



Board of Education Meeting Agenda

Date: Monday, December 7, 2020

TBCC Board Meeting Zoom – 5:00pm – 7:00pm

| <u>Item</u> | <u>Description</u> | <u>Resource</u> |
|-------------|---|--|
| 1. | Call to Order • Acknowledge Guests ----- | Chair Gervasi |
| 2. | Consent Agenda: ----- a. Approval of Agenda b. Approval of November 2, 2020 Meeting Minutes c. Personnel Report..... | (Action) Chair Gervasi Director Ryan |
| 3. | Invitation for Public Comment ----- 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. | Chair Gervasi |
| 4. | New Business and/or focused policy discussions ----- a. President’s Revised Goals(ACTION) b. Equity Lens Project c. OSBA Elections (ACTION) | Chair Gervasi President Tomlin Exec Director Luquette President Tomlin |
| 5. | Information-Only Items (Board members may request any item be placed on the discussion agenda) ----- a. Accreditation: “How are Board Decisions Made and What is Your Role in Policy Creation?” b. Equity/HB2864..... c. Program Review: Human Resources d. LT Check-in: Open Education Resource e. Logo Redesign Update..... f. Financial Report..... g. President’s Report..... | Chair Gervasi President Tomlin Director McCarley Director Ryan Faculty Member Weissenfluh Exec Director Luquette VP Finance Williams President Tomlin |
| 6. | Board Member Discussion Items ----- | Chair Gervasi |
| 7. | Adjournment ----- | (Action) Chair Gervasi |

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION.....Chair Gervasi

Approval of the Consent Agenda

RECOMMENDATION

ACTION

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

Items for approval:

- a. Approval of Agenda
- b. Approval of November 2, 2020 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE DECEMBER MEETING.

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| 4. | New Business and/or focused policy discussions | |
| | a. President’s Revised Goals | (ACTION) President Tomlin |
| | b. Equity Lens Project | Exec Director Luquette |
| | c. OSBA Elections | (ACTION) President Tomlin |
| 5. | Information-Only Items (Board members may request any item be placed on the discussion agenda) | |
| | a. Accreditation: “How are Board Decisions Made and What is Your Role in Policy Creation?” | President Tomlin |
| | b. Equity/HB2864..... | Director McCarley |
| | c. Program Review: Human Resources | Director Ryan |
| | d. LT Check-in: Open Education Resource | Faculty Member Weissenfluh |
| | e. Logo Redesign Update | Exec Director Luquette |
| | f. Financial Report..... | VP Finance Williams |
| | g. President’s Report..... | President Tomlin |
| 6. | Board Member Discussion Items ----- | Chair Gervasi |
| 7. | Adjournment ----- | (Action) Chair Gervasi |

November 2, 2020 Board of Education Meeting Minutes

Date: Monday, November 2, 2020

TBCC Board Meeting - Zoom – 5:00pm – 7:00pm

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

Members Not in Attendance: All in Attendance

TBCC Staff in Attendance: President Ross Tomlin, Director Pat Ryan, VP Rhoda Hanson, Director Erin McCarley, VP Kyra Williams, Executive Director Heidi Luquette, Director Sheryl Neu, Director Arlene Soto, VP Teresa Rivenes, Faculty Member Michael Weissenfluh and Executive Assistant Candi Merrill

Guests in Attendance: There were no guests

| Description | Resource |
|---|-------------------|
| Call to Order • Acknowledge Guests (agenda item 1) ----- Gervasi Chair Gervasi called the meeting to order at 5:00pm. | Chair |
| Consent Agenda (agenda items 2, 2.a, 2.b, 2.c) ----- Gervasi Director Ryan gave a personnel report. There have been changes since the packet for this Board meeting was assembled. The position of part-time CDL Instructor has been put on hold until after January 1. There are a couple of tutor positions open and we have received a couple of applications for them. No changes were requested to the October 5, 2020 Board Meeting Minutes or to the November 2, 2020 Board Meeting Agenda. Betsy McMahon made a motion to approve the consent agenda. Mary Faith Bell seconded the motion. <u>The motion carried.</u> | (Action) Chair |
| Invitation for Public Comment (agenda item 3) ----- Gervasi There were no public comments. | Chair |
| New Business and/or focused policy discussions (agenda item 4) | |
| Telecommuting Policy: Second Reading (agenda item 4a)(Action) McCarley This is the second reading of a new policy that will establish a process and the criteria for TBCC employees to work remotely up to 40% of the time (25% during July and August). Telecommuting has not started yet, as the policy has not yet been approved, but the President has received one application. The Administrative Rules that go along with this | (Action) Director |

policy were approved by College Council last week. The Board had no questions or comments. Mary Faith Bell made a motion to approve the Policy on Telecommuting. Tamra Gammon seconded the motion. The motion carried.

Board Policy 102: Second Reading (agenda item 4b)(Action) President Tomlin

This is the second reading of the policy that will formally change the interval for the review of policies to every six years, alternating every three years with the review of Administrative Rules. The wording of this policy has not changed since the first reading. Policies would be due for review next in 2023-24 and the ARs would be due in 2026-27. Policies are being kept up to date. We will continue to bring new policies and changes to existing policies to the Board as needed. Betsy McMahon asked to be reminded of why the interval was extended. President Tomlin explained that after a massive rewrite of the policies 3 years ago, they are in good shape and now, small revisions are made when an update is needed and an overall review of all policies will occur every 3 years. The Board had no other questions. Mary Jones motioned to approve Board Policy 102. Tamra Gammon seconded the motion. The motion carried.

Review Draft of Board Self-Evaluation Goals/Priorities (agenda item 4c)
.....(Action) President Tomlin

Kathy Gervasi and Tamra Gammon worked with President Tomlin to develop details and timelines for the seven Board goals and priorities identified at the October Board Retreat and categorized by the College's three core themes of Educational Excellence, Economic Success, and Leadership, Partnership and Community Engagement. The College will track progress towards completion of these goals throughout the year. In the spring, the board can decide whether to check off a goal as complete, keep it on the list for the next year, and/or add new goals to the list. When it is time to evaluate progress by June, goals can be checked off with a 'yes' or 'no' or rated on a scale from 1 (low) to 5 (high). No second reading was needed to approve the adoption of the goals. Betsy McMahon made a motion to approve the Board Goals and Priorities for 2020-21. Mary Faith Bell seconded the motion. The motion carried.

Mission Fulfillment Report (agenda item 4d)..... (Action) Director McCarley

Director McCarley went over highlights of the 2019-20 Mission Fulfillment report. TBCC exceeded the green or yellow threshold in 76% of the 29 measures and in two of three Core Themes. The achievement rate for the Economic Success Core Theme decreased from 83% to 67% due to the drop in FTE, the capacity limitations in building and the reduction of customized training because of Covid-19. College employees adjusted their plans and procedures to act in ways that put student needs first. It was important this year to include details about the impact of the pandemic on achievement of the strategic plan measures. Responses to the pandemic included: shifting classes online, providing support for faculty, many of whom had not taught online previously, securing a grant to buy laptops and associated curriculum for use by GED students, offering free classes to high school juniors and seniors and providing extra support to those high school students. Student Services reached out by telephone to all TBCC Spring term students to offer support and answer their questions, virtual options were created for the workshops that had been scheduled, a virtual end-of-the-year celebration was planned, and the President delivered gift bags to many of our graduates at their homes. Basic needs were a concern for many TBCC students, so the

Food Pantry was made available at all hours the building is open. \$85K in CARES Act funds were distributed to students, and a grant was secured for funds to allow non-credit students to receive emergency funds as well.

The College exceeded its goal of doubling the number of graduates for both part-time and full-time students and was able to mostly maintain FTE and student enrollment despite the move to online classes. TBCC's goal for the coming year is to increase retention. For this year, we are collaborating across the College to identify the ways that each of us impacts retention in an effort to meet our 2020-21 WIG of 80% or more retention from fall to winter terms. We are currently in the midst of analyzing student demographics and those findings will shape the conversations about how to help all students succeed. Tamra Gammon motioned to approve the Mission Fulfillment Report. Betsy McMahon seconded the motion. The motion carried.

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

Accreditation Prep: "To What Degree Are You Involved in College Planning (agenda item 5a) President Tomlin

Information will be presented to the Board each month to prepare members for the Accreditation visit on October 4-6, 2021. (The Board retreat will have to be held in another month next year.) Evaluators will likely want to visit with Board members in a couple of small groups. One of the questions they may ask is regarding Board involvement in College planning. In addition to the usual approvals, Board members suggested the following responses to that question:

- Facilities Master Plan
- Attendance at In-Service and extended staff meetings where there is always a planning component
- Strategic planning for the Foundation (jointly with Foundation Board members)
- Participating in the budget planning process and approving the budget.
- Attending community meetings and discussing the future of the College.
- Surveying Tillamook County

Program Review: Institutional Effectiveness (agenda item 5b) Director McCarley

The program review for Institutional Effectiveness, included in the Board packet, lays out the work that Erin McCarley (a one-person department) does. The four areas of responsibility include Leadership, Strategic planning, Accreditation and Data Management and Reporting. Demonstrating the use of data for decision-making will be very important for accreditation. Challenges: TBCC reports and dashboards have not been made available to the public to date; putting them on the website is a goal for Institutional Effectiveness this year. Benchmarking is always a challenge: who do we compare ourselves to and on what measures? Capacity is a challenge in a one-person department, so an evaluation of tools to create data visualizations is needed to increase capacity. Kathy commented that she appreciated Director McCarley's "data brain." Betsy McMahon asked if, aside from the website, there are additional strategies for making data available to the public. It could be

put out in printed pieces such as an EMSI report or Annual report. The Board had no questions.

LT Check-in: Marketing (agenda item 5c)Exec Director Luquette
Executive Director Luquette updated the Board on the Logo Redesign project. After meeting with staff, faculty, and the Board, the design team was also able to meet with students and gather their responses to various design concepts. There is no “picture” to show yet, but we are getting close. Board member Mary Jones, who serves on the Logo Redesign committee, reported that the process for making decisions about the new logo is going very well and the project is moving along nicely.

There is currently an RFP out and TBCC will be taking bids on a project to redesign the website. This will not be a complete redesign, it is simply a refresh. There are some things we’d like to do that are not possible with our website as it currently stands. We would like to integrate the catalog, for example, share information about Learning Communities, and have better approaches for presenting data in a visual way. This project will occur in spring and will have a short turnaround time. The board asked if we would be working with a local vendor. Executive Director Luquette responded that local vendors are welcome to respond to the RFP, but that we are not able to pre-select vendors with their location as criteria. The board had no other questions.

Financial Report (agenda item 5d) VP Williams
Beginning fund balances are still not final. Auditors are coming in November and we hope we’ll have firm numbers to report by the December 7 board meeting. VP Williams pointed out the Interest Income on attachment 5.d.1. Interest rates are declining and interest income is about half what it was at this time last year. Everything else in the general fund looks very good at this point. TBCC’s first CARES Act report was submitted last week and we were able to recover \$125K in lost revenue. There is still time to recover COVID-related expenses such as for upgraded classrooms and extra faculty hours to comply with social distancing requirements.

There is an error at the bottom of 5.d.3, page 2. The total of cash value available in all funds should read “\$7.8M.” A board member asked, “Is the ending cash balance going up or down from the last report?” VP Williams did not specifically look at that in preparation for this meeting, but expects that it is still up due to revenue from the Timber tax.

Working through the CARES Act qualifications is an ongoing challenge, but the good news is that we still have time to recover funds. TBCC is being diligent in making certain we meet the criteria and that we get all the CARES Act funding that we are qualified to get. We have had word from the Higher Education Coordinating Commission that the 2021-2023 budget will not be as bad as was originally feared. The board had no additional questions.

President’s Report (agenda item 5e) President Tomlin
The President began his report with reminders of upcoming meetings and events.

- The next Board meeting will be at 5:00 on December 7 and that it will be on Zoom.
- The OCCA Conference starts on Wednesday; hopefully some Board members are registered. VP Rivenes is presenting one of the sessions.
- The next Extended Staff meeting is Friday, November 13. We will send the Zoom link out to Board members.

Updates:

- A graduation ceremony is being planned for 2020 graduates on Saturday, December 12. Because of social distancing requirements, it will be at the fairgrounds and graduates will be split into two smaller groups with one ceremony at 11am and the other at 2pm. There will be no handshakes, no touching, but the ceremony will include some of the other traditional components including speeches. We would like to have 1 or 2 Board members attend each ceremony. Board members should let us know if they are available to attend.
- A summary of the current EMSI Report is included in the board packet. The numbers reported are for the 2018-2019 year. This covers the economic impact that the College has on its local community: \$24.3M. The college supports 437 jobs in our region. Students earn \$4.60 for every \$1 they spend on their education. It is important for Tillamook County to understand the impact the College has on the economy of our region.
- Current status of the Mechtronics building. There was an issue with the title search, so the sale is not complete but it should be soon. A local donor has given \$50K towards the purchase and retrofitting of the building. Another private donation that may come through this week would be \$200K. There was an issue with the EDA grant that TBCC applied for, but Col-Pac is helping us identify another federal grantor. Overall, things are going very well with funding.
- There was a question from the Board about whether the new building would be named. The President asked if the Board had any ideas about that. Board Chair Kathy Gervasi said she had an idea, but wouldn't say what it is today.
- Revised COVID Response Plan update: the updated plan was sent to all board members last week. The revised formatting makes the report easier to understand. There are some minor changes in the language intended to clarify what would happen if an employee or a student on campus had symptoms, and to clarify the cleaning process. These small changes just brought consistency to the document; it didn't significantly alter the meaning so we didn't feel that it needed to come before the board for approval.
- OCCA held a board training session on October 20. Betsy McMahon and Kathy Gervasi attended. They gave a summary of the session which included information on the key issues faced by Oregon community colleges this year, the wildfires, financial aid, state revenues, racial justice & equity. The board training included information on how Board members are expected to behave, what their responsibilities are, and how meetings are run. The training included role-playing scenarios and break-out sessions. Executive Director Luquette's session on how to talk to legislators was especially helpful. A link to the recording of the training will be sent out to all the board members.

The Board had no further questions on the President's report.

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

Adjournment (agenda item 7) ----- (Action) Chair Gervasi
Tamra Gammon made a motion to adjourn the Board Meeting. Pam Zweifel seconded the motion. The motion carried. The Board meeting adjourned at 6:00pm.

Executive Session (Agenda item 8) 6:00pm ----- (Action) Chair Gervasi
Pursuant to O.R.S. § 192.660 (2)(i) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that

the Board has elected to go into Executive Session for the purpose of discussing personnel related issues on Monday, November 2, 2020 at 7:00pm in a virtual format.

The Executive Session ended at 6:24pm.

Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

| Position Title | Application Review Begins | Start Date | Comment | Screening Committee Chair | |
|---|---------------------------|------------|------------------|---------------------------|--|
| Ongoing posting for tutors and certain adjunct instructors | As received | | Filled as needed | | |
| | | | | | |
| | | | | | |
| | | | | | |

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

President's Revised Goals

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION President Tomlin

The President's Goals for 2020-21 were revised last month after a discussion at the October Board Retreat. The revisions include additional goals regarding COVID-19 management, Equity and Inclusion work at the college, and working on adding additional partnerships with other colleges and organizations, as well as revisions to the accreditation and facilities master plan goals.

A copy of the revised goals follow this page. The President is asking the board to approve the revisions to his goals for this current academic year.



OFFICE OF THE PRESIDENT
Ross Tomlin, Ed.D.

2020-21 Goals for Office of the President- Revised October 2020

Overarching Goals to Accomplish at College

1. Implement comprehensive COVID-19 Response Plan for TBCC and revise as needed to keep faculty, staff, students safe through the pandemic
2. Continue to grow Enrollment and FTE at rate of 3% or more per year
3. Increase Retention and Completion of credit students to exceed thresholds in Strategic Plan measures- meet WIG for 2020-21 of retaining at least 80% of students from fall to winter term
4. Continue to explore and start new academic programs based on need and sustainability
5. Meet Mission Fulfillment for the previous academic year
6. Ensure the college has enough staff in key positions to achieve our outcomes and goals
7. Implement Guided Pathways at TBCC and develop goals and projects in each department that focus on Guided Pathways initiatives
8. Work with the College Equity and Inclusion Committee to implement the Equity Plan which includes connecting with the community on equity events and trainings

Budget

1. Manage the college budget to protect the strong reserves and yet provide annual salary increases to faculty and staff and add any high priority positions
2. Fully implement Salary Study results to get all TBCC positions placed at an appropriate Grade with clear job descriptions and level of responsibilities identified

Planning

1. Oversee and share the data generated for the strategic plan to be used in making decisions and tracking the progress of the college in meeting the key measures and service area outcomes
2. Write our Year 7 self-study and have completed by June 2021
~~Make needed revisions to the Strategic Plan to ensure it is meeting the needs of the college and properly preparing us for the Accreditation visit in 2021~~
3. Facilities Master Plan
 - Work with the Legislature in the 2021 session to fund capital construction matching funds.
 - Make decision on planning for a CTE Building on the lot next to PRI and start that process if approved.
 - Get outside funding to cover cost of purchasing the Mechtronics Building and get it ready for classes to start in spring or summer 2021



OFFICE OF THE PRESIDENT
Ross Tomlin, Ed.D.

~~Once our FMP project has been approved for matching funds by the Legislature, start work developing a plan to obtain the matching funds to pay for the new building~~

Relationships

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

Board reports

1. Updates on the following:
 - a. SBDC
 - b. Foundation
 - c. Student Services- Grant progress, retention, completion, scholarships
 - d. Instruction- new programs, curriculum updates
 - e. IT
 - f. Facilities and Safety
 - g. Changes to Administrative Rules/Board Policies
2. Student progress and success
3. Guided Pathways
4. Strategic Plan updates
 - a. Data updates of measures reports
 - b. Mission Fulfillment report
 - c. Accreditation work for 2021 Year 7 visit

Equity Lens Project

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION..... Executive Director Luquette

Tillamook Bay Community College plans to contract with Strategic Spark Consulting's principal Miriam Friedman to train the Equity and Inclusion Committee and Leadership Team in actively applying an Equity Lens to important college policies, practices, and interventions in order to develop these skills across the college. We would like to invite representatives from the Board of Education to participate in the training. We will meet approximately once a month for an hour or an hour and a half from February to May.

Specifically, the consultant will assist us with the following:

1. Selection of an equity lens for TBCC.
2. Jointly train two groups - the Leadership Team and the Equity and Inclusion Committee - on how to use an Equity Lens. Share examples from other institutions.
3. Facilitate six work sessions (three for each group) on applying an Equity Lens to specific TBCC policies or practices.
4. Facilitate two joint meetings with both groups to set the stage and to share results, reflections, recommendations and action items.
5. Produce a brief summary report including bullet point lessons learned and recommendations for ongoing use of Equity Lens.

OSBA Elections

RECOMMENDATION

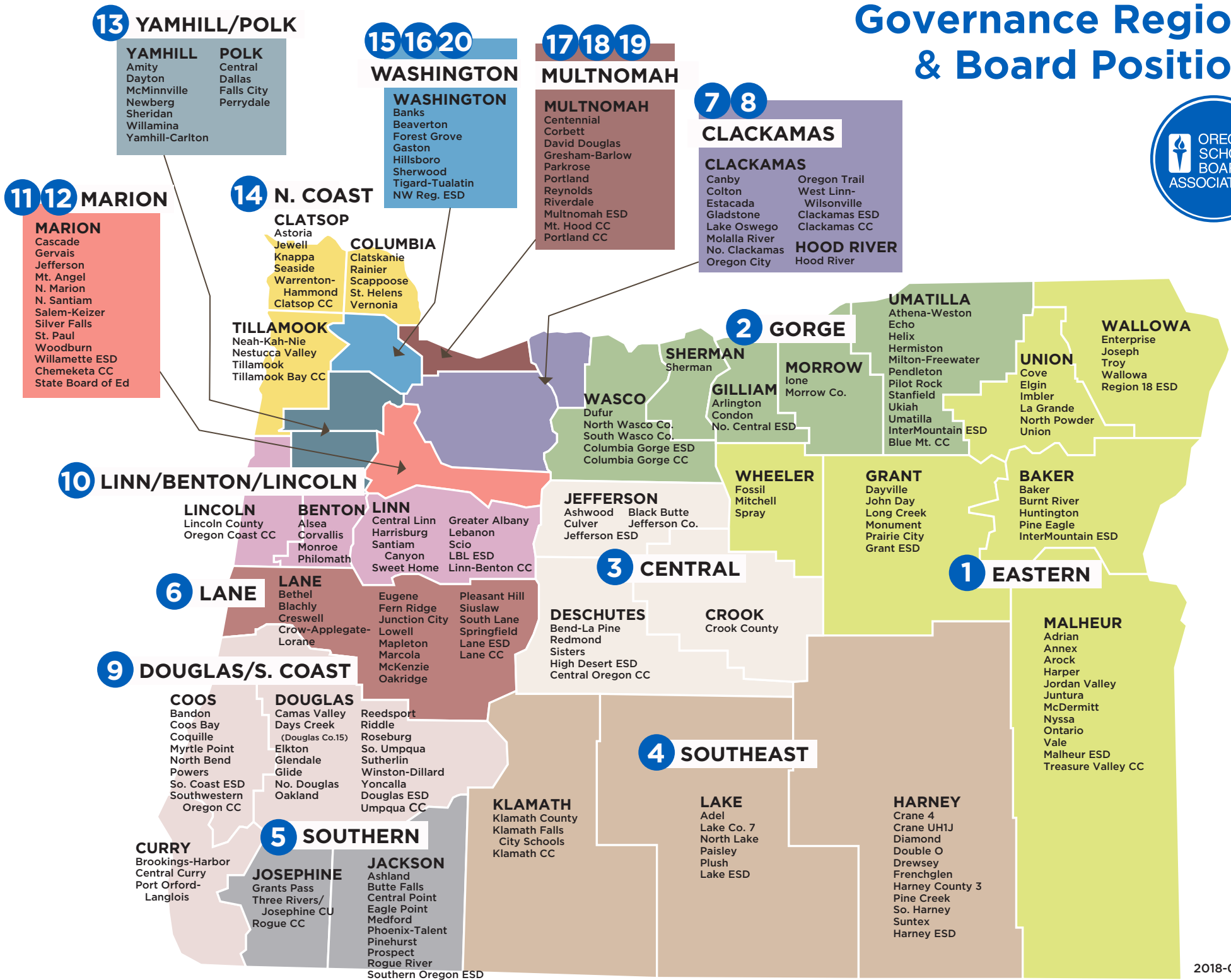
ACTION ITEM

BACKGROUND INFORMATION..... President Tomlin

TBCC is a member of the Oregon School Boards Association (OSBA). They are currently voting for OSBA board positions as well as resolutions. There are no positions opened in our region (North Coast) but there is a resolution up for approval that focuses on the OSBA legislative priorities and principles as we prepare to enter the upcoming 2021-23 legislative session.

We are asking the Board to vote to adopt or not adopt the resolution. The map showing the location of each OSBA region and the resolution follows this page.

Governance Regions & Board Positions





Resolution to adopt the OSBA 2021-2022 Legislative Priorities and Principles as recommended by the Legislative Policy Committee

WHEREAS, the OSBA Legislative Policy Committee is charged under the OSBA Bylaws with developing the association's recommended Legislative Priorities and Principles, and

WHEREAS, the OSBA Legislative Policy Committee met in January, May and June to develop the Proposed OSBA Legislative Priorities and Principles for 2021-22, and

WHEREAS, the OSBA Legislative Policy Committee sent the Proposed OSBA Legislative Priorities and Principles for 2021-22 out to the membership of OSBA for comment and suggested changes, and

WHEREAS, the overwhelming majority of the comments received by the membership were in support of the Proposed OSBA Legislative Priorities and Principles for 2021-22 developed by the OSBA Legislative Policy Committee, and

WHEREAS, the OSBA Legislative Policy Committee met via Zoom video conference call in August to review the feedback received by the membership, and

WHEREAS, the OSBA Legislative Policy Committee discussed the feedback from the membership and made no modifications to the Proposed OSBA Legislative Priorities and Principles for 2021-22, and

WHEREAS, the OSBA Legislative Policy Committee approved the Proposed OSBA Legislative Priorities and Principles for 2021-22 at its August meeting and urged the OSBA Board of Directors to approve the Proposed OSBA Legislative Priorities and Principles for 2021-22 and place them before the membership for approval.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the Proposed OSBA Legislative Priorities and Principles for 2021-22 be placed before the membership for consideration during the 2020 OSBA election season, and

BE IT FURTHER RESOLVED that the Proposed OSBA Legislative Priorities and Principles for 2021-22 and a copy of this resolution be forwarded to all member boards of the Association in accordance with the OSBA Board of Directors adopted elections calendar.



2021-2022 Legislative Priorities and Principles

Proposed: August 25, 2020

Preamble

The Oregon School Boards Association (OSBA) remains fiercely committed to advocating on behalf of equity for Oregon’s students. Equity is the driving force behind the Student Success Act (HB 3427), and OSBA will remain dedicated to advancing legislation that makes significant impacts for equity across the education spectrum, including investments targeting increased academic achievement for students and legislation to reduce academic disparities for historically underserved students.

OSBA is committed to social justice and assuring Oregon’s education system is free of institutional bias through such means as culturally relevant teaching and professional development that promotes cultural competence, and discipline that is free of bias.

OSBA believes funding a strong public education system is the best investment Oregonians can make to strengthen our economy, create thriving communities, and improve the quality of life for every Oregonian.

To accomplish these goals, OSBA will introduce and support legislation to:

Priorities

Promote Adequate, Predictable, and Stable Funding

The State School Fund rises and falls every two years because Oregon's revenue-raising and funding systems have substantial variance. Stable and adequate funding is crucial to providing a quality education to all students across the education continuum. To ensure stable and adequate funding, OSBA will actively promote legislation that accurately calculates current service level funding for school districts.

Protect the 2019 Student Success Act

The Student Success Act provides local school districts and education service districts unprecedented opportunities to target new funding toward educational programs. OSBA will actively promote legislation to protect the funding allocated for the Student Success Act in order to deliver equitable outcomes for all K-12 students.

Close the Opportunity Gap

In every community a disparity in academic achievement exists between student groups. OSBA will support legislation aimed at closing achievement and opportunity gaps that exist across Oregon's public schools.

Contain Cost Drivers

The costs associated with health care and retirement benefits are eating into funding available for instructional opportunities for students. OSBA will promote legislation that provides relief for districts related to benefit costs controlled by the State.

Support Local Governance and Oppose Mandates

Locally elected officials, local education professionals, and the local community are in the best position to respond to the needs of all students. New mandates must have necessary funding and be researched-based with results indicating increased achievement for all students.

Support Capital Improvements

Students need schools that are safe, comfortable, and appropriate for a modern and/or digital learning environment. OSBA will actively promote the allocation of state-level resources to help pay for construction and capital improvement. OSBA will promote legislation aimed at diversifying the funding methods available to school districts.

Ensure Access to Post-Secondary Credits

All students should have access to post-secondary credit opportunities. OSBA will advocate for a seamless transfer of credits throughout Oregon's higher education system.

Address Education Workforce Shortages

OSBA will promote efforts both state and at the local level to preserve and improve initiatives that combat the workforce shortage. OSBA will advocate for programs that will help districts recruit and retain a diverse and well-prepared workforce.

Principles

Finance

OSBA supports the allocation of state resources to ensure school districts and education service districts have the necessary resources to equitably and fully support all students' instructional, behavioral, and programmatic needs. OSBA supports appropriate financial tax policy to make Oregon schools competitive, nationally, and globally, including the preservation of other funding options for local district consideration.

Student Programs

OSBA supports high-quality programs that equitably serve all students in obtaining a comprehensive and well-rounded education. OSBA supports new and continued partnerships with education stakeholders to increase educational and career opportunities for students.

Student Safety and Wellness

OSBA supports safe and secure school environments, the physical health and overall well-being of all students, and services that promote social, emotional, and behavioral health.

Personnel

OSBA supports attracting and retaining effective employees to create a healthy, diverse, culturally responsible, safe, and sustainable workforce. OSBA supports local management, local contract negotiations, and continued conversations regarding professional development, licensure, and career advancement for personnel.

Governance and Operations

OSBA believes locally elected school district, ESD, and community college boards are best equipped to make decisions in the best interest of students and communities. OSBA supports cross-system collaboration, alignment, and accountability among education stakeholders and partners.

Federal Education Issues

OSBA will advocate for the federal government to prioritize, streamline, and fully fund programs that support students.

The Oregon School Boards Association is dedicated to improving student success and education equity through advocacy, leadership, and service to Oregon public school boards.



1201 Court St. NE, Ste. 400, Salem, OR 97301
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info@osba.org | www.osba.org

Information Only Items

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Gervasi

Accreditation: “How are Board Decisions Made and What is Your Role in Policy Creation?”

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION President Tomlin

In preparation for the accreditation visit next October, we are presenting topics each month to the Board, Faculty and Staff, and College Council on pertinent information that each group should be aware of and familiar with during the visit from the NWCCU evaluators. This month, we will focus on how board decisions are made and the Board’s role in policy creation. This information is mostly covered in the 100 series Board Policies.

Regarding how board decisions are made, it is important to emphasize that no one individual on the board can speak for the board as a whole. No decisions can be made by the Board without an official vote by a quorum of board members (at least four members) at an official meeting of the Board. Board Policy that addresses board decisions include:

100.6 - AUTHORITY OF MEMBERS

Any duty imposed upon the Board as a body shall be performed at a regular or special meeting and shall be made a matter of record. The consent to any particular measure obtained from individual Board members when the Board is not in session shall not be an act of the Board and shall not be binding upon the College.

101.1 CONDUCTING BOARD BUSINESS

Voting. Voting at Board meetings will be by voice vote. A member voting against a proposition may state the reasons and have them recorded in the minutes if so requested at the time of voting. Any member may also request the “yeas” and “nays” to be taken and entered in the minutes on any question before the Board. Abstention is not desirable and if insisted upon will be recorded as a “nay” vote. H. Quorum. Four members of the Board will constitute a quorum for the transaction of Board business. At least four members of the Board must approve a motion for it to pass.

One of the Board’s formal obligations and responsibilities is with policy creation and approval. The Board Policy statements that address the Board’s role in Policy Creation include:

100.1 GOVERNANCE

The Board of Education is primarily concerned with the creation, under existing law, of policies for the College, and for the evaluation of the effectiveness of those policies. The execution of given policy, the daily decisions made within its framework, and the methods used to enforce its provisions, are properly the responsibility of the College professional administrative staff.

102.1 - BOARD POLICIES

A. The policies adopted by the College Board of Education have been written to be consistent with the provisions of law, but do not encompass all laws relating to the College’s activities. All employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as College employees.

B. Any policy needing immediate action may be enacted by a unanimous vote of the entire Board. The vote will be entered in the minutes of the meeting.

C. Additions, changes and/or deletions of policies governing the College shall be considered by the Board at a minimum of two (2) separate meetings before final action is taken. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.

Equity/HB2864

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION Director McCarley

As a part of HB 2864, the College is legislatively mandated to establish a process for building cultural competency in the institution and to share our work both with the legislature and with the College Board. Members of the College's Equity and Inclusion Committee will report out on our activities to meet the requirements of the legislation:

By 12/31/2019:

(2) Each public institution of higher education shall establish a process for recommending, and providing oversight for the implementation of cultural competency standards for the public institution of higher education and the institution's employees. The process established under this subsection must:

- (a) Include a broad range of institutional perspectives;
- (b) Give equal weight to the perspectives of administrators, faculty members, staff and students;

The remainder of the bill's requirements must be met no later than 12/31/2020. These include:

- (c) Require that the institution provide **continuing training and development opportunities** that foster the ability of the institution's faculty, staff and administration to meet cultural competency standards;
- (d) **Propose institution-wide goals** that seek to improve the cultural inclusion climate for students, faculty, staff and administration from diverse backgrounds;
- (e) Require preparation of a **biennial report** that is presented to the appropriate board regarding the institution's progress toward achieving the goals set forth in this subsection;
- (f) Recommend mechanisms for **assessing how well the institution meets cultural competency standards**; and
- (g) Ensure that the institution **clearly communicates to new faculty, staff and administrators the institution's commitment** to including meeting cultural competency standards in professional development.

Program Review: Human Resources

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION Director Ryan
Director Ryan will report on the work and staffing of Human Resources. Details are provided in the attached program review report.

Tillamook Bay Community College

Department of Human Resources

2019-2020 Program Review

Program/Service Area Description

The Office of Human Resources oversees a variety of procedures and responsibilities as they pertain to personnel and students, who make up the TBCC campus community, under the direction of the College President. These processes and duties are performed, monitored, documented, and maintained by the Human Resources Support Specialist and the Director of Human Resources. Essential functions of the department include:

- All processes related to the recruiting, hiring, and onboarding of new employees
- Tracking of progress during the new employee trial period
- Annual employee evaluations and position reviews
- Maintenance of current personnel files
- In consultation with campus departments arrange for annual, and ongoing employee trainings
- Selection and oversight of employee health benefit plans and enrollment, adjustments to employee benefits resulting from Qualified Status Changes during the plan year.
- Coordinating for enrollment with third party providers for Section 125 Plan participation and 403(b) retirement plans.
- Counsel employees and supervisors on matters pertaining to H.R., and personnel issues, including disciplinary matters
- Confer with legal counsel when needed on labor relations and issues involving employees.
- Coordinate end of employment process
- Oversee OFLA/FMLA leave, FFCRA leave, and other leaves of absence, and Catastrophic Leave process for employees.
- Responsibilities related to Title IX, and matters under the Violence Against Women Act
- Respond to inquiries regarding any areas of responsibility related to H.R.
- Appropriately implement guidance and response to COVID-19 issues.

Program/Service Area Details

Staff/Duties and Responsibilities

Director of Human Resources, Facilities, and Safety (1.0 FTE for all areas)

The Director of Human Resources, Facilities, and Safety is responsible to provide strategic leadership for the development, implementation, maintenance, analysis and general supervision and promotion of operational improvements in matters related to human resources.

- Accountable for official personnel files
- Manage benefit program
- Coordinate support staff and administrative job
- Classifications and reclassification process.
- Develop, initiate, and execute faculty and administrative agreements
- Counsel employees and supervisors regarding human resources issues
- Advises on all aspects of personnel matters including disciplinary procedures.
- Facilitate the process for grievances according to College policies.
- Investigate and resolve complaints (e.g. sexual harassment, etc.)
- Oversee employee exit process, leaves of absence and workers' compensation
- Provides and/or coordinates education and training for College employees to comply with the Civil Rights Act, sexual harassment, and other such legislation and training as needed
- Oversee yearly Performance Appraisals and Employee Position Inventory updates
- Consult with College attorneys and SDAO attorneys on matters related to human resources
- Oversee the updating and preparation of Position inventories, Applicant packets, Web page, newspaper ads, candidate files and screening instruments.
- Oversee the initial screening of candidate's files for required application materials.
- Oversee Candidate Interviews

- Perform Reference Checks
- Coordinate Hiring of Candidates
- Perform new employee orientation.
- Responsible for compliance with state and federal regulation and reporting requirements
- Internal: Leadership, Strategic Planning, Safety Committee, Equity and Inclusion Committee

Human Resources Support Specialist (1.0 FTE)

The responsibilities of this position include providing support to the overall human resource processes at the college.

Daily Job Duties and Responsibilities

- Perform human resources clerical and data entry and compliance duties.
- Assist in responding to internal and external inquiries
- Assist in fostering a culture of equity and inclusion with all members of the campus community
- Assist with processing of employee requests for professional development funds
- Electronically file current documents and archive historical documents.
- Provide quality customer service
- Assist with processing of public records requests
- Assist with processing employment termination paperwork
- Serve on College committees as appropriate

Recruitment and Hiring Process

- Assist to update and prepare required information and documents for employment openings
- Assist with posting of employment openings to appropriate printed, electronic, and social media sites.
- Manage tracking of applications, and responding to applicants
- Schedule candidate interviews
- Provide support and prepare documents for interview committees as needed

- Ensure reference checks are processed and completed
- Inform applicants of their status
- Inform new employees of their hiring status
- Send and receive hiring documents of for successful candidates
- Distribute new employee documents to appropriate College departments for processing
- Prepare new employee files
- Assist with the orientation of new employees
- Assist with completion of compensation documents
- Manage the closure of a position opening
- Assist with administering new employee assessment via supervisors

Record Maintenance

- Maintain current HR files and database
- Assist in updating and maintaining employee benefits, employment status, compensation documents, and other records
- Assist with administering of annual employee performance review process
- Assist with maintaining records related to grievances, disciplinary actions, and Title IX matters
- Maintain Docuware files of all HR materials and records

Service Needs, Issues, and Challenges

Hiring a fulltime Support Specialist has and will make a significant impact on the work and efficiency of the HR department. Unfortunately, we have yet to take full advantage of this position. COVID-19 claimed many hours from this position, and continues to do so with daily responsibilities related to COVID.

Over the past few years, HR has refined the hiring, and onboarding process for all positions. While we have developed a consistent process, recently it has become important to complete the onboarding process and get adjunct faculty in the College database and assigned to a class in time for the publishing of the class schedule each term. The process also tracks the distribution of information and documents needed by other departments to accommodate IT and Payroll,

Moodle. This will require discussions with a few departments to determine how to modify/expand the current process to meet different needs and timelines.

A goal of the College is to increase the diversity of staff and faculty to reflect the demographics of the student population and the community at large. A team is in place to look at how this might be achieved in light of basic challenges faced by a small college in a small rural community. These include competitive salaries compared to urban areas and larger colleges, limited availability of housing, specifically affordable housing, and limited media markets in the local area to promote openings the College has.

We are confident the additional staffing will enable the Human Resources to complete some lingering projects as well as enable the department, and College, to undertake new work we feel is important and valuable to the campus community as a whole.

Service Area Outcomes

TBCC Service Area Outcomes Assessment Plan and Summary Form

Origination Date of Form March 16, 2018 **Completion Date of Form** July 3, 2018
Service Area Human Resources: Online Application **Individual Completing Form** Pat Ryan

| Intended Outcomes | Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure | Assessment Results | Refinements/Modifications |
|---|--|---|--|
| <p>TBCC will attract and hire high quality, qualified people with appropriate skills and increased diversity to continue increasing the quality and passion of the staff.</p> | <p>Original target date was December 2017</p> <p>The ability for H.R. to use an online application and upon hiring be able to electronically populate the H.R. module in Jenzabar.</p> | <p>We are unable to measure the results because the online application through Jenzabar is not yet in place.</p> <p>NOTE: As of late June a fillable online application is in place on the TBCC website. This now allows applicants to fill and submit their employment application rather than having to print off the form to complete then upload to submit.</p> | <p>As of 3/16/18 the plan is to develop an online fillable application for applicants. This is not a replacement to the intended outcome but rather a temporary step to allow applicants to complete the application electronically rather than having to print it off, complete, and scan in before being able to submit their application.</p> |

TBCC Service Area Outcomes Assessment Plan and Summary Form

Origination Date of Form March 16, 2018 Completion Date of Form _____

Service Area Human Resources: Docuware Individual Completing Form Pat Ryan

| Intended Outcomes | Assessment Tool, Criteria for Measurement, Target Semester for Assessment, and Procedure | Assessment Results | Refinements/Modifications |
|---|---|--|---------------------------|
| <p>Electronically store department information currently stored on paper form in campus department.</p> | <p>Target Date: September 30, 2018</p> <p>All files that can be will be digitally stored and categorized for retrieval by department staff.</p> | <p>Goal is for all departments to have most if not all files digitally stored.</p> | |

Operational Project Tracking Sheet

Lead: Pat Ryan

Department/Service Area: Human Resources

Academic Year: 2019-2020

| Project | Description | Budget Requirements/Lead | Year | Progress |
|---|--|--------------------------|------|--|
| Employee Position Analysis and Salary Study | Document and verify the levels of job classes within the College and determine the correct occupational job class and budget position. | TBD/ Pat | 2-3 | <p>Working with HR Answers. Staff are in process of completing questionnaires and reviews with supervisors. Target date of Oct 7, 2019 to submit to consultant for analysis and recommendations.</p> <p>Spring 2020- Salary studied received from HR Answers. Reviewed by Leadership; changes made to positions needing to be adjusted up.</p> <p>Fall 2020 – Reviewed by Leadership; changes determined only one position needing to be adjusted down. This change will take affect when there is an opening for the position</p> |
| Complete Docuware Project | Electronically store department information currently maintained in paper form. Staff trained in different departments to continue the electronic storage. | | 2-3 | <p>Training will need to be ongoing as new people are hired.</p> <p>Summer 2020 – Docuware module updated and employees participated in training of new program.</p> |

| | | | | |
|---|--|-------------|-----|--|
| Expand and refine new employee onboarding process | Provide information, explanations, and examples related to College values, culture, and process for new employees. | Minimal/Pat | 1 | Presented as part of Fall In-Service. Will continue to develop as new employees are hired. The Office of the President is providing ongoing training with information presented from each department regarding specific work and processes of the department. |
| Increased Diversity within the staff and faculty | Improve recruitment and retention of faculty and staff to be more inclusive of historically underrepresented groups. | TBD/Pat | 1-3 | Pat has contacted COCC Director of Diversity and Inclusion for a training (tentative for December 2020). |

Project List for 2020/2021

- Review of hiring process
- Increased Hiring Diversity
- Clean up of files
- Update of Employee Information in Jenzabar
- Rework of Adjunct Onboarding Process
- Online Training – Onboarding, Equity and Inclusion, COVID-19

LT Check-In: Open Education Resource

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION Faculty Member Michael Weissenfluh

This will be an update on Open Education Resource (OER) use at TBCC and plans for the future. Additionally, an update will be provided on the Oregon Community College Distance Learning Association (OCCDLA) and its impact on TBCC.

Logo Redesign Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION Executive Director Luquette

Tillamook Bay Community College is undergoing a logo redesign. The project is being managed by Deer Island Studios, Nehalem, OR. The process includes input and feedback from a variety of stakeholder groups which includes: faculty, staff, students, and the Board of Education. The process is being overseen by a TBCC Logo Redesign Committee comprised of the following members: Heidi Luquette, Executive Director of Advancement and TBCC Foundation (Chair); Darryl Spitzer, Dean of CTE; Sayde Walker, Marketing Specialist; Kelsey Jordan, Financial Aid Advisor; Holly Kraus, Instructional Support Specialist; Sheryl Neu, Director of IT; Mary Jones, Director, TBCC Board of Education.

To date, ninety individuals have participated in the project by answering questions, reviewing drafts, and providing feedback at various stages in the process. Faculty, staff, and students have all been given the opportunity to review drafts of a proposed logo and to make recommendations for improvements and provide general feedback. At the board meeting the Board of Education will be provided with a concept for the final logo and will be asked to provide their feedback.

Financial Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION VP Williams

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

Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended October 2020
 33.33% of fiscal year elapsed

| | FY 2019-2020 | | | FY 2020-2021 | | |
|------------------------|---------------|-----------------|----------------------|---------------|-----------------|----------------------|
| | Annual Budget | 10/31/19 Actual | Percentage of Budget | Annual Budget | 10/31/20 Actual | Percentage of Budget |
| Resources | | | | | | |
| Beginning Fund Balance | \$ 1,592,675 | \$ 1,626,567.03 | 102.13% | \$ 1,600,000 | \$ 1,840,987.35 | 115.06% |
| State | \$ 1,979,868 | \$ 1,082,419.44 | 54.67% | \$ 2,419,566 | \$ 1,235,512.33 | 51.06% |
| Property Taxes | \$ 1,336,834 | \$ 9,809.40 | 0.73% | \$ 1,402,498 | \$ 7,219.58 | 0.51% |
| Local Contracts | \$ 74,000 | \$ 24,000.00 | 0.00% | \$ 74,000 | \$ 9,600.00 | 12.97% |
| Tuition | \$ 973,507 | \$ 369,222.10 | 37.93% | \$ 942,100 | \$ 407,320.11 | 43.24% |
| Fees | \$ 191,406 | \$ 80,877.20 | 42.25% | \$ 231,377 | \$ 110,277.00 | 47.66% |
| Sale of Goods | \$ 4,500 | \$ 1,415.01 | 31.44% | \$ 4,500 | \$ 1,819.57 | 40.43% |
| Interest | \$ 100,000 | \$ 40,213.67 | 40.21% | \$ 115,000 | \$ 18,295.32 | 15.91% |
| Rental | \$ 18,000 | \$ 5,745.00 | 31.92% | \$ 18,000 | \$ 3,000.00 | 16.67% |
| Miscellaneous | \$ 10,000 | \$ 11,305.48 | 113.05% | \$ 30,000 | \$ 9,135.52 | 30.45% |
| Transfers | \$ 423,175 | \$ 40,754.28 | 9.63% | \$ 412,816 | \$ 12,558.80 | 3.04% |
| Total resources | \$ 6,703,965 | \$ 3,292,328.61 | 49.11% | \$ 7,249,857 | \$ 3,655,725.58 | 50.42% |
| Expenditures | | | | | | |
| Instruction | \$ 1,939,492 | \$ 477,662.70 | 24.63% | \$ 2,092,856 | \$ 624,836.96 | 29.86% |
| Instructional Support | \$ 542,330 | \$ 177,757.67 | 32.78% | \$ 679,872 | \$ 207,696.75 | 30.55% |
| Student Services | \$ 544,135 | \$ 152,378.42 | 28.00% | \$ 608,847 | \$ 178,664.06 | 29.34% |
| College Support | \$ 1,685,232 | \$ 541,409.40 | 32.13% | \$ 1,824,031 | \$ 570,092.65 | 31.25% |
| Plant Operation | \$ 396,855 | \$ 136,989.95 | 34.52% | \$ 383,607 | \$ 109,198.77 | 28.47% |
| Transfers | \$ 288,000 | \$ 51,439.16 | 17.86% | \$ 293,000 | \$ 54,925.08 | 18.75% |
| Contingency | \$ 107,921 | \$ - | 0.00% | \$ 167,644 | \$ - | 0.00% |
| Total expenditures | \$ 5,503,965 | \$ 1,537,637.30 | 27.94% | \$ 6,049,857 | \$ 1,745,414.27 | 28.85% |
| Ending fund balance | \$ 1,200,000 | \$ 1,754,691.31 | 146.22% | \$ 1,200,000 | \$ 1,910,311.31 | 159.19% |

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

| | Fund No. | Beginning Fund Balance | 2020-2021 Revenue | 2020-2021 Expenditures | Ending Fund Balance | 2020-2021 Spendable Budget | 2019-2020 Prior Year Expenditures 10/31/2019 |
|---|----------|------------------------|--------------------------|------------------------|--------------------------------|----------------------------|--|
| Nursing Program Agreement | 2010 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 | \$ - |
| Tillamook Works | 2030 | \$ 14,611.42 | \$ 16,896.52 | \$ 25,773.71 | \$ 5,734.23 | \$ 80,342 | \$ - |
| Dollar General Grant | 2150 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | \$ 1,823.65 |
| United Way Literacy Grant | 2160 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 266.00 |
| Pathways Grant | 2250 | \$ - | \$ 8,935.30 | \$ 11,773.44 | \$ (2,838.14) | \$ 29,707 | \$ 4,898.96 |
| Industrial Maintenance Tech | 2260 | \$ 32,305.73 | \$ 6,250.00 | \$ 42,061.70 | \$ (3,505.97) | \$ 34,904 | \$ - |
| SBDC Federal Grant | 2300 | \$ - | \$ - | \$ 9,914.52 | \$ (9,914.52) | \$ 33,000 | \$ 11,472.84 |
| SBDC State Grant | 2310 | \$ - | \$ - | \$ 10,541.85 | \$ (10,541.85) | \$ 72,000 | \$ 24,964.38 |
| SBDC Program Income | 2320 | \$ 98,346.67 | \$ 20,075.00 | \$ 9,786.18 | \$ 108,635.49 | \$ 70,337 | \$ 18,290.50 |
| SBDC Rural Outreach Grant | 2330 | \$ 30,302.65 | \$ - | \$ 6,700.00 | \$ 23,602.65 | \$ 10,000 | \$ - |
| SBDC CARES Act | 2331 | \$ - | \$ - | \$ 11,338.54 | \$ (11,338.54) | \$ - | \$ - |
| EDC Contract | 2350 | \$ - | \$ 24,517.18 | \$ 49,470.74 | \$ (24,953.56) | \$ 155,055 | \$ 37,747.51 |
| Visit Tillamook Coast Contract | 2370 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 91,669.70 |
| TEC Vocational Education Grant | 2400 | \$ - | \$ - | \$ - | \$ - | \$ 52,078 | \$ 8,007.44 |
| Food Pantry | 2480 | \$ 1,233.69 | \$ - | \$ 701.04 | \$ 532.65 | \$ - | \$ - |
| Connect2Complete | 2530 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,363.40 |
| ASPIRE Program | 2540 | \$ 3,444.32 | \$ - | \$ - | \$ 3,444.32 | \$ - | \$ - |
| Student Success Grant | 2560 | \$ - | \$ 51,941.85 | \$ 30,757.05 | \$ 21,184.80 | \$ 70,000 | \$ 30,523.85 |
| STEP Grant | 2580 | \$ 16,703.56 | \$ 14,652.76 | \$ 15,317.65 | \$ 16,038.67 | \$ 42,176 | \$ 11,040.51 |
| Pathways to Opportunity | 2590 | \$ 9,126.35 | \$ - | \$ 14,430.75 | \$ (5,304.40) | \$ 18,750 | \$ 3,124.59 |
| Guided Pathways Implementation | 2610 | \$ 20,810.45 | \$ - | \$ - | \$ 20,810.45 | \$ 18,000 | \$ - |
| CARES Act Institutional - Section 1 | 2701 | \$ - | \$ 11,747.14 | \$ 15,879.78 | \$ (4,132.64) | \$ - | \$ - |
| CARES Act Institutional - Section 2 | 2702 | \$ - | \$ 8,106.08 | \$ 8,106.08 | \$ - | \$ - | \$ - |
| CARES Act Institutional - Section 3 | 2703 | \$ - | \$ 8,885.00 | \$ 9,129.50 | \$ (244.50) | \$ - | \$ - |
| Partners for Rural Innovation Operations | 2890 | \$ 15,123.52 | \$ 8,215.08 | \$ 15,675.39 | \$ 7,663.21 | \$ 39,900 | \$ 15,132.83 |
| Capital Depreciation & Maintenance Fund | 2900 | \$ 875,802.68 | \$ 2,968.30 | \$ - | \$ 878,770.98 | \$ 35,000 | \$ - |
| Timber Tax Reserve Fund | 2910 | \$ 3,616,304.28 | \$ - | \$ - | \$ 3,616,304.28 | \$ 480,200 | \$ - |
| PRI Capital Maintenance Fund | 2920 | \$ 40,861.59 | \$ 40,138.49 | \$ - | \$ 81,000.08 | \$ 20,000 | \$ - |
| Strategic Investment Fund | 2950 | \$ 1,336,565.22 | \$ 4,529.93 | \$ - | \$ 1,341,095.15 | \$ 353,054 | \$ - |
| Total Special Fund | | \$ 6,111,542.13 | \$ 227,858.63 | \$ 287,357.92 | \$ 6,052,042.84 | \$ 1,664,503 | \$ 265,326.16 |
| Schedule of Special Fund borrowing from General Fund | | | | | | | |
| | | Ending Fund Balance | Less Accounts Receivable | Add Liabilities | Ending Cash Balance 10/31/2020 | | |
| Total of Grants that borrow from the General Fund | | \$ (24,322.43) | \$ 14,652.76 | \$ - | \$ (38,975.19) | | |
| Total of Grants & Reserves that are not borrowing from the General Fund | | \$ 6,076,365.27 | \$ 1,130.00 | \$ - | \$ 6,075,235.27 | | |
| Total Special Fund | | \$ 6,052,042.84 | \$ 15,782.76 | \$ - | \$ 6,036,260.08 | | |
| | | | | | | | |
| | Fund No. | Beginning Fund Balance | 2020-2021 Revenue | 2020-2021 Expenditures | Ending Fund Balance | 2020-2021 Spendable Budget | 2019-2020 Prior Year Expenditures |
| Community Education | 3100 | 15,259.72 | 1,712.00 | 3,138.36 | \$ 13,833.36 | 21,402 | 3,877.34 |
| Driver Education Program | 3110 | 5,790.45 | - | - | \$ 5,790.45 | 5,790 | 3,048.50 |
| Summer Term Fund | 3120 | - | - | - | \$ - | - | 31,582.82 |
| TBCC Store | 3200 | 9,227.27 | 1,095.97 | 164.13 | \$ 10,159.11 | 4,550 | 434.93 |
| Customized Training Projects | 3300 | 12,771.29 | 600.00 | 300.00 | \$ 13,071.29 | 32,595 | 5,168.85 |
| Truck Driving Program | 3310 | (14,412.06) | 65,000.00 | 22,852.76 | \$ 27,735.18 | 223,875 | 34,021.55 |
| Truck Driving Simulator | 3320 | (3,965.21) | 49,802.98 | 17,018.41 | \$ 28,819.36 | 29,177 | 116,706.45 |
| TBCC Vending | 3400 | 4,754.71 | 992.71 | 290.09 | \$ 5,457.33 | 8,500 | 684.25 |
| Total Enterprise Fund | | \$ 29,426.17 | \$ 119,203.66 | \$ 43,763.75 | \$ 104,866.08 | 325,889 | \$ 195,524.69 |
| PERS Pension Bond Fund | 4100 | 19,257.20 | 52,556.43 | 1,600.00 | \$ 70,213.63 | 161,190 | 1,600.00 |
| General Obligation Bond Fund | 4200 | 112,905.07 | 4,339.74 | - | \$ 117,244.81 | 742,524 | - |
| Total Debt Service Fund | | \$ 132,162.27 | \$ 56,896.17 | \$ 1,600.00 | \$ 187,458.44 | \$ 903,714 | \$ 1,600.00 |
| Local Match Fund | 5250 | 230,332.03 | 780.66 | - | \$ 231,112.69 | 60,791 | 50,000.00 |
| Grant Construction Fund | 5550 | (225,008.57) | - | - | \$ (225,008.57) | - | - |
| Total Capital Projects Fund | | \$ 5,323.46 | \$ 780.66 | \$ - | \$ 6,104.12 | \$ 60,791 | \$ 50,000.00 |
| Associated Students of TBCC | 7100 | 3,949.13 | 2,371.20 | 749.50 | \$ 5,570.83 | 9,000 | 892.61 |
| Phi Theta Kappa Honorary Society Fund | 7200 | 1,954.09 | 425.00 | 632.84 | \$ 1,746.25 | 3,800 | 508.93 |
| Economic Development Council | 7300 | - | - | - | \$ - | - | 138,222.51 |
| Economic Development Council - USDA Grant | 7310 | - | - | - | \$ - | - | 25,505.29 |
| Visit Tillamook Coast | 7400 | - | - | - | \$ - | - | 704,843.28 |
| Visit Tillamook Coast - Non-TLT Funds | 7410 | - | - | - | \$ - | - | 61,583.30 |
| Visit Tillamook Coast - RTM Grant | 7420 | - | - | - | \$ - | - | 15,922.60 |
| Total Agency Fund | | \$ 5,903.22 | \$ 2,796.20 | \$ 1,382.34 | \$ 7,317.08 | \$ 12,800 | \$ 947,478.52 |
| PELL Grant | 8010 | - | 251,198.00 | 251,198.00 | \$ - | 751,150 | 272,864.00 |
| Supplemental Education Opportunity Grant | 8020 | - | 4,200.00 | 4,200.00 | \$ - | 16,875 | 4,830.00 |
| CARES Act for Students | 8090 | - | 68,419.00 | 68,499.00 | \$ (80.00) | - | - |
| Direct Loans | 8100 | - | 24,269.00 | 25,764.00 | \$ (1,495.00) | 350,000 | 60,127.00 |
| Federal Work Study | 8190 | - | 1,339.99 | 2,098.58 | \$ (758.59) | 16,944 | 1,492.09 |
| Oregon Opportunity Grant | 8210 | - | 96,400.00 | 77,784.00 | \$ 18,616.00 | 250,000 | 72,450.00 |
| Chafee Grant | 8220 | - | - | - | \$ - | 15,000 | - |
| Oregon Promise Grant | 8230 | - | 29,100.00 | 25,527.00 | \$ 3,573.00 | 90,000 | 23,226.00 |
| Tuition Waivers | 8310 | 4,405.39 | - | 71,511.00 | \$ (67,105.61) | 10,000 | 4,000.00 |
| Board Scholarships | 8320 | 88,679.81 | - | 59,752.00 | \$ 28,927.81 | 170,000 | 44,565.10 |
| Institutional Work Study | 8330 | 42,929.16 | - | 0.07 | \$ 42,929.09 | 10,072 | 282.49 |
| Foundation Scholarships | 8340 | - | 4,374.11 | 36,184.13 | \$ (31,810.02) | 85,000 | 29,580.30 |
| Non-Institutional Scholarships | 8400 | 261.88 | 33,889.50 | 21,267.55 | \$ 12,883.83 | 53,328 | 9,290.74 |
| Total Financial Aid Fund | | \$ 136,276.24 | \$ 513,189.60 | \$ 643,785.33 | \$ 5,680.51 | \$ 1,818,369 | \$ 522,707.72 |

Agenda Item 5.F. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended October 2020
 33.33% of Budget Period Expended

| | General Fund | | | Special Fund | | | Enterprise Fund | | | Debt Service Funds | | |
|---|---------------------|---------------------|---------------|---------------------|-------------------|---------------|-------------------|-------------------|---------------|--------------------|------------------|--------------|
| | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % |
| Beginning Cash Balance | | \$ 1,916,450 | | | \$ 5,848,921 | | | \$ 18,132 | | | \$ 123,588 | |
| Beginning Fund Balance | \$ 1,600,000 | \$ 1,840,987 | 115.06% | \$ 6,035,908 | \$ 6,111,542 | 101.25% | \$ 57,491 | \$ 29,426 | 51.18% | \$ 50,900 | \$ 132,162 | 0.00% |
| Resources | | | | | | | | | | | | |
| State Aid | \$ 2,419,566 | \$ 1,235,512 | 51.06% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Grants and Contracts | \$ 74,000 | \$ 9,600 | 0.00% | \$ 598,108 | \$ 158,347 | 26.47% | \$ 26,500 | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Tuition and Fees | \$ 1,173,477 | \$ 517,597 | 44.11% | \$ 40,150 | \$ 20,075 | 50.00% | \$ 229,000 | \$ 53,485 | 23.36% | \$ - | \$ - | 0.00% |
| Local Taxes | \$ 1,402,498 | \$ 7,220 | 0.51% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 695,724 | \$ 3,954 | 0.57% |
| Timber | \$ - | \$ - | 0.00% | \$ 612,438 | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Sale of Goods | \$ 4,500 | \$ 1,820 | 40.44% | \$ - | \$ - | 0.00% | \$ 6,000 | \$ 767 | 12.78% | \$ - | \$ - | 0.00% |
| Interest | \$ 115,000 | \$ 18,295 | 15.91% | \$ 53,550 | \$ 7,637 | 14.26% | \$ - | \$ - | 0.00% | \$ 13,000 | \$ 393 | 3.02% |
| Rental | \$ 18,000 | \$ 3,000 | 16.67% | \$ 22,000 | \$ 1,800 | 8.18% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Miscellaneous | \$ 30,000 | \$ 9,136 | 30.45% | \$ 85,700 | \$ 40,000 | 46.67% | \$ 52,000 | \$ 50,418 | 96.96% | \$ - | \$ - | 0.00% |
| Transfers | \$ 412,816 | \$ 12,559 | 3.04% | \$ 60,791 | \$ - | 0.00% | \$ - | \$ 14,534 | 0.00% | \$ 155,000 | \$ 52,550 | 33.90% |
| Total Revenues | \$ 5,649,857 | \$ 1,814,739 | 32.12% | \$ 1,472,737 | \$ 227,859 | 15.47% | \$ 313,500 | \$ 119,204 | 38.02% | \$ 863,724 | \$ 56,897 | 6.59% |
| Expenditures | | | | | | | | | | | | |
| Salaries and Wages | \$ 4,509,600 | \$ 1,325,713 | 29.40% | \$ 423,430 | \$ 128,849 | 30.43% | \$ 164,969 | \$ 19,355 | 11.73% | \$ - | \$ - | 0.00% |
| Operating Expenditures | \$ 1,049,613 | \$ 344,384 | 32.81% | \$ 321,520 | \$ 97,185 | 30.23% | \$ 105,957 | \$ 7,737 | 7.30% | \$ 1,600 | \$ 1,600 | 100.00% |
| Capital Outlay | \$ 30,000 | \$ 20,393 | 67.98% | \$ 15,000 | \$ 35,205 | 234.70% | \$ 35,000 | \$ 16,082 | 0.00% | \$ - | \$ - | 0.00% |
| Debt Service | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 902,114 | \$ - | 0.00% |
| Transfers | \$ 293,000 | \$ 54,925 | 18.75% | \$ 397,553 | \$ 26,119 | 6.57% | \$ 12,763 | \$ 590 | 4.62% | \$ - | \$ - | 0.00% |
| Other budgetary accounts (Note 1) | \$ 167,644 | \$ - | 0.00% | \$ 6,248,935 | \$ - | 0.00% | \$ 7,200 | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Total expenditures | \$ 6,049,857 | \$ 1,745,415 | 28.85% | \$ 7,406,438 | \$ 287,358 | 3.88% | \$ 325,889 | \$ 43,764 | 13.43% | \$ 903,714 | \$ 1,600 | 0.18% |
| Ending Fund Balance | \$ 1,200,000 | \$ 1,910,311 | | \$ 102,207 | \$ 6,052,043 | | \$ 45,102 | \$ 104,866 | | \$ 10,910 | \$ 187,459 | |
| Adjustments to bring Ending Fund Balance to Ending Cash Balance | | | | | | | | | | | | |
| Assets | | | | | | | | | | | | |
| Receivables | | \$ 266,150 | | | \$ 15,783 | | | \$ 14,700 | | | \$ 35,594 | |
| Inventories | | \$ 895 | | | \$ - | | | \$ 932 | | | \$ - | |
| NET EFFECT ON CASH | | \$ (267,045) | | | \$ (15,783) | | | \$ (15,632) | | | \$ (35,594) | |
| Liabilities | | | | | | | | | | | | |
| Accounts Payable | | \$ 69,559 | | | \$ - | | | \$ - | | | \$ - | |
| Unearned Revenue (Note 2) | | \$ 65,782 | | | \$ - | | | \$ - | | | \$ 35,594 | |
| Payroll | | \$ 169,217 | | | \$ - | | | \$ - | | | \$ - | |
| NET EFFECT ON CASH | | \$ 304,558 | | | \$ - | | | \$ - | | | \$ 35,594 | |
| NET ADJUSTMENTS | | \$ 37,513 | | | \$ (15,783) | | | \$ (15,632) | | | \$ - | |
| ENDING CASH BALANCE | | \$ 1,947,824 | | | \$ 6,036,260 | | | \$ 89,234 | | | \$ 187,459 | |

Agenda Item 5.F. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended October 2020
 33.33% of Budget Period Expended

| | Capital Projects Funds | | | Agency Fund | | | Financial Aid Fund | | |
|---|------------------------|---------------|--------------|------------------|-----------------|---------------|---------------------|-------------------|---------------|
| | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % |
| Beginning Cash Balance | | \$ 5,323 | | | \$ 5,903 | | | \$ 138,031 | |
| Beginning Fund Balance | \$ 5,791 | \$ 5,323 | 91.92% | \$ 2,800 | \$ 5,903 | 210.82% | \$ 125,828 | \$ 136,276 | 108.30% |
| Resources | | | | | | | | | |
| State Aid | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Grants and Contracts | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 1,483,150 | \$ 474,922 | 32.02% |
| 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% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Interest | \$ 5,000 | \$ 781 | 15.62% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Rental | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Miscellaneous | \$ 50,000 | \$ - | 0.00% | \$ 3,000 | \$ 425 | 14.17% | \$ 135,000 | \$ 38,264 | 28.34% |
| Transfers | \$ - | \$ - | 0.00% | \$ 8,000 | \$ 2,371 | 29.64% | \$ 130,000 | \$ 4 | 0.00% |
| Total Revenues | \$ 55,000 | \$ 781 | 1.42% | \$ 11,000 | \$ 2,796 | 25.42% | \$ 1,748,150 | \$ 513,190 | 29.36% |
| Expenditures | | | | | | | | | |
| Salaries and Wages | \$ - | \$ - | 0.00% | \$ 6,185 | \$ - | 0.00% | \$ 26,341 | \$ 2,035 | 7.73% |
| Operating Expenditures | \$ - | \$ - | 0.00% | \$ 6,615 | \$ 1,382 | 20.89% | \$ 1,789,528 | \$ 641,367 | 35.84% |
| Capital Outlay | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Debt Service | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Transfers | \$ 60,791 | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 2,500 | \$ 384 | 0.00% |
| Other budgetary accounts (Note 1) | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Total expenditures | \$ 60,791 | \$ - | 0.00% | \$ 12,800 | \$ 1,382 | 10.80% | \$ 1,818,369 | \$ 643,786 | 35.40% |
| Ending Fund Balance | \$ - | \$ 6,104 | | \$ 1,000 | \$ 7,317 | | \$ 55,609 | \$ 5,680 | |
| 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 | | \$ 6,104 | | | \$ 7,317 | | | \$ 5,680 | |

\$ 8,279,879

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 INFORMATION President Tomlin

Upcoming Dates:

- The next Board meeting is scheduled for Monday, January 4 at 5pm on Zoom
- New Legislators Zoom meeting on December 11, 2pm. Board members invited
- The College is closed this month from December 21-25 and 31, Jan 1.
- Winter Term starts on Monday, January 11
- The next extended staff meeting is Friday, January 22, 8-10am. We will send everyone the Zoom link

Updates:

- Impact of Governor's Order on COVID restrictions to TBCC
- TBCC December Graduation Ceremony for 2020 graduates has been cancelled
- Governor's Budget and state revenue forecast updates
- OCCA Conference highlights
- OPC meeting and OCCA Board Dec meeting highlights
- Mechtronics building closing occurred on November 30!
- Informal virtual board get-together

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.