



Board of Education Meeting Agenda

Date: Monday, February 3, 2020

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests	Chair Gervasi
2.	Consent Agenda:(Action)	Chair Gervasi
	a. Approval of Agenda	
	b. Approval of January 6, 2020 Minutes	
	c. Personnel Report.....	Director Ryan
3.	Invitation for Public Comment	Chair Gervasi
	Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	New Business and/or focused policy discussions	
	a. Tuition Remission for Dual Credit Instructors.....	(ACTION) CAO Rivenes
	b. AAS in AG Tech-(First Reading).....	CAO Rivenes
	c. First Class Scholar Changes	(ACTION) CSSO Hanson
	d. Tuition and Fees-Discussion.....	CFO Williams
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Facilities Master Plan Update.....	President Tomlin
	b. Facilities and Safety Program Review.....	Director Ryan
	c. Strategic Enrollment Management Plan.....	CSSO Hanson
	d. LT Check-Ins.....	Director Ryan
	e. ASTBCC Report.....	ASTBCC President
	f. Board Self-evaluation process.....	President Tomlin
	g. President's Evaluation Process.....	President Tomlin
	h. Financial Report.....	CFO Williams
	i. President's Report.....	President Tomlin
6.	Board Member Discussion Items	Chair Gervasi
7.	Adjournment	(Action) Chair Gervasi

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION----- Chair Gervasi



Approval of the Consent Agenda

RECOMMENDATION

ACTION

BACKGROUND INFORMATION ----- (Action) Chair Gervasi

MOTION TO APPROVE THE CONSENT AGENDA FOR THE FEBRUARY 3, 2020 MEETING.

Items for approval:

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



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE FEBRUARY MEETING.

Board of Education Meeting Agenda

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7.	Adjournment	(Action) Chair Gervasi



January 6, Board of Education Meeting Minutes

Date: Monday, January 6, 2020

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

Board Meeting Members in Attendance: Pam Zweifel, Mary Faith Bell, Chair Kathy Gervasi, Tamra Gammon, Jennifer Purcell, Mary Jones and Betsy McMahon attended remotely

TBCC Leadership Team in Attendance: Sheryl Neu, Erin McCarley, Rhoda Hanson, Heidi Luquette, Pat Ryan, Kyra Williams, Teresa Rivenes, Michael Weissenfluh, Ross Tomlin, and Terri Neimann

Leadership Team not in Attendance:

ASTBC Student in Attendance: President Logan Laity

Guests in Attendance: Dean Darryl Spitzer, student Ashley Arthur, IT Specialist Monica Valencia, and Dean Kandi Spitzer

Chair Gervasi opened the meeting at 6:04 pm

CAO Rivenes introduced the new hire, Dean Kandi Spitzer. CSSO Hanson introduced student Ashely Arthur who is a Career-to-Career scholarship recipient. Ashely talked briefly about how she came to apply for the scholarship and start college.

IT Director Neu, introduced the new IT hire, Monica Valencia.

Description

Resource

Call to Order • Acknowledge Guests (agenda item 1).....Chair Gervasi

Consent Agenda: agenda items (2, 2.a, 2.b, 2.c).....(Action) Chair Gervasi

Human Resource Director Ryan posted a new position-Development Director- that will work under Director Luquette. January 17th will be the first review of applications. One of the jobs for the Development Director will be fundraising for the Foundation.

Chair Gervasi asked if there were any changes to the January 6, 2020 Board meeting agenda or the December 9, 2019 Board meeting Minutes. There was one change in the agenda for tonight.

Agenda item 5a will be postponed until the March Board meeting. Pam Zweifel made a motion to accept the consent agenda. Mary Faith Bell seconded the motion. The motion carried.

Invitation for Public Comment (agenda item 3).....Chair Gervasi

There was no public comment.



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

Teach-out of AAS Degree in AG/NR & CPC in Forestry (agenda item 4a) (ACTION).....CAO Rivenes

CAO Rivenes requested that the Board approve the teach-out process regarding the AAS Degree in AG/NR & Career Pathway Certificate (CPC) in Forestry. TBCC has added four transfer degrees (AS in Agriculture, Natural Resources, Forestry, and Animal Science) and is in the process of adding a new CTE degree (AAS in Agricultural Technology) as alternatives. These new degrees will better serve students moving into a transfer degree or directly into industry. There are eight students now in these two programs and TBCC will follow HECC policy to ensure a smooth teach-out process happens with these students. Board member Tamra Gammon asked if we will have the forestry program in an AAS format. CAO Rivenes responded that TBCC is currently exploring an applied Forestry degree/certificate. Chair Gervasi asked if the teach-out process will affect staff. She responded that staffing will not be impacted. Board member Betsy McMahon asked if there will be a smooth transition for the existing students in these programs. CAO Rivenes responded that the students in these programs will have a personalized plan and be able to complete their degree if they stay on the plan. ASTBCC President Laity wanted to know how long it took before the students knew about the teach-out. CAO Rivenes noted we needed to wait until Board approval to move forward with the process but assured everyone that the students should will experience a smooth process. July 1, 2020 will be the date the program goes into suspension/moratorium. The new Ag Tech degree will come online at the same time. Board member Betsy McMahon made a motion to approve the teach-out process for the AAS Degree in AG/NR & CPC in Forestry. Pam Zweifel seconded the motion. The motion carried.

First Class Scholar Program Changes-First Reading (agenda item 4b).....CSSO Hanson

CSSO Hanson explained that the First Class Scholar Program started 10 years ago. Oregon Promise has been in place for four years. Students who apply for the First Class Scholar program are also eligible for Oregon Promise funds. CSSO Hanson noted that some confusion existed for students because tuition was covered by both scholarships. Therefore, CSSO Hanson would like to change the First Class Scholar's funding to a set amount that can be used for fees and books instead of tuition. She would like to keep two full tuition First Class scholarships available for those students who don't qualify for Oregon Promise.

Chair Gervasi asked if students can still apply for First Class Scholar funds with this new approach? CSSO Hanson clarified that they would apply using the same process as has been used for the past 10 years. First Class Scholar funds are only for those students residing in Tillamook County. The Oregon Promise program is for all Oregon community college students. CSSO Hanson responded TBCC wants to help as many students as possible and we are excited that the number of students applying for the Career to Career scholarship is growing.

Board member Jennifer Purcell asked for clarification regarding changes in the future, and can we revisit this? CSSO Hanson said yes. Chair Gervasi noted it was a good idea to clarify the difference between the two scholarships. This will be brought back again next month for a second reading and vote to approve.



Audit Report (agenda item 4c).....(ACTION) CFO Williams
CFO Williams briefly discussed the letter in the packet from the financial auditor. The letter is required communication from the auditor that details who is responsible for what. Page 2 in the letter lists the most important statement. It highlights the fact that TBCC's financial position as of June 30, 2019 is in accordance with State accounting principles. CFO Williams also mentioned that the financial statements for the year 2018-2019 are included in the packet. Board member Mary Faith Bell made a motion to accept the 2018-2019 Audit Report. Board member Pam Zweifel seconded the motion. The motion carried.

Information-Only Items (agenda item 5) Board members may request any item be placed on the discussion agenda

Tillamook Working Lands and Waters Cooperative (agenda item 5a).....Board Member Zweifel
This item was postponed until the March Board meeting.

Introduction to SAO's, Project Lists (agenda item 5b).....Director McCarley
Director McCarley gave handouts that accompanied her presentation to each Board member. The focus was to build connections between our Service Area Outcomes (SAOs) and the work we do within our individual departments (projects). She mentioned that during the previous TBCC's Extended Staff meeting, everyone participated in an activity where each department supervisor described how their department projects and SAOs connected with the core themes and objectives in our strategic plan. Director McCarley described how the staff shared each service area outcome and discussed in small groups how they might align with the core themes and objectives. She also mentioned that every department has specific projects that are worked on each year. Pointing to the charts on the screen, she showed the Board examples from three different departments. President Tomlin noted that service area outcomes are measured every year. Director McCarley asked Board member Betsy McMahon if she wanted to share from her experience during the Extended Staff meeting. Board member Betsy McMahon noted there was a sense of comradery among the staff, and breaking up in teams was a good exercise. She thought the interaction was worthwhile. As Board member Mary Jones looked at the handout provided, she asked about advisors and wondered if TBCC has the right amount of advisors for our student numbers. CSSO Hanson interjected affirmatively. She mentioned TBCC is seeing great results with the extra advisors we have this year. Now TBCC can put more focus on students and student clubs.

MIT Program Review (agenda item 5c).....Dean Spitzer
Dean Spitzer introduced the Manufacturing and Industrial Technology (MIT) Program Review that is in the Board packet. He highlighted the positive aspects of what has led to enrollments doubling over the past few years. TBCC saw their first graduate last year from the program. TBCC is trending for 5-6 graduates this year, and some of the graduates have already been hired in their field. He explained that a new welding program was added this year and the classes are full. We also have a new Ag Tech program starting next fall that will incorporate many of the MIT classes. Long-term goals had capital assets tied to them such as upgrading the PLC lab and purchasing a CNC machine with the help of



grants. Dean Spitzer noted Tillamook County industries such as Hampton, Stimson, Werner, and the Creamery pay to support the program. Some of the MIT degree seekers are cooperative work experience students where their employer pays their tuition and provides them the time to attend classes. Board member Jennifer Purcell wondered what TBCC was doing to reach the underserved populations? Dean Spitzer responded that he visited the school districts and career fairs in Tillamook County. Board member Jennifer Purcell posited that some of the changes with equity issues should happen at the industry level. Dean Spitzer agreed and mentioned that a figure of only 3% of industry hires are women. TBCC does have a woman teacher in the program. Board member Jennifer Purcell asked if TBCC offers information in Spanish. Executive Director Luquette responded that Career-Technical (CTE) program brochures will be translated into Spanish by March 31, 2020. Dean Spitzer ended his presentation by noting the MIT classes are full and as a result, there are not enough machines for every student, but he has ordered more. Board member Jennifer Purcell noted most CTE investments go to K-12, as we are seeing with the Student Success Act. She asked if we are leveraging our partnership with the local high schools and will this benefit the college? President Tomlin noted that we have strong partnerships with the high schools and will continue to work closely with them.

IT Check-In (agenda item 5d).....Director Neu
Director Neu discussed the major projects her department is working on such as single sign on. This means users sign in once to access all their programs and files. She highlighted results from a questionnaire that the education online media company Educause conducted with staff and students that centered on security and convenience. The results showed there were serious gaps in their cyber-security knowledge. Conducting business online is more complicated today. She mentioned that she hired Fisher International, which offers identity management help with IT problems. The new single sign on will require two factor-authentication. PCC's IT department presented on cyber-security with the President's Council meeting held at TBCC in December and results of the presentation highlighted serious gaps in community college's IT security infrastructure. Cyber security issues continue to be a major challenge for colleges. She explained different types of cyber-crime that included phishing, smishing, and vishing. She noted if any TBCC employee or Board member has concerns about an email, please let her know. She iterated her department will do more training in the area of cyber security. President Tomlin finalized the conversation and noted that many of the things Director Neu discussed about cyber-security has been experienced at the College.

ASTBCC Report (agenda item 5e)..... ASTBCC President Laity
ASTBCC President Laity discussed that ASTBCC met a couple times last term. The association took their list of ideas and prioritized it into a wish list, then assigned goals from the list. He mentioned this term is set to offer some exciting student activities.

Financial Report (agenda item 5f).....CFO Williams
CFO Williams highlighted the normal elements depicted in the financial report through the month of November 2019. She highlighted that some of the normal aspects of the report included such items as state resource funds and property taxes, but noted TBCC received less property tax funding this year.



President Tomlin finished the discussion with the assurance that TBCC's finances continue to look strong.

President's Report (agenda item 5g).....President Tomlin
President Tomlin mentioned that the next Board meeting will be Monday, February 3rd. He will talk to the Nestucca and Tillamook superintendents to see when we can schedule the next joint Board meetings.

The next Extended Staff meeting will be held January 24th from 8-10 am, and he invited the Board to attend. President Tomlin noted that the FMP updates will be available at the next Board meeting.

Preliminary drawings from FFA should be available by January 17th. Lastly, TBCC has an at-large position open on the budget committee and would like suggestions on who to ask to fill the slot.

Board Member Discussion Items.....Chair Gervasi
Mary Faith Bell discussed that the 360 degree review on President Tomlin is in process. The Board will share the review with President Tomlin soon. The Board is hoping to put this on the February Board agenda.

Adjournment.....(Action) Chair Gervasi
Pam Zweifel made a motion to adjourn the meeting. Mary Faith Bell seconded the motion. The motion carried.



Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Human Resources Specialist			Rebecca Phoenix Hired; Transitioning from SBDC	Pat Ryan	
Development Director		TBD	Interviews held 1/22/2020	Heidi Luquette	
EDC/SBDC Office Support Specialist	1/30/2020	TBD		Terre Cooper Arlene Soto	
Tillamook Works Coordinator	2/7/2020	TBD		Teresa Rivenes	
Part-time CDL Instructor	2/3/2020			Arlene Soto	



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



Tuition Remission for Dual Credit Instructors

RECOMMENDATION

ACTION Item

BACKGROUND INFORMATION CAO RIVENES

We are bringing forward a request to treat dual credit teachers at our local high schools as adjunct faculty for the purpose of tuition remission. Currently, under existing policy and administrative rule, our adjunct faculty are eligible for 4 credits of tuition remission each term they teach. We would like to extend this courtesy to the local high school teachers under the same conditions. While this is not expected to cost the college much money, there is a great deal of good will to be earned for recognizing the effort these teachers put into teaching dual credit classes. We appreciate their work. The Leadership Team unanimously supported this change and we now bring it for board approval. If approved, this would then change Policy Appendix B-1 as shown on the next page.



SUMMARY OF EMPLOYEE BENEFITS

Page 1/1

Article No.: Appendix B – 1

Approved: **June 3, 2019**

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
<u>Dual Credit Faculty</u>								<u>4 credits for employee + dependents</u>	

"X" Indicates benefit is provided (2) Prorated on FTE (full-time equivalent) (4) based on longevity (see Article 312)
 (1) From sick leave accrual (3) Paid based on scheduled hours
 (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.

AAS in AG Tech

RECOMMENDATION

First Reading

BACKGROUND INFORMATION.....CAO RIVENES

Today I am bringing before you the newly developed Associate of Applied Science (AAS) degree in Agricultural Technology for first reading.

This degree is designed for students who are interested in troubleshooting, working outside, working on farm equipment, and interacting with animals. Students completing this degree will be qualified with the necessary skills and knowledge to work as a technician on farms; specifically to troubleshoot and repair robotics on farms and/or work in precision agriculture. In this degree, students will learn a variety of skills ranging from hydraulics and pneumatics to large animal handling, welfare, and nutrition. The program learning outcomes include; demonstrating the technical knowledge and skills necessary for industrial agricultural systems; communicating effectively, both orally and in writing, using language appropriate to industrial agricultural environments; performing and troubleshooting/problem solving processes as applied to industrial agricultural situations; employing the principles of the customer-business relationship within an agricultural environment; and, integrating and applying essential core information about production and handling methods in a dairy environment.

The AAS in Agricultural Technology is meeting a verified need in the community for trained technicians that can support robotics on farms. Both major employers in Tillamook, Priority Robotics and DeLaval, have stated they would hire technicians that complete the AAS in Agricultural Technology. Additionally, no other program in the nation offers this combination of courses. Both companies have suggested that this could be a training site to serve a broader national audience. Because of the need and interest from industry, TBCC proposes this 90-92-credit degree AAS in Agricultural Technology. A sample curriculum map can be found on the next page.



Associate of Applied Science: Agricultural Technology

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Applied Science – Agricultural Technology. A student can transfer in or take other courses that meet the requirements.

2020-2021 Offerings

FALL TERM	WINTER TERM	SPRING TERM
IMT 102, 4 CR Industrial Safety	IMT 230, 3 CR, Preventative Maintenance	WR 121, 4 CR, English Composition I
MTH 105, 4 CR, Applied Math	ELT 125, 2 CR, Basic Programmable Controllers	IMT 106, 1 CR, Hand Tool Safety
IMT 100, 1 CR Introduction to Trades	IMT 105, 3 CR Industrial Hydraulics I	ELT 126, 2 CR, Intermediate Programmable Controllers
IMT 118, 3 CR Bearings & Lubricants	CAS 170, 3 CR, Beginning Excel	IMT 200, 3 CR, Pumps and Valves
CG 100, 3 CR College Survival & Success	3 CR Large Animal Handling, Welfare, and Nutrition	IMT 211, 3 CR, Structural Maintenance and Construction
AG 221, 3 CR, Metals and Welding		
<i>18 CREDIT TOTAL</i>	<i>14 CREDIT TOTAL</i>	<i>13 CREDIT TOTAL</i>
FALL TERM	WINTER TERM	SPRING TERM
ANS 121, 4 CR, Intro to Animal Science -OR- HORT 111, 3 CR, Introduction to Horticulture	ANS 215, 3 CR, Beef/Dairy Industries -OR- GEO 265, 3 CR, Introduction to GIS	ANS 230, 3 CR, Dairy Cattle Evaluation -OR- FAS 107, UAS
IMT 204, 2 CR, Intro to Pneumatics	COMM 111, 4 CR Public Speaking	DRF 270, 3 CR, 3D Modeling
MCH 102, 3 CR, Intro to Manufacturing -OR- MCH 121, 3 CR, Machining I	IMT 222, 3 CR, Lean Manufacturing & Processing -OR- MCH 220, 3 CR, Machining II	IMT 220, 3 CR, Proportional Hydraulics
PSY 101, 4 CR, General Psychology	WLD 102, 4 CR, Blueprint Reading	IMT 280, 3 CR, Cooperative Work Experience
ELT 110, 2, CR, Electricity for non-Electricians I	ELT 111, 2 CR, Electricity for non-Electricians II	GT 106, 3 CR, Green Production Practices
<i>14-15 CREDIT TOTAL</i>	<i>16 CREDIT TOTAL</i>	<i>15 CREDIT TOTAL</i>

90-92 Total Credits

First Class Scholar Changes

RECOMMENDATION

ACTION Item

BACKGROUND INFORMATIONCSSO HANSON

The First Class Scholar (FCS) program was created in 2010 to provide a tuition scholarship to qualified Tillamook County high school graduates. We expanded the program in 2015, adding the Career-Technical (CTE) track to increase the number of eligible students. In 2016, we added the requirement that all applicants to the FCS program must also apply for the Oregon Promise tuition grant. This change allowed us to reduce our cost per participant, which in turn allowed us to create and fund the Career-to-Career scholarship program.

With the addition of the Oregon Promise tuition grant, First Class Scholars now have two sources of funding that both pay for tuition only. This situation has caused confusion for our students and, in some ways, has limited the value of our scholarship. We are recommending that the First Class Scholar award be changed to allow \$250 per term to be used specifically for fees and books. This change will provide our students with more predictable funding and with an increased flexibility to cover the other educational expenses students incur. We would also want to have a couple of tuition FCS awards available in case there is a student that does not have alternative funding sources for tuition expenses. This is a second reading of this request and we are asking the Board for approval.



Tuition and Fees Discussion

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONCFO WILLIAMS

CFO Williams and President Tomlin will support a Board Member discussion regarding Tuition and Fees for the next academic year.

For 2019-2020, the Statewide Average for In-State Credit Tuition is \$106.56. Average per credit fees is \$16.27. Nine of the Oregon community colleges also have per term fees with an average of \$21.98 per term.

TBCC currently has the lowest annualized tuition and fees for a typical student taking 15 credit hours per term at \$4,995. The next lowest is \$5,079 and the average is \$5,625.

Included in the attachment is the current year and prior year tuition and fee schedule to aid in the discussion. We will bring back in March a recommendation to the Board for tuition and fee changes in 2020-21.



College Tuition and Fees

Tuition or Fee Item	Prior 2018-2019	Current 2019-2020
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$97	\$100
Out-of-State Tuition per Credit Hour	\$117	\$120
<i>Fees</i>		
Base Course Fee (per credit)	\$4	\$4
Student Services Fee (per credit)	\$2	\$2
Technology Fee (per credit)	\$5	\$5
Online Course Fee (per course)	\$35	\$35
Hybrid Course Fee (per course)	\$15	\$15
Adult Basic Skills Instructional Course Fee (includes ABE/GED/ESOL courses)	\$15	\$15
Self Improvement Course Fees	market or self support	market or self support
Late Payment Fee	\$75	\$75
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
Proctored Testing per test for non-TBCC credit students or staff	\$30	\$30
EMT Practical Exams Fee for non-TBCC student, former student or staff	\$30/station	\$30/station
Credit for Prior Learning:		
College Level Exam Program (CLEP) Administration Fee	\$25	\$25
Challenge Exam (per Credit Hour)	40% of Credit Tuition	40% of Credit Tuition
Department of Public Safety Standards and Training (DPSST) Credits	\$75	\$75
Military Credit Administration Fee	\$25	\$25
Printed Catalog (first copy from academic advisor free)	\$5	\$5
Official Transcript Fee (per transcript) (one free when degree or certificate is mailed)	\$5	\$5
Expedited Transcript Fee (per transcript)	\$30	\$30
Return Check Fee	\$25	\$25



Information Only Items

RECOMMENDATION

Information Only

BACKGROUND INFORMATION ----- Chair Gervasi



Facilities Master Plan Update

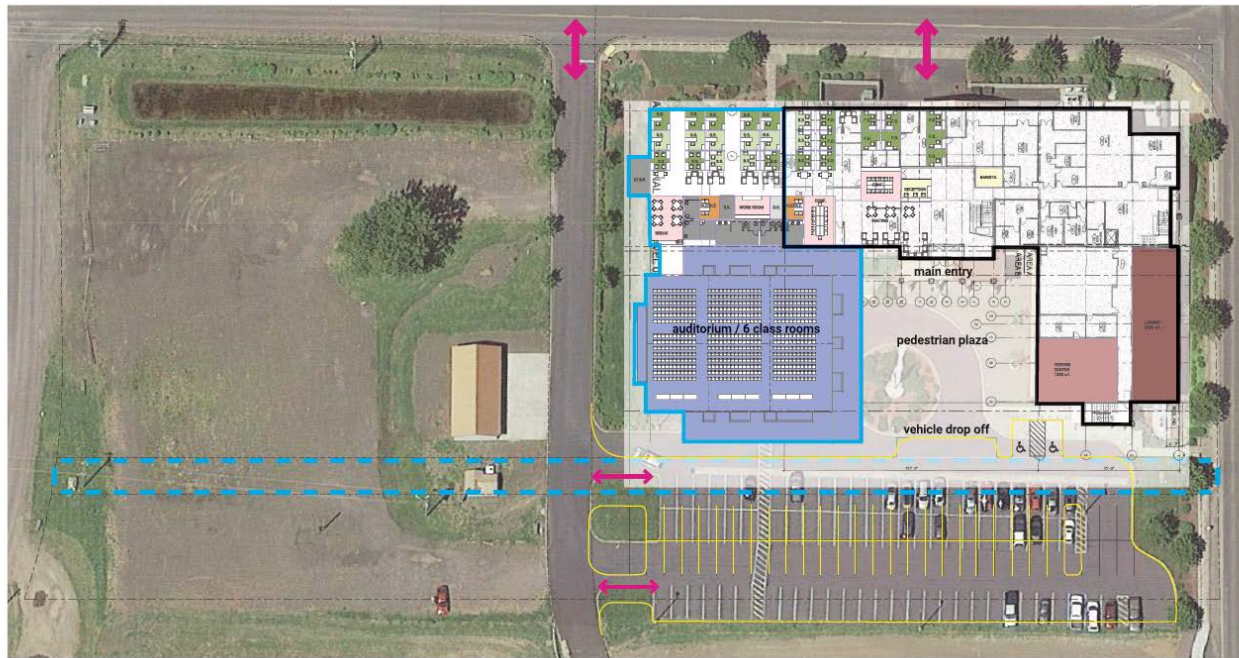
RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

Our architects, FFA in Portland, has taken our input and started to produce some preliminary drawings of potential new spaces at TBCC. The overall concept drawing can be found on the following page. The Board will be asked for feedback and suggestions that can be included in our discussions with the FMP Committee and faculty/staff, along with other questions we need to present to FFA. Once we have our needs all addressed by the architects and have agreed on how to arrange those spaces within the existing campus and any addition, we will bring those results back to the Board for discussion and approval. Once this is done, FFA will then develop more final drawings and estimated construction costs as part of the final Facilities Master Plan. This process needs to be done by April so we can include these plans in our HECC report that will go to the Legislature next year to ask for matching funds.





Site Plan Test Fit Diagram

- vehicle circulation
- existing structure
- potential building expansion
- potential parking area relocation

TILLAMOOK BAY COMMUNITY COLLEGE
FMP DESIGN STUDY

FFA ARCHITECTURE AND INTERIORS, INC.



Facilities & Safety Program Review

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONDIRECTOR RYAN
Director Ryan will discuss the attachment provided.



Tillamook Bay Community College

Department of Facilities and Safety

2018-2019 Program Review

Service Area Description

The Office of Facilities and Safety is responsible for supporting and maintaining the campus to meet the physical needs for delivering quality education in a safe, secure, and welcoming learning environment. The efforts of the staff along with contracted service providers keeps the physical plant of the College in quality operating condition. Regular inspections by the College Safety Committee help identify and address needs related to the environmental health and safety of the campus community.

The physical plant includes:

- Main Campus buildings and grounds
- Partners for Rural Innovation building and grounds
- TBCC Career and College Center located on the Tillamook H.S. Campus
- TBCC South Campus located on the Nestucca H.S. Campus

While the department is responsible for the upkeep and maintenance of the physical plant of the college, it is also responsible for the safety and well-being of those who make up the campus community. The collective efforts of the Safety Committee, Threat Assessment Team, and campus community as a whole contribute to the success of this work. Local law enforcement provides the college with annual statistics of reportable crimes on or near the campuses as required by the Clery Act. Their data consistently indicates no reportable crimes. Ongoing efforts to educate students and employees, through safety drills and trainings intended to continue to bring similar results.

Service Area Details

Staff/Duties and Responsibilities

Director of Human Resources, Facilities, and Safety (1.0 FTE for all areas). The Director of Facilities, Safety and Human Resources is responsible to provide strategic leadership for the development, implementation, maintenance, analysis and general supervision and promotion of operational improvements of all the campus Facilities, Safety and risk management areas. The position will address, and in consultation with others, resolve issues related to the facilities and campus safety. The Director serves in various roles and on committees related to facilities and safety. These include Title II and Title IX Coordinator, College Safety Committee, College Threat Assessment Team, Equity and Inclusion Committee, ALICE (Active Threat/Killer Response) Trainer. The Director also responds to and investigates allegations and issues as they pertain to the Violence Against Women Act and Victims Right. The Director is also responsible for the data collection and submission of the Annual Campus Safety and Security Report to the U.S. Department of Education.

Facilities Maintenance Specialist (1.0 FTE) Plans, organizes, inspects, coordinates and performs installation, maintenance and repairs on TBCC buildings, facilities, mechanical systems, and grounds at the advanced skills level. Assures public safety and safe working conditions through inspections and training programs. Assists with implementing safety and security activities/trainings on campus. Maintains environmental, health, and safety compliance for the campus in accordance with District policies, local, state, and federal laws and regulations including OSHA, EPA, and OR-OSHA. Serves as a member of the Campus Safety Committee. Maintains great flexibility to respond to the immediate needs that may arise. ALICE (Active Threat/Killer Response) Trainer.

Evening Facilities Specialist (0.5 FTE) Provide support services in the areas of facilities and guest services, campus safety and security. Support college faculty, staff, and guest groups during evening hours. Perform assigned custodial duties. Provide setup and breakdown of rooms for events. Provide a safety and security presence when on duty. Responsible for locking and securing buildings at the end of the day. Provide occasional weekend coverage if needed.

Custodian (0.2 FTE) Provide custodial services on Friday and weekends with time coordinated to provide coverage for some of the weekend events held on the main campus.

NOTE: The College also contracts for some routine custodial and landscape maintenance services as well as other services as appropriate and needed.

TBCC Service Area Outcomes Assessment Plan and Summary Form

Use One Form per Outcome

Origination Date of Form November 7, 2017

Completion Date of Form June 8, 2018

Service Area Facilities

Individual Completing Form Pat Ryan

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
Employees, students, and event groups will indicate their satisfaction with the quality of the learning environment including classrooms as well as the condition, and cleanliness of the campus buildings and grounds.	<p>Student survey question fall and spring terms.</p> <p>Event groups comments and feedback before during and after their event.</p> <p>Employees – number of notifications of issues related to conditions and cleanliness of the building and grounds.</p>	<p>Need results of student surveys</p> <p>Groups have been pleased with setup and support provided by staff for events. A concern was raised about OSU/Year of Wellness events regarding which events are connected with OSU liaison as well as around fees and set up.</p> <p>Issues have been raised and discussed with OSU regarding cleanliness of the PRI building.</p>	<p>OSU/Year of Wellness issues were discussed and worked through; changes to process will address some needs raised.</p> <p>Issues have been discussed with contracted custodial services regarding routine cleaning process. 6/6/18 follow up with Troy Downing indicate things are better.</p>

TBCC Service Area Outcomes Assessment Plan and Summary Form

Use One Form per Outcome

Origination Date of Form October 2, 2017

Completion Date of Form June 1, 2018

Service Area Safety

Individual Completing Form Pat Ryan

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
Increased campus safety and security and the ability to quickly respond in the event of an incident.	Upgrades to and/or installation of an improved Emergency Notification System in main campus and PRI building.	New system is not yet in place. There may be aspects of our current phone system that will be compatible with the system and goals that would result from a complete replacement system being considered.	Need to assess what parts of current phone system may be compatible with an upgrade VS. a completely new system.

TBCC Service Area Outcomes Assessment Plan and Summary Form

Use One Form per Outcome

Origination Date of Form November 7, 2018

Completion Date of Form June 8, 2018

Service Area Safety

Individual Completing Form Pat Ryan

Intended Outcomes	Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure	Assessment Results	Refinements/Modifications
Employees and students will recognize and respond appropriately in the event of an emergency on campus.	<p>Response time and protocol to emergency drills held on campus</p> <p>Implement trainings ASAP.</p>	<p>May 11, 2018: Staff and faculty participated in ALICE training as part of a response process in the event of a violent intruder on campus.</p> <p>Notifications sent to all employees and students lockdown drills would be held.</p> <p>June 6-7, 2018: Lockdown drills were held both morning and evenings. Participants responded in a timely manner and remained in lockdown status until having contact with designated campus staff issuing all clear.</p>	<p>Feedback from the trainings made us aware of the need to provide clear, specific explanations of the process and expectations to ensure employees fully understand the purpose of the training and simulated incidents.</p> <p>In preparations for the lockdown drills issues were found in the notification system. These are being addressed by our phone support service.</p>

2018-2019 Facilities and Safety

Assessment Plan for Service Area Outcomes

Intended Outcome: Students, Employees, and Guests will feel safe and respond appropriately to potential emergencies when on campus.

Assessment Method	Results	Analysis and Next Steps
<p>Conduct regular safety drills for: Fire, Earthquake, and Lockdown.</p> <p>Conduct annual threat response training.</p> <p>Employees and Students respond to annual survey questions regarding their personal safety, response procedures, and use of FlashAlert for campus notifications.</p>	<p>Staff: Survey data indicates most employees feel safe (84%), and know how to respond in an emergency (78%). 83% use FlashAlert</p> <p>Students: Survey data indicates most students (90%) feel safe. Fewer (63%) know how to respond to an emergency and even less use FlashAlert (35%)</p>	<p>Continue to conduct safety drills.</p> <p>A. Fire-Fall and Spring term b. Earthquake-annually in October c. Lockdown- Fall and Spring term</p> <p><i>Provide ALICE Training during spring In-service.</i></p> <p>Distribute monthly safety related information to staff and students.</p> <p>Explore options for alternate communications system other than FlashAlert. Is there an opt-out system rather than opt-in? <i>Two options were explored and demos presented. Each had restrictions and were prohibitive due to cost. We will continue with FlashAlert. The new Emergency Notification System may provide options for this matter.</i></p>

Operational Project Tracking Sheet

Lead: Pat Ryan

Department/Service Area: Facilities/Safety

Academic Year: 2019-2020

Project	Description	Budget Requirements/Lead	Year	Progress
Office of Civil Rights Compliance	Address issues identified during civil rights review related to facilities and building access	TBD; up to \$10,000 (Pat and George)	Due by 5/1/2020	This work is in progress. Researching options for addressing some of the issues raised.
Upgrade and expand campus emergency notification system	Assess capability of the current phone system to determine what components of the system it may be able to provide. Purchase and install additional audio and visual components to complete the system	Estimated at \$26,000. Cost may be reduced depending on capabilities of current phone system. (Sheryl N./George)	2-3	No additional funding received from grant request. Phone system has been upgraded and all phones appear to be working for use as a PA system. Phones will be tested in Oct. in preparation for an earthquake drill on 10/17. With available funds, the first phase of equipment will be purchased and tested for functionality during a two-week trial period. 12/2019 System tested for range and ability. Updated material/equipment list developed and order placed with Visiplex Systems to implement whatever components may be purchased with the \$10,000 grant from Juan Young Trust.

Implement Threat Assessment Procedures	Provide training to appropriate staff to use the Salem-Keizer System to identify, assess, and manage threatening situation involving members of the campus community.	Minimal cost; training is being developed and offered through PACE. Pat	3 and ongoing	Pat and Cara attending two day PACE training Cara is retiring in January 2020. A second person will be identified and receive training.
Facilities Master Plan	Assess the current TBCC facilities and use as well as the purpose and plans of the future and how space will be utilized to meet the needs of the College.	\$25,000 FMP Committee	2	FFA Architect and Interior has been hired. Tentative meeting with rep and FMP Team in mid-October. 12/11 Responses to clarifying questions sent to FFA; follow up call will be scheduled.
Develop Emergency Management Plan	Determine needs; develop process, and response for different emergencies. Work with OSU, Tillamook Cnty. Fairgrounds, and other appropriate agencies to responds to emergencies.	Pat and Safety Committee	2-3	Pat represents TBCC on Committee for Tillamook Agencies and Businesses (CTAB) working to develop and train for response protocol, communication, and chain of command.
Increase campus community awareness of response protocol during an incident or emergency.	Increase communications, drills, and trainings for staff and students.	\$1,000 Safety Committee	Ongoing	Distribute monthly safety reminders taken form the Emergency Guides posted throughout the campus. Expand posting of Emergency Guides to include restrooms. Drills are scheduled for each term. ALICE training will be planned for Spring 2020.

Resolve issue with Dry Sprinkler System portion of the fire suppressions system	Work with Todd Construction to identify and repair defective portions of the system	Responsibility, cost and financial obligations TBD.	TBC	<p>Initial assessments of system have been completed by the insurance company and a subcontractor working with Todd Construction.</p> <p>12/10 Todd will have a second subcontractor assess the system.</p>
Clery Act Compliance	Review Clery Act reporting processes to verify standards are met, proper notifications distributed, and information properly posted.	Pat	Ongoing	<p>Annual crime statistics obtained from local law enforcement and reported to the Dept. of Education. Data is posted on TBCC website. Notices posted on campus.</p> <p>Need to review Clery Act for additional/new requirements and implement.</p>

Service Needs, Issues, and Challenges

Facilities: Space is an obvious challenge right now. With the addition of staff and faculty office space is at a premium. We are being creative to design and reconfigure current areas but we have reached a point of little or no more useable or easily reconfigured space with more hiring anticipated. Even basic storage space is squeezed as those areas are repurposed. We are working with a firm in consideration of at least a remodel of the current main campus but this will be a slow process before there is any relief to the current situation.

Safety and Security: Continuing to increase awareness of campus safety in general is ongoing. TBCC is required to provide yearly statistics, as reported by local law enforcement agencies for crimes committed on or near college facilities. The US Department of Education requires these statistics be available to the public for review. These are posted on the college website, notices are posted on campus. The college routinely has no reportable crimes, however responses to the Campus Climate Survey includes responses indicating some people do not feel safe. The Safety Committee has reviewed the survey and is looking into ways to improve this perception. Safety drills will be run throughout the year; various trainings are being considered including women's self-defense and active shooter training. Monthly notices related to safety and emergency response are sent to staff and faculty; additional postings of emergency response protocol will be posted on campus. There is also consideration of adding a component to the new student orientations for safety and emergency response.

There will be additional work to do on the emergency notification system requiring budget resources. Changes to the original system has shifted costs. Once the first phase of components are installed, it will be possible to assess remaining costs.

Project List for 2020/2021

- Continue development of the Facilities Master Plan

- Update Emergency Management Plan

- Phase Two of the Emergency Notification System

- Complete work in fire sprinkler system

- Clery Act Compliance

Strategic Enrollment Management Plan

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONCSSO HANSON

CSSO Hanson will present the attached Strategic Enrollment Management (SEM) plan and answer any questions about it. This plan ties into our Guided Pathways efforts and provides an overview of our efforts and needs in the areas of Recruitment, Enrollment/Onboarding, Retention, and Completion.





Tillamook Bay Community College

2019/2022 Strategic Enrollment Plan

Introduction

Tillamook Bay Community College mission, vision, institutional goals, core themes, and objectives provide a framework for the Strategic Enrollment Management Plan (SEM). SEM helps the college look at enrollment issues from an institution-wide perspective. While recruiting and maintaining students is a core element to any SEM plan, SEM is not simply about growing enrollment. Rather, it is about developing institutional programs and services to recruit, retain, and support targeted groups of students throughout their educational career.

SEM Committee:

The current SEM Committee was formed in the fall of 2019 as a way to bring together campus resources to focus on issues of enrollment and student success. The purpose of the committee is to develop, implement and maintain a Strategic Enrollment Management Plan. The committee will meet monthly to implement the plan and will update the plan annually.

- Ross Tomlin- TBCC President
- Rhoda Hanson - Chief Student Services Officer
- Heidi Luquette – Executive Director of Advancement and the TBCC Foundation
- Erin McCarley – Director of Institutional Effectiveness
- Teresa Rivenes – Chief Academic Officer
- Faculty member - TBD
- Staff member- TBD

Our Mission:

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

Our Vision:

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

Our Core Themes:

Educational Excellence
Economic Success
Leadership, Partnership and Community Engagement

Our Strategic Enrollment Management (SEM) Goals by 2021:

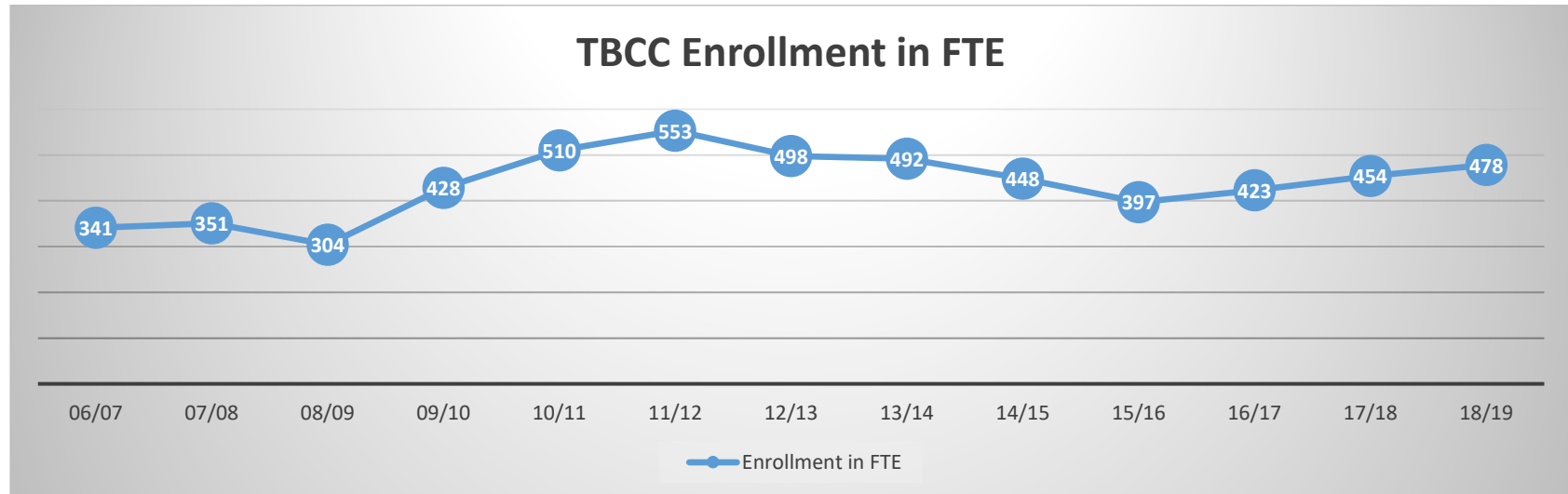
- I. Recruitment**
 - A. Develop and implement a 3-year recruitment strategy
 - B. Develop a recruitment-marketing plan per program and segment
 - C. Achieve Hispanic Serving Institution status (25% UG student FTE)
- II. Enrollment/Onboarding**

Increase conversion rate (the percentage of applicants enrolling in TBCC) by 5%
- III. Retention**
 - A. Increase term to term retention (fall to winter) to $\geq 75\%$
 - B. Increase year to year retention (fall to fall) full-time $\geq 60\%$ Part-time $> +30\%$
- IV. Completion**
 - A. Double the number of degree and certificate recipients – WIG for 2020
 - B. Implement Guided Pathways

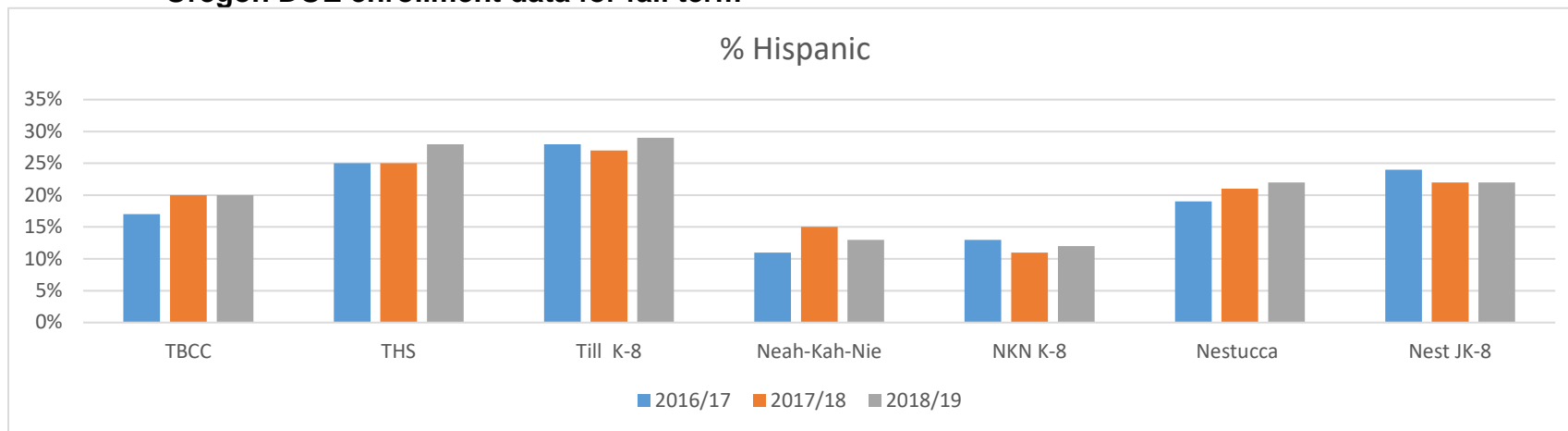
What We Know & What We Will Do:

- I. Recruitment**
 - A. According to a report issued by the Oregon Higher Education Coordinating Commission (HECC) dated November 2018, enrollment at Oregon Community Colleges has decreased by almost 28% between 2010-11 and 2017-18. During the same timeframe, TBCC's enrollment dipped until the academic year 2016-17, when we started seeing an increase in FTE. We have continued to grow and set increasingly aspirational FTE goals, achieving a 7% increase from 16-17 to 17-18 and a 5% increase the 17-18 to 18-19 academic year. With our success in increasing FTE, we can turn our efforts to recruiting and retaining specific targeted student groups. The SEM committee will share recommendations with the Leadership team and they will set our initial recruitment targets.
 - B. With our recruitment plan outlined, the Student Services team will work directly with the marketing department to create a plan to reach our targeted groups. The plan will include: a) providing information to current high school and GED students earlier, helping them develop a successful path to college with a degree plan in mind, b) continuing to look for new ways to reach non-traditional students with our Career-to -Career scholarship, and c) linking marketing efforts to new programs as they are developed.
 - C. While statewide, community college enrollment is in decline, the percentage of students of color has increased from 23% to 24% from 16-17 to 17-18 statewide (HECC). Similarly, in Tillamook County K-12 schools, the percentage of Hispanic students has held steady or increased in the last three years, with two of three districts

far outpacing TBCC in the diversity of their students. In anticipation of this trend, we have identified the need to recruit and support a more diverse student population. Our goal is to have our student population mirror that of our community. We began our efforts with a *Summer Bridge Program* in the summer of 2019, creating a cohort of predominantly Hispanic students, offering a free class with additional support and mentoring to ease the transition to college. In addition, we will research the process of becoming an official **Hispanic Serving Institution** (HSI). An HSI is an accredited, degree-granting institution of higher education with a 25% or higher total undergraduate Hispanic full-time equivalent (FTE) student enrollment. Becoming an HSI allows an institution to better support these students by accessing the available federal grants and other funds allocated for this purpose.



Oregon DOE enrollment data for fall term



II. Enrollment /Onboarding

New Student application to registration--conversion rate*

Applicant status	Applicants	Admitted	Percent	Enrolled	Conversion Rate
2016-17	311	207	66.56%	177	56.91%
2017-18	351	256	72.93%	224	63.82%
2018-19	357	226	63.31%	179	50.01%
3 year average	340	230	67.65%	193	56.76%

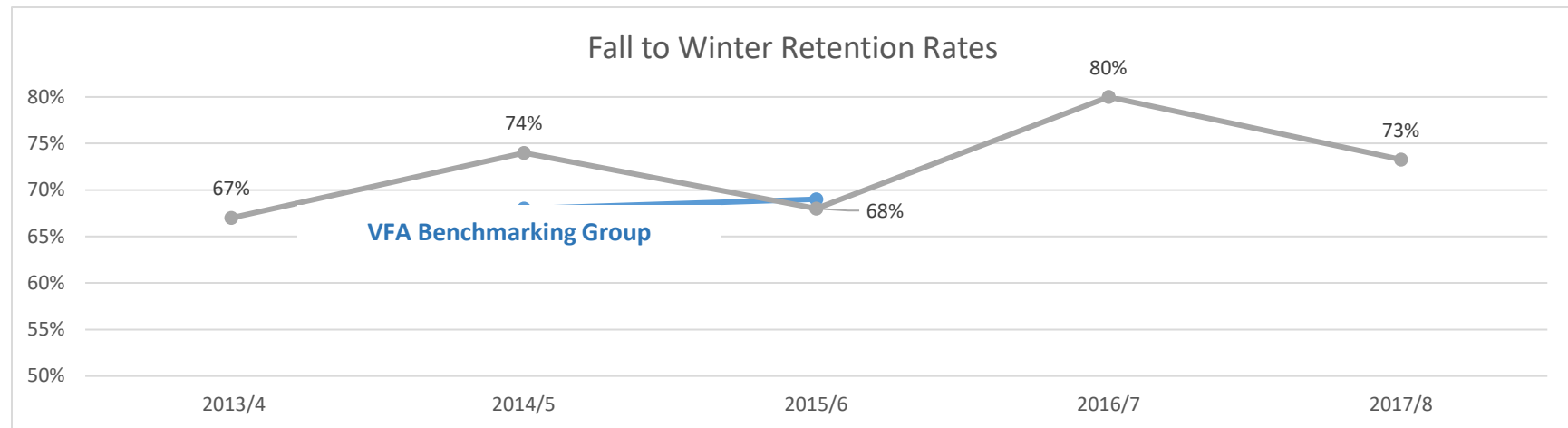
*We define our conversion rate as the percentage of applicants matriculating in the current term.

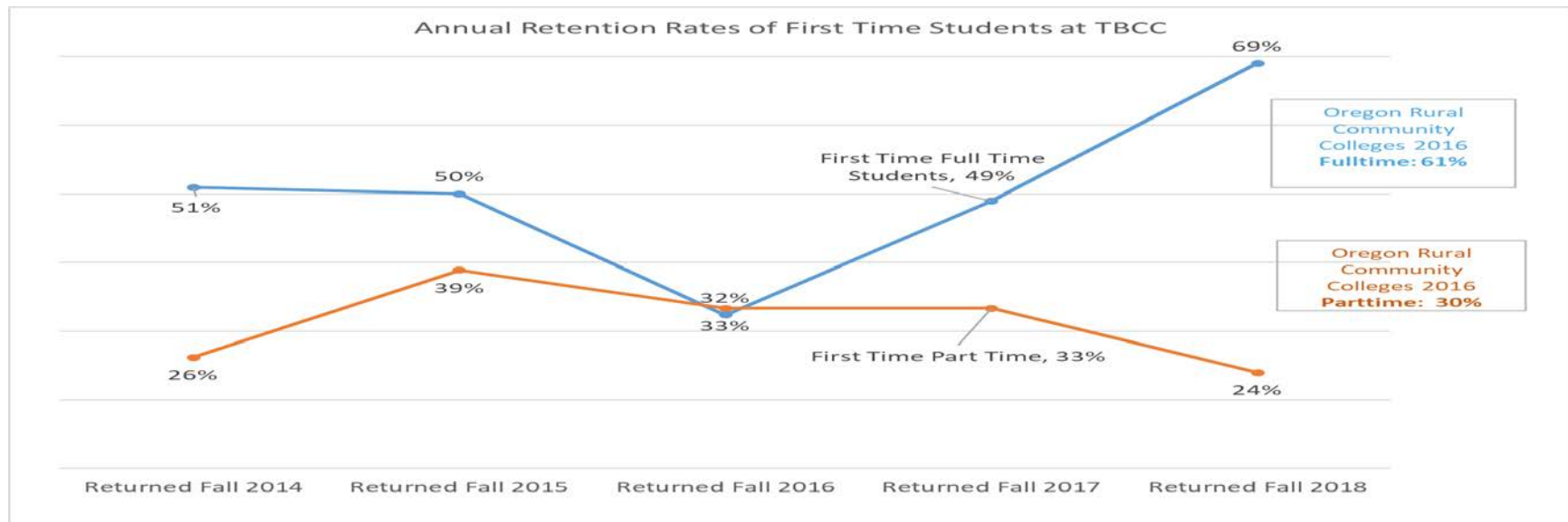
We collected three years of data focusing on students' admission and financial aid status. We tracked the number of applicants completing the admission process, registering in classes, and staying enrolled through census date. This number is our conversion rate. While we had an average of 340 degree seeking applicants, just 230 or 68% completed the admission process, and only 193 (57%) were enrolled at census date. Based on these numbers, we have set goals

of: a) 375 degree or certificate –seeking applicants, with b) 70% completing the admission process and c) 225 matriculating (60%). Note: As we began collecting data for the 2019-20 academic year, we found that 20 applicants from 2018-19 have completed the process and are now attending TBCC, prompting us to examine the timing of our annual data collection.

As we reviewed financial aid status at each stage on the admission process, we found that while an average of 62% of degree-seeking students receive some aid, students not completing the admission process were also unlikely to have completed the financial aid process (less than 29%). Based on these data, we will create a plan to provide all applicants with timely information on a) the *cost of education*, b) the *process of applying for aid*, and c) the *available payment options*. This plan will support the goal of increasing the percentage of applicants becoming students.

III. Retention





A. Retention

While our retention numbers are in line with those reported for Oregon rural community colleges and our VFA benchmarking group, we know that increasing student degree completion requires strong retention numbers and increased financial stability for these students. We will focus our retention efforts on a) increasing student engagement, by institutionalizing the Student Engagement Facilitator position and supporting student club creation b) streamlining the scholarship process and c) assessing the technology we currently use to support students (Drop out Detective, Award Spring) while considering additional options such as Singe Stop and Degree works.

IV. Completion

A. *Double the number of degree and certificate recipients - TBCC's WIG (Wildly Important Goal) for 2019-20*
 TBCC adopted new metrics to measure completion in the fall of 2019. Using completion data from 2018-19, we set the goal of doubling the number of graduates as our WIG for 2019-20. This means increasing the number of full-time students graduating from 10 to 20 and increasing the number of part-time students graduating from 4 to 8

Revisions in measuring completions:

- **Full-time:** The percentage of first-time at TBCC students enrolled full-time (in their first term), who are awarded a certificate/degree within 150% of normal time (12 quarters)
 - 28% of full-time students who began at TBCC in 2015-2016, completed a certificate or degree by 2018-2019 (10 of 36 students)
- **Part-time:** The percentage of first-time at TBCC students enrolled part-time (in their first term), who are awarded a certificate/degree within 200% of normal time (16 quarters)
 - 3% of part-time students who began at TBCC in 2014-2015, completed a certificate or degree by 2018-2019 (4 of 128 students)

In spring of 2019, we began awarding certificates to students enrolled in a degree program who complete the requirements without requiring the student to apply for graduation. This process known as auto awarding may provide the student with a sense of accomplishment and even offer increased employment and earnings potential. We will expand the process to include all standalone and stackable certificates.

B. Guided Pathways

Guided Pathways is a national initiative aimed at increasing the number of college students obtaining a degree or certificate in a reasonable amount of time, saving students both time and money. The four main concepts focus on creating pathways for students, helping students choose a path, supporting and keeping them on the path, and ensuring that they are learning. This initiative aligns closely with the SEM, but is a separate plan managed by Teresa Rivenes, TBCC's Chief Academic Officer. It is included as an item in the SEM as an acknowledgment that the work overlaps and many projects have an impact on both plans.

STRATEGIES AND PRIORITIES FOR ACTION

SEM activities that follow have been organized according to TBCC's core theme objectives

Core theme: Educational Excellence (EE) - Students are provided with the opportunity to succeed in an equitable, inclusive, and supportive environment that enhances individual and professional growth, through academic, personal and professional development		
Core theme objective: EE6 The college will develop a culture of using data to inform decision making		
SEM strategy: Develop and implement a 3 year recruitment plan with specific targets		
Activities/ tasks	Lead	status
Collect and Assess baseline data <ul style="list-style-type: none"> Establish overall admission data for baseline analysis disaggregate data by program and student type 	Rhoda Erin	
Identify clear enrollment goals by type and program: <ul style="list-style-type: none"> Hispanic students First time college students Nontraditional students Dual credit students Transfer students ABE/GED transitions students 	Leadership Team	
Establish logistical plan for prioritized targets: Research scholarship creation for targeted recruitment populations	Heidi	
Develop a recruitment marketing plan per program and segment: <ul style="list-style-type: none"> Develop materials specific to target audiences Develop a purposeful and organized social media strategy to support recruitment 	Heidi	
Create a strategy for campus engagement in the plan <ul style="list-style-type: none"> Share recruitment plan with college community Report on outcomes to campus annually 	Rhoda	
Strategy: Increase conversion rate by 5%		
Tactics/Activities	Lead –	status

Assess conversion baseline data: <ul style="list-style-type: none"> Collect 3 years conversion rates Disaggregate data by race, gender and age Collect Clearinghouse data (admit non-enroll destination institution) 	Rhoda Erin	
Identify gaps and create plan for holes <ul style="list-style-type: none"> Redesign admissions application for ease and equity Create personalized communications for new and readmitted students 	Rhoda	
Core Theme Objective: EE1 Students make consistent and timely progress toward their individual educational goals.		
SEM Strategy: impacting EE1.2 increase term-to-term retention (fall to winter) to $\geq 75\%$ impacting EE1.3 Increase year-to-year retention (fall to fall) full-time $\geq 60\%$ part-time $\geq 30\%$		
Tactics/Activities	Lead	status
Collect baseline retention data: <ul style="list-style-type: none"> Overall data Disaggregate data to identify achievement gaps 	Erin	
Develop interventions for at risk students: <ul style="list-style-type: none"> Consider implementing Single Stop Evaluate the effectiveness of current early alert system—Dropout Detective Redesign CG-100 	Rhoda Teresa	
Focus on increasing student engagement Track the impact of a Student engagement facilitator position Revise and implement the Aspire program Continue coffee and connect	Rhoda	
Continue to revise the scholarship process <ul style="list-style-type: none"> Application Acceptance process Timing of awarding cycle 	Rhoda/Heidi	
EE2 - Students exhibit successful completion of credit degrees, certificates, and/or licensing/certifications or transfer		
SEM Strategy impacting EE2.1: 19/20 WIG – Double the number of Degree and Certificate Recipients		
Tactics/Activities	Lead	status
Assess baseline data for part-time vs. full-time students and PELL eligible vs. Non-PELL eligible	Erin	

Research strategies to move the needle for each type: <ul style="list-style-type: none"> • Increase auto awarding of degrees/certificates • Research granting additional Credit for Prior learning • Research viability of non-traditional program offerings (weekend, modular, etc.) 		
Continue to seek technology and related solutions that support student success <ul style="list-style-type: none"> • Review Dropout Detective • Research Degree Works 		
Core Theme Objective EE4 - Student needs are met through comprehensive support services.		
SEM Strategy: EE4.3 Advising Redesign		
Tactics/Activities	Lead	status
Develop and implement an advising plan (<i>that integrates a career planning component</i>) with student outcomes for: <ul style="list-style-type: none"> • Degree seeking students • High school students 	Sara	
Strategy: Financial aid/literacy project		
Tactics/Activities	Lead	status
Create and implement a Financial Wellness Plan as part of the college's Default Prevention Plan <ul style="list-style-type: none"> • Provide students with a financial literacy course • Create a financial literacy webpage including FAFSA info • Actively communicate financial assistance programs to prospective students 	Kelsey	
SEM Strategy: Prepare to apply as an HSI		
Tactics/Activities	Lead	status
Research program requirements	Rhoda	
Create and implement a plan to roll out the program <ul style="list-style-type: none"> • Summer Bridge Program • Increased Dual Credit in high schools • GED completers to UG students • Scholarship program • Additional supports 	Rhoda	

LT Check -Ins

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONDIRECTOR RYAN

Director Ryan will share information regarding items of interest from the HR, Facility, and Safety department over the past month.



ASTBCC Update

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONPRESIDENT LAITY

The ASTBCC President will update the Board on recent activities of ASTBCC and plans for the winter term.



Board Self-Evaluation Process

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPRESIDENT TOMLIN

On the next page is the annual Board of Education Self-Evaluation form for 2019-20 with changes from last year based on comments received at our October retreat. We will also send this to all Board members as a WORD file that can be completed electronically if you prefer. We are asking Board members to complete the form during the month of February and either send back to Terri electronically prior to the March Board meeting, or bring a hard copy of the completed form to the March Board meeting. Terri will then develop a summary sheet showing the average score for all the rating questions, along with all of the written comments. These self-evaluation results will then be shared and discussed with the Board at the April Board meeting.



TBCC Board of Education - Self-Evaluations 2019-20

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

Issue	Score
A.) Adequate Board professional development opportunities	
B.) Policy review/development Involvement	
C.) Training of new board members	
D.) Understanding of the budget and budget process	
E.) Communication with each other and the president	
F.) College reporting on student success data, processes	
G.) Understanding the role and responsibilities of the president	
H.) Understanding shared or participatory governance	
I.) Partnerships with school districts	
J.) Strategic alignment with the Foundation	
K.) Facilities Master Plan involvement	
L.) Vision: are we looking ahead?	
M.) Understanding the strategic planning process	
N.) Preparedness for accreditation	
O.) How effective do you feel the Board was this year in accomplishing the goals/priorities set for the year?	

Question	Comments
1. What is the greatest opportunity to the college that the board should address this coming year?	



2. What is the greatest threat to the college that the board should address this coming year?	
3. What should be the goals/priorities of the college this coming year?	



President's Evaluation Process

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPRESIDENT TOMLIN

The President Evaluation Form for 2019-20 is on the next page. It will also be sent to Board members electronically in WORD format. The form matches the list of goals for President Tomlin for the 2019-20 fiscal year. A summary report combining items from each monthly Goals Progress Report will be handed out to each Board member at this meeting as well as emailed to each Board member that can be used in filling out the evaluation form. Board members are asked to rate each individual goal on the scale of 1-3 (or DK if not able to evaluate that goal). The evaluation form should be filled out by Board members during the month of February and completed no later than March 2. Completed forms can be electronically sent to Kathy Gervasi, Board Chair, or brought to the March Board meeting.

There will also be a 360 degree evaluation process included this year for President Tomlin that will involve asking community leaders for feedback on his performance and engagement in the community. That process was developed by a subcommittee of the Board. They will provide an overview of the process along with the timing for completing this part of the evaluation process in time to be part of the evaluation summary at the April Executive Session.

There will be an Executive Session after the Board meeting on March 2 to review the salary structure of other community college Presidents in Oregon and review a list of potential changes to the President's contract for 2020-21. There will also be a short discussion on possible goals for the President in 2020-21.

The Board Chair will summarize ratings and comments and bring the completed evaluation summary to the April 6 Board meeting. The summary report will be reviewed by the Board in Executive Session and then reviewed with the President prior to the beginning of the April 6 Board meeting. The Board will also review the 2020-21 draft goals for the President in Executive Session along with potential changes to the President's contract. The Board will then be asked during the regular session to consider approval of the evaluation summary report, contract changes, and President's goals for 2020-21. The Board will be asked to verify that they agree with this evaluation process and timing.





OFFICE OF THE PRESIDENT
Ross Tomlin, Ed.D.

2019-20 Evaluation Tool for President

Please rate the following numbered goals according to the scale:

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

	Rating
<u>Overarching Goals to Accomplish at College</u>	
1. Continue to grow Enrollment and FTE at rate of 3% or more per year	
2. Increase Retention and Completion of credit students to exceed thresholds in Strategic Plan measures	
3. Continue to explore and start new academic programs based on need and sustainability	
4. Grow and expand the customized training program and SBDC at TBCC to help businesses in Tillamook County to be more successful	
5. Meet Mission Fulfillment for the previous academic year	
6. Achieve at least 70% of the Service Area Outcomes in each department	
7. Ensure the college has enough staff in key positions to achieve the outcomes and goals set	
8. Implement Guided Pathways at TBCC and develop goals and projects in each department that focus on Guided Pathways initiatives	
<u>Budget</u>	
1. Manage the college budget to protect the strong reserves and yet provide annual salary increases to faculty and staff and add any high priority positions	
2. Implement Salary Study results to get all TBCC positions placed at an appropriate Grade with clear job descriptions and level of responsibilities identified	
<u>Planning</u>	
1. Oversee and share the data generated for the strategic plan to be used in making decisions and tracking the progress of the college in meeting the key measures and service area outcomes	
2. Put us in a position to start writing our Year 7 self-study in fall 2020	
3. Make needed revisions to the Strategic Plan to ensure it is meeting the needs of the college and properly preparing us for the Accreditation visit in 2021	
4. Finalize the Facilities Master Plan and develop priority projects that the Board approves to be submitted to HECC for the 2021 legislative session	



OFFICE OF THE PRESIDENT
Ross Tomlin, Ed.D.

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

Comments:

Financial Report

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONCFO WILLIAMS

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



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended December 2019
 50.00% of fiscal year elapsed

	FY 2018-2019			FY 2019-2020		
	Annual Budget	12/31/18 Actual	Percentage of Budget	Annual Budget	12/31/19 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 1,780,713	\$ 1,530,006.38	85.92%	\$ 1,592,675	\$ 1,626,567.03	102.13%
State	\$ 1,719,525	\$ 882,190.85	51.30%	\$ 1,979,868	\$ 1,085,088.05	54.81%
Property Taxes	\$ 1,285,647	\$ 1,130,567.59	87.94%	\$ 1,336,834	\$ 1,199,371.44	89.72%
Local Contracts	\$ -	\$ -	0.00%	\$ 74,000	\$ 48,667.00	65.77%
Tuition	\$ 944,489	\$ 279,153.00	29.56%	\$ 973,507	\$ 370,072.15	38.01%
Fees	\$ 182,090	\$ 74,067.20	40.68%	\$ 191,406	\$ 81,087.20	42.36%
Sale of Goods	\$ 2,000	\$ 2,174.31	108.72%	\$ 4,500	\$ 1,875.39	41.68%
Interest	\$ 48,000	\$ 46,916.35	97.74%	\$ 100,000	\$ 60,670.73	60.67%
Rental	\$ 17,000	\$ 8,352.50	49.13%	\$ 18,000	\$ 7,265.00	40.36%
Miscellaneous	\$ 7,000	\$ 9,994.95	142.79%	\$ 10,000	\$ 23,173.97	231.74%
Transfers	\$ 88,995	\$ 33,034.34	37.12%	\$ 423,175	\$ 49,163.86	11.62%
Total resources	\$ 6,075,459	\$ 3,996,457.47	65.78%	\$ 6,703,965	\$ 4,553,001.82	67.92%
Expenditures						
Instruction	\$ 1,499,878	\$ 528,031.96	35.20%	\$ 1,939,492	\$ 775,841.22	40.00%
Instructional Support	\$ 387,671	\$ 160,164.30	41.31%	\$ 542,330	\$ 271,886.49	50.13%
Student Services	\$ 468,023	\$ 236,539.89	50.54%	\$ 544,135	\$ 242,471.45	44.56%
College Support	\$ 1,464,684	\$ 652,259.05	44.53%	\$ 1,685,232	\$ 743,055.32	44.09%
Plant Operation	\$ 367,593	\$ 157,386.15	42.82%	\$ 396,855	\$ 182,871.23	46.08%
Transfers	\$ 288,000	\$ 81,867.35	28.43%	\$ 288,000	\$ 76,738.86	26.65%
Contingency	\$ 100,000	\$ -	0.00%	\$ 107,921	\$ -	0.00%
Total expenditures	\$ 4,575,849	\$ 1,816,248.70	39.69%	\$ 5,503,965	\$ 2,292,864.57	41.66%
Ending fund balance	\$ 1,499,610	\$ 2,180,208.77	145.39%	\$ 1,200,000	\$ 2,260,137.25	188.34%

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

	Fund No.	Beginning Fund Balance	2019-2020 Revenue	2019-2020 Expenditures	Ending Fund Balance	2019-2020 Spendable Budget	2018-2019 Prior Year Expenditures 12/31/2018
Nursing Program Agreement	201	\$ -	\$ -	\$ -	\$ -	\$ 53,462	\$ -
Dollar General Grant	215	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500	\$ -
United Way Literacy Grant	216	\$ 39.13	\$ 250.00	\$ 266.00	\$ 23.13	\$ 2,500	\$ 840.00
Title III Grant	220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 209,134.96
Pathways Grant	225	\$ -	\$ 4,916.47	\$ 4,916.47	\$ -	\$ 29,707	\$ 14,494.00
Industrial Maintenance Tech	226	\$ 12,943.89	\$ 14,500.00	\$ 2,824.64	\$ 24,619.25	\$ 47,209	\$ 27,020.77
SBDC Federal Grant	230	\$ -	\$ 25,640.02	\$ 25,640.02	\$ -	\$ 35,000	\$ 16,500.00
SBDC State Grant	231	\$ -	\$ 29,825.43	\$ 29,825.43	\$ -	\$ 72,000	\$ 40,567.94
SBDC Program Income	232	\$ 91,330.80	\$ 16,490.00	\$ 20,317.56	\$ 87,503.24	\$ 35,990	\$ 1,334.34
SBDC Rural Outreach Grant	233	\$ -	\$ 35,000.00	\$ 6,972.35	\$ 28,027.65	\$ 22,000	\$ 26,176.00
EDC Contract	235	\$ -	\$ 37,747.51	\$ 56,745.72	\$ (18,998.21)	\$ -	\$ -
Visit Tillamook Coast Contract	237	\$ -	\$ 129,340.38	\$ 129,340.38	\$ -	\$ -	\$ -
TEC Vocational Education Grant	240	\$ -	\$ 8,007.44	\$ 8,960.06	\$ (952.62)	\$ 52,100	\$ 29,619.00
Food Pantry	248	\$ 37.35	\$ 114.95	\$ -	\$ 152.30	\$ 1,000	\$ -
ESD STEM HUB Grant	249	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connect2Complete	253	\$ 6,214.45	\$ -	\$ 6,214.45	\$ -	\$ 6,242	\$ -
ASPIRE Program	254	\$ 4,461.26	\$ -	\$ -	\$ 4,461.26	\$ 3,000	\$ 1,003.53
Student Success Grant	256	\$ 30,263.47	\$ 20,833.00	\$ 42,192.68	\$ 8,903.79	\$ 62,000	\$ 33,188.76
STEP Grant	258	\$ 5,979.85	\$ 7,869.30	\$ 17,146.66	\$ (3,297.51)	\$ 38,488	\$ 6,266.72
Pathways to Opportunity	259	\$ 11,634.66	\$ -	\$ 3,423.37	\$ 8,211.29	\$ 10,000	\$ 1,710.64
Guided Pathways Implementation	261	\$ 23,647.37	\$ -	\$ 2,836.92	\$ 20,810.45	\$ 25,000	\$ -
Partners for Rural Innovation Operations	289	\$ 13,344.67	\$ 14,788.71	\$ 18,603.16	\$ 9,530.22	\$ 38,900	\$ 17,554.60
Capital Depreciation & Maintenance Fund	290	\$ 813,674.57	\$ 60,228.12	\$ -	\$ 873,902.69	\$ 47,100	\$ 17,338.00
Timber Tax Reserve Fund	291	\$ 2,986,529.65	\$ 182,996.86	\$ -	\$ 3,169,526.51	\$ 217,512	\$ -
PRI Capital Maintenance Fund	292	\$ 40,000.00	\$ 493.53	\$ -	\$ 40,493.53	\$ 10,000	\$ -
Strategic Investment Fund	295	\$ 1,381,838.73	\$ 17,049.65	\$ -	\$ 1,398,888.38	\$ 74,500	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ -
Total Special Fund		\$ 5,421,939.85	\$ 609,591.37	\$ 379,725.87	\$ 5,651,805.35	\$ 936,710	\$ 442,749.26
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 12/31/2019		
Total of Grants that borrow from the General Fund		\$ 4,779.31	\$ 55,833.18	\$ -	\$ (51,053.87)		
Total of Grants that are not borrowing from the General Fund		\$ 5,647,026.04	\$ 185.00	\$ -	\$ 5,646,841.04		
Total Special Fund		\$ 5,651,805.35	\$ 56,018.18	\$ -	\$ 5,595,787.17		
	Fund No.	Beginning Fund Balance	2019-2020 Revenue	2019-2020 Expenditures	Ending Fund Balance	2019-2020 Spendable Budget	2018-2019 Prior Year Expenditures
Community Education	310	\$ 19,499.60	\$ 1,951.00	\$ 5,122.30	\$ 16,328.30	\$ 15,467	\$ 431.98
Driver Education Program	311	\$ 5,638.95	\$ 3,200.00	\$ 3,048.50	\$ 5,790.45	\$ 14,702	\$ 6,472.35
Summer Term Fund	312	\$ 31,582.82	\$ -	\$ 31,582.82	\$ -	\$ 31,583	\$ 59,116.50
TBCC Store	320	\$ 6,072.35	\$ 1,446.03	\$ 570.40	\$ 6,947.98	\$ 3,550	\$ 318.19
Customized Training Projects	330	\$ 33,884.66	\$ -	\$ 9,762.80	\$ 24,121.86	\$ 44,792	\$ 7,263.23
Truck Driving Program	331	\$ (18,367.57)	\$ 50,000.00	\$ 50,452.56	\$ (18,820.13)	\$ 244,390	\$ 23,417.84
Truck Driving Simulator	332	\$ 115,000.00	\$ -	\$ 118,489.99	\$ (3,489.99)	\$ -	\$ -
TBCC Vending	340	\$ 4,590.17	\$ 2,133.46	\$ 1,042.19	\$ 5,681.44	\$ 7,300	\$ 4,282.88
Total Enterprise Fund		\$ 197,900.98	\$ 58,730.49	\$ 220,071.56	\$ 36,559.91	\$ 361,784	\$ 101,302.97
PERS Pension Bond Fund	410	\$ 27,475.55	\$ 73,126.14	\$ 31,100.58	\$ 69,501.11	\$ 155,601	\$ 32,957.78
General Obligation Bond Fund	420	\$ 128,312.89	\$ 618,745.51	\$ 50,021.62	\$ 697,036.78	\$ 719,925	\$ 55,042.06
Total Debt Service Fund		\$ 155,788.44	\$ 691,871.65	\$ 81,122.20	\$ 766,537.89	\$ 875,526	\$ 87,999.84
Local Match Fund	525	\$ 275,052.26	\$ 3,205.02	\$ 50,000.00	\$ 228,257.28	\$ 50,000	\$ -
Grant Construction Fund	555	\$ (275,008.57)	\$ 50,000.00	\$ -	\$ (225,008.57)	\$ -	\$ 6,700.00
Total Capital Projects Fund		\$ 43.69	\$ 53,205.02	\$ 50,000.00	\$ 3,248.71	\$ 50,000	\$ 6,700.00
Associated Students of TBCC	710	\$ 3,474.96	\$ 2,217.60	\$ 1,734.20	\$ 3,958.36	\$ 9,000	\$ 1,749.34
Phi Theta Kappa Honorary Society Fund	720	\$ 1,804.86	\$ 696.56	\$ 517.61	\$ 1,983.81	\$ 4,300	\$ 501.07
Economic Development Council	730	\$ 138,222.51	\$ -	\$ 138,222.51	\$ -	\$ 195,598	\$ 17,113.47
Economic Development Council - USDA Grant	731	\$ 25,505.29	\$ -	\$ 25,505.29	\$ -	\$ 24,463	\$ 518.48
EDC Business Oregon Grant	732	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
Visit Tillamook Coast	740	\$ 704,843.28	\$ -	\$ 704,843.28	\$ -	\$ 1,506,245	\$ 791,582.30
Visit Tillamook Coast - Non-TLT Funds	741	\$ 61,583.30	\$ -	\$ 61,583.30	\$ -	\$ 132,200	\$ 35,804.52
Visit Tillamook Coast - RTM Grant	742	\$ 15,922.60	\$ -	\$ 15,922.60	\$ -	\$ 23,500	\$ 8,800.00
Total Agency Fund		\$ 951,356.80	\$ 2,914.16	\$ 948,328.79	\$ 5,942.17	\$ 1,945,306	\$ 856,069.18
PELL Grant	801	\$ -	\$ 278,877.00	\$ 278,877.00	\$ -	\$ 751,150	\$ 254,094.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 4,830.00	\$ 4,830.00	\$ -	\$ 16,875	\$ 6,000.00
Direct Loans	810	\$ -	\$ 60,127.00	\$ 60,127.00	\$ -	\$ 350,000	\$ 60,783.00
Federal Work Study	819	\$ -	\$ 3,183.77	\$ 4,170.40	\$ (986.63)	\$ 16,944	\$ 7,902.34
Oregon Opportunity Grant	821	\$ -	\$ 59,600.00	\$ 76,950.00	\$ (17,350.00)	\$ 190,000	\$ 46,831.00
Chafee Grant	822	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -
Oregon Promise Grant	823	\$ -	\$ 43,300.00	\$ 23,234.00	\$ 20,066.00	\$ 90,000	\$ 38,991.00
Tuition Waivers	831	\$ 11,275.39	\$ -	\$ 4,389.00	\$ 6,886.39	\$ 10,000	\$ 921.50
Board Scholarships	832	\$ 106,732.91	\$ -	\$ 47,224.10	\$ 59,508.81	\$ 170,000	\$ 35,112.83
Institutional Work Study	833	\$ 46,146.30	\$ -	\$ 1,418.98	\$ 44,727.32	\$ 10,072	\$ 943.20
Foundation Scholarships	834	\$ -	\$ 31,224.30	\$ 31,224.30	\$ -	\$ 85,000	\$ 30,693.46
Student Employees	835	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Institutional Scholarships	840	\$ 4,441.08	\$ 10,750.50	\$ 9,290.74	\$ 5,900.84	\$ 53,328	\$ 16,442.89
Total Financial Aid Fund		\$ 168,595.68	\$ 491,892.57	\$ 541,735.52	\$ 118,752.73	\$ 1,758,369	\$ 498,715.22

Agenda Item 5.H. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended December 2019

50.00% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		<u>\$ 1,851,090</u>			<u>\$ 4,979,814</u>			<u>\$ 217,013</u>			<u>\$ 147,782</u>	
Beginning Fund Balance	<u>\$ 1,592,675</u>	<u>\$ 1,626,567</u>	102.13%	<u>\$ 5,115,639</u>	<u>\$ 5,421,940</u>	105.99%	<u>\$ 105,407</u>	<u>\$ 197,901</u>	187.75%	<u>\$ 54,824</u>	<u>\$ 155,788</u>	0.00%
Resources												
State Aid	\$ 1,979,868	\$ 1,085,088	54.81%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 74,000	\$ 48,667	0.00%	\$ 411,795	\$ 284,938	69.19%	\$ 25,000	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,164,913	\$ 451,159	38.73%	\$ 5,000	\$ 16,465	329.30%	\$ 235,200	\$ 55,151	23.45%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,336,834	\$ 1,199,371	89.72%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 674,925	\$ 614,855	91.10%
Timber	\$ -	\$ -	0.00%	\$ 614,317	\$ 182,997	29.79%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,500	\$ 1,875	41.67%	\$ -	\$ -	0.00%	\$ 6,500	\$ 2,730	42.00%	\$ -	\$ -	0.00%
Interest	\$ 100,000	\$ 60,671	60.67%	\$ 47,125	\$ 27,771	58.93%	\$ -	\$ -	0.00%	\$ 10,725	\$ 4,415	41.17%
Rental	\$ 18,000	\$ 7,265	40.36%	\$ -	\$ 8,530	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 10,000	\$ 23,174	231.74%	\$ 134,922	\$ 38,890	0.00%	\$ 39,300	\$ 849	2.16%	\$ -	\$ -	0.00%
Transfers	\$ 423,175	\$ 49,164	11.62%	\$ 50,000	\$ 50,000	100.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 72,602	48.40%
Total Revenues	<u>\$ 5,111,290</u>	<u>\$ 2,926,434</u>	57.25%	<u>\$ 1,263,159</u>	<u>\$ 609,591</u>	48.26%	<u>\$ 306,000</u>	<u>\$ 58,730</u>	19.19%	<u>\$ 835,650</u>	<u>\$ 691,872</u>	82.79%
Expenditures												
Salaries and Wages	\$ 4,126,768	\$ 1,779,673	43.13%	\$ 242,487	\$ 288,285	118.89%	\$ 158,488	\$ 51,899	32.75%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 961,276	\$ 436,453	45.40%	\$ 315,266	\$ 74,653	23.68%	\$ 104,418	\$ 21,178	20.28%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 20,000	\$ -	0.00%	\$ 15,000	\$ -	0.00%	\$ 61,155	\$ 115,000	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 873,926	\$ 79,522	9.10%
Transfers	\$ 288,000	\$ 76,739	26.65%	\$ 363,957	\$ 16,788	4.61%	\$ 37,723	\$ 31,995	84.82%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	<u>\$ 107,921</u>	<u>\$ -</u>	0.00%	<u>\$ 5,362,691</u>	<u>\$ -</u>	0.00%	<u>\$ 7,325</u>	<u>\$ -</u>	0.00%	<u>\$ -</u>	<u>\$ -</u>	0.00%
Total expenditures	<u>\$ 5,503,965</u>	<u>\$ 2,292,865</u>	41.66%	<u>\$ 6,299,401</u>	<u>\$ 379,726</u>	6.03%	<u>\$ 369,109</u>	<u>\$ 220,072</u>	59.62%	<u>\$ 875,526</u>	<u>\$ 81,122</u>	9.27%
Ending Fund Balance	<u>\$ 1,200,000</u>	<u>\$ 2,260,136</u>		<u>\$ 79,397</u>	<u>\$ 5,651,805</u>		<u>\$ 42,298</u>	<u>\$ 36,559</u>		<u>\$ 14,948</u>	<u>\$ 766,538</u>	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 239,177			\$ 56,018			\$ (600)			\$ 38,368	
Inventories		<u>\$ 984</u>			<u>\$ -</u>			<u>\$ 994</u>			<u>\$ -</u>	
NET EFFECT ON CASH		<u>\$ (240,161)</u>			<u>\$ (56,018)</u>			<u>\$ (394)</u>			<u>\$ (38,368)</u>	
Liabilities												
Accounts Payable		\$ 33,901			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 67,673			\$ -			\$ -			\$ 38,368	
Payroll		<u>\$ 172,406</u>			<u>\$ -</u>			<u>\$ -</u>			<u>\$ -</u>	
NET EFFECT ON CASH		<u>\$ 273,980</u>			<u>\$ -</u>			<u>\$ -</u>			<u>\$ 38,368</u>	
NET ADJUSTMENTS		<u>\$ 33,819</u>			<u>\$ (56,018)</u>			<u>\$ (394)</u>			<u>\$ -</u>	
ENDING CASH BALANCE		<u>\$ 2,293,955</u>			<u>\$ 5,595,787</u>			<u>\$ 36,165</u>			<u>\$ 766,538</u>	

Agenda Item 5.F. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended December 2019

50.00% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 46,544			\$ 269,709			\$ 167,283	
Beginning Fund Balance	\$ 320,544	\$ 44	0.01%	\$ 975,368	\$ 951,357	97.54%	\$ 125,828	\$ 168,596	133.99%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,606,500	\$ -	0.00%	\$ 1,423,150	\$ 447,998	31.48%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 2,000	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ 7,000	\$ 3,205	45.79%	\$ 20,850	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ 50,000	0.00%	\$ 74,500	\$ 696	0.93%	\$ 135,000	\$ 41,975	31.09%
Transfers	\$ -	\$ -	0.00%	\$ 28,000	\$ 2,218	7.92%	\$ 130,000	\$ 1,919	1.48%
Total Revenues	\$ 7,000	\$ 53,205	760.07%	\$ 1,731,850	\$ 2,914	0.17%	\$ 1,688,150	\$ 491,892	29.14%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 498,346	\$ 828	0.17%	\$ 26,341	\$ 5,438	20.64%
Operating Expenditures	\$ -	\$ -	0.00%	\$ 1,407,965	\$ 947,501	67.30%	\$ 1,729,528	\$ 535,917	30.99%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 50,000	\$ 50,000	100.00%	\$ 38,995	\$ -	0.00%	\$ 2,500	\$ 381	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 127,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 50,000	\$ 50,000	100.00%	\$ 2,072,306	\$ 948,329	45.76%	\$ 1,758,369	\$ 541,736	30.81%
Ending Fund Balance	\$ 277,544	\$ 3,249		\$ 634,912	\$ 5,942		\$ 55,609	\$ 118,752	
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	\$ 3,249	\$ 3,249		\$ 5,942	\$ 5,942		\$ 118,752	\$ 118,752	

\$ 8,820,388

Cell: A33

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

Cell: A47

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

President's Report

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

Upcoming Dates:

- The next OPC meeting is on February 6-7 in Salem
- The next OCCA Board meeting is on February 7 in Salem
- The next Extended Staff meeting is Friday, February 14 from 8-10am in Rooms 214-15. All Board members are welcome to attend
- The next Board meeting is **Monday, March 2 at 6pm in Rooms 214-15**

Updates:

- Tillamook Works Coordinator position funded by the Tillamook Education Consortium
- Visit by Congressman Schrader and Senator Johnson
- New staff training sessions



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.

