	\$ 796,130.00	84.29%
Fees	\$ 154,296	\$ 176,323.93	114.28%	\$ 182,090	\$ 180,877.00	99.33%
Sale of Goods	\$ 2,000	\$ 3,304.30	165.22%	\$ 2,000	\$ 4,322.63	216.13%
Interest	\$ 5,500	\$ 42,611.50	774.75%	\$ 48,000	\$ 90,521.33	188.59%
Rental	\$ 12,000	\$ 16,012.00	133.43%	\$ 17,000	\$ 13,557.50	79.75%
Miscellaneous	\$ 7,000	\$ 12,764.44	182.35%	\$ 7,000	\$ 14,270.93	203.87%
Transfers	\$ 493,829	\$ 25,370.14	5.14%	\$ 88,995	\$ 50,011.15	56.20%
Total resources	\$ 5,103,636	\$ 5,298,637.90	103.82%	\$ 6,075,459	\$ 5,226,580.43	86.03%
Expenditures						
Instruction	\$ 1,403,246	\$ 1,004,581.93	71.59%	\$ 1,499,878	\$ 1,101,893.61	73.47%
Instructional Support	\$ 344,629	\$ 249,496.70	72.40%	\$ 387,671	\$ 282,193.30	72.79%
Student Services	\$ 463,665	\$ 378,632.82	81.66%	\$ 468,023	\$ 389,709.34	83.27%
College Support	\$ 1,365,563	\$ 1,090,453.23	79.85%	\$ 1,464,684	\$ 1,143,031.58	78.04%
Plant Operation	\$ 288,533	\$ 224,458.94	77.79%	\$ 367,593	\$ 247,573.03	67.35%
Transfers	\$ 288,000	\$ 130,782.31	45.41%	\$ 288,000	\$ 265,954.81	92.35%
Contingency	\$ 50,000	\$ -	0.00%	\$ 100,000	\$ -	0.00%
Total expenditures	\$ 4,203,636	\$ 3,078,405.93	73.23%	\$ 4,575,849	\$ 3,430,355.67	74.97%
Ending fund balance	\$ 900,000	\$ 2,220,231.97	246.69%	\$ 1,499,610	\$ 1,796,224.76	119.78%

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

	Fund No.	Beginning Fund Balance	2018-2019 Revenue	2018-2019 Expenditures	Ending Fund Balance	2018-2019 Spendable Budget	2017-2018 Prior Year Expenditures 4/30/2018
United Way Literacy Grant	216	\$ 1,855.13	\$ 750.00	\$ 2,528.00	\$ 77.13	\$ 3,000	\$ 1,216.00
Title III Grant	220	\$ -	\$ 209,134.96	\$ 209,134.96	\$ -	\$ 292,751	\$ 500,585.85
Pathways Grant	225	\$ -	\$ 22,805.02	\$ 25,213.20	\$ (2,408.18)	\$ 29,707	\$ 25,139.88
Industrial Maintenance Tech	226	\$ 36,975.16	\$ 23,750.00	\$ 43,650.95	\$ 17,074.21	\$ 58,759	\$ 25,316.29
SBDC Federal Grant	230	\$ -	\$ 16,500.00	\$ 28,040.19	\$ (11,540.19)	\$ 33,000	\$ 26,894.60
SBDC State Grant	231	\$ -	\$ 40,567.94	\$ 78,968.47	\$ (38,400.53)	\$ 120,000	\$ 38,686.48
SBDC Program Income	232	\$ 38,197.03	\$ 49,163.11	\$ 1,334.34	\$ 86,025.80	\$ 15,273	\$ 4,300.17
SBDC Rural Outreach Grant	233	\$ -	\$ 27,500.00	\$ 27,500.00	\$ -	\$ 7,000	\$ 2,133.40
TEC Vocational Education Grant	240	\$ -	\$ 29,619.00	\$ 30,722.90	\$ (1,103.90)	\$ 40,000	\$ 27,487.00
Food Pantry	248	\$ -	\$ 500.00	\$ 324.82	\$ 175.18	\$ -	\$ -
Connect2Complete	253	\$ 6,242.49	\$ -	\$ 28.04	\$ 6,214.45	\$ 6,574	\$ -
ASPIRE Program	254	\$ 6,107.09	\$ -	\$ 1,645.83	\$ 4,461.26	\$ 8,567	\$ 2,499.18
Student Success Grant	256	\$ -	\$ 79,172.11	\$ 76,673.91	\$ 2,498.20	\$ 125,000	\$ -
STEP Grant	258	\$ -	\$ 18,385.02	\$ 16,930.50	\$ 1,454.52	\$ -	\$ -
Pathways to Opportunity	259	\$ -	\$ 10,000.00	\$ 7,762.42	\$ 2,237.58	\$ -	\$ -
Guided Pathways Implementation	261	\$ -	\$ -	\$ 25.00	\$ (25.00)	\$ -	\$ -
Partners for Rural Innovation Operations	289	\$ 7,827.74	\$ 24,152.90	\$ 26,301.37	\$ 5,679.27	\$ 35,000	\$ 27,512.26
Capital Depreciation & Maintenance Fund	290	\$ 765,217.45	\$ 15,762.74	\$ 17,338.00	\$ 763,642.19	\$ 20,000	\$ -
Timber Tax Reserve Fund	291	\$ 2,276,682.08	\$ 348,092.21	\$ -	\$ 2,624,774.29	\$ -	\$ -
PRI Capital Maintenance Fund	292	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 40,000.00	\$ 10,000	\$ -
Strategic Investment Fund	295	\$ 1,347,379.59	\$ 28,096.60	\$ -	\$ 1,375,476.19	\$ -	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ -
Total Special Fund		\$ 4,506,483.76	\$ 963,951.61	\$ 594,122.90	\$ 4,876,312.47	\$ 854,131	\$ 681,771.11
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 4/30/2019		
Total of Grants that borrow from the General Fund		\$ (51,998.28)	\$ 17,850.51	\$ -	\$ (69,848.79)		
Total of Grants that are not borrowing from the General Fund		\$ 4,928,310.75	\$ 20,800.00	\$ -	\$ 4,907,510.75		
Total Special Fund		\$ 4,876,312.47	\$ 38,650.51	\$ -	\$ 4,837,661.96		
	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	\$ 3,400.00	\$ 1,321.09	\$ 20,226.21	\$ 7,823	\$ 1,388.75
Driver Education Program	311	\$ 4,059.35	\$ 10,305.00	\$ 8,777.69	\$ 5,586.66	\$ 14,171	\$ 7,653.19
Summer Term Fund	312	\$ 10,103.28	\$ 81,017.00	\$ 59,537.46	\$ 31,582.82	\$ 64,775	\$ 43,797.56
TBCC Store	320	\$ 3,215.27	\$ 3,341.04	\$ 594.55	\$ 5,961.76	\$ 3,220	\$ 1,521.84
Customized Training Projects	330	\$ 38,185.82	\$ 2,440.00	\$ 4,788.07	\$ 35,837.75	\$ 79,577	\$ 10,809.72
Truck Driving Program	331	\$ -	\$ 90,000.00	\$ 79,453.82	\$ 10,546.18	\$ -	\$ -
TBCC Vending	340	\$ 5,384.77	\$ 4,221.31	\$ 5,417.68	\$ 4,188.40	\$ 6,500	\$ 2,174.67
Total Enterprise Fund		\$ 79,095.79	\$ 194,724.35	\$ 159,890.36	\$ 113,929.78	\$ 176,066	\$ 67,345.73
PERS Pension Bond Fund	410	\$ 13,410.45	\$ 131,780.81	\$ 32,957.78	\$ 112,233.48	\$ 144,316	\$ 34,582.83
General Obligation Bond Fund	420	\$ 133,009.26	\$ 658,438.13	\$ 55,042.06	\$ 736,405.33	\$ 700,725	\$ 59,848.21
Total Debt Service Fund		\$ 146,419.71	\$ 790,218.94	\$ 87,999.84	\$ 848,638.81	\$ 845,041	\$ 94,431.04
Local Match Fund	525	\$ 313,533.67	\$ 6,538.04	\$ -	\$ 320,071.71	\$ 50,000	\$ -
Grant Construction Fund	555	\$ (313,308.57)	\$ 45,000.00	\$ 6,700.00	\$ (275,008.57)	\$ -	\$ 118,921.40
Total Capital Projects Fund		\$ 225.10	\$ 51,538.04	\$ 6,700.00	\$ 45,063.14	\$ 50,000	\$ 118,921.40
Associated Students of TBCC	710	\$ 4,182.39	\$ 5,394.60	\$ 5,373.98	\$ 4,203.01	\$ 9,000	\$ 3,421.44
Phi Theta Kappa Honorary Society Fund	720	\$ 2,157.32	\$ 1,474.03	\$ 1,611.05	\$ 2,020.30	\$ 5,700	\$ 1,706.03
Economic Development Council	730	\$ 81,702.65	\$ 126,583.98	\$ 69,200.91	\$ 139,085.72	\$ 182,229	\$ 65,311.56
Economic Development Council - USDA Grant	731	\$ 26,523.77	\$ -	\$ 768.48	\$ 25,755.29	\$ 22,463	\$ 4,336.17
Visit Tillamook Coast	740	\$ 829,288.31	\$ 1,188,196.35	\$ 1,341,861.33	\$ 675,623.33	\$ 1,592,555	\$ 1,085,124.23
Visit Tillamook Coast - Non-TLT Funds	741	\$ 33,026.41	\$ 74,961.54	\$ 59,606.16	\$ 48,381.79	\$ 77,100	\$ 74,813.12
Visit Tillamook Coast - RTM Grant	742	\$ 27,000.00	\$ 18,500.00	\$ 22,973.50	\$ 22,526.50	\$ -	\$ -
Total Agency Fund		\$ 1,003,880.85	\$ 1,415,110.50	\$ 1,501,395.41	\$ 917,595.94	\$ 1,889,047	\$ 1,234,712.55
PELL Grant	801	\$ -	\$ 630,125.00	\$ 630,125.00	\$ -	\$ 751,150	\$ 638,529.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 13,400.00	\$ 13,400.00	\$ -	\$ 16,875	\$ 15,000.00
Direct Loans	810	\$ -	\$ 150,975.00	\$ 150,975.00	\$ -	\$ 350,000	\$ 214,857.00
Federal Work Study	819	\$ -	\$ 12,590.49	\$ 12,590.49	\$ -	\$ 16,944	\$ 7,583.24
Oregon Opportunity Grant	821	\$ -	\$ 139,100.00	\$ 139,547.00	\$ (447.00)	\$ 190,000	\$ 160,500.00
Chafee Grant	822	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 8,335.00
Oregon Promise Grant	823	\$ -	\$ 94,300.00	\$ 91,458.00	\$ 2,842.00	\$ 65,000	\$ 61,751.00
Tuition Waivers	831	\$ 16,733.89	\$ -	\$ 5,458.50	\$ 11,275.39	\$ 10,000	\$ 8,667.50
Board Scholarships	832	\$ 74,600.21	\$ 123,519.70	\$ 91,186.00	\$ 106,933.91	\$ 160,000	\$ 107,470.00
Institutional Work Study	833	\$ 44,892.39	\$ 6,410.98	\$ 3,185.92	\$ 48,117.45	\$ 10,072	\$ 3,486.75
Foundation Scholarships	834	\$ -	\$ 69,253.34	\$ 69,253.34	\$ -	\$ 85,000	\$ 75,597.51
Student Employees	835	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,648.91
Non-Institutional Scholarships	840	\$ 506.00	\$ 47,116.92	\$ 42,102.75	\$ 5,520.17	\$ 53,328	\$ 47,552.62
Total Financial Aid Fund		\$ 136,732.49	\$ 1,286,791.43	\$ 1,249,282.00	\$ 174,241.92	\$ 1,723,369	\$ 1,350,978.53

Agenda Item 5.E. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended April 2019

83.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,940,740			\$ 4,152,051			\$ 76,318			\$ 138,010	
Beginning Fund Balance	\$ 1,780,713	\$ 1,530,006	85.92%	\$ 4,105,217	\$ 4,506,484	109.77%	\$ 71,307	\$ 79,096	110.92%	\$ 43,939	\$ 146,420	0.00%
Resources												
State Aid	\$ 1,719,525	\$ 1,333,236	77.54%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 742,958	\$ 469,541	63.20%	\$ 35,000	\$ 2,440	6.97%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,126,579	\$ 977,007	86.72%	\$ 9,000	\$ 17,060	189.56%	\$ 79,811	\$ 181,572	227.50%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,285,647	\$ 1,213,648	94.40%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 661,725	\$ 647,921	97.91%
Timber	\$ -	\$ -	0.00%	\$ 520,172	\$ 348,092	66.92%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 4,323	216.15%	\$ -	\$ -	0.00%	\$ 5,700	\$ 5,617	98.54%	\$ -	\$ -	0.00%
Interest	\$ 48,000	\$ 90,521	188.59%	\$ 22,000	\$ 43,859	199.36%	\$ -	\$ -	0.00%	\$ 4,250	\$ 11,737	276.16%
Rental	\$ 17,000	\$ 13,558	79.75%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 14,271	203.87%	\$ 58,100	\$ 85,399	0.00%	\$ 7,000	\$ 5,095	72.79%	\$ -	\$ -	0.00%
Transfers	\$ 88,995	\$ 50,011	56.20%	\$ 50,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 130,560	87.04%
Total Revenues	\$ 4,294,746	\$ 3,696,575	86.07%	\$ 1,402,230	\$ 963,951	68.74%	\$ 127,511	\$ 194,724	152.71%	\$ 815,975	\$ 790,218	96.84%
Expenditures												
Salaries and Wages	\$ 3,198,689	\$ 2,491,723	77.90%	\$ 374,307	\$ 263,027	70.27%	\$ 128,187	\$ 109,024	85.05%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 969,160	\$ 645,020	66.55%	\$ 423,234	\$ 298,181	70.45%	\$ 41,753	\$ 27,979	67.01%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 20,000	\$ 27,658	138.29%	\$ -	\$ -	0.00%	\$ -	\$ 20,000	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 843,441	\$ 86,400	10.24%
Transfers	\$ 288,000	\$ 265,955	92.35%	\$ 56,590	\$ 32,915	58.16%	\$ 6,126	\$ 2,887	47.13%	\$ -	\$ -	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	\$ 3,430,356	74.97%	\$ 5,458,984	\$ 594,123	10.88%	\$ 198,818	\$ 159,890	80.42%	\$ 845,041	\$ 88,000	10.41%
Ending Fund Balance	\$ 1,499,610	\$ 1,796,225		\$ 48,463	\$ 4,876,312		\$ -	\$ 113,930		\$ 14,873	\$ 848,638	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 243,767			\$ 38,651			\$ -			\$ 40,328	
Inventories		\$ 1,318			\$ -			\$ 1,288			\$ -	
NET EFFECT ON CASH		\$ (245,085)			\$ (38,651)			\$ (1,288)			\$ (40,328)	
Liabilities												
Accounts Payable		\$ 114,505			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 67,239			\$ -			\$ -			\$ 40,328	
Payroll		\$ 177,851			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 359,595			\$ -			\$ -			\$ 40,328	
NET ADJUSTMENTS		\$ 114,510			\$ (38,651)			\$ (1,288)			\$ -	
ENDING CASH BALANCE		\$ 1,910,735			\$ 4,837,661			\$ 112,642			\$ 848,638	

Agenda Item 5.E. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended April 2019
 83.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ (69,890)		\$ 809,869			\$ 135,938		
Beginning Fund Balance	\$ 480,000	\$ 225	0.05%	\$ 977,068	\$ 1,003,881	102.74%	\$ 116,443	\$ 136,732	117.42%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,287,772	\$ 1,288,317	0.00%	\$ 1,398,150	\$ 1,040,421	74.41%
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	\$ 2,010	0.00%	\$ -	\$ -	0.00%
Interest	\$ 10,000	\$ 6,538	65.38%	\$ 16,700	\$ 16,047	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ 45,000	0.00%	\$ 73,000	\$ 103,342	141.56%	\$ 135,000	\$ 116,370	86.20%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 5,395	67.44%	\$ 130,000	\$ 130,000	100.00%
Total Revenues	\$ 10,000	\$ 51,538	515.38%	\$ 1,387,472	\$ 1,415,111	101.99%	\$ 1,663,150	\$ 1,286,791	77.37%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 502,303	\$ 286,084	56.95%	\$ 26,341	\$ 15,776	59.89%
Operating Expenditures	\$ -	\$ 6,700	0.00%	\$ 1,362,965	\$ 1,201,877	88.18%	\$ 1,694,528	\$ 1,232,731	72.75%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 50,000	\$ -	0.00%	\$ 23,779	\$ 13,434	0.00%	\$ 2,500	\$ 775	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 117,983	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 50,000	\$ 6,700	13.40%	\$ 2,007,030	\$ 1,501,395	74.81%	\$ 1,723,369	\$ 1,249,282	72.49%
Ending Fund Balance	\$ 440,000	\$ 45,063		\$ 357,510	\$ 917,597		\$ 56,224	\$ 174,241	
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		\$ 45,063			\$ 917,597			\$ 174,241	

\$ 8,846,577

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

- Graduation is Friday, June 14 at the Nazarene Church. Board members are asked to arrive at 5:30 pm for pictures.
- Next Board meeting will be Monday, July 1 at 6pm in Room 214/15. It should be a short meeting, but is required by law in election years.

Other Items

- Legislative update
- FMP feedback update
- Guided Pathways Institute update
- OPC/OCCA Board report



Board Member Discussion Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Gervasi



Adjournment

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION-----(Action) Chair

Gervasi

MOTION TO ADJOURN THE MEETING.



Executive Session

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION-----Chair Gervasi

Pursuant to O.R.S. § 192.660 (2)(a)(b) and (e) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of discussing personnel issues on Monday, June 3, 2019 at 7:30 p.m. in Room 214 at the TBCC Central Campus, 4301 Third Street, Tillamook Oregon.

