



Board of Education Meeting Agenda

Date: Monday, June 1, 2020

Special Board Meeting for Budget Hearings – Virtual Zoom meeting – 6:00 - 6:30 p.m.

- A1. Call to OrderChair Gervasi
- B1. Approval of the Agenda(ACTION) Chair Gervasi
- C1. Public Hearing on 2019-2020 Supplemental BudgetCFO Williams
- D1. Public Hearing on 2020-2021 BudgetCFO Williams
- E1. Adjournment(ACTION) Chair Gervasi

TBCC Board Virtual Zoom Meeting – 6:30pm – 8:00pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests	Chair Gervasi
2.	Consent Agenda:	(ACTION) Chair Gervasi
	a. Approval of Agenda	
	b. Approval of May 4, 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. Adoption of 2019-2020 Supplemental Budget Resolution.....	(ACTION) CFO Williams
	b. Adoption of 2020-2021 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. FMP Discussion	(ACTION) President Tomlin
	g. Curriculum Updates (Second Reading).....	(ACTION) CAO Rivenes
	h. Career Pathways Certificates (Second Reading).....	(ACTION) CAO Rivenes
	i. Board Policy 311.1 - Non-Faculty Job Compensation.....	(ACTION) Pat Ryan
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. New Accreditation Standards.....	CAO Rivenes
	b. Salary Study results.....	President Tomlin

- c. LT Check-Ins.....CSSO Hanson
 - d. ASTBCC Report.....President Laity
 - e. Financial Report.....CFO Williams
 - f. President's Report.....President Tomlin
6. **Board Member Discussion Items**Chair Gervasi
7. **Adjournment**(ACTION) Chair Gervasi

Public Hearing on 2019-2020 Supplemental Budget

RECOMMENDATION

HOLD PUBLIC HEARING ON THE 2019-2020 SUPPLEMENTAL BUDGET

BACKGROUND INFORMATIONCFO WILLIAMS

The following appropriation increases and transfers are proposed for the 2019-2020 Adopted Budget:

- General Fund

State Sources increased by \$120,209 due to increases in the State appropriation for the Community College Support Fund from the 2019 legislative session.

Transfers In increased by \$17,785 to offset the Transfers Out in the Special Fund due to increased contracts and prior year carryover from grants.

Instructional Support increased by \$41,532 due to unanticipated staffing adjustments during the year.

Transfers Out increased by \$96,462 to support transfers to cover Nursing Program costs related to TBCC's agreement with Oregon Coast Community College and to cover the cost of free tuition and fees for local high school juniors and seniors during Spring term.

- Special Fund

Beginning Fund Balance increased by \$30,263 due to carryover from the Student Success Grant.

Local Sources increased by \$270,090 due to canceling fiscal agent agreements with Economic Development Council of Tillamook (EDC) and Visit Tillamook Coast (VTC). New agreements with the two organizations resulted in special contracts for employment services. Funds from Portland Community College to support Pathways to Opportunity (PTO) are also included here.

Other Sources increased by \$7,693. This is the net result of a decrease in other sources anticipated to support the Nursing Program of \$13,462 and an unanticipated grant of \$21,155 from the Reser Foundation to support expansion of the Manufacturing and Industrial Technology (MIT) programs.

Transfers In increased by \$13,462 to support the Nursing Program

Instruction increased by \$21,155 to purchase equipment and supplies to expand MIT programs.

Instructional Support increased by \$117,510 to support EDC personnel costs for the year.

Student Services increased by \$18,750 due to an unanticipated grant for PTO. This program supports funding for the STEP program.

College Support increased by \$124,559 to support VTC personnel costs through November 2019.

Financial Aid increased by \$21,749 to support scholarships and grants for students awarded



with the carryover funds from the Student Success Grant.

Transfers Out increased by \$17,785. This is a combination of PERS Debt Service Transfers and Administrative Overhead transfers to the General Fund from grants and contracts.

- Financial Aid Fund

Federal Sources increased by \$157,000 due to CARES Act funds to distribute to students.

Transfers In increased by \$83,000 due to the General Fund support of tuition and fees waived for high school students during Spring term.

Financial Aid increased by \$240,000 to cover the distribution of CARES Act funds and waivers for high school students.



Public Hearing on 2020-2021 Budget

RECOMMENDATION

HOLD PUBLIC HEARING ON THE 2020-2021 BUDGET

BACKGROUND INFORMATION.....Chief Finance Officer Williams

No changes have been made to the budget since we received budget committee approval on April 13th.

We know several changes are coming in the next few months related to COVID-19, both positive (Federal CARES Act funding) and negative (State appropriation reductions). However, amounts of State reductions and final decisions on how all CARES Act funds might be used aren't certain. We have made decisions on position adjustments related to salary alignment with our peer institutions that you will see in the Policy Appendices approval. With all of the uncertainty in mind, at this time, President Tomlin and I believe it is appropriate to adopt the budget as it was approved by the budget committee with no changes.

While local budget law requires Board approval for spending more than was originally budgeted, approval of budget reductions isn't required. However, a summary of TBCC's plan to realign spending and revenues will be presented to the Board in the Fall.



Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION.....Chair Gervasi



Approval of the Consent Agenda

RECOMMENDATION

ACTION ITEM

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

Date: Monday, June 1, 2020

Special Board Meeting for Budget Hearings – Virtual Zoom Meeting – 6:00 – 6:30 p.m.

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	d. ASTBCC Report.....	President Laity
	e. Financial Report.....	CFO Williams



- f. President's Report.....President Tomlin
- 6. **Board Member Discussion Items**Chair Gervasi
- 7. **Adjournment**(ACTION) Chair Gervasi



May 4 Board of Education Meeting Minutes

Date: Monday, May 4, 2020

TBCC Board Meeting – Virtual Zoom Meeting – 6:00pm – 7:30pm

Members in Virtual Attendance: Kathy Gervasi, Mary Jones, Pam Zweifel, Betsy McMahon, Jennifer Purcell and Tamra Gammon

TBCC Board Members Not in Attendance: Mary-Faith Bell

TBCC Staff in Attendance: President Ross Tomlin, Director Pat Ryan, CSSO Rhoda Hanson, Director Erin McCarley, Executive Director Heidi Luquette, CFO Kyra Williams, CAO Teresa Rivenes, Director Sheryl Neu, Michael Weissenfluh, and Terri Neimann

Description

Resource

Call to Order • Acknowledge Guests (agenda item 1).....Chair Gervasi
Chair Gervasi called the Board meeting to order at 6:03pm.

Consent Agenda (agenda items 2, 2.a, 2.b, 2.c).....(Action) Chair Gervasi
No changes were requested to the April 6, 2020 Board Minutes or to the May 4, 2020 Board meeting agenda. Director Ryan noted the newest hire was Shelby Owsley, the new Tillamook Works Coordinator. Betsy McMahon made a motion to accept the Consent Agenda. Tamra Gammon seconded the motion. The motion carried.

Invitation for Public Comment (agenda item 3).....Chair Gervasi
There were no public comments.

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

Board Meeting Schedule 2020-21 (agenda item 4a).....(ACTION) President Tomlin
Chair Gervasi mentioned that starting next fall, the Board members would like the Board meetings to begin at 5pm instead of 6pm. There was discussion to have the next all-day Board retreat October 5th, 2020. Mary Jones made a motion to approve the Board



Meeting Schedule 2020-21 including starting the Board meeting at 5pm starting in September 2020. Jennifer Purcell seconded the motion. The motion carried.

Facilities Master Plan (agenda item 4b).....President Tomlin
President Tomlin shared the drawing of the latest Facilities Master Plan draft with the Board. He also mentioned that he sent off the FMP Capital Request Report to the HECC. Four community college presidents will meet with the HECC to go through all the capital request proposals. There are five Oregon community colleges requesting matching funds. The committee will prioritize the requests and submit their decision to the Legislature next winter. We should know our priority status by June. He highlighted aspects of the FFA conceptual drawings from the handouts and showed the Board the interior and exterior layouts that will impact the new and current building. He noted TBCC will conduct another RFP for an architect before the building process starts. Betsy McMahon and Chair Gervasi noted some concerns with some of the exterior aesthetic elements of the conceptual architectural drawings. These drawings do not represent what will actually be constructed but we will be providing FFA with edits and changes to the draft plan before it is finalized. President Tomlin then noted the FMP includes information regarding the need for an Industrial Technology building. The possible timelines to begin the building process could be 2022 or late 2021 and the new and renovated buildings could be finished by the Fall of 2024. The total building cost would be approximately \$22M. Eight million dollars would come from the state; therefore, TBCC would need to raise the remaining funds. The FMP is designed to meet the college facility needs to the year 2040. President Tomlin finished the conversation by noting he would like to share the plan with the larger community as soon as the county opens up.

Major Transfer Maps (agenda item 4c).....(ACTION) CAO Rivenes
CAO Rivenes highlighted significant aspects from the handout regarding the changes to the Major Transfer Maps. For the AAOT in Biology, there was no change. The Associate of Transfer in Education is now going to be an AAOT instead. Associate of Science in English has changed to Associate of Art in English and the content has not changed. Teresa will hold off on the Education MTM for now and will bring it back to a future board meeting.
Tamra Gammon made a motion to approve the Transfer in AAOT in Biology, and the Associate of Transfer in Education. Mary Jones seconded the motion. The motion carried.



Career Pathways Certificates (agenda item 4d).....CAO Rivenes
CAO Rivenes discussed the first review regarding the Career Pathways Certificates. The first one is Welding which is a stackable certificate-which includes GMAW, SMAW, which is funded through the Workforce Investment Board. The next one is the Career Pathway Certificate in Phlebotomy. These are not new classes. Phlebotomy is already offered both as a non-credit certificate, and now will be a credit certificate as well. There were no questions about these new certificates.

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

ABE/GED/ESOL Program Review (agenda item 5a).....CAO Rivenes
CAO Rivenes highlighted aspects of the ABE/GED/ESOL Program Review for Adult learning. These students usually have about a 21% completion rate. TBCC does not have Title II funding for this program. Instead, TBCC's General Fund and some funds from the Foundation supports this program. The strength of the program is the staff. The ESOL class meets with the Spanish class and they practice and work together on joint assignments. Spanish GED students are doing better than the English-speaking GED students. The class size is approximately 15-17 students with two instructors. The classes cost \$15 per class. Opportunities for growth include keeping the program funded. These students have limited resources with few computers. CAO Rivenes would like to get this program online for the Summer term. We want to pilot two courses with the ESOL students by offering a beginning and advanced class this summer. CAO Rivenes finished the conversation by noting she might offer some of these programs at the NCRD location.

Leadership Team Check-In (agenda item 5b).....Michael Weissenfluh
Michael Weissenfluh noted there were some COVID-19 related changes and challenges by going fully online. TBCC faculty are engaged in 57 courses, 25 of those were taught by seven faculty who have never taught online before. Sarah Miller worked hard supporting the faculty by getting all the Moodle shells and student Zoom accounts set up. Most of the full-time faculty have experience teaching online but many adjuncts do not have experience. CAO Rivenes assigned faculty mentors for new online teachers. Michael Weissenfluh noted the support TBCC received from the Oregon Community College Distance Learning Association (OCCDLA) in getting Zoom statewide. Some



TBCC faculty have requested additional training (Quality Matters Training) and they would like more technology assistance. In the past TBCC gave stipends for faculty that created online classes, and he hopes we can offer that stipend again. The OCCDLA group would like to start an Online Learning Consortium. They would add a new class category in Zoom called “Remote Synchronous”. Director McCarley mentioned that TBCC’s lower division classes are up by 20 FTE this spring compared to last spring. She also mentioned TBCC has about 168 high school students and 250 adult undergraduate students enrolled. CAO Rivenes finished the conversation by applauding all the staff for making the increased FTE enrollment happen.

ASTBCC Report (agenda item 5c).....President Laity
President Laity was absent from the Board meeting.

Financial Report (agenda item 5d).....CFO Williams
CFO Williams highlighted aspects from the March 2020 Financial Report. She noted that the General Fund looks healthy. The State sent us our last payment from the CCSF for the year. TBCC’s allotment exceeded what we budgeted since the legislature approved an increase in the CCSF above what we thought would be done. Property taxes are doing well, but tuition fell short by \$42,000, fees are on target, and interest is on target. Our budgeted amount for rental receipts will obviously fall short this year, transfers were well below budget, and we will have to cover transfers out/expenses related to high school student enrollments. We will receive student and institutional funds from the CARES Act. We can use some of this money for additional expenses from the loss of revenue. She mentioned TBCC received a total of \$500,000 of which \$157,00 will go for students. The Board would like to receive more information at the June Board meeting regarding student and institutional aspects surrounding the CARES Act funds.

President’s Report (agenda item 5e).....President Tomlin
President Tomlin noted the next Board meeting will be June 1. The budget will need to be approved. OPC is next Thursday and the OCCA Board meeting is on Friday. Betsy McMahon will attend the OCCA meeting. June 5th will be the next remote extended Staff meeting and Board members would like to be invited to it. We had 44 people attend the last Staff meeting. Regarding more COVID-19 updates, all State agencies were asked to trim their budgets. The revenue reduction is expected to be near 17% for the next year. We will know more after the May 20 revenue forecast. President Tomlin



noted we may not have to access too much reserves for next year. He noted areas in the budget to trim include travel and freezing open positions. We are waiting to hear from Governor Brown about what to expect for Summer Term, and whether we can offer face-to-face labs (CTE and other labs). The remote work schedule will continue into June. Oregon community colleges do not know how much money they will receive in the next biennium, but it might be \$70 million less than the allotment in the current biennium. They will seek a one-time ask for \$35 million for our CTE programs. Jennifer Purcell mentioned that she appreciated getting college updates from President Tomlin and Clatsop Community College President Chris Breitmeyer for her North Coast Regional Solutions team.

Board Member Discussion Items (agenda item 6).....Chair Gervasi
There were no discussions.

Adjournment (agenda item 7)(ACTION) Chair Gervasi
Betsy McMahon made a motion to adjourn the regular session of the Board meeting. Jennifer Purcell seconded the motion. The motion carried.
The Board meeting ended at 7:30pm.

Executive Session (agenda item 8).....(ACTION) Chair Gervasi

MOVE TO THE EXECUTIVE SESSION OF THE MEETING.
Executive Session started at 7:38pm

Executive Session- 7:30 pm

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 real estate issues on Monday, May 4, 2020 at 7:30 pm in a virtual format.

Meeting adjourned at 7:59pm.



Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION.....Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Registrar	Late May	August 1 or sooner	Open until filled	Rhoda Hanson	
Executive Assistant to the President and Board	June 8	TBD	Open until filled	Ross Tomlin	
Nursing Instructor (In partnership with Oregon Coast C.C.)			Open until filled	OCCC	



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 2019-2020 Supplemental Budget Resolution

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTION 2019-2020 #4 TO ADOPT A SUPPLEMENTAL BUDGET TO AMEND THE FY 2019-2020 ADOPTED BUDGET.

BACKGROUND INFORMATIONCFO WILLIAMS

The following appropriation increases and transfers will be made to the 2019-2020 Adopted Budget upon receiving board approval:

- General Fund

State Sources increased by \$120,209 due to increases in the State appropriation for the Community College Support Fund from the 2019 legislative session.

Transfers In increased by \$17,785 to offset the Transfers Out in the Special Fund due to increased contracts and prior year carryover from grants.

Instructional Support increased by \$41,532 due to unanticipated staffing adjustments during the year.

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Transfers In increased by \$13,462 to support the Nursing Program

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College Support increased by \$124,559 to support VTC personnel costs through November



2019.

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- Financial Aid Fund

Federal Sources increased by \$157,000 due to CARES Act funds to distribute to students.

Transfers In increased by \$83,000 due to the General Fund support of tuition and fees waived for high school students during Spring term.

Financial Aid increased by \$240,000 to cover the distribution of CARES Act funds and waivers for high school students.



**RESOLUTION NO. 2019-2020 #4
RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2019-20 AND
MAKING APPROPRIATIONS**

THE BOARD OF DIRECTORS FINDS AS FOLLOWS:

1. A supplemental budget is required in the General Fund, Special Fund, and Financial Aid Fund for expenses that were not anticipated in the regular budget preparation process for fiscal year 2019-20.
2. The unanticipated expenditures have arisen due to beginning fund balances that weren't spent in the prior year, federal grants, state appropriations, local contracts, other sources, and required transfers.
3. The Instructional Support expense category needs additional appropriation authority of \$41,532 and the Transfers Out expense category needs additional appropriation authority of \$96,462 in the General Fund.
4. The Instruction expense category needs additional appropriation authority of \$21,155, the Instructional Support expense category needs additional appropriation authority of \$117,510, the Student Services expense category needs additional appropriation authority of \$18,750, the College Support expense category needs appropriation authority of \$124,559, the Financial Aid expense category needs additional appropriation authority of \$21,749, and the Transfers Out expense category needs additional appropriation authority of \$17,785 in the Special Fund.
5. The Financial Aid expense category needs additional appropriation authority of \$240,000 in the Financial Aid Fund.
6. 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.
7. 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 2019-20 budget as follows:

<u>GENERAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
RESOURCES:			
State Sources	\$1,979,868	\$120,209	\$2,100,077
Transfers In	<u>423,175</u>	<u>17,785</u>	<u>440,960</u>
Total Resources	<u>\$2,403,043</u>	<u>\$137,994</u>	<u>\$2,541,037</u>

REQUIREMENTS:			
Instructional Support	\$542,330	\$ 41,532	\$583,862
Transfers Out	<u>288,000</u>	<u>96,462</u>	<u>384,462</u>
Total Appropriations/Requirements	<u>\$830,330</u>	<u>\$137,994</u>	<u>\$968,324</u>

SPECIAL FUND

RESOURCES:			
Beginning Fund Balance	\$5,115,639	\$ 30,263	\$5,145,902
Local Sources	675,317	270,090	945,407
Other Sources	182,047	7,693	189,740
Transfers In	<u>50,000</u>	<u>13,462</u>	<u>63,462</u>
Total Resources	<u>\$6,023,003</u>	<u>\$321,508</u>	<u>\$6,344,511</u>

REQUIREMENTS:			
Instruction	\$104,261	\$ 21,155	\$ 125,416
Instructional Support	309,064	117,510	426,574
Student Services	96,683	18,750	115,433
College Support	0	124,559	124,559
Financial Aid	13,845	21,749	35,594
Transfers Out	<u>363,957</u>	<u>17,785</u>	<u>381,742</u>
Total Appropriations/Requirements	<u>\$887,810</u>	<u>\$321,508</u>	<u>\$1,209,318</u>

FINANCIAL AID FUND

RESOURCES:			
Federal Sources	\$1,128,150	\$157,000	\$1,285,150
Transfers In	<u>130,000</u>	<u>83,000</u>	<u>213,000</u>
Total Resources	<u>\$1,258,150</u>	<u>\$240,000</u>	<u>\$1,498,150</u>

REQUIREMENTS:			
Financial Aid	<u>\$1,755,869</u>	<u>\$240,000</u>	<u>\$1,995,869</u>
Total Appropriations/Requirements	<u>\$1,755,869</u>	<u>\$240,000</u>	<u>\$1,995,869</u>

ADOPTED by the Board of Directors of TBCC this 1st day of June, 2020.

Board of Education Chair

ATTEST by TBCC President this 1st day of June, 2020.

Tillamook Bay Community College President

Adoption of 2020-2021 Budget

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTIONS 2020-2021 NO. 1 THROUGH 3 TO ADOPT THE 2020-2021 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE PROPERTY TAXES

BACKGROUND INFORMATION.....Chief Finance Officer Williams

No changes have been made to the budget since we received budget committee approval on April 13th.

We know several changes are coming in the next few months related to COVID-19, both positive (Federal CARES Act funding) and negative (State appropriation reductions). However, amounts of State reductions and final decisions on how all CARES Act funds might be used aren't certain. We have made decisions on position adjustments related to salary alignment with our peer institutions that you will see in the Policy Appendices approval. With all of the uncertainty in mind, at this time, President Tomlin and I believe it is appropriate to adopt the budget as it was approved by the budget committee with no changes.

While local budget law requires Board approval for spending more than was originally budgeted, approval of budget reductions isn't required. However, a summary of TBCC's plan to realign spending and revenues will be presented to the Board in the Fall.



**2020-2021 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 2020-2021 in the total of \$17,992,686. This budget is now on file at the District business office in Tillamook, Oregon.

**2020-2021 RESOLUTION 2
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2020, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$2,092,856
Instructional Support	679,872
Student Services	608,847
College Support	1,824,031
Plant Operation & Maintenance	383,607
Fund Transfers Out	293,000
Contingency	<u>167,644</u>
TOTAL GENERAL FUND	<u>\$6,049,857</u>

Special Fund

Instruction	\$ 85,349
Instructional Support	497,890
Student Services	102,811
Plant Operation and Maintenance	48,900
Financial Aid	25,000
Fund Transfers Out	397,553
Contingency	<u>511,000</u>
TOTAL SPECIAL FUND	<u>\$1,668,503</u>

Financial Aid Fund

Financial Aid	\$1,815,869
Fund Transfers Out	<u>2,500</u>
TOTAL FINANCIAL AID FUND	<u>\$1,818,369</u>

Enterprise Fund

Instruction	\$220,679
Instructional Support	74,397
Student Services	10,850
Fund Transfers Out	12,763
Contingency	<u>7,200</u>
TOTAL ENTERPRISE FUND	<u>\$325,889</u>

Debt Service Fund

College Support	\$ 1,600
Debt Service	<u>902,114</u>
TOTAL DEBT SERVICE FUND	<u>\$903,714</u>

Capital Project Fund

Fund Transfers Out	<u>\$60,791</u>
TOTAL CAPITAL PROJECTS FUND	<u>\$60,791</u>

<u>Agency Fund</u>	
Student Services	\$ 6,615
Financial Aid	<u>6,185</u>
TOTAL AGENCY FUND	<u>\$12,800</u>

TOTAL APPROPRIATIONS, ALL FUNDS \$10,839,923

Amounts not appropriated:

<u>General Fund</u> – Ending Fund Balance	\$1,200,000
<u>Special Fund</u> – Ending Fund Balance	102,207
<u>Special Fund</u> – Reserves	5,737,935
<u>Financial Aid Fund</u> – Ending Fund Balance	55,609
<u>Enterprise Fund</u> – Ending Fund Balance	45,102
<u>Debt Service Fund</u> – Ending Fund Balance	10,910
<u>Agency Fund</u> – Ending Fund Balance	<u>1,000</u>
TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS	<u>\$7,152,763</u>

TOTAL ADOPTED BUDGET \$17,992,686

**2020-2021 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 2020-2021 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 \$660,994 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		\$660,994

The above 2020-2021 Resolutions 1, 2, and 3 were approved and declared adopted this 1st day of June, 2020.

Chairperson, Board of Education
Tillamook Bay Community College

Attest:

Clerk of Board

Approval of Policy Appendices

RECOMMENDATION

APPROVE POLICY APPENDICES FOR FY20-21.

BACKGROUND INFORMATION.....Chief Finance Officer Williams

Appendix A-1 includes positions being moved due to salary compensation study with Columbia Gorge, Clatsop, and Oregon Coast community colleges. Also includes changing all Chief Officer position titles to Vice President position titles to align with other Oregon community colleges. Administrative Support Staff that are Grade 17 and above are moving to Exempt pay grades. Other titles are being eliminated because they aren't currently in use.

Appendix A-2 includes a 2% Cost of Living Adjustment (COLA). Grades 1 and 2 are blacked out due to no positions assigned to those pay grades in Appendix A-1. Part of Grade 3 and Grade 4 are blacked out due to being below Standard Oregon minimum wage of \$12.00 beginning July 1, 2020. All of the blacked out sections are continuations from the previous fiscal year with the exception of Grade 3, Step 3 and Grade 4, Step 1 and 2. The healthcare insurance benefit amount cap and opt out include a 2% increase.

Appendix B-1 has no changes to benefits. Dual credit faculty eligibility to use tuition waivers was added in February 2020.

Appendix C-1 includes a 2% COLA. The faculty pay schedule has been restructured to be similar to the staff pay schedule. All faculty pay grades will extend to Step 13 and will increase 3% between each Step. It also adds a Master's Degree that is a terminal degree in the teaching discipline to Grade 17. The healthcare insurance benefit amount cap and opt out include a 2% increase.

Appendix C-3 includes a 5% COLA for Credit Adjunct Faculty and Truck Driving Instructors. Eliminates separate pay rate for adjunct writing studio and transfer college credit courses substitute rate. Moves writing bonus pay rate to another section of the Appendix and reduces pay rate to \$350.00 per term. Removes tier structure for ABE/GED/ESOL Instructors to a single rate of pay and increase by 5% COLA. Also adds course substitute pay to this row. Creates a Tutoring Rate for Writing Studio, Math Studio, and Independent tutoring based on level of education. The tutoring rate is for employees that aren't TBCC students. Eliminates separate pay rates for Continuing Education, Contract Training, Community Education, Guest Lecturers/Artists and Driver's Ed Instructor. These pay rates are not in use or are being merged elsewhere in the Appendix. Meeting rate is being reduced to \$20.00 per hour. Continuing & Community Education has been merged and Chief Academic Officer title has been changed to Vice President of Instruction. There are no changes for Student employees



and their pay will adjust with the Oregon minimum wage rate.

Any staff and/or faculty currently employed as a tutor will not have a reduction in their hourly rate. New tutor rates will be used for new hires in the writing studio, math studio or independent tutoring.



Article No.: Appendix A - 1

Approved:

Reference:

~~2019-2020~~2020-2021 **Executive and Management and Administrative Support Staff Salary Grades (Exempt)**

GRADE	POSITION TITLE(or other similar position titles)
30	Chief Academic Officer <u>Vice President of Instruction</u>
28	Director, Economic Development Council Director, Tourism <u>Vice President of Finance</u>
27	Chief Finance Officer <u>Vice President of Student Services</u>
26	Executive Director of Foundation and College Advancement Chief Student Services Officer
24	Director, Student Services
<u>23</u>	Director, Facilities, HR, and Safety <u>Director, Information Technology</u>
22	Director, Facilities, HR, and Safety Director, Information Technology Director, Small Business Development Center <u>Dean, Career and Technical Education</u>
21	Director, Library <u>Director, Institutional Effectiveness</u>
20	Coordinator, Tourism Events and Marketing Director, Development Director, Institutional Effectiveness Dean, Academic Partnerships Dean, Industrial Technology Dean, Curriculum Librarian
<u>18</u>	<u>Registrar</u>
<u>17</u>	<u>Coordinator, Community/Continuing Education</u> <u>Coordinator, Information Technology</u> <u>Coordinator, Instructional Program</u> <u>Coordinator, Tillamook Works</u> <u>Executive Assistant to President and Board</u>

~~2019-2020~~2020-2021 **Professional Support Staff Salary Grades (Non-Exempt)**

GRADE	POSITION TITLE(or other similar position titles)
19	Tourism Accountant
17	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 Executive Support Specialist Financial Aid Advisor 2 <u>Business Office Specialist 2</u>



NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved:

Reference:

	Development Specialist Marketing Specialist Online Instruction Specialist Student Engagement Facilitator Tourism Program Marketing & Administrative Assistant
13	Business Office Specialist 1 EDC Administrative and Marketing Support Specialist Evening Facilities Specialist Facilities Maintenance Specialist Financial Aid Advisor 1 Continuing/Community Ed Assistant Learning Center Assistant Online Instruction Specialist SBDC Administrative and Marketing Support Specialist Support Specialist (IT/Literacy/Instruction/College Support/Student Services/EDC & SBDC)
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
2020-2021 Regular Full-Time & Regular Part-Time Staff Salary Schedule
249 Day Contract

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
1													
2													
3				\$24,000.63	\$24,720.65	\$25,462.27	\$26,226.14	\$27,012.92	\$27,823.31	\$28,658.01	\$29,517.75	\$30,403.28	\$31,315.38
4			\$24,466.66	\$25,200.66	\$25,956.68	\$26,735.38	\$27,537.44	\$28,363.56	\$29,214.47	\$30,090.90	\$30,993.63	\$31,923.44	\$32,881.14
5	\$24,215.28	\$24,941.74	\$25,689.99	\$26,460.69	\$27,254.51	\$28,072.15	\$28,914.31	\$29,781.74	\$30,675.19	\$31,595.45	\$32,543.31	\$33,519.61	\$34,525.20
6	\$25,426.04	\$26,188.82	\$26,974.48	\$27,783.71	\$28,617.22	\$29,475.74	\$30,360.01	\$31,270.81	\$32,208.93	\$33,175.20	\$34,170.46	\$35,195.57	\$36,251.44
7	\$26,697.34	\$27,498.26	\$28,323.21	\$29,172.91	\$30,048.10	\$30,949.54	\$31,878.03	\$32,834.37	\$33,819.40	\$34,833.98	\$35,879.00	\$36,955.37	\$38,064.03
8	\$28,032.21	\$28,873.18	\$29,739.38	\$30,631.56	\$31,550.51	\$32,497.03	\$33,471.94	\$34,476.10	\$35,510.38	\$36,575.69	\$37,672.96	\$38,803.15	\$39,967.24
9	\$29,433.82	\$30,316.83	\$31,226.33	\$32,163.12	\$33,128.01	\$34,121.85	\$35,145.51	\$36,199.88	\$37,285.88	\$38,404.46	\$39,556.59	\$40,743.29	\$41,965.59
10	\$30,905.51	\$31,832.68	\$32,787.66	\$33,771.29	\$34,784.43	\$35,827.96	\$36,902.80	\$38,009.88	\$39,150.18	\$40,324.69	\$41,534.43	\$42,780.46	\$44,063.87
11	\$32,450.79	\$33,424.31	\$34,427.04	\$35,459.85	\$36,523.65	\$37,619.36	\$38,747.94	\$39,910.38	\$41,107.69	\$42,340.92	\$43,611.15	\$44,919.48	\$46,267.06
12	\$34,073.33	\$35,095.53	\$36,148.40	\$37,232.85	\$38,349.84	\$39,500.34	\$40,685.35	\$41,905.91	\$43,163.09	\$44,457.98	\$45,791.72	\$47,165.47	\$48,580.43
13	\$35,777.00	\$36,850.31	\$37,955.82	\$39,094.49	\$40,267.32	\$41,475.34	\$42,719.60	\$44,001.19	\$45,321.23	\$46,680.87	\$48,081.30	\$49,523.74	\$51,009.45
14	\$37,565.85	\$38,692.83	\$39,853.61	\$41,049.22	\$42,280.70	\$43,549.12	\$44,855.59	\$46,201.26	\$47,587.30	\$49,014.92	\$50,485.37	\$51,999.93	\$53,559.93
15	\$39,444.14	\$40,627.46	\$41,846.28	\$43,101.67	\$44,394.72	\$45,726.56	\$47,098.36	\$48,511.31	\$49,966.65	\$51,465.65	\$53,009.62	\$54,599.91	\$56,237.91
16	\$41,416.35	\$42,658.84	\$43,938.61	\$45,256.77	\$46,614.47	\$48,012.90	\$49,453.29	\$50,936.89	\$52,465.00	\$54,038.95	\$55,660.12	\$57,329.92	\$59,049.82
17	\$43,487.17	\$44,791.79	\$46,135.54	\$47,519.61	\$48,945.20	\$50,413.56	\$51,925.97	\$53,483.75	\$55,088.26	\$56,740.91	\$58,443.14	\$60,196.43	\$62,002.32
18	\$45,661.53	\$47,031.38	\$48,442.32	\$49,895.59	\$51,392.46	\$52,934.23	\$54,522.26	\$56,157.93	\$57,842.67	\$59,577.95	\$61,365.29	\$63,206.25	\$65,102.44
19	\$47,944.61	\$49,382.95	\$50,864.44	\$52,390.37	\$53,962.08	\$55,580.94	\$57,248.37	\$58,965.82	\$60,734.79	\$62,556.83	\$64,433.53	\$66,366.54	\$68,357.54
20	\$50,341.84	\$51,852.10	\$53,407.66	\$55,009.89	\$56,660.19	\$58,360.00	\$60,110.80	\$61,914.12	\$63,771.54	\$65,684.69	\$67,655.23	\$69,684.89	\$71,775.44
21	\$52,858.93	\$54,444.70	\$56,078.04	\$57,760.38	\$59,493.19	\$61,277.99	\$63,116.33	\$65,009.82	\$66,960.11	\$68,968.91	\$71,037.98	\$73,169.12	\$75,364.19
22	\$55,501.88	\$57,166.94	\$58,881.95	\$60,648.41	\$62,467.86	\$64,341.90	\$66,272.16	\$68,260.32	\$70,308.13	\$72,417.37	\$74,589.89	\$76,827.59	\$79,132.42
23	\$58,276.97	\$60,025.28	\$61,826.04	\$63,680.82	\$65,591.24	\$67,558.98	\$69,585.75	\$71,673.32	\$73,823.52	\$76,038.23	\$78,319.38	\$80,668.96	\$83,089.03
24	\$61,190.82	\$63,026.54	\$64,917.34	\$66,864.86	\$68,870.81	\$70,936.93	\$73,065.04	\$75,256.99	\$77,514.70	\$79,840.14	\$82,235.34	\$84,702.40	\$87,243.47
25	\$64,250.36	\$66,177.87	\$68,163.21	\$70,208.11	\$72,314.35	\$74,483.78	\$76,718.29	\$79,019.84	\$81,390.44	\$83,832.15	\$86,347.11	\$88,937.52	\$91,605.65
26	\$67,462.88	\$69,486.77	\$71,571.37	\$73,718.51	\$75,930.07	\$78,207.97	\$80,554.21	\$82,970.84	\$85,459.97	\$88,023.77	\$90,664.48	\$93,384.41	\$96,185.94
27	\$70,836.02	\$72,961.10	\$75,149.93	\$77,404.43	\$79,726.56	\$82,118.36	\$84,581.91	\$87,119.37	\$89,732.95	\$92,424.94	\$95,197.69	\$98,053.62	\$100,995.23
28	\$74,377.82	\$76,609.15	\$78,907.42	\$81,274.64	\$83,712.88	\$86,224.27	\$88,811.00	\$91,475.33	\$94,219.59	\$97,046.18	\$99,957.57	\$102,956.30	\$106,044.99
29	\$78,096.71	\$80,439.61	\$82,852.80	\$85,338.38	\$87,898.53	\$90,535.49	\$93,251.55	\$96,049.10	\$98,930.57	\$101,898.49	\$104,955.44	\$108,104.10	\$111,347.22
30	\$82,001.55	\$84,461.60	\$86,995.45	\$89,605.31	\$92,293.47	\$95,062.27	\$97,914.14	\$100,851.56	\$103,877.11	\$106,993.42	\$110,203.22	\$113,509.32	\$116,914.60
31	\$86,101.63	\$88,684.68	\$91,345.22	\$94,085.58	\$96,908.15	\$99,815.39	\$102,809.85	\$105,894.15	\$109,070.97	\$112,343.10	\$115,713.39	\$119,184.79	\$122,760.33
32	\$90,406.71	\$93,118.91	\$95,912.48	\$98,789.85	\$101,753.55	\$104,806.16	\$107,950.34	\$111,188.85	\$114,524.52	\$117,960.26	\$121,499.07	\$125,144.04	\$128,898.36
33	\$94,927.05	\$97,774.86	\$100,708.11	\$103,729.35	\$106,841.23	\$110,046.47	\$113,347.86	\$116,748.30	\$120,250.75	\$123,858.27	\$127,574.02	\$131,401.24	\$135,343.28
34	\$99,673.40	\$102,663.60	\$105,743.51	\$108,915.82	\$112,183.29	\$115,548.79	\$119,015.25	\$122,585.71	\$126,263.28	\$130,051.18	\$133,952.72	\$137,971.30	\$142,110.44
35	\$104,657.07	\$107,796.78	\$111,030.68	\$114,361.60	\$117,792.45	\$121,326.22	\$124,966.01	\$128,714.99	\$132,576.44	\$136,553.73	\$140,650.34	\$144,869.85	\$149,215.95

INSURANCE BENEFIT AMOUNT

Full-time	\$1,342.00 per month
Part-time	\$1,342.00 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

Full-time	\$257.00 per month
Part-time	\$257.00 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 417)	X
173 day Regular Faculty .5-.99 FTE	X (2)		X (2)					8 credits for employee + dependents (as allowed by Policy 417)	X
Adjunct Faculty Term-by-term			X (5)					4 credits for employee + dependents (as allowed by Policy 417)	Qual. Pos
Dual Credit Faculty								4 credits for employee + dependents (as allowed by Policy 417)	

"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
 2020-2021 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 or Terminal degree in the teaching	PhD, EdD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	\$41,999.96	\$43,259.96	\$44,557.76	\$45,894.49	\$47,271.32	\$48,689.46	\$50,150.14	\$51,654.64	\$53,204.28	\$54,800.41	\$56,444.42	\$58,137.75	\$59,881.88	\$61,678.34	\$63,528.69	\$65,434.55	\$67,397.59	\$69,419.52
2	\$43,259.96	\$44,557.76	\$45,894.49	\$47,271.32	\$48,689.46	\$50,150.14	\$51,654.64	\$53,204.28	\$54,800.41	\$56,444.42	\$58,137.75	\$59,881.88	\$61,678.34	\$63,528.69	\$65,434.55	\$67,397.59	\$69,419.52	\$71,502.11
3	\$44,557.76	\$45,894.49	\$47,271.32	\$48,689.46	\$50,150.14	\$51,654.64	\$53,204.28	\$54,800.41	\$56,444.42	\$58,137.75	\$59,881.88	\$61,678.34	\$63,528.69	\$65,434.55	\$67,397.59	\$69,419.52	\$71,502.11	\$73,647.17
4	\$45,894.49	\$47,271.32	\$48,689.46	\$50,150.14	\$51,654.64	\$53,204.28	\$54,800.41	\$56,444.42	\$58,137.75	\$59,881.88	\$61,678.34	\$63,528.69	\$65,434.55	\$67,397.59	\$69,419.52	\$71,502.11	\$73,647.17	\$75,856.59
5	\$47,271.32	\$48,689.46	\$50,150.14	\$51,654.64	\$53,204.28	\$54,800.41	\$56,444.42	\$58,137.75	\$59,881.88	\$61,678.34	\$63,528.69	\$65,434.55	\$67,397.59	\$69,419.52	\$71,502.11	\$73,647.17	\$75,856.59	\$78,132.29
6	\$48,689.46	\$50,150.14	\$51,654.64	\$53,204.28	\$54,800.41	\$56,444.42	\$58,137.75	\$59,881.88	\$61,678.34	\$63,528.69	\$65,434.55	\$67,397.59	\$69,419.52	\$71,502.11	\$73,647.17	\$75,856.59	\$78,132.29	\$80,476.26
7	\$50,150.14	\$51,654.64	\$53,204.28	\$54,800.41	\$56,444.42	\$58,137.75	\$59,881.88	\$61,678.34	\$63,528.69	\$65,434.55	\$67,397.59	\$69,419.52	\$71,502.11	\$73,647.17	\$75,856.59	\$78,132.29	\$80,476.26	\$82,890.55
8	\$51,654.64	\$53,204.28	\$54,800.41	\$56,444.42	\$58,137.75	\$59,881.88	\$61,678.34	\$63,528.69	\$65,434.55	\$67,397.59	\$69,419.52	\$71,502.11	\$73,647.17	\$75,856.59	\$78,132.29	\$80,476.26	\$82,890.55	\$85,377.27
9	\$53,204.28	\$54,800.41	\$56,444.42	\$58,137.75	\$59,881.88	\$61,678.34	\$63,528.69	\$65,434.55	\$67,397.59	\$69,419.52	\$71,502.11	\$73,647.17	\$75,856.59	\$78,132.29	\$80,476.26	\$82,890.55	\$85,377.27	\$87,938.59
10	\$54,800.41	\$56,444.42	\$58,137.75	\$59,881.88	\$61,678.34	\$63,528.69	\$65,434.55	\$67,397.59	\$69,419.52	\$71,502.11	\$73,647.17	\$75,856.59	\$78,132.29	\$80,476.26	\$82,890.55	\$85,377.27	\$87,938.59	\$90,576.75
11	\$56,444.42	\$58,137.75	\$59,881.88	\$61,678.34	\$63,528.69	\$65,434.55	\$67,397.59	\$69,419.52	\$71,502.11	\$73,647.17	\$75,856.59	\$78,132.29	\$80,476.26	\$82,890.55	\$85,377.27	\$87,938.59	\$90,576.75	\$93,294.05
12	\$58,137.75	\$59,881.88	\$61,678.34	\$63,528.69	\$65,434.55	\$67,397.59	\$69,419.52	\$71,502.11	\$73,647.17	\$75,856.59	\$78,132.29	\$80,476.26	\$82,890.55	\$85,377.27	\$87,938.59	\$90,576.75	\$93,294.05	\$96,092.87
13	\$59,881.88	\$61,678.34	\$63,528.69	\$65,434.55	\$67,397.59	\$69,419.52	\$71,502.11	\$73,647.17	\$75,856.59	\$78,132.29	\$80,476.26	\$82,890.55	\$85,377.27	\$87,938.59	\$90,576.75	\$93,294.05	\$96,092.87	\$98,975.66

INSURANCE BENEFIT AMOUNT

Full-time \$1,342.00 per month
 Part-time \$1,342.00 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

Full-time \$257.00 per month
 Part-time \$257.00 per month (prorated based on actual FTE)

NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved:

Reference:

Non-Regular Faculty Salary Schedule 2019-2020 <u>2020-2021</u> (Effective July 1, 2019 <u>2020</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)	\$500.22 <u>525.23</u> per lecture credit	\$525.23 <u>551.49</u>	\$551.49 <u>579.06</u>	\$579.06 <u>608.01</u>	\$608.04 <u>638.41</u>	\$638.41 <u>670.33</u>	\$670.33 <u>703.85</u>
Adjunct Writing Studio & Transfer College Credit Courses Substitute Rate	\$45.48 per lecture credit hour or writing studio hour						
Transfer College Credit Courses Writing Bonus for three sections of Credit WR Courses in a term	\$361.55 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)	\$1,031.71 <u>1,083.30</u> per lab credit	\$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>	\$1,382.60 <u>1,451.73</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)	\$753.76 <u>791.45</u> per lecture/lab credit	\$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>1,010.11</u>	\$1,010.11 <u>1,060.62</u>
ABE/GED/ESOL Instructors/Wrap Around Developmental Math Tutoring & Course Substitute Rate	\$34.24 35.95 37.75 39.64 41.62 43.70 45.89 per hour						
Tutoring Rate (Writing Studio, Math Studio, Independent tutoring)	Associates degree or below: \$20.00 per hour Bachelor's degree: \$25.00 per hour						

NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved:

Reference:

	<u>Master's degree or higher: \$30.00 per hour</u>					
<u>Continuing Education</u>	<u>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.</u>					
<u>Contract Training (Includes: class hours & hours interfacing with contracting business) (Subject to adjustment to meet market conditions.)</u>	<u>\$28.93 per hour</u>	<u>\$30.38</u>	<u>\$31.90</u>	<u>\$33.50</u>	<u>\$35.18</u>	<u>\$36.94</u>
<u>Community Education</u>	<u>50% of Tuition Revenue at End of Course (Excluding Fees)</u>					
<u>Guest Lecturers/Artists</u>	<u>Market Driven</u>					
<u>Driver's Ed Instructor</u>	<u>\$23.15 per hour</u>	<u>\$24.34</u>	<u>\$25.53</u>	<u>\$26.84</u>	<u>\$28.15</u>	<u>\$29.56</u>
<u>Truck Driving Instructor</u>	<u>\$26.25</u> <u>27.56</u> per hour	<u>\$27.56</u> <u>28.94</u>	<u>\$28.94</u> <u>30.39</u>	<u>\$30.39</u> <u>31.91</u>	<u>\$31.91</u> <u>33.51</u>	<u>\$33.51</u> <u>35.19</u>
<u>Meetings: Curriculum Development, Departmental, etc.</u>	<u>\$24.18</u> <u>20.00</u> per hour					
<u>Writing Bonus for 3+ sections of Credit WR Courses per term</u>	<u>\$350.00 per term</u>					
<u>Continuing & Community Education</u>	<u>50% of Tuition Revenue at End of Course (Excluding Fees) – Vice President of Instruction may guarantee a minimum enrollment level of compensation in order to support a degree or certificate program or meet a community occupational training need.</u>					
<u>Student Employees (Class I) – Including Federal Workstudy</u>	<u>Minimum Wage</u>	<u>Tier I + .25</u>	<u>Tier II + .25</u>			
<u>Student Employees (Class II) – Including Federal Workstudy</u>	<u>Minimum Wage + .25</u>	<u>Tier I + .25</u>	<u>Tier II + .25</u>			

Board Officer Elections

RECOMMENDATION

ACTION Item

BACKGROUND INFORMATION.....CHAIR GERVASI

We need to have elections for the Board Chair and Vice-Chair positions for the 2020-21 academic year. These positions would take effect on July 1, 2020.



Board Committee Assignment

RECOMMENDATION

ACTION Item

BACKGROUND INFORMATIONCHAIR GERVASI

We need to elect board members to important committees for the 2020-21 academic year. These committees include:

- OCCA Board representative (1 or 2)
- Policy review committee (2-3)
- Foundation Liaison



FMP Discussion

RECOMMENDATION

ACTION Item

BACKGROUND INFORMATION(ACTION) PRESIDENT TOMLIN

The Facilities Master Plan has been completed by FFA. It contains the concepts, layout, costs, and drawings that have already been shared with the Board over the past few months. You were sent a copy of the plan this past week to review. We should hear by early June from HECC about the priority order of the proposals from the five community colleges in the state that submitted a report. This is the priority order that the projects will be presented in to the Legislature in the 2021 session.

We are still working on Phase I which is the Industrial Techology building and how to move forward with that project. Depending on the direction we want to take, it may require a special board meeting over the summer to make a decision on it. Updates on where we are with this project will be shared with the Board.

We are asking the Board to now officially approve the 2020-2040 TBCC Facilities Master Plan so we have that on record to share with HECC.



Curriculum Updates

RECOMMENDATION

ACTION Item

BACKGROUND INFORMATION (SECOND READING)CAO RIVENES

Major Transfer Maps (MTMs) represent a streamlined path for students transferring from an Oregon community college to an Oregon university who know which major/bachelor's degree program they want to pursue. In contrast to other statewide transfer tools that prioritize university general education requirements (i.e. AAOT and ASOT), MTMs specify clear course-taking paths necessary for on-track progress toward a specific major/bachelor's degree, with a guarantee of transfer from any Oregon community college to any Oregon public university. MTMs build on the 30-credit general education foundation defined by the generic Core Transfer Map (CTM), although MTMs may specify particular relevant/required General Education courses as part of the 30-credit CTM component of the MTM. Eventually all degrees will have major transfer maps that allow seamless transfer between schools.

As a reminder you approved the last two MTM's (AS-T Biology and AA-T English) at the last Board meeting. This month I am bringing the third, the AAOT-T in Education for your approval.

There have been some small changes to these since your first reading;

1. It was changed from an AA-T Education to an AAOT-T Education.
2. One new course was added in the area of multicultural education.



Associate of Arts Oregon Transfer – Education (MTM)

Tillamook Bay Community College

	FALL TERM	WINTER TERM	SPRING TERM
YR1	WR 121, 4 CR, English Composition	WR 122, 4 CR, English Composition II or WR 227, 4 CR Technical & Professional Writing	ENG 253, 4 CR, American Literature to 1865 or ENG 254, 4 CR, Survey of American Literature
	CG 100, 3 CR, College Survival & Success	HE/PE 295, 3 CR, Health & Fitness for Life (Co-requisites), OR any AAOT HE/PE	GEO 106, 4 CR, Regional World Geography
	PSY 201, 4 CR, Intro to Psychology	ED 251, 3 CR, Overview of Exceptional Learners	HST 202, 4 CR, History of the US from 1840-1914 (HST 201 or HST 203 are also acceptable)
	ED 224, 3 CR, Foundations of Education	PSY 215, 4 CR, Human Development	ED 258, 4 CR, Multicultural Education: Principles
	14 credit total	14 credit total	16 credit total
	FALL TERM	WINTER TERM	SPRING TERM
YR2	GS 106, 4 CR, Physical Science (Geology)	ENG 216, 4 CR, Teen and Children's Literature	ED 131, 3 CR, Applied Learning Theory
	MTH 211, 4 CR, Foundations of Elementary Math I	MTH 212, 4 CR, Foundations of Elementary Math	MTH 213, 4 CR, Foundations of Elementary Math III
	BI 101, 4 CR, Biology	BI 102, 4 CR, Biology	ART 131, 3 CR, Intro to Drawing
	PS 201, 4 CR, US Gov't: Foundations	COMM 111, 4 CR, Public Speaking	ENG 104, 4 CR, Intro to Literature (Fiction), or ENG 105, ENG 106
	16 credit total	16 credit total	14 credits total

Total: 90 credits

Part Time Students:

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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Career Pathways Certificates

RECOMMENDATION

ACTION Item

BACKGROUND INFORMATION (SECOND READING).....CAO RIVENES

We are bringing forward for your second review the four Career Pathways Certificates (CPC) we looked at for the first time last month. Again, Career Pathway Certificates are designed to help students complete a short-term pathway and get quickly into the workforce. These certificates are stackable and are all contained within larger degrees (and in some cases other certificates) of increasing sophistication. These programs are all high-demand high-opportunity jobs and under the oversight of the program advisory committees. A career pathways initiative consists of a partnership among the community college and k-12. The four CPC's we are bringing forward for your approval, with no changes, include:

Under the AAS in Welding:

- CPC GMAW (Gas Metal Arc Welding), 17 credits
- CPC SMAW, (Shielded/Stick Metal Arc Welding), 17 credits
- CPC GTAW (Gas Tungsten Arc Welding), 17 credits

Under the AAS in Healthcare Administration:

- CPC Phlebotomy Technician, 19 credits

Last, but not least, we are asking for expedited approval (waive the first reading) on this last (fifth) CPC- Structural Maintenance and Construction. This CPC has been a request of industry and aligns well with our local k-12 partners. Next year we will align these career pathways with TBCC (currently aligned with Portland Community College).



CPC Welding: GMAW

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

	FALL TERM	WINTER TERM	SPRING TERM
Year 1	WLD 170, 3 CR GMAW I	WLD 171, 3 CR, GMAW II	WLD 172, 3 CR, GMAW III
		WLD 102, 4 CR Blueprint Reading	WLD 120, 2 CR Welding Lab
		WLD 120, 2 CR Welding Lab	
	<i>3 CREDIT TOTAL</i>	<i>9 CREDIT TOTAL</i>	<i>5 CREDIT TOTAL</i>

17 Credits

CPC Welding: SMAW

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

	FALL TERM	WINTER TERM	SPRING TERM
Year 1	WLD 111, 3 CR SMAW	WLD 112, 3 CR, SMAW II	WLD 112, 3 CR, SMAW II
		WLD 102, 4 CR Blueprint Reading	WLD 120, 2 CR Welding Lab
		WLD 120, 2 CR Welding Lab	
	<i>3 CREDIT TOTAL</i>	<i>9 CREDIT TOTAL</i>	<i>5 CREDIT TOTAL</i>

17 Credits

CPC Welding: GTAW

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

	FALL TERM	WINTER TERM	SPRING TERM
Year 1	WLD 201, 3 CR GTAW I	WLD 202, 3 CR, GTAW II	WLD 203, 3 CR, GTAW III
		WLD 102, 4 CR Blueprint Reading	WLD 120, 2 CR Welding Lab
		WLD 120, 2 CR Welding Lab	
	<i>3 CREDIT TOTAL</i>	<i>9 CREDIT TOTAL</i>	<i>5 CREDIT TOTAL</i>

17 Credits

Phlebotomy Technician Certificate

Overview

Students learn basic laboratory skills to collect and process high quality specimens for laboratory analysis. Clinical practicum includes 100 clock hours of clinical training in a CLIA-regulated, accredited laboratory with minimum performance of 100 successful, unaided blood collections including venipunctures and skin punctures. Classroom training and clinical practicum prepares students to take the ASCP Phlebotomy Technician certification exam.

Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Perform blood collection by venipuncture and skin puncture to obtain high quality specimens for clinical laboratory analysis.
2. Use effective written and oral communication when interacting with patients and other healthcare workers to improve patient care.
3. Collect and process blood specimens in a safe manner according to laboratory protocol.
4. Discuss patient education and instructions related to specimen collecting for patients with diverse backgrounds, values, and behaviors.
5. Individuals will meet eligibility requirements for ASCP national certification.

Students in this program will learn to:

- Verify patient identity and correctly label and track specimens.
- Establish a professional relationship with the patient by providing pertinent information, education, and instruction regarding specimen collection; selecting and preparing the puncture site; collecting specimens; preparing and maintaining equipment; and caring for the patient after specimen collection.
- Enter data into a computer and perform clerical duties associated with lab test record keeping.
- Ability to be attentive to detail, work well under pressure, and have excellent communication and customer service skills.
- Maintain safe, secure, and healthy work environment by following standards and procedures and complying with legal regulations.
- Maintain quality results by following procedures and testing schedules.
- Provide the highest standards in discreet and courteous lab service for patients, medical providers, and other healthcare workers.
- Recognize and use adequate safety equipment, personal protective equipment, and laboratory safety measures.

Certificate: Phlebotomy Technician			
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	AH 130, Introduction to Today's Careers: Health, 2 CR	AH 100, Medical Terminology, 4 CR	
	BI 100 or BI 231, 232 and 233, 4 CR		
	HE 112, Standard First Aid and Emergency Care, 1 CR	HE 110, CPR/AED for Professional Rescuers and Health Care Providers, 1 CR	
	AH 101, Phlebotomy I, 4 CR	AH 102, Phlebotomy II, 3 CR	
	11 Credit Total	8 Credit Total	

Total Credits: 19

Part Time Students:	YEAR 1	YEAR 2	YEAR 3	YEAR 4
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Note: In order to participate in clinical experience, students must be 18 years of age and have completed the Castle Branch Healthcare requirements (criminal background check, drug screen and required immunizations).

Structural Maintenance and Construction

		FALL TERM	WINTER TERM	SPRING TERM
Year 1		IMT 102, 4 CR Industrial Safety	IMT 230, 3 CR Preventative Maintenance	IMT 140, 3 CR Small Engine Repair
		IMT 150, 3 CR Advanced Woods Technology	IMT 151, 4 CR Advanced Construction I	IMT 251, 4 CR Advanced Construction II
		WLD 111, 3 CR SMAW I	WLD 102 Blueprint Reading 4 CR	
		<i>10 CREDIT TOTAL</i>	<i>11 CREDIT TOTAL</i>	<i>7 CREDIT TOTAL</i>
Year 2		FALL TERM	WINTER TERM	SPRING TERM
		ELT 110 Electricity for Non-electricians I 2 CR	ELT 111 Electricity for Non-electricians II 2 CR	IMT 211, 3 CR Structural Maintenance
		WLD 261 Fabrication I 4 CR	IMT 104, 3 CR Rigging	
		<i>6 CREDIT TOTAL</i>	<i>5 CREDIT TOTAL</i>	<i>3 CREDIT TOTAL</i>

42 credits

Board Policy 311.1-Non-Faculty Job Compensation

RECOMMENDATION

ACTION Item

BACKGROUND INFORMATIONPAT RYAN

Changes from non-exempt to exempt status for some positions have occurred based on data from the recent salary study and guidelines provided by the Fair Labor Standards Act. Edits to policy 311 reflect the category change for the positions now included in the exempt classification.

We respectfully request the Board waive the First Reading and Approve Changes to Policy 311 for Implementation for the New Fiscal Year Starting July 1, 2020.



Article No.: 311

Approved: January 5, 2009, June 3, 2013, May 2, 2016, February 5, 2018

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

311.1 PAY**A. Salary Schedule/Placement**

- 1.1 Salary schedules and placement for all positions exclusive of the College President are contained in Appendix A-1, A-2, C-1, and C-3 and shall be reviewed and adopted each fiscal year by the Board of Education.
2. Initial salary placement of each new position shall normally be on the first longevity step of the grade at which the position is classified. The College President has the prerogative to authorize initial salary placement on a higher step.
3. Step movement may occur once each year and increments at the beginning of each new fiscal year provided the employee has completed at least three months of service in the prior fiscal year. Steps are maintained by the College, but may not reflect the salary step, when an employee is promoted, reclassified, transferred, or reassigned. Salary steps reflect position and pay for the fiscal year. Salary steps may not align with years of longevity based on fiscal budget.
4. Temporary full-time or temporary part-time employees shall be paid at the Salary Step 1 rate for their classification on the salary schedule and no movement shall be granted for longevity.
5. Executive and Management, and Administrative Support Staff positions are classified as Grade 17 or higher and are exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time. Professional Support Staff positions classified as Grade 16 or lower are non-exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time.

B. Work Schedule**1. Non-Exempt Employees.**

For full-time employees, the work year shall equal 249 days over 12 months with 12 equal payments (1992 hours). From September through June, the workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days, with eight hours of work each day. With approval of the immediate supervisor and the College President, an employee may work forty hours on four consecutive working days, with ten hours of work each day.

Information Only Items

RECOMMENDATION

Information Only

BACKGROUND INFORMATION.....Chair Gervasi



New Accreditation Standards

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONCAO RIVENES

TBCC has elected to go with the new accreditation standards for our next seven-year Self-Evaluation Report which will be started this summer and finalized by next spring. Some of the advantages to going with the new standards include;

- Our report, and subsequent recommendations will be written to the work we will need to do in the next seven years.
- The new report process is shorter and more focused.
- There is less repetition under the new standards and they get directly at student learning and equity.

This decision is not without disadvantages. Those include;

- The new standards will highlight the important work we still need to do. Our student learning process is growing and evolving, but it is not yet perfect.
- The writing itself may be a bit awkward as we planned to write to the old standards and structured our work in that way.

Overall, we do feel the advantages outweigh the disadvantages and that we will benefit most from participating in the new process. Our goal is continual growth and improvement.



Salary Study Results

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

The College received salary study data from HR Answers and reviewed it. It is not what we were looking for and is not useful to us in our process. They combined all 13 colleges for the averages, minimum and maximum salaries, and used the salaries of the people in each of the positions, not looking at Step 1, mid-grade, etc.

So the College then worked directly with three colleges- Columbia Gorge CC, Oregon Coast CC, and Clatsop CC. They are all similar in size and are rural, with 2 being on the OR Coast. We adjusted their salaries for PERS (2 do not pay PERS for their employees and we do). We looked at Step 1 and mid-point salaries for each position, not the step of the person in the positions. This produced a good comparison for most of our positions.

The results showed that 60% of our positions came in with salaries ABOVE the average of the three colleges and 12% were significantly above the average. Only 18% of our positions were significantly below the average of the three colleges. It is not a perfect comparison for some of our positions. Some of the colleges do not have easily identified comparable positions in every case. We went through the changes we thought made sense to start aligning our positions more correctly on our salary schedule. This has been needed for a long time.

The changes being implemented have nothing to do with performance or the person in them- it is working to get these positions correctly placed in our salary schedule based on OUR positions and the comparative salaries of the three closest colleges in size and ruralness. Staff in these positions will move to the new grade AND retain their current step as of July 1. We had budgeted \$50,000 for this initial phase and the total cost to the college is just over \$53,000.

The changes that were approved to be made as of July 1 include:

- a. Move Business Office specialist in charge of payroll to Grade 15
- b. Move Online Instruction Spec to Grade 15 (with additional duties)
- c. Lower Exempt level to Grade 17**
- d. Move IT support spec to IT Coord at Grade 17 (exempt) (additional duties)
- e. Move Community Ed Coord to Grade 17 (adding Truck Driving) (exempt)
- f. Move executive Support Specialist to Grade 17 (Exempt) and change title to Executive Asst to President and Bd (additional duties)
- g. Program Coord (already at Grade 17) becomes exempt
- h. Tillamook Works Coord (already at Grade 17) becomes exempt
- i. Move Registrar to Grade 18 (Exempt)
- j. Move Dean of Ind Technology to Grade 22 and change title to Dean of CTE (additional duties)
- k. Director of Institutional Effectiveness to a Grade 21



- l. IT Director and HR/Facilities Director to Grade 23
- m. Implementing Vice President titles for Rhoda, Kyra, and Teresa
- n. Vice President of Student Services to Grade 27
- o. Vice President of Finance to Grade 28
- p. Change CAO title to Vice President of Instruction

The next step will be to look at positions that have salaries significantly above the average of the three colleges. This will be done over the summer and finalized by the fall. These people will not see a reduction in salary. At this point, we will hopefully have a salary schedule that is in line with other comparative colleges and accurate for our positions for the next several years.



LT Check-Ins

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONCSSO HANSON

CSSO Hanson will update the Board on issues surrounding CARES Act money and TBCC graduation.



ASTBCC Update

RECOMMENDATION

INFORMATION Only

BACKGROUND INFORMATIONPRESIDENT LAITY

The ASTBCC President will update the Board on recent activities of ASTBCC and any plans they have decided on for the coming year.



Financial Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONCFO WILLIAMS

The report for the month of April 2020 is available for your review.



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended April 2020
 83.33% of fiscal year elapsed

	FY 2018-2019			FY 2019-2020		
	Annual Budget	04/30/19 Actual	Percentage of Budget	Annual Budget	04/30/20 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	\$ 1,333,235.59	77.54%	\$ 1,979,868	\$ 2,242,923.61	113.29%
Property Taxes	\$ 1,285,647	\$ 1,213,647.92	94.40%	\$ 1,336,834	\$ 1,286,700.04	96.25%
Local Contracts	\$ -	\$ -	0.00%	\$ 74,000	\$ 82,934.00	112.07%
Tuition	\$ 944,489	\$ 796,130.00	84.29%	\$ 973,507	\$ 931,510.95	95.69%
Fees	\$ 182,090	\$ 180,877.00	99.33%	\$ 191,406	\$ 191,622.20	100.11%
Sale of Goods	\$ 2,000	\$ 4,322.63	216.13%	\$ 4,500	\$ 3,554.52	78.99%
Interest	\$ 48,000	\$ 90,521.33	188.59%	\$ 100,000	\$ 99,876.40	99.88%
Rental	\$ 17,000	\$ 13,557.50	79.75%	\$ 18,000	\$ 11,480.00	63.78%
Miscellaneous	\$ 7,000	\$ 14,270.93	203.87%	\$ 10,000	\$ 42,863.75	428.64%
Transfers	\$ 88,995	\$ 50,011.15	56.20%	\$ 423,175	\$ 140,057.76	33.10%
Total resources	\$ 6,075,459	\$ 5,226,580.43	86.03%	\$ 6,703,965	\$ 6,660,090.26	99.35%
Expenditures						
Instruction	\$ 1,499,878	\$ 1,101,893.61	73.47%	\$ 1,939,492	\$ 1,441,384.28	74.32%
Instructional Support	\$ 387,671	\$ 282,193.30	72.79%	\$ 542,330	\$ 453,874.74	83.69%
Student Services	\$ 468,023	\$ 389,709.34	83.27%	\$ 544,135	\$ 403,617.70	74.18%
College Support	\$ 1,464,684	\$ 1,143,031.58	78.04%	\$ 1,685,232	\$ 1,274,939.20	75.65%
Plant Operation	\$ 367,593	\$ 247,573.03	67.35%	\$ 396,855	\$ 316,280.78	79.70%
Transfers	\$ 288,000	\$ 265,954.81	92.35%	\$ 288,000	\$ 128,756.43	44.71%
Contingency	\$ 100,000	\$ -	0.00%	\$ 107,921	\$ -	0.00%
Total expenditures	\$ 4,575,849	\$ 3,430,355.67	74.97%	\$ 5,503,965	\$ 4,018,853.13	73.02%
Ending fund balance	\$ 1,499,610	\$ 1,796,224.76	119.78%	\$ 1,200,000	\$ 2,641,237.13	220.10%

Agenda Item 5.E, Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended April 2020

	Fund No.	Beginning Fund Balance	2019-2020 Revenue	2019-2020 Expenditures	Ending Fund Balance	2019-2020 Spendable Budget	2018-2019 Prior Year Expenditures 4/30/2019
Nursing Program Agreement	2010	\$ -	\$ 40,000.00	\$ 53,462.00	\$ (13,462.00)	\$ 53,462	\$ -
Reser Foundation MIT Expansion	2020	\$ -	\$ -	\$ 20,469.35	\$ (20,469.35)	\$ -	\$ -
Dollar General Grant	2150	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500	\$ -
United Way Literacy Grant	2160	\$ 39.13	\$ 500.00	\$ 266.00	\$ 273.13	\$ 2,500	\$ 2,528.00
Title III Grant	2200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 209,134.96
Pathways Grant	2250	\$ -	\$ 8,708.71	\$ 16,833.28	\$ (8,124.57)	\$ 29,707	\$ 25,213.20
Industrial Maintenance Tech	2260	\$ 12,943.89	\$ 23,250.00	\$ 6,685.34	\$ 29,508.55	\$ 47,209	\$ 43,650.95
SBDC Federal Grant	2300	\$ -	\$ 25,640.02	\$ 37,239.13	\$ (11,599.11)	\$ 35,000	\$ 28,040.19
SBDC State Grant	2310	\$ -	\$ 29,825.43	\$ 47,553.73	\$ (17,728.30)	\$ 72,000	\$ 78,968.47
SBDC Program Income	2320	\$ 91,330.80	\$ 24,938.43	\$ 30,702.55	\$ 85,566.68	\$ 35,990	\$ 1,334.34
SBDC Rural Outreach Grant	2330	\$ -	\$ 35,000.00	\$ 9,487.35	\$ 25,512.65	\$ 22,000	\$ 27,500.00
EDC Contract	2350	\$ -	\$ 86,321.44	\$ 98,173.14	\$ (11,851.70)	\$ -	\$ -
Visit Tillamook Coast Contract	2370	\$ -	\$ 129,340.38	\$ 129,340.38	\$ -	\$ -	\$ -
TEC Vocational Education Grant	2400	\$ -	\$ 41,366.06	\$ 41,816.06	\$ (450.00)	\$ 52,100	\$ 30,722.90
Food Pantry	2480	\$ 37.35	\$ 364.95	\$ 65.73	\$ 336.57	\$ 1,000	\$ 324.82
ESD STEM HUB Grant	2490	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Connect2Complete	2530	\$ 6,214.45	\$ -	\$ 6,214.45	\$ -	\$ 6,242	\$ 28.04
ASPIRE Program	2540	\$ 4,461.26	\$ -	\$ 1,016.94	\$ 3,444.32	\$ 3,000	\$ 1,645.83
Student Success Grant	2560	\$ 30,263.47	\$ 41,666.00	\$ 71,354.57	\$ 574.90	\$ 62,000	\$ 76,673.91
STEP Grant	2580	\$ 5,979.85	\$ 38,107.80	\$ 33,668.67	\$ 10,418.98	\$ 38,488	\$ 16,930.50
Pathways to Opportunity	2590	\$ 11,634.66	\$ 18,750.00	\$ 18,959.36	\$ 11,425.30	\$ 10,000	\$ 7,762.42
Guided Pathways Implementation	2610	\$ 23,647.37	\$ -	\$ 2,836.92	\$ 20,810.45	\$ 25,000	\$ 25.00
Partners for Rural Innovation Operations	2890	\$ 13,344.67	\$ 26,190.28	\$ 26,288.49	\$ 13,246.46	\$ 38,900	\$ 26,301.37
Capital Depreciation & Maintenance Fund	2900	\$ 813,674.57	\$ 66,103.74	\$ 6,000.00	\$ 873,778.31	\$ 47,100	\$ 17,338.00
Timber Tax Reserve Fund	2910	\$ 2,986,529.65	\$ 259,477.20	\$ -	\$ 3,246,006.85	\$ 217,512	\$ -
PRI Capital Maintenance Fund	2920	\$ 40,000.00	\$ 767.14	\$ -	\$ 40,767.14	\$ 10,000	\$ -
Strategic Investment Fund	2950	\$ 1,381,838.73	\$ 26,137.09	\$ 74,500.00	\$ 1,333,475.82	\$ 74,500	\$ -
State IGA Fund	2960	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ -
Total Special Fund		\$ 5,421,939.85	\$ 925,954.67	\$ 736,433.44	\$ 5,611,461.08	\$ 936,710	\$ 594,122.90

Schedule of Special Fund borrowing from General Fund

	Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 4/30/2020
Total of Grants that borrow from the General Fund	\$ (47,753.40)	\$ 17,528.94	\$ -	\$ (65,282.34)
Total of Grants & Reserves that are not borrowing from the General Fund	\$ 5,659,214.48	\$ 355.00	\$ -	\$ 5,658,859.48
Total Special Fund	\$ 5,611,461.08	\$ 17,883.94	\$ -	\$ 5,593,577.14

	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	3100	\$ 19,499.60	\$ 2,662.00	\$ 7,802.73	\$ 14,358.87	\$ 15,467	\$ 1,321.09
Driver Education Program	3110	\$ 5,638.95	\$ 3,200.00	\$ 3,048.50	\$ 5,790.45	\$ 14,702	\$ 8,777.69
Summer Term Fund	3120	\$ 31,582.82	\$ -	\$ 31,582.82	\$ -	\$ 31,583	\$ 59,537.46
TBCC Store	3200	\$ 6,072.35	\$ 3,197.21	\$ 832.96	\$ 8,436.60	\$ 3,550	\$ 594.55
Customized Training Projects	3300	\$ 33,884.66	\$ -	\$ 20,332.67	\$ 13,551.99	\$ 44,792	\$ 4,788.07
Truck Driving Program	3310	\$ (18,367.57)	\$ 95,000.00	\$ 84,856.50	\$ (8,224.07)	\$ 244,390	\$ 79,453.82
Truck Driving Simulator	3320	\$ 115,000.00	\$ 250.00	\$ 119,215.21	\$ (3,965.21)	\$ -	\$ -
TBCC Vending	3400	\$ 4,590.17	\$ 3,666.66	\$ 4,807.13	\$ 3,449.70	\$ 7,300	\$ 5,417.68
Total Enterprise Fund		\$ 197,900.98	\$ 107,975.87	\$ 272,478.52	\$ 33,398.33	\$ 361,784	\$ 159,890.36
PERS Pension Bond Fund	4100	\$ 27,475.55	\$ 121,572.62	\$ 31,100.58	\$ 117,947.59	\$ 155,601	\$ 32,957.78
General Obligation Bond Fund	4200	\$ 128,312.89	\$ 668,890.54	\$ 50,021.62	\$ 747,181.81	\$ 719,925	\$ 55,042.06
Total Debt Service Fund		\$ 155,788.44	\$ 790,463.16	\$ 81,122.20	\$ 865,129.40	\$ 875,526	\$ 87,999.84
Local Match Fund	5250	\$ 275,052.26	\$ 4,747.37	\$ 50,000.00	\$ 229,799.63	\$ 50,000	\$ -
Grant Construction Fund	5550	\$ (275,008.57)	\$ 50,000.00	\$ -	\$ (225,008.57)	\$ -	\$ 6,700.00
Total Capital Projects Fund		\$ 43.69	\$ 54,747.37	\$ 50,000.00	\$ 4,791.06	\$ 50,000	\$ 6,700.00
Associated Students of TBCC	7100	\$ 3,474.96	\$ 3,888.00	\$ 3,262.86	\$ 4,100.10	\$ 9,000	\$ 5,373.98
Phi Theta Kappa Honorary Society Fund	7200	\$ 1,804.86	\$ 1,460.31	\$ 1,305.47	\$ 1,959.70	\$ 4,300	\$ 1,611.05
Economic Development Council	7300	\$ 138,222.51	\$ -	\$ 138,222.51	\$ -	\$ 195,598	\$ 69,200.91
Economic Development Council - USDA Grant	7310	\$ 25,505.29	\$ -	\$ 25,505.29	\$ -	\$ 24,463	\$ 768.48
EDC Business Oregon Grant	7320	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
Visit Tillamook Coast	7400	\$ 704,843.28	\$ -	\$ 704,843.28	\$ -	\$ 1,506,245	\$ 1,341,861.33
Visit Tillamook Coast - Non-TLT Funds	7410	\$ 61,583.30	\$ -	\$ 61,583.30	\$ -	\$ 132,200	\$ 59,606.16
Visit Tillamook Coast - RTM Grant	7420	\$ 15,922.60	\$ -	\$ 15,922.60	\$ -	\$ 23,500	\$ 22,973.50
Total Agency Fund		\$ 951,356.80	\$ 5,348.31	\$ 950,645.31	\$ 6,059.80	\$ 1,945,306	\$ 1,501,395.41
PELL Grant	8010	\$ -	\$ 663,307.00	\$ 663,307.00	\$ -	\$ 751,150	\$ 630,125.00
Supplemental Education Opportunity Grant	8020	\$ -	\$ 19,655.00	\$ 19,655.00	\$ -	\$ 16,875	\$ 13,400.00
Direct Loans	8100	\$ -	\$ 122,290.00	\$ 122,290.00	\$ -	\$ 350,000	\$ 150,975.00
Federal Work Study	8190	\$ -	\$ 8,373.94	\$ 8,373.94	\$ -	\$ 16,944	\$ 12,590.49
Oregon Opportunity Grant	8210	\$ -	\$ 183,900.00	\$ 181,800.00	\$ 2,100.00	\$ 190,000	\$ 139,547.00
Chafee Grant	8220	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -
Oregon Promise Grant	8230	\$ -	\$ 59,500.00	\$ 55,638.00	\$ 3,862.00	\$ 90,000	\$ 91,458.00
Tuition Waivers	8310	\$ 11,275.39	\$ -	\$ 5,800.00	\$ 5,475.39	\$ 10,000	\$ 5,458.50
Board Scholarships	8320	\$ 106,732.91	\$ -	\$ 141,234.10	\$ (34,501.19)	\$ 170,000	\$ 91,186.00
Institutional Work Study	8330	\$ 46,146.30	\$ -	\$ 3,216.87	\$ 42,929.43	\$ 10,072	\$ 3,185.92
Foundation Scholarships	8340	\$ -	\$ 51,296.09	\$ 67,115.82	\$ (15,819.73)	\$ 85,000	\$ 69,253.34
Student Employees	8350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Institutional Scholarships	8400	\$ 4,441.08	\$ 15,417.50	\$ 16,563.84	\$ 3,294.74	\$ 53,328	\$ 42,102.75
Total Financial Aid Fund		\$ 168,595.68	\$ 1,123,739.53	\$ 1,284,994.57	\$ 7,340.64	\$ 1,758,369	\$ 1,249,282.00

Agenda Item 5.E. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended April 2020
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		\$ 1,851,090			\$ 4,979,814			\$ 217,013			\$ 147,782	
Beginning Fund Balance	\$ 1,592,675	\$ 1,626,567	102.13%	\$ 5,115,639	\$ 5,421,940	105.99%	\$ 105,407	\$ 197,901	187.75%	\$ 54,824	\$ 155,788	0.00%
Resources												
State Aid	\$ 1,979,868	\$ 2,242,924	113.29%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 74,000	\$ 82,934	0.00%	\$ 411,795	\$ 453,996	110.25%	\$ 25,000	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,164,913	\$ 1,123,133	96.41%	\$ 5,000	\$ 24,005	480.10%	\$ 235,200	\$ 100,862	42.88%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,336,834	\$ 1,286,700	96.25%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 674,925	\$ 660,054	97.80%
Timber	\$ -	\$ -	0.00%	\$ 614,317	\$ 259,477	42.24%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,500	\$ 3,555	79.00%	\$ -	\$ -	0.00%	\$ 6,500	\$ 4,750	73.08%	\$ -	\$ -	0.00%
Interest	\$ 100,000	\$ 99,876	99.88%	\$ 47,125	\$ 43,008	91.26%	\$ -	\$ -	0.00%	\$ 10,725	\$ 9,832	91.67%
Rental	\$ 18,000	\$ 11,480	63.78%	\$ -	\$ 15,170	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 10,000	\$ 42,864	428.64%	\$ 134,922	\$ 80,298	0.00%	\$ 39,300	\$ 2,364	6.02%	\$ -	\$ -	0.00%
Transfers	\$ 423,175	\$ 140,058	33.10%	\$ 50,000	\$ 50,000	100.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 120,577	80.38%
Total Revenues	\$ 5,111,290	\$ 5,033,524	98.48%	\$ 1,263,159	\$ 925,954	73.30%	\$ 306,000	\$ 107,976	35.29%	\$ 835,650	\$ 790,463	94.59%
Expenditures												
Salaries and Wages	\$ 4,126,768	\$ 3,128,322	75.81%	\$ 242,487	\$ 398,822	164.47%	\$ 158,488	\$ 90,675	57.21%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 961,276	\$ 748,449	77.86%	\$ 315,266	\$ 231,988	73.58%	\$ 104,418	\$ 34,111	32.67%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 20,000	\$ 13,326	66.63%	\$ 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	\$ 128,756	44.71%	\$ 363,957	\$ 105,623	29.02%	\$ 37,723	\$ 32,693	86.67%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 107,921	\$ -	0.00%	\$ 5,362,691	\$ -	0.00%	\$ 7,325	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 5,503,965	\$ 4,018,853	73.02%	\$ 6,299,401	\$ 736,433	11.69%	\$ 369,109	\$ 272,479	73.82%	\$ 875,526	\$ 81,122	9.27%
Ending Fund Balance	\$ 1,200,000	\$ 2,641,238		\$ 79,397	\$ 5,611,461		\$ 42,298	\$ 33,398		\$ 14,948	\$ 865,129	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 328,137			\$ 17,884			\$ 12,800			\$ 38,368	
Inventories		\$ 815			\$ -			\$ 994			\$ -	
NET EFFECT ON CASH		\$ (328,952)			\$ (17,884)			\$ (13,794)			\$ (38,368)	
Liabilities												
Accounts Payable		\$ 22,193			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 67,673			\$ -			\$ -			\$ 38,368	
Payroll		\$ 209,166			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 299,032			\$ -			\$ -			\$ 38,368	
NET ADJUSTMENTS		\$ (29,920)			\$ (17,884)			\$ (13,794)			\$ -	
ENDING CASH BALANCE		\$ 2,611,318			\$ 5,593,577			\$ 19,604			\$ 865,129	

Agenda Item 5.E. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended April 2020
 83.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 46,544			\$ 269,709			\$ 167,283	
Beginning Fund Balance	\$ 320,544	\$ 44	0.01%	\$ 975,368	\$ 951,357	97.54%	\$ 125,828	\$ 168,596	133.99%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,606,500	\$ -	0.00%	\$ 1,423,150	\$ 1,052,702	73.97%
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	\$ 4,747	67.81%	\$ 20,850	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ 50,000	0.00%	\$ 74,500	\$ 1,493	2.00%	\$ 135,000	\$ 66,714	49.42%
Transfers	\$ -	\$ -	0.00%	\$ 28,000	\$ 3,855	13.77%	\$ 130,000	\$ 4,324	3.33%
Total Revenues	\$ 7,000	\$ 54,747	782.10%	\$ 1,731,850	\$ 5,348	0.31%	\$ 1,688,150	\$ 1,123,740	66.57%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 498,346	\$ 1,632	0.33%	\$ 26,341	\$ 11,194	42.50%
Operating Expenditures	\$ -	\$ -	0.00%	\$ 1,407,965	\$ 949,013	67.40%	\$ 1,729,528	\$ 1,272,059	73.55%
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	\$ 1,742	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	\$ 950,645	45.87%	\$ 1,758,369	\$ 1,284,995	73.08%
Ending Fund Balance	\$ 277,544	\$ 4,791		\$ 634,912	\$ 6,060		\$ 55,609	\$ 7,341	
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	\$ 4,791	\$ 4,791		\$ 6,060	\$ 6,060		\$ 7,341	\$ 7,341	

\$ 9,107,820

Cell: A33

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

Cell: A47

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

President's Report

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

Upcoming Dates

- Next Board meeting is September 14 and will hopefully be in person.
- Student Success Celebration on Zoom on June 3, 3-5pm.
- Extended Staff Meeting scheduled virtually for June 5, 8-10am. You are all welcome to connect for part or all of it. You should have received a Zoom invitation to the meeting.

Updates

- COVID-19 updates
- Internet Society Grant
- Summary of OPC virtual meeting on May 14
- Summary of OCCA Board meeting on May 15



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.

