

Office of the President Program Review 2018-2019

- I. **Program/Service Area Description – provide an overview of the work of your department, including how your work supports the mission of the college**
 - a. The Office of the President oversees the operation of the College, works directly with the Board of Education, and is the main connection with the communities in Tillamook County. The President represents the college in many local, regional, and state meetings and events. He leads the college Leadership Team, College Council, and full staff meetings. Work through this office impacts all three core themes.
- II. **Program/Service Area Details**
 - a. Staff (Individual and FTE)
 - i. The Office of the President has 2 full time employees: The President and Executive Support Specialist.
 - b. Duties and Responsibilities
 - i. The President:
 1. The President is the chief executive officer of the College. As such, the President shall have the primary responsibility for execution of board policy, whereas the Board of Education, hereinafter referred to as “Board” shall retain the primary responsibility for formulating and adopting that policy. The President answers to the Board and serves at the pleasure of the Board.
 2. As CEO of the college, the President shall perform the duties of President that are consistent with Board policies and regulations, state law and federal law.
 3. Subject to Board policies, bylaws and regulations, the President shall be responsible for the administration of instruction, student success, business/college operations of the College and the selection, placement, transfer and termination of College personnel.
 4. The Board, individually and collectively, will promptly refer all criticisms, complaints and suggestions, calls to its attention (except those involving the President), to the President for investigation and resolution and the President shall promptly report to the Board on the actions taken on those matters. Those involving the President will be promptly addressed by the Board Chair with the President.
 5. The President shall faithfully perform the duties and responsibilities and, shall devote all his professional time, attention and knowledge and skills solely to the affairs and interests of the college.
 6. The President shall:
 - a. Oversee the periodic and regular evaluation of all College employees;
 - b. Establish and maintain an appropriate community relations program;
 - c. Endeavor to maintain and improve his professional competence by all available means, including subscribing to and reading appropriate periodicals, joining appropriate professional associations and participating in activities of such associations. The college shall pay for such memberships, subscriptions and related expenses but shall be limited to budgeted amounts; and
 - d. Work with the leadership of the College Foundation to ensure that Foundation funding goals are met.

ii. The Executive Support Specialist:

1. Board of Education Administration

- a. Keep current board rosters, contact information, bios, oaths of office, zone information, election information, board member application, nameplates, board member photos, business cards, etc.
- b. Manage Board Policies in Policy Tech
- c. Create and distribute Board packets, public board notices and meeting materials as directed
- d. Prepare agendas, set-up, attend, take notes and provide accurate minutes for Board meetings each month
- e. Coordinate meeting and event logistics such as securing rooms/venues, ordering food, rentals and other necessary preparations as directed.
- f. Prepare travel arrangements, conference registrations, and mileage reimbursements and submit payment requisitions for Board members
- g. Manage Board of Education and Board Archives Webpages (WordPress)

2. President's Office Administration

- a. Maintain the President's calendar and scheduling of meetings
- b. Coordinate various meetings and event logistics such as securing rooms/venues, ordering food, rentals and other necessary preparations as directed
- c. Prepare travel arrangements, expense reports, mileage reimbursements, and payment requisitions for the President.
- d. Attend various meetings such as Leadership, College Council, Staff, Facilities Master Plan Committee, Website Content Committee, First Class Scholar and Career to Career, In-service, Extended Staff Meetings and more
- e. Manage and serve as contact person for all PolicyTech related questions.
- f. Coordinate and maintain college administrative rules in PolicyTech
- g. Assist with budget preparation for the President's office
- h. Assist with College official documents as needed and under direction of the college president
- i. Under the direction of the College President, compose, edit, proofread and distribute communications both internally and externally
- j. Assist in proofreading and editing collaterals under the guidance of the president
- k. Prepare mailing lists, invitations, printed programs, and other promotional materials as requested to support special events and activities for the president's office
- l. Create standard operating procedures for operations under direction of the College President
- m. Respond to inquiries from the public and other constituents as directed
- n. Manage the About TBCC, College Leadership, Equity and Inclusion, Accreditation and Strategic Planning web pages in WordPress.
- o. Attend and be a full active member of the College's Leadership Team
- p. Perform other duties and special assignments as requested/authorized by the president

3. Office of Instruction Administration

- a. Assist Office of Instruction and Chief Academic Officer with scheduling of meetings with faculty and community members.
- b. Assist Office of Instruction with compilation of materials, food, and setup for faculty in-service, committee meetings, and faculty trainings as requested

- c. On occasion serve as point of contact for individuals to schedule meetings with or contact Chief Academic Officer
- d. Assist with proof-reading and editing reports and external communications authored by Chief Academic Officer
- e. Prepare travel arrangements, expense reports, mileage reimbursements, and payment requisitions for the Chief Academic Officer.
- f. Create, distribute, manage and collect Notification of Teaching Assignments (NOTA) for all Adjunct Faculty each term
- g. Create, distribute, manage, and collect Special Employment Agreements (SEA's) for math studio, writing studio, and GED/ESOL/ABE Instructor/tutors/assistants each term
- h. Collect all credit course including dual credit syllabi
- i. Create, distribute, analyze, and provide feedback to faculty and adjunct faculty regarding course evaluations for all credit faculty and adjunct faculty each term
- j. Research various software and information as requested.

III. Service Needs

- a. Discuss any emerging needs or trends in the service area
 - i. The Office of the President at TBCC is unique compared to most community colleges. With TBCC being so small, the President has more opportunities and need to interact with faculty and staff and to be more involved in details than in colleges that have multiple layers of staff. TBCC is a very flat organization and each Leadership Team member carries more responsibility and varied duties than their counterpart at larger colleges. This tends to make the job more challenging and interesting for the most part. Research done by the American Association of Community Colleges shows that community college president positions are becoming more complex and challenging due to decreased budgets and enrollments, increased emphasis on Title IX issues, student safety issues, and student learning outcomes assessment. Whereas some of these do impact TBCC, our college is small enough that the scope of dealing with these issues is manageable. Even though emerging needs and trends do change almost constantly, TBCC can be nimble and responsive to those changes in ways that larger institutions find very challenging and difficult.
 - ii. Other than that, one of the main areas of focus of the Office of the President is to be visible in the community and keep them informed on what the College is doing, and listen and look for ways we can partner with other organizations and agencies in the county to benefit our students. The operative word in community colleges today is partnerships. This seems to be even more important today than it has been in the past, with tight budgets and limited resources, we need to work with others to leverage resources and get more done. This is especially true in small rural areas like Tillamook County.
 - iii. The other focus of the Office of the President is to lead the planning efforts of the College and keep us moving forward to identifying and achieving goals that again benefit our citizens and students. This also involves being the lead cheerleader for the College. There is always so much work to be done in all departments that it is easy to get lost in the details and the weeds. It is important to have the leaders of the College always able to pull themselves out of the weeds periodically and look at the big picture and how everything fits together to make us successful. The President needs to make sure this happens on a regular basis.

- b. Provide relevant data to support these trends
 - i. For the most part, these trends are the same as in other community colleges throughout the country, but as mentioned above, the impact is more manageable at TBCC due to our size along with the strong support we receive from our community.
 - ii. The President has to constantly be aware of what is happening in the state and nation regarding community colleges and understand which issues will affect TBCC and how to prioritize them in the projects for the year.
- c. Explain how these needs or trends impact your work
 - i. As issues change during the year, there has to be flexibility to make adjustments in priorities to deal with those critical issues as they arise.

IV. Service Area Outcomes – 2017-2018 & 2018-2019

1. TBCC will broaden its academic offerings and provide educational opportunities to a wide base of potential students and companies, increasing FTE.

Assessment Tools:

- i. Approve 1 new Credit Program to start in following fall.
- ii. Approve a new non-credit training certificate program for following fall.

2017-18 Activities:

- i. Work was done with the OSU Open Campus Coordinator to develop an articulation transfer agreement with OSU for a new Forestry Program. The curriculum was developed based on similar program and agreement developed at SWOCC. The Office of Instruction also worked with Oregon Coast Community College to develop an AAOT in Education degree in partnership with Meyer Memorial Trust to offer a program to Grow Your Own Teachers in Tillamook County.
- ii. Industry reps from trucking companies met with Arlene in SBDC about starting a program to train people to take the CDL exam because of the severe shortage of truck drivers in the area, as well as regionally and nationally. We looked into the feasibility of starting a program and decided to move forward when a truck and trailer were both donated by the industry.

2017-18 Results:

- i. TBCC offered an Associate of Science in Forestry degree in fall 2018. An AAOT in Education was offered at TBCC starting in fall 2018.
- ii. TBCC offered a new non-credit training certificate program in Truck Driving starting in fall 2018.

2017-18 Analysis

- i. The Forestry program was vetted and discussed with an industry advisory committee that fully supported starting the program. We did our research to ensure a high probability of success for the program. There was a great deal of interest from high school students and TBCC students when the new AAOT in Education was publicized.

2018-2019 Activities:

- i. Our new CAO worked with faculty and my office to explore options for new programs to begin in 2019-20. A new AAS degree in Welding Technology was decided on for the coming year, along with a Certificate in Machining. At the end of the year, new transfer programs were developed to replace the AAS in AG/NR which is being phased out over the coming year. The new transfer programs will be AS degrees in AG Science, NR, and Animal Science.

- ii. A lot of work was done by the Community/Continuing Education Director exploring the need for a NCTC in Construction, meeting with Construction Contractors from the area to discuss needs and skill levels required for entry level positions.

2018-2019 Results

- i. The Welding Technology degree curriculum was developed and the degree approved by both TBCC and HECC. A new FT Faculty member was hired to teach in the program. It will be offered starting in fall 2019. The new AS degrees were approved by both the College and HECC and will be offered starting in fall 2019.
- ii. It was decided to not develop a new Non-credit Training Certificate (NCTC) for 2019-20. There was not enough interest among the contractors to pursue the Construction NCTC at this time.

2018-2019 Analysis

- i. Our new CAO is just completing her first year. She has done an amazing job with the development of new programs and has a five-year plan to continue developing programs with a solid process that will meet the needs of Tillamook County and beyond. Therefore, there is no further need to continue this Service Area Outcome since it is also one in the Office of Instruction where it more appropriately should be contained.

2. Faculty, Staff, Students, Board Members, and Community Members will receive timely, accurate, and regular information.

Assessment Tools:

- i. **Faculty and Staff Climate Survey Question - Employees respond positively to the statement "I receive timely, accurate, and regular information from the President's Office."**

Thresholds: • Green: > 80% • Yellow: 60%-79% • Red: <60%

2017-2018 Activities

- i. Hold monthly staff meetings and send college council minutes to all faculty and staff.
- ii. Install strategic plan posters around the college.
- iii. Started preparing monthly update reports to the Board, listing achievements for each goal on the list of President goals for the year.
- iv. Hold quarterly meetings with career to career and first-class scholar students.

2017-2018 Results

- i. Achieved green level – **83%** Agree or Strongly Agree with the statement.
- ii. Strategic Plan Posters showing the TBCC Core Themes, Mission and Vision Statements were printed up in color and hung across campus in the hallways, Board/Community Room, and Workroom.
- iii. Wrote and submitted monthly goal update reports to the Board prior to each Board meeting.
- iv. The President met with all Career to Career and First Class Scholars each term of the year to see how they were doing and get feedback on their experiences with the College.

2017-2018 Analysis

- i. Will continue to do the monthly staff meetings and sending College Council and Staff meeting notes to everyone at the College and will explore other options to improve communication.
- ii. Plan to install a much larger lobby display of the Core Themes, Mission and Vision Statements in year two.

- iii. The Board has indicated they appreciate receiving the monthly goal update reports, so they will be continued next year.
- iv. The format of the meetings with Career to Career and First Class Scholar students will be changed next year to be more effective and useful to the college and the students.
- v. Continue to work to improve the flow of information to board members and the community.

2018-2019 Activities

- i. We continued to have full staff meetings the last Wednesday of each month. We expanded these meetings to include 2 2-hour extended staff meetings in the mornings each term to provide more opportunities to communicate important information to staff. Leadership Team members worked with the President to develop the agendas for these extra staff meetings.
- ii. The task of getting the large lobby display printed and hung was assigned to the Executive Support Specialist.
- iii. The President continued to write up monthly goal update reports to the Board to keep them informed.
- iv. The format of the meetings with the Career to Career and First Class Scholar students was changed to ask for more feedback from students, and the Director of Student Services attended the meetings with the President. We implemented a new process of requiring those students to choose activities each term to volunteer a few hours to do something of interest or help to the college. We also used these sessions to obtain student feedback on the College Facilities Master Plan process. In addition to meeting with these 2 groups of students, we invited all first-year students to a lunch meeting with the President to discuss feedback on things the College is doing well and could improve, and then repeated this with the second year students.
- v. As part of the Facilities Master Plan process, a number of community presentations were scheduled to give to county service organizations, Chambers, and open forums advertised to the general public.

2018-2019 Results

- i. Achieved Green Level- **80%** Agree or Strongly Agree with the statement.
- ii. The large lobby display was hung above the stairs and is prominent to everyone that enters the main campus building.
- iii. Board members confirmed that they continue to find the goal update reports valuable and want them to continue.
- iv. The new format for meetings with the Career to Career and First Class Scholar students was successful and will be continued in 2019-20. We had small turnouts for the lunch meetings with first and second year students but received some valuable feedback to use in our strategic plan and facilities master plan. We also started having the President of the ASTBCC group attend our Board meetings and give a regular report of their activities each month.
- v. The community presentations were given throughout the spring term. Between the group presentations and the consultant talking to individuals throughout the county, over 400 people were communicated with about the college and what we are doing, along with getting feedback on their thoughts about future needs that the College could provide.

2018-2019 Analysis

- i. With the results not improving from the previous year and in fact going down slightly,

we feel the need to implement additional ways to communicate. One thing that will be tried in 2019-20 will be to produce a monthly update email to all faculty and staff for those unable to attend the general staff meeting. It will also provide the opportunity to give additional details on some topics that are not covered in the face to face staff meetings.

- ii. As we get closer to our fall 2021 accreditation visit, we will determine additional ways to promote understanding and awareness of the components and results of the College Strategic Plan.
- iii. The monthly goal update reports to the Board members will be continued in 2019-20. In addition, the Board will do a 360 evaluation of the President which will provide more feedback on the effectiveness of the communication to the community and board members.
- iv. Not only are the meetings with the Career to Career and First Class Scholar students continuing to be successful, but having them volunteer several hours per term to attend a college meeting or be part of some event has been very successful and has them more engaged than ever before. We will continue to look for ways to improve on and increase the communication and interactions with students throughout the year.
- v. Presentations for community groups will be scheduled again in 2019-20 to share the results of the Facilities Master Plan. Doing these types of presentations every year will be planned with a different theme to continue to reach out for feedback and to inform the public on what is happening at the College and how we are working to serve their needs.

3. TBCC will implement an effective strategic plan that leads the college to show mission fulfillment each year.

Assessment Tools:

- i. Mission fulfillment definition: TBCC achieves an Acceptable or minimally acceptable level in 70% or more of the measures within each core theme and across all core themes.
- ii. Strategic plan changes approved by TBCC Board of Education.

2017-2018 Results

- i. Result for 2016-17 academic year: 90% - mission fulfillment achieved.
- ii. Strategic plan changes were approved by the TBCC Board of Education in fall 2017.

2017-2018 Analysis

- i. Will develop Mission Fulfillment report each fall for the previous academic year.
- ii. Will bring TBCC Strategic Plan changes to the Board each fall for approval.

2018-2019 Results

- i. Mission fulfillment using 0217-18 data was lower than 70% (68%) overall.
- ii. TBCC Board again approves changes to the Strategic Plan and the Mission Fulfillment Report.

2018-2019 Analysis

- i. Not achieving Mission Fulfillment with 2017-18 date was mostly due to not being able to assess some of the measures and the fact that the student learning outcomes measures were all red due to not having the process fully implemented yet. That will be alleviated next year.
- ii. The Board will continue to have the opportunity to review and approve changes to the Strategic Plan and Mission Fulfillment Report each fall, usually in the Board Retreat in

October.

4. Since two of the three SAOs for the Office of the President overlap with other Service Areas, we have chosen to eliminate SAO #1- TBCC will broaden its academic offerings and provide educational opportunities to a wide base of potential students and companies, increasing FTE since it is covered by the Office of Instruction, and SAO #3- TBCC will implement an effective strategic plan that leads the college to show mission fulfillment each year since it is covered by the Office of Institutional Effectiveness. In their place, a new SAO has been developed to use in 2019-20. In analyzing the main goals of the Office of the President, we determined that communication and strong leadership are the two overarching goals to focus on with SAOs. SAO #2 fits the communication goal. For the Leadership Goal, the following was developed:

- i. The President will exhibit and demonstrate strong, transformational leadership that will positively influence the values, attitudes, beliefs and behaviors of Faculty, Staff, and Board members, by working with and through them in order to accomplish the college’s mission and purpose.

From this Leadership Goal, the new Service Area Outcome was developed:

- i. **Faculty, Staff, and Board members will report that the President’s leadership has had a positive influence in their attitudes and behaviors toward change and implementing change to accomplish the college’s mission and purpose.**
- ii. Two assessments will be used to measure this SAO:
 - (1) A question on the Faculty and Staff survey will be developed to measure the effectiveness of the President’s leadership.
 - (2) A 360-degree evaluation by the Board of Education members will measure the effectiveness of the President’s leadership and the Board will also weigh in with their evaluation of it.

V. Project list for current year (2018-2019)

2018-2019 Project List

Department/Service Area: President’s Office

Lead: Ross Tomlin/Tana Dillard

Project	Description	Budget Requirements/ Lead	Year	Progress
Facilitate the design and installation of a large-scale lobby display	Executive Support Specialist will facilitate the installation of a large-scale lobby display highlighting the Core Themes, Mission, and Vision of the Strategic Plan.	\$500/Executive Support Specialist	1	Complete: August 2018 The large-scale lobby display highlighting the Core Themes, Mission, and Vision of the Strategic Plan was installed in the lobby of the college.

Revise President's Office Website Pages	Revise the TBCC Leadership, Board of Education, and Strategic Planning and Accreditation Webpages	\$0/Executive Support Specialist	1	Complete: February 2019 All President's Office Webpages have been revised. (Pages include: About TBCC, Board of Education, College Leadership, Accreditation and Strategic Planning, Equity and Inclusion)
NAVEX Global Policy Tech: Policy and Procedure Management Solution	Lead the implementation of Policy Tech Software. Implementation includes; arranging meetings between TBCC and PT, import users, assign user roles, import policy and administrative rule documents, assign document properties (title, document owner, template, review intervals, keywords, site, category name, subcategories, reviewers, reviewer groups, approvers, readers, reader groups and security), develop workflow, train users, user support, etc.	\$0/Executive Support Specialist	1	Complete: November 2018 Implementation of Policy Tech is complete. Workflow of AR's was developed. Workflow for Policies still need to be established but this will move to the 19-20 project list.
DocuWare	Shred document from file cabinets that have been scanned into DocuWare. Scan Capitol Construction File Cabinet	\$0/Executive Support Specialist	1-2 Ongoing	In Progress. Ross advised that a student worker should shred scanned files and he needs to view DocuWare before shredding. Capitol Construction File Cabinet still needs to be scanned.
Community Outreach	Updating community groups about the Strategic Plan and our Facilities Master Plan	\$ for printing brochures is built into the Marketing department budget.	1-2 Ongoing	This was completed by June 2019 after a series of presentations to obtain feedback on the needs in the community that the College can address. This will be ongoing as the

		Ross		President goes back out to the community in 2019-20 to share the results of the FMP and the focus of the new building coming up.
Leadership Team Building	Hold monthly LT Team Building meetings off campus to discuss leadership concepts and practices and how to better incorporate them into the management of the college to enhance collaboration and teamwork throughout the campus with all staff and create a more cohesive and effective Leadership Team.	Ross	1 Ongoing	LT is meeting monthly at Five Rivers to discuss a Leadership topic. We are also holding social get-togethers after work at the end of each month. We will continue this into next year and explore other ways we can continue to build a strong team.
Increasing Capacity (Hiring More Staff)	Work with Leadership Team to identify positions needed to meet the strategic plan goals and objectives and get consensus of filling positions from LT and College Council. Fill positions in a timely manner.	Ross/Pat	1-2 Ongoing	Completed: We have hired 4 key positions this year and are in the process of deciding on a few others after the 19-20 budget is completed and we know what it will allow us to do. We will continue to look at staffing needs and will consider new positions each fall for the following year.
Onboarding New Chief Academic Officer	Work with Dr. Rivenes to bring her up to speed in a timely manner to be effective in the management of the Office of Instruction for the academic year.	Ross	1	I meet with Teresa weekly to help orient her to TBCC. She is doing a terrific job jumping in and suggesting changes and managing the Office of instruction.
Forestry Program	Work with the new OSU Open Campus Coordinator to ensure the success	Ross/OSU Open Campus Coord	1	Megan is doing an outstanding job as the new Open Campus Coordinator and is working to make significant improvements to the

	of the new Forestry Program. Work with Heidi to market the program.			Ag/NR programs for 19-20. We are continuing to market the Forestry program.
Expand Community Partnerships	Work with the Office of Instruction and SBDC to identify and develop new partnerships in the community to provide educational opportunities and qualified, skilled workers to businesses and the community.	Ross/Heidi	1-2 Ongoing	The truck driving program is up and running and is successful. We are exploring a series of non-credit construction modules that will help build a skilled workforce for contractors as we gear up to provide more housing in TC.

VI. Issues & Challenges - Using all the information you've gathered and described above:

a. Where should your department focus its improvement efforts in the coming year?

- i. Based on the SAO #2 result, we will focus more on communication efforts, especially with faculty and staff. We will implement assessment methods to determine the effectiveness of communication with the Board, the community, and students since those groups are included in the SAO, as they should be. The intent is to significantly improve the ratings on communication from our office to those groups. We will start by developing a monthly email update to all faculty and staff.
- ii. We will also develop a speaking schedule for the entire academic year to get out into the community and share the results of the FMP.
- iii. In one year, we will start working on our Year 7 Accreditation Report. We will make the decision by end of this coming fall as to whether we will use the current Accreditation Standards or the newly adopted ones in our Year 7 report. Either way, we have a lot of work to do this year to prepare for the huge lift of writing the Year 7 report during the 2020-21 academic year.
- iv. We are removing SAO #1 and 3 since they are included in other departments and we do not need to duplicate them in our office. A new SAO has been developed for next year to replace those two. It will focus on the leadership aspect of the President's position.
- v. Several project from 2018-19 will be continued into 2019-20. These include:
 - i. Policy Tech will continue to have a learning curve, especially since a new Executive Support Specialist came on board right before summer 2019. This software is not only important to organizing all of the college policies and administrative rules, but also the Accreditation standard information that will

be used in 20-21 to develop our Year 7 report.

- ii. Community Outreach and Expand Community Partnerships will be combined into a more inclusive Community Engagement project.
- iii. Leadership Team Building will continue to be a priority in the Office of the President and will involve monthly meetings off campus to discuss leadership techniques through some type of reading analysis.
- iv. Increasing Staff Capacity will continue to be a high priority at the College as we keep growing and still have a very flat organization.

b. What challenges are you facing?

- i. Long term, the big challenges will be to prepare the community and garner support for additional college space that will probably be requested in the 2021 legislative session. It is very likely that any additional space will require another bond to help fund it. The College will definitely need more office and classroom space over the next 5 years, and we need to plan for space needs that would handle potential growth for the next 10-20 years.
- ii. The other big challenge will be to continue to build capacity by hiring highly qualified faculty and staff that will stay with the college. This includes both working to keep the college growing to generate more revenue and providing strong leadership to develop a loyal and engaged staff that want to contribute and keep working at the college.

c. How will your work impact and/or support the work of other departments?

- i. Again, basically through communication and leadership. It is important for the Office of the President to consistently and transparently communicate with all the main stakeholders, both internal and external. It is to be the lead cheerleader to motivate faculty and staff and have them feel appreciated. It is to show strong leadership both internally and externally, so the community, students, faculty and staff all feel confident that the College is moving in the right direction and is meeting the needs of the community.
- ii. Each department is headed up by a Leadership Team member. These staff report to the President, so the work done in the Leadership Team, which includes communication with each other and strong leadership from the President, affects the work in the departments more than any other factor.

d. How will your work impact and/or support the college's WIGs?

- i. Again, mostly in a support role and to help guide the discussions in the Leadership Team and with faculty and staff to make sure everyone understands the WIGs, supports them, and gets excited about them. The President works closely with the Leadership Team members and reviews each one's project list and list of SAOs to ensure they are the best ones to use in moving the College forward in achieving the WIGs.

VII. Project list for next year (2019-2020)

a. Make the case – based on the college-wide goals for 2019-2020, your analysis of emerging trends, performance on the SAO’s, and progress on the current year projects, what projects are vital to complete in 2019-2020?

- i. The main WIG for 2019-20 is to double the number of graduates at TBCC. A secondary WIG is to reach 500 FTE by the end of the academic year.
- ii. Five of the projects from 2018-19 will be ongoing in 2019-20. Three of these relate directly to the Office of the President SAOs. These include:
 - 1. Community Outreach and Expand Community Partnerships which has been combined into a Community Engagement project and relates to the Communication SAO #2.
 - 2. Leadership Team Building which relates directly to the new Leadership SAO.
- iii. Three new projects for 2019-20 also relate directly to the Office of the President SAOs. These include:
 - 1. Faculty, Staff, Student and Board Member Communication- Communication SAO #2,
 - 2. Training Sessions for new faculty/staff- Communication SAO #2,
 - 3. Development of a Leadership Program for Tillamook County- Communication SAO #2 and the new Leadership SAO.
- iv. Five projects have been determined to be in the Strategic Project category. These include: Community Engagement, Facilities Master Plan, Accreditation Preparation, Faculty, Staff, Student and Board Member Communication, and Training Sessions for new faculty/staff.
- v. Making progress on all of these projects this year is important, but the Salary Study, Facilities Master Plan, Accreditation Preparation, and Increasing Staff Capacity are the highest priorities for the coming year as they will have the largest impact on faculty/staff morale and preparing the College to obtain any matching funds for a new building or renovation and for the big reaccreditation visit in fall 2021.

b. Describe your projects for 2019-2020 – include remaining and new projects

2019-2020 Project List

Department/Service Area: President’s Office

Lead: Ross Tomlin/Theresa Neimann

Project	Description	Budget Requirements /Lead	Year	Progress
NAVEX Global Policy Tech: Policy and Procedure Management Solution	Develop Workflow/Procedures for Board Policies/ARs Review Process in Policy Tech. Train staff and college council in Policy Tech.	Terri \$1,621.80/year	1	

Community Engagement STRATEGIC	Continue to engage the community throughout Tillamook County by speaking to groups about TBCC and continue to solicit feedback and suggestions on programming and other student success initiatives. Continue to serve on multiple community boards and groups that are working to improve Tillamook County. Continue to look for ways to expand community partnerships that was on the project list last year.	Ross	1	
Salary Study	Work with LT members to implement salary study results in an appropriate and fiscally sound manner to properly place all staff on the salary schedule.	Ross	1	
Leadership Team Building	Work with LT to develop other ways of building and strengthening our Team over the coming year.	Ross/LT	1	
Facilities Master Plan STRATEGIC	Finalize the Facilities Master Plan with the Consultant and get it approved by the Board. Use the plan to develop a request to HECC to be on the 2021-23 biennium capital construction list.	Ross/Pat	1	
Guided Pathways	Facilitate the "Develop Areas of Interest" subcommittee as part of the Action Plan	Ross/ Guided Pathways subcommittee	1	
Accreditation preparation STRATEGIC	Ensure that the college is ready to start writing the Year 7 self-study, starting in Fall 2020, working with the ALO and the Director of Institutional Effectiveness. Make decision as to whether we use the current or new standards in writing our Year 7 report.	Ross/Erin/Teresa	1	
Civil Rights Review	Ensure that the results of the Civil Rights Review are implemented and all requirements are satisfactorily met by the deadlines.	Ross/LT members	1	
Docuware	Train Executive Support Specialist to use Docuware and manage files in the Office of the President. Develop a new process in which new	Terri	1	

	files are scanned into Docuware. Decide what to shred. Scan in documents in all cabinet files.			
Increasing Staff Capacity	Carried over from last year. Work with Leadership Team to identify positions needed to meet the strategic plan goals and objectives and get consensus of filling positions from LT and College Council. Fill positions in a timely manner.	Ross/Pat	1	
Faculty, Staff, Student, Board Member Communication STRATEGIC	Initiate monthly email updates to faculty and staff. Determine the best assessments to use in measuring the achievement of the new SAO for the Office of the President. Look at other ways to increase communication with students as well as faculty and staff.	Ross	1	
Training Sessions for new faculty/staff STRATEGIC	Develop and deliver training sessions, working with other LT members, for new faculty and staff to the college, to provide information about community colleges, the OR system under HECC, and what makes TBCC unique among community colleges.	Ross, Terri	1	
County Leadership Program development	Work with others to develop a county-wide non-credit program in Leadership that would follow a model used by many chamber of commerce organizations across the country to develop leaders in their communities	Ross, Heidi, Arlene, JoAnn, Terri	1	