Board of Education Meeting Agenda

Date: Monday, February 1, 2021

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

Item	Description	Resource

1. **Call to Order • Acknowledge Guests** --Chair Gervasi

2. **Consent Agenda:** -- (Action) Chair Gervasi
   a. Approval of Agenda
   b. Approval of January 4, 2021 Meeting Minutes
   c. Personnel Report……………………………………………………..Director Ryan

3. **Invitation for Public Comment** -- Chair Gervasi
   Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.

4. **New Business and/or focused policy discussions**
   a. Revised Technology Plan ………………………………..…… (Action) Director Neu
   b. New Student Services Policies: Second Reading …………… (Action) VP Hanson
   c. Changes to Board Policies 100, 101: First Reading …….……… President Tomlin
   d. Discussion of Tuition/Fees 2021-22 ……………………………………..VP Williams
   e. President's Evaluation Process for 2020-21 …………………….. President Tomlin
   f. Update: 2020-21 Project Lists ………………………………………. President Tomlin
   g. Budget Committee Membership ………………………………………… VP Williams

5. **Information-Only Items (Board members may request any item be placed on the discussion agenda)**
   a. Retention Goal (WIG) Outcome …………………..………………… Director McCarley
   b. Accreditation Prep………………………………………………… Director McCarley
   c. LT Check-in: SBDC Update ……………………………………………. Director Soto
   d. ASTBCC Report ………………………………………………………. President Dial
   e. Financial Report………..………………………………………….....VP Williams
   f. President's Report………………………………………………...…President Tomlin

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

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

8. **Executive Session** -- (Action) Chair Gervasi
   Move to the Executive Session of the Meeting.

   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, February 1, 2021 at 7:00pm in a virtual format.

Executive Session

<u>RECOMMENDATION</u>
INFORMATION ONLY

<u>BACKGROUND INFORMATION</u>--(Action)Chair Gervasi
MOVE TO THE EXECUTIVE SESSION OF THE MEETING.

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Call to Order

RECOMMENDATION
CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION……………………………………………………Chair Gervasi

Approval of the Consent Agenda

<u>**RECOMMENDATION**</u>
ACTION ITEM

<u>**BACKGROUND INFORMATION**</u> -- (Action) Chair Gervasi

MOTION TO APPROVE THE CONSENT AGENDA FOR THE FEBRUARY MEETING.

Items for approval:
   a. Approval of Agenda
   b. Approval of January 4, 2021 Meeting Minutes
   c. Approval of the Personnel Report

Approval of the Agenda

<u>**RECOMMENDATION**</u>

MOTION TO APPROVE THE AGENDA FOR THE FEBRUARY MEETING

Board of Education Meeting Agenda

Date: Monday, February 1, 2021

<u>**TBCC Board Meeting**</u> Zoom – 5:00pm – 7:00pm

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into Executive Session for the purpose of discussing personnel related issues on Monday, February 1, 2021 at 7:00pm in a virtual format.

January 4, 2021 Board of Education
Meeting Minutes

Date: Monday, January 4, 2021

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 Perman

Members Not in Attendance: All in attendance

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

Guests in Attendance: Marilyn Roossinck

Description
Call to Order • Acknowledge Guests (Agenda item 1) ------------------------------- Chair Gervasi
Chair Gervasi called the meeting to order at 5:00pm.

Consent Agenda: (Agenda items 2, 2.a, 2.b, 2.c) --------------------------- (Action) Chair Gervasi
There were no additions or changes to the minutes from the December meeting or to the agenda for this meeting. Director Ryan gave the Personnel Report, which consisted of only one item: staff member Sarah Miller's job title changed from Online Instruction Specialist to Online Instruction Coordinator. Pam Zweifel motioned to approve the consent agenda. Tamra Perman seconded the motion. **The motion carried.**

Invitation for Public Comment (Agenda item 3)--- Chair Gervasi
There were no comments from the public.

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

Board Members Election (Agenda item 4a)…..…………..…………..…….. President Tomlin
TBCC Board positions #2, #3 and #6 are up for election this year. Public notice of these elections will appear in the Tillamook Headlight Herald in the first week of February. Individuals wishing to run for the position must file form SEL190 along with a $10 filing fee with the Tillamook County Clerk's office between February 6 and March 18. The election will be held on May 18, 2021. President Tomlin asked that incumbents wishing to run again please let him know. The board had no questions.

Audit Report (Agenda item 4b) …………………………………..…….. (Action) VP Williams
The audit report, completed December 12, 2020, was sent along with the packet for this meeting and not included in the packet due to it's length. A management letter from the accounting firm Kenneth Kuhns & Co. is included in the packet. VP Williams stated that, overall,

the report was very positive and the auditors had no problems conducting the audit and found no concerns.

She called attention to page 8 of the report which states *"In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Tillamook Bay Community College as of June 30, 2020, and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America."* This is the statement that we want to see in every audit.

VP Williams and President Tomlin wanted to make the Board aware that, in each biennium, the college receives state funds in eight payments but, instead of receiving four equal payments each year, the College recieves 3 payments one year and 5 payments in the following year. This payment system is confusing and can give a false impression of the budget as it can appear to be low one year and high the next.

President Tomlin called attention to the fact that TBCC has the smallest Business Office of any college in the state. Most have three or four staff members doing what VP Williams does alone. That she can do this and get great results every year deserves kudos.

Tamra Perman motioned to approve the audit report. Betsy McMahon seconded the motion. **The motion carried**.

Policy numbers 502, 503 and 504: First Reading (Agenda item 4c)……………... VP Hanson
This was the first reading of three new polices on Admissions, Advising and Recruitment. VP Hanson summarized them and explained that they were not created in response to an issue, but simply because TBCC did not have written policies in place and they are needed for documentation purposes. Jennifer Purcell asked if the policies should reflect a more inclusive approach. After discussion, it was agreed that the policies would be reworded to include equity lens language and be brought back to the Board next month with revisions for the second reading. VP Hanson thanked the board for a productive discussion.

Information-Only Items (Agenda item 5)

LT Check-in: The Nuts and Bolts of Partnership (Agenda item 5.a) ….….…… VP Rivenes
VP Rivenes presented a slightly condensed version of the session she delivered at OCCA's conference in November. This presentation, titled "The Nuts and Bolts of Partnership," which is included in the packet, was offered as a means of helping Board members understand all that goes into forging partnerships between TBCC and the community and/or with other colleges.

Accreditation Prep: Partnership Questions (Agenda item 5.b) …………….…… VP Rivenes
VP Rivenes followed up the partnership presentation with a discussion about the importance of board members being familiar with the partnerships at the College. A good partnership is one in which both sides participate equally and both sides win. As with any good relationship, the partnership must be built on trust and a commitment to strengthening the relationship.

Financial Report (Agenda item 5.c) …………..……..…………………………....VP Williams
VP Williams summarized the notable points in the financial report included in the packet. The Beginning Fund Balances are actual numbers now as transactions from the previous year have settled. The General Fund is looking good. TBCC has already received more in State Support Funds than we did last year. Property taxes are higher.

The Board asked if TBCC had seen any savings this year due to Covid. VP Williams responded that TBCC has paid a little less in adjunct faculty salaries, there were some small savings in utility costs, and nothing has been spent out of the travel budget sinch March of 2020. Some substantial expenses have been recovered from CARES Act Funds. The Board had no further questions or concerns about the Financial Report.

President's Report (Agenda item 5.d) ...………………………………...… President Tomlin
Important dates coming up include:
- The next Board meeting, February 1, 2021 at 5:00pm, on Zoom.
- Winter term begins January 11.
- The next All-Staff meeting is Friday, January 22, 8-10am. A Zoom link will be sent out; all board members are invited to join the meeting.

Other Announcements:
- Now that the 2020 Census has been completed, college district zone boundaries could change to equalize population numbers in each of the districts. This would change the boundaries of Board Member districts. It is not very likely to happen here since Tillamook County's population has remained stable, but it could. We will keep you updated.
- College Council voted to begin running their own meetings and are set to begin this month. The members elected full-time faculty member Michele DeGraffenreid as Chair and Director of Development, Britta Lawrence, as Vice-Chair. Ross will continue as an Ex Officio member. This is an exciting development as it will strengthen TBCC's shared governance body.
- New Legislators meeting on Zoom- several LT members along with Kathy Gervasi and Betsy McMahon met December 11 on Zoom with newly elected legislators Suzanne Weber and Dick Anderson to make them aware of TBCC's budget needs. TBCC anticipates a surge in enrollment once the pandemic is more under control. We need to be sure that TBCC has the staff, faculty, and resources to serve an increased number of incoming students.
- CTE Space Needs- a new TBCC task force is being formed to consider the current and future space needs for CTE programs and make recommendations for revisions to the Facilities Master Plan (FMP). This would include faculty and staff office space, classrooms, lab space, equipment storage, and so forth. The group will meet for the first time on Thursday, January 7. Interested Board members are invited to join in the conversation via Zoom.
- New Federal COVID Money- the most recent relief bill, CRRSA, will nearly double what TBCC received under the CARES Act. There will be funds to expand Broadband. TBCC estimates we will receive a total of $547,000, with $157,000 for students and the remaining money for institutional use. The amount for PELL Grants increased slightly. The FAFSA will get easier (although this will take time.) The best news may be that there will be fewer restrictions on how the funds can be used.

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

Adjournment (Agenda item 7) --- (Action) Chair Gervasi
Mary Faith Bell motioned to adjourn the meeting. Betsy McMahon seconded the motion. **The motion carried.** The meeting adjourned at 6:20pm.

Personnel

RECOMMENDATION
CONSENT AGENDA

BACKGROUND INFORMATION-- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Career Education Advisor	Feb. 1, 2021	TBD	Open until filled	Rhoda Hanson	
P.T. Spanish GED Aide/Instructor	ASAP	TBD	Open until filled	Kandi Spitzer	
Registrar	March 1, 2021	TBD	Open until filled	Rhoda Hanson	

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

Revised Technology Plan

RECOMMENDATION
ACTION ITEM

BACKGROUND INFORMATION …………………………………...……………………… Director Neu

TBCC updates its Technology Plan on a regular basis so although it runs for 5 years it is revisited every year. This attached plan is our latest upgrade which attempts to project out to 2023 what technology will be needed by TBCC to ensure proper service levels. We are asking the Board to approve this revised Technology Plan.

2019-23

TBCC PROJECTED TECHNOLOGY

Integrated Technology Services
2019-2023

Table of Contents

Information Technology at TBCC

TBCC's technical infrastructure and services support the implementation and growth of technology-based operations, online classes, and support services in all operational areas of the college.

Succinctly these items emerge as the way to ensure this success.

1. Minimal outages
2. Integration
3. User friendly
4. Secure
5. Efficient
6. Supports Student Success Efforts

Several areas are identified under this category

- Computer aging
- Phone system
- Network backbone to support wired and wireless delivery
- Security
- Classroom technology
- Efficient use of our Enterprise Resource Planning (ERP) system - Jenzabar
- Web presence
- Email
- LMS (Moodle)
- Access ease for Students
  - Wireless internet availability
  - Sign on to many sites easily and securely

Tillamook Bay Community College realizes technology is important in today's world. We need technology that is dependable and efficient. To meet these needs a reasonable budget has been developed to support the activities of the college. The budget allows for the following components:

Employee Computers

All computers have a life span. A few years ago that life span was measured strictly in age. The question becomes how old is old? Hardware still wears out so we look at age but we must also look at the tasks needed to be performed with that hardware. Currently software drives the aging

of equipment before actual physical wear does.

While virtualization can solve many problems and make an organization able to move away from hardware purchases it is not always the most cost effective route for smaller organizations due to our unique, one to one needs. TBCC faces this challenge with a hybrid approach that utilizes a virtual infrastructure where it makes sense for us. Our main ERP system in housed in a virtual environment and the rest of our work is done with physical servers and computers.

Post COVID we have seen that mobility matters so we have stepped up our use of and purchases of laptops. Virtual desktops are not as desirable in our area due to the lack of high speed internet infrastructure in our county.

Software is another consideration. As software is replaced and phased out we need to be mindful of when to upgrade. If we do it as soon as the new version comes out we risk many programs not being compatible. If we wait too long we are facing an "immediate" upgrade situation.

Hardware is replaced on age and thoughtful consideration of need. Staff computers are replaced on a cycle to keep them from being more than 10 years old. Faculty laptops are replaced on a cycle to keep them from being more than 5 years old.

COVID has added a new complexity albeit new opportunities to the mix. We now have many staff who never needed laptops to be able to at least check one out on a moment's notice or as approved by supervisors. This requires additional laptop purchases to be added to the mix but we believe we can incorporate a few more laptops into our yearly buy to keep the checkout units refreshed and available.

Student and Classroom Computing

There are many separate, but interconnected technology systems needed to create the positive user experience that students, faculty, and staff expect to find on a modern college campus. TBCC strives to keep technology reliable, stable and up-to-date so that our students can have the best experience possible to help them be successful. To achieve that goal takes commitment by the college to budgeting and allocating the needed resources to make that happen.

To support our college wide move to greater student success and retention all classrooms are evaluated each year for their intended purpose. In 2017 we were able to upgrade all classrooms to interactive projectors with Title III funds. We are at the end of the grant but are positioned nicely to add to what was accomplished to create Zoom friendly classrooms and enhance our interactive options with the projectors.

When TBCC moved into its new building the podiums were the best idea we had ever had for instructors. Here we are 7 years later and we are asking ourselves, "Is this really the best way to teach?" Of course the answer is, maybe.

They seem to still be a favorite in classrooms. Now we are exploring how best to use them to support our new "Zoom" classes. The podiums work well to plug in the extra camera(s) and microphone needed to make distance learning meld with onsite learning.

In 2020 we upgraded two classrooms with ceiling microphones and speakers to enhance distance education delivery with better sound quality. We are happy to report this is working so well we are looking to add this functionality to other rooms. A pan/tilt/zoom (ptz) camera was

Touchscreen/whiteboard shown, microphone and additional camera are not visible

added to a faculty member is more visible for remote students. To assist the instructor in engaging the remote students, a large TV screen will be placed in the rear of the to allow an instructor to see all of the remote participants at once.

We continue to fine tune and add equipment options to enhance the in-class experience and add distance education to the mix. Most of the equipment available is great for video conferencing but lacks some sound quality when you get into a classroom setting. We will continue to monitor and adjust as instruction changes to meet the needs of students.

Computer Lab

It was thought in 2016 that computer labs were a thing of the past, then we found out that they are still very much needed, just not the same way we had been using them. Now we use our computer lab for various trainings, student orientations, and Aleks math classes. The second lab was turned into a smaller computer lab/writing center.

We also have a mobile cart so laptops can be brought into any classroom that needs extra technology. This works but is time consuming for instructors to setup. Time constraints on the

classroom many times won't allow enough open time for setup and with only 2 IT people it can be a challenge for us to drop everything for the setup.

In 2018 an idea was formed by our Librarian to offer laptops for checkout to students. This has been more popular every year. We started with 5 checkout machines and are now up to 24. We are so pleased we were able to offer this service to students who would not otherwise have been able to attend classes in 2020.

Phone System

TBCC moved to a Voice Over IP (VOIP) phone system in 2005. It served us well for many years but as it aged there were limitations and upgrade costs were prohibitive. It has been deemed that an open source solution with support will be within our budget and move us forward to updated equipment. Mt. Hood Community College is already using such a system and the local school district is planning their implementation of a similar system.

Implementation of our new system took place in 2019. Our new system was cost effective and works very well. We have the flexibility to add features we want and now we can easily add handsets to support our expanding workforce. It even allows for expansion to offsite workers if that becomes critical.

Network Backbone

Students expect to be able to connect to their school information anywhere and anytime. Whether it be to register, for financial aid, for classwork and more. To ensure students can connect to the resources they need when they need it is a challenge but our society now expects that connectivity to be 24/7 with literally no down time.

The network is in a constant state of review, replacement and update. Equipment is evaluated for workload and performance on a continual basis. An overview of what has been done and what is to come is in the following table.

Equipment	Replacement date	Status
Wireless Aps (13)	2015	Updated in 2020 to include 1 outdoor unit for students to access in the parking lot
Firewall	2017	Replaced with two Palo Alto units for security and speed
Core Switching Two 9200L	2016 2019	Main core has been updated. Currently evaluating the upstairs switches for functionality, age and end of life status.

Commented [MV1]: We went from a VIOP to open source?

		Switches tend to run about a 7-10 year life span. Looking to move to gigabit speeds. Waiting on quotes for replacement Meraki/Cisco switches to start a systematic replacement.
Backup/Recovery	2020	Replaced and expanded our backup unit.
Servers	On-going	Please see appendix B

Commented [MV2]: Is this still in appendix B?

Network assessments assist us in determining network health, stability and security.

Disaster Recovery and Security

Why put these together this way? Security must be fought on many fronts. Passwords expire in 1 year intervals. Current thinking is having them change too often and people put them on sticky notes which get placed everywhere or get lost. This creates its own security problem. They do need to change periodically. One year was determined to be the magic number.

To ensure continued network security we moved to Comodo. Comodo allows us to monitor systems, remotely support users and catch problems almost instantaneously with anti-virus protection and total endpoint security.

In today's climate it is very unlikely we will completely escape hacks, breaches or infections. Part of our defense must be the ability to recover in case of not only physical damage but in case of electronic damage. Our best line of defense is our ability to recover data completely and quickly. To this end we run an appliance for backups. The Unitrends appliance has proven reliable and more than adequate for our needs. We bought our first unit in 2013, upgraded to support more data in 2015 and again in 2019 in preparation for more user data.

Backups are an essential defense so we have backups that run in constant intervals of daily, weekly, quarterly and these are rotated to external areas for protection from hackers and physical disasters.

Regular reminders about not responding to phishing emails are sent to employees. We are setting up a training program for employees to help insure all are aware of the dangers of phishing and how to avoid those dangers.

Cybersecurity is now a hot topic with Ransomware on the rise. No one is safe from hackers any longer so we have to address it and fight it. We do that by insuring our firewalls are patched and updated regularly. We patch computers and servers on a regular basis. Student use computers and laptops have Deep Freeze as well as anti-virus on them.

In the year 2019 we purchased modules for cybersecurity training to set up a program to assist all staff in spotting social engineering scams and various types of phishing emails.
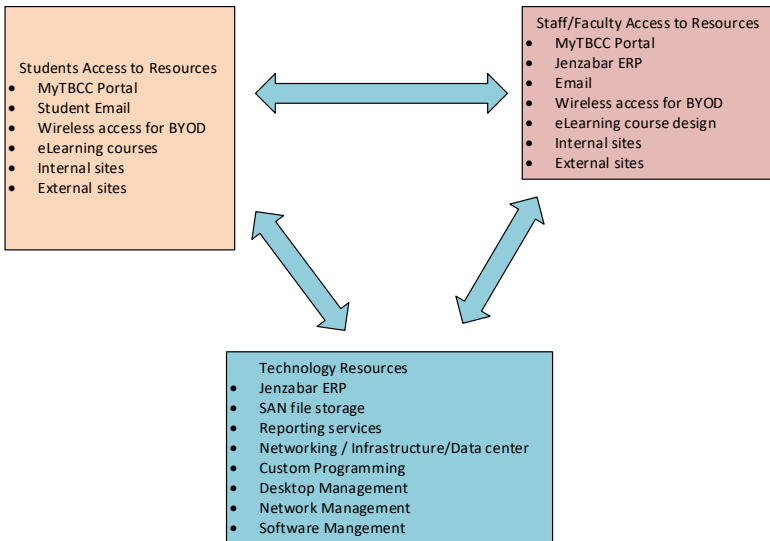
Storage Capacity

Available Storage on Current Servers
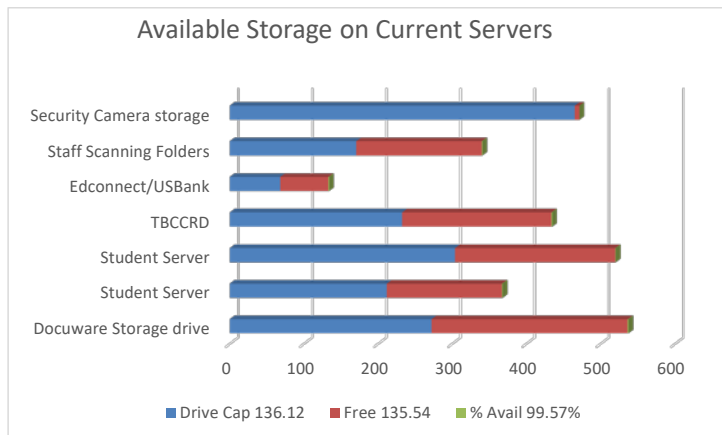
This graph does not include our main storage unit of 7 TB which is only using 1/3 of its capacity.

Technology is ever changing with newer, more efficient and many times less expensive options becoming available. To this end we are looking to increase our virtual server environment to replace the aging server hardware. We will reduce our energy consumption and increase productivity and security as we move these servers to updated operating systems in a more efficient manner.

ITS Provides Needed Access to Resources

Students Access to Resources
- MyTBCC Portal
- Student Email
- Wireless access for BYOD
- eLearning courses
- Internal sites
- External sites

Staff/Faculty Access to Resources
- MyTBCC Portal
- Jenzabar ERP
- Email
- Wireless access for BYOD
- eLearning course design
- Internal sites
- External sites

Technology Resources
- Jenzabar ERP
- SAN file storage
- Reporting services
- Networking / Infrastructure/Data center
- Custom Programming
- Desktop Management
- Network Management
- Software Mangement

Conclusion

Tillamook Bay Community College realizes technology is important in today's world. We need technology that is dependable and efficient. To meet these needs a reasonable budget has been developed to support the activities of the college.

The budget for Computer Services is split into two parts – Administrative and Instruction.

The Administrative budget has all the server acquisitions, most of the phone costs, most of the Support contracts, and most of the network backbone.

The Instructional budget is for direct Instructional related costs.

The total budget for IT Administration 2020-2021 is $242,358.00 and for IT Instruction $123,794.00.

The budget as stated is sufficient to upgrade and maintain current equipment in the above stated replacement cycle allotted for each type of equipment. Title III dollars have been used judiciously to upgrade some larger components such as the Virtual Hosts for our Virtual server environment, the interactive projectors for classrooms, and some software upgrades.

Planning is key for "big ticket" items. Other grants are available for major upgrades in technology but have to be carefully weighed to insure that the burden which is often imposed by them in reporting requirements doesn't negatively offset the benefits.

How do we measure whether the budget is adequate? By reviewing our Strategic Goals and ensure we follow and meet the goals identified by the college as most important for the year.

In the face of a constantly changing technology landscape in higher education, the long-term financial investment to support increasing technology purchases must be factored into the cost of acquiring new systems and upgrades to those in place. A sustainable support and replacement program is essential to IT systems or there is a high risk of unanticipated failure. By strategically using partners and purchasing carefully TBCC can continue to deliver the technology platform that has proven to support the TBCC mission so well. TBCC has recognized this and created a technology budget to address these needs and continues to identify and work with partners as needed.

What is next? We must continue to upgrade our network backbone to support the new, faster standards. To this end we will add 5 to 7 new switches in the next couple of years. The newer switches allow for better monitoring, faster speeds and of course security support.

The virtual environment that hosts our ERP will be moved to new equipment in the next 1-2 years to take advantage of technological improvements in this arena.

The most challenging improvements, if that is the right word, will be in how we address cybersecurity for our users and our equipment. The newer hardware is built to handle new security demands. People, not so much. We will continue our cybersecurity training which is already paying dividends in personal awareness of the need to stay vigilant. It would be wonderful if there was a way to put an appliance into place that would just protect us all. Unfortunately no one has been able to create such an appliance. So we must continue to practice our vigilance.

Several of the colleges were looking in to a security monitoring firm. That may be hampered somewhat by the fact that a major security firm was hacked. So back to the old fashioned method of keeping computers patched, servers patched, hardware of all kinds updated and patched and helping our users stay vigilant. That has been doable here because of our exceptional users.

Please see the following appendices for more detail on equipment.

APPENDIX A

ITS Cost Components

Equipment to be Added/Updated on rotation
- Network switches
- Classroom technology for new CTE courses
- Tablets/laptops/monitors
- Microphone and Camera systems
- Servers

Rapid Growth in Technology means constant review and assessment of
- VOIP phones
- Gigabit Wireless
- Server Virtualization
- Licensing increases
- Explosive growth of BYOD
- Security demands
- IPV expansion
- Portals
- Equipment to support new types of courses

ITS Staffing
- IT Director & IT Coordinator
  - Manage file storage
  - Maintain Reporting systems – Infomaker, Izenda
  - Provision Phones & Voicemail
  - Manage Users and content on
  - PC Tech Support, Jenzabar Support, Security System Support
  - Document imaging
  - Email and helpdesk support
  - Reviewed in 2019-2020 and asked for 3rd position for web support and helpdesk. As funding is not going to support this we will look to contracting web support as needed.

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APPENDIX B

Computer Inventory

Staff and Faculty Computers

All staff are assumed to need desktop computers with dual monitors.

Covid-19 stretched our resources due to working from home. Fortunately we had enough laptops on hand due to the return of several laptops that were purchased with bond money for an expansion project a couple of years ago. We were able to upgrade these laptops for staff, adjunct faculty and add some to the checkout pool for students.

We now realize that we need to create a slightly more robust plan for upgrading laptops to insure up-to-date units that are ready in case of a new lockdown order.

Faculty are routinely assigned laptops. We assume they will need the mobility. They can request a desktop if they wish instead but most opt for the flexibility of a laptop. They are given docking stations if they wish as well.

All computers are running Windows 10 and are on supported versions. There are sufficient laptops for all staff to take one home to work if the need should arise. We are in the process of upgrading all to Solid State (SSD) drives to improve speed.

Classroom and Podium Computers

Classroom computers are placed in Podiums which have a built in tether to our interactive projectors. Faculty can bring in their laptops and with a touch of a button switch the connectivity to the interactive projector from the podium computer to their laptop. This has proven to be a very popular arrangement. Computers are on a 5 to 7 year rotation as long as the functionality is adequate for classroom instruction.

There is one general lab, one Industrial Maintenance Technology (IMT) lab, a writing studio lab, and a mobile lab at the Partners for Rural Innovations (PRI) building, a mobile cart for use in any classroom, a GED classroom laptop cart and a testing lab. The IMT lab was upgraded in August 2020, the testing lab was partially upgraded in the summer of 2019 and the rest upgraded in August 2020.

The GED laptops were put in place in 2019 with new checkout laptops ordered and put in place fall 2020.

The Library staff checkout laptops to students which have all been upgraded to Windows 10. The pandemic increased our checkout needs considerably so we will need to plan for new rotational load for checkout laptops in addition to the labs, faculty and staff laptops. We try to keep 24 laptops on hand for checkout to students.

Projectors and Peripheral Equipment

Epson 697ui	2017	All Classrooms
Camcorders	2012	2 for checkout
Elmo document reader	2010	1
Infocus JTouch	2016	1
Ruckus Wireless Access Points (APs)	2015	15 in main building with the one added in 2020 on main building exterior in answer to pandemic
Ruckus Wireless Access Points (APs)	2016	3 in PRI Building
Cell Boosters	2016	1 in PRI building
Cell Boosters	2016	3 in main building

Printers

There are many printers scattered throughout the building with as many ages to match. A couple of them are color but most are black and white. We try to make sure people know when they buy color printers on grants that we cannot support them after the grant.

At one time there wasn't any other option for color. We now have a color copier/printer for all to use which is much more efficient.

Copiers

Copiers are leased and are on maintenance agreements. We had 5 Ricoh copiers going off lease in 2020 so we compared pricing and found Canon Copiers would be as effective and save us money. We now have 5 Canon copiers. Two Ricoh copiers were added in 2020 before our primary lease had expired. One for the Small Business Center (SBDC) and one for the Industrial Maintenance program (IMT).

Security

There are several security cameras throughout both buildings and externally. Most were put in when the building was built although we have replaced two or three that ceased to function. We recently found out that we can add more functionality and better camera quality with some strategic camera purchases while still utilizing those that work well in our current system. This upgrade will happen in the summer to early fall of the year 2020.

Commented [MV3]: These titles should change to reflect the rest of the document

Commented [MV4]: Switched to Canon copiers

NETWORK and SERVERS

In addition to the physical servers above we also have 6 or 7 depending on the need, virtual servers. We did this for two reasons. Virtual environments are built to be redundant, fast, reliable, and are easily reproduced in a disaster situation.

The physical servers are on physical boxes for a specific reason. For example, the GED server was required to be separate and have a license dongle attached. The EdConnect/US Bank server did not have to be virtual but it is easier since it requires an older operating system and physical drive interaction.

Server lifespan depends on three things. When the hardware will no longer function, the software needed will no longer run on the hardware or the performance is so slow that it is detrimental to work flow. Sometimes age of the hardware can help us determine when the other three factors are likely to become a problem.

We have been fortunate with our server's reliability. Software changes force some upgrades while holding other upgrades hostage. Therefore server upgrades happen as needed due to hardware degradation or more often due to server software going end of life. We try very hard not to run outdated software that is no longer supported by Microsoft. Server software will be at a minimum of 2012 R2 except for two that are running proprietary systems with no upgrade path.

Commented [MV5]: This might need to be moved to Appendix C or have a separate Appendix

APPENDIX C

We use Dell PowerEdge Servers. The most critical systems are called out below with server age.

Description	Year	Use
Dell R740	2019	Student DHCP Server
Dell R740	2018	Domain Controller
Dell R540	2018	Docuware server
Dell R730	2016	VMARE Controllers
Dell R730	2015	File server
Dell R620	2013	Sec Camera Server
Dell R210	2012	GED Server
Dell R710	2010	Various non critical applications
Dell R610 and 710 and 2950	2009 and 2008	Various non critical applications
Dell 2850	2005	Working to upgrade to newer older units as these are still running 32 bit applications, which will need to be upgraded in a step approach to run on 64 bit systems.
Dell Equal Logic San 6100	2018	Holds all 8 of our production virtual servers plus a couple of test units

Staff Computers

Description	Qty	Year	Use
Dell 7040	21	2017-2018	Staff
Dell 7050	14	2017-2018	Staff
Dell 7050	24	2019-2020	Computer & IMT labs
Dell 3020 micro	6	2019	Writing studio
Dell 3020 micro	9	2019	Library
Dell 7050	4	2019	Test lab
Dell 3050 micro	12	2020	Test lab

Laptops for checkout to staff, faculty and students

Description	Qty	Year	Use
Lenovo T480	14	2019-2020	Faculty and Staff
Lenovo P52	5	2020	Faculty and Staff
Lenovo E480	30	2020 being upgraded with SSD drives	Checkout
Lenovo E531	30	2020 being upgraded with SSD Drives	Checkout
Dell 5411	10	2020	Checkout to staff and faculty
Dell 5511	5	2020	Checkout to staff and faculty
Lenovo T520	22	2018	Being replaced
Lenovo Thinkbook	6	2020	14" IIL

Commented [MV6]: Should these be in caps like the other tables? This needs to be more consistent

New Student Services Policies: Second Reading

RECOMMENDATION
ACTION ITEM

BACKGROUND INFORMATION……..……………………………………...……….. VP Hanson

This is the second reading of the three new Board Policies (502 Admission, 503 Advising, and 504 Recruitment) recommended by the Student Services Department. As requested in the last board meeting, the policies were updated to include language from our Equity policy (201). We are therefore asking the Board to approve these three new Board policies.

Admission Policy
Article Number: 502
Approved:
Reference: AR E010

502.1 Admission

Tillamook Bay Community College maintains an open admissions policy and welcomes all students who wish to obtain a quality education regardless of their educational background, race, ethnicity, family economic status, mobility, language, country of origin, gender, gender expression, sexual orientation, disability, zip code, and religious affiliation.

Advising Policy
Article Number: 503
Approved:
Reference: AR E011

503.1 Advising

The college recognizes and supports quality academic advising as a critical component of the educational experience. At Tillamook Bay Community College, Career Education Advisors provide students with information and recommendations regarding academic planning, including areas of study, course selection, academic concerns, academic standing, graduation, and transfer preparation. Academic advising is focused on giving all students the support they need regardless of their educational background, race, ethnicity, family economic status, mobility, language, country of origin, gender, gender expression, sexual orientation, disability, zip code, and religious affiliation.

Recruitment Policy
Article Number: 504
Approved:
Reference: AR E012

504.1 Recruitment

College Personnel seek to recruit prospective students in all parts of Tillamook County by providing community outreach throughout the area and distributing information regarding educational opportunities for all types of programs: continuing education, community education, pre-college education (GED), college preparation, and undergraduate education. Recruitment is designed to build a diverse student body including all members of marginalized groups due to their race, ethnicity, family economic status, mobility, language, country of origin, gender, gender expression, sexual orientation, disability, zip code, and religious affiliation.

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Changes to Board Policies 100 and 101

RECOMMENDATION
FIRST READING

BACKGROUND INFORMATION …………………………………………………….. President Tomlin

In working on the accreditation report, it was noticed that Board Policy 100 and 101 had the same title, Board Procedures. Also, Section 101.4 in Board Policy 101 seems to fit better in Board Policy 100. So, the title for Board Policy 100 has been changed to Board Duties and Responsibilities. Also, section 101.4 was moved to Board Policy 100 and will be numbered 100.7. The title for Board Policy 101 has been changed to Board Meeting Procedures. This will be the first reading for these changes.

100.1 - PHILOSOPHY

The Board of Education of Tillamook Bay Community College recognizes that it is responsible to all the citizens of the College service area which constitutes Tillamook County, regardless of political, social, fraternal, religious or other affiliation.

MISSION

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

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.

100.2 - BOARD DUTIES AND RESPONSIBILITIES

The Board of Education shall be responsible for the general oversight and control of the community college. Consistent with any applicable rules of the State Board of Education, the Board may:

A. Select and appoint the College President.

B. Select and appoint candidates to vacant Board positions.

C. Confirm the hiring of administrative officers, professional personnel and other employees, define their duties, terms and conditions of employment and prescribe compensation therefore.

D. Enact policies for the governance of Tillamook Bay Community College, including professional personnel and other employees and students therein and review on an annual basis.

E. Prescribe the educational program including the establishment of the academic requirements for diplomas, certificates and associate degrees including the degree guarantee maps for all degrees.

F. Control use of and access to the grounds, buildings, books, equipment and other property of the College.

G. Acquire, receive, hold control of, convey, sell, manage, operate, lease, lease-purchase, lend, invest, improve and develop any and all property of whatever nature given to or appropriated for the use, support or benefit of any activity under the control of the board, according to the terms and conditions of such gift or appropriation.

H. Purchase real property upon a contractual basis when the period of time allowed for payment under the contract does not exceed 30 years.

I.   Establish standards of admission to Tillamook Bay Community College and prescribe tuition rates and fees, including fixing different tuition rates for students who reside in the county, students who do not reside in the county, but are residents of the state, and students who do not reside in the state.

J.   Prescribe and expend funds so raised for special programs and services for the students and for programs for the cultural and physical development of the students.

K. Provide and disseminate to the public information relating to the program, operation and finances of Tillamook Bay Community College.

L.   Establish or contract for advisory and consultant services.

M. Take, hold and dispose of mortgages on real and personal property acquired by way of gift or arising out of transactions entered into in accordance with the powers, duties, and authority of the board and institute, maintain and participate in suits and actions and other judicial proceedings in the name of the college for the foreclosure of such mortgages.

N. Maintain programs, services and facilities, and, in connection therewith, cooperate and enter into agreements with any person or public or private agency.

O. Provide student services consistent with the College's mission to support student achievement of educational goals.

P. Join appropriate associations and pay any required dues therefore from resources of the College.

Q. Apply for state and federal funds and accept and enter into any contracts or agreements for the receipt of such funds from the State or Federal Government or its agencies for educational purposes.

R. Prescribe rules for the use and access to public records of the college that are consistent with ORS 192.420. However, the following records shall not be made

available to public inspection for any purpose without consent of the person who is the subject of the record, or upon order of a court of competent jurisdiction:

   (a)   Student records relating to matters such as grades, conduct, personal and academic evaluations, results of psychometric testing, disciplinary actions, if any, and other personal matters.
   (b)   Employee records relating to matters such as conduct, personal and academic evaluations, disciplinary actions, if any, and other personal matters.

A. Enter into contracts for the receipt of cash or property, or both and establish annuities; and, commit, appropriate, authorize and budget for the payment of or other disposition of general funds to pay, in whole or in part, sums due under an annuity agreement, and to provide the necessary funding for reserves or other trust funds.

B. Encourage gifts to the College by faithfully devoting the proceeds of such gifts to the college purposes for which intended.

C. Approve the staff to build, furnish, equip, repair, lease, purchase and raze facilities; and locate, buy and acquire lands for all college purposes. Financing may be any prudent method, including but not limited to loans, contract purchase or lease. Leases authorized by this section include lease-purchase agreements where under the College may acquire ownership of the leased property at a nominal price. Such financing agreements may be for a term of up to 30 years except for lease arrangements which may be for a term of up to 50 years.

D. Participate in an educational consortium with public and private institutions that offer secondary, upper division and graduate instruction. To engage in such consortiums the College may expend money, provide facilities and assign staff to assist those institutions offering instruction.

E. Annually, the Board of Education will do a Board Self-Evaluation to review its effectiveness as a governing board.

F. Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law.

100.3 - ORGANIZATION OF THE BOARD

The Board derives its authority from ORS, Chapter 341. The Board is subject to the provisions of the Constitution of the State of Oregon, applicable state and federal laws, its own policies and procedures, and the expressed will of the electorate. Board members

serve without remuneration, except for actual and necessary expenses incurred by Board members in authorized travel for College business, conferences, or professional meetings.

The Board consists of seven members nominated from zones and elected at large. Elections are held in accordance with the provisions of the ORS 341.790. The zones are:

Zone 1:	Beaver, Carnahan, Cloverdale, Hebo, Neskowin, Union, and Pacific City.
Zone 2:	Fairview, Netarts, Oceanside, South Prairie, and Westside.
Zone 3:	City of Tillamook (Precincts 1-6), Eastside, and Trask.
Zone 4:	Bay City, Garibaldi, Kilchis, Maple Leaf, and Foley.
Zone 5:	Nehalem, Pine Grove, Rockaway Beach, Wheeler, and Manzanita.
Zone 6:	At Large.
Zone 7:	At Large.

The term of office of all Board members shall begin on July 1 following the date of election. Board members shall serve until their successor's term begins. Board members must qualify by taking the oath of office before assuming the duties of the office.

The Board shall declare the office of a Board member vacant if it finds any of the following:

A. The incumbent has died or resigned, or

B. The incumbent has been removed, recalled, or the election has been declared void by a court of competent jurisdiction, or

C. The incumbent has ceased to be a resident of Tillamook County or the zone they were elected to represent, or

D. The incumbent has not discharged the duties of office for two consecutive regular monthly meetings unless prevented there from by sickness or other unavoidable cause, or unless granted an excuse by the Chairperson of the Board. The Chairperson shall report and have entered such excuses in the minutes of the meeting for which the excuse was granted.

Vacant positions upon the Board shall be filled by appointment of a qualified voter residing in the zone in which the vacancy occurs. A Board member so appointed shall serve until the next regular Public Election when a successor shall be elected to serve for the remainder of the unexpired term.

100.4 - OFFICERS OF THE COLLEGE BOARD

The Board shall meet and organize at the June meeting by electing a chairperson and vice-chairperson from its members for the following academic year.

Article No.:   100
Approved: April 7, 2008, October 13, 2014, November 14, 2016, November 6, 2017
Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

The President of the College shall be appointed the Clerk of the Board. The Chief Finance Officer shall be appointed the Deputy Clerk of the Board, and the – President or support to the President shall be named the Board Secretary.

100.5 - DUTIES OF OFFICERS

The duties of Board officers and committees will be as follows:
   A. Chairperson
       1. To preside at all meetings of the Board.
       2. To appoint or provide for the election of all committees.
       3. To call special meetings as required.
       4. To perform such other duties as may be prescribed by law or by action of the Board.
       5. To have the same duty to vote on matters before the Board as the other members.
   B. Vice-chairperson
       The Vice-chairperson shall uphold the duties of the Chairperson in her/his absence.
   C. President of the College as Clerk of the Board
       1. The President is appointed by the Board as its Executive and shall implement the policies of the Board regarding the operation of the College.
   D. Deputy Clerk
       1. The Deputy Clerk will function as Clerk in the absence of the Clerk. The Deputy Clerk may also be a co-signer for payment of College bills by check.
   E. Secretary for the Board
       The major duties and responsibilities of the Secretary for the Board will be:
       1. To notify members of the Board of all regular and special meetings.
       2. To attend all Board meetings.
       3. To record the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.
       4. To have charge of all records, proceedings and documents of the Board.
   F. Committees
       1. The Chairperson shall appoint no more than three members to committees designated for a specific purpose. Committees shall not perform any of the Board's functions.
   G. Budget Committee
       1. As directed by ORS 294.336, the Budget Committee shall consist of seven College Board members and seven members appointed by the Board for three year terms. Appointees must be qualified electors of Tillamook County.

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.

100.7 EMPLOYMENT RIGHTS OF THE BOARD

A. Pursuant to ORS 341.290, the Board retains and reserves to itself all rights, powers, authority, duties, and responsibilities conferred upon or vested in it by law, including but not limited to the right to employ administrative officers, professional personnel and other employees, define their duties, terms, and conditions of employment and prescribe compensation therefore.

B. The Board of Education reserves the right to delegate its authority granted through ORS 641.290 to the College President where appropriate.

(Section 100.7 was moved from Policy 101.4)

BOARD ~~PROCEDURES~~ **MEETING PROCEDURES**

Article No.:   101
Approved: April 7, 2008
Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

Agenda Item 4.c.2
February 1, 2021

101.1 CONDUCTING BOARD BUSINESS

A.   Annual Organizations Meeting. The first Board of Education meeting of the fiscal year will serve as the annual organizational meeting.

B.   Regular Board Meetings. Regular Board meetings are held monthly. Other meetings are held as needed. The date and location of a regular meeting may be changed by the action of the Board either by letter or by distribution of the minutes carrying a record of the change. In case of a change in date or location of a regular meeting, the Clerk shall take appropriate steps to inform the public of the change in advance of the meeting.

C.   Executive Sessions. Executive sessions shall be held in compliance with Oregon Revised Statutes. Executive sessions, in accordance with Oregon Revised Statutes, are not open to the public.

D.   Rules of Order. Robert's Rules of Order shall be used as a guide in conducting Board Meetings, except as otherwise noted in Board policy.

E.   Public Participation in Board Meetings. All regular meetings of the Board are open to the public. The Board encourages and welcomes participation in its regular Board meetings and provides for public discussion of agenda items during the meeting under the agenda item, "Invitation of Public Comment." The Board, however, has no obligation to act upon any public request or proposal unless such request or proposal is submitted in writing to the College President at least eight days before the meeting, and the Chairperson of the Board places it on the agenda. Public discussion time may be limited by the Chairperson of the Board.

F.   Minutes of Board Meetings. A record of all transactions of the Board will be set forth in the official minutes. The minutes will record the name of the member making a motion, the name of the person seconding it, and the vote of each Board member.

G.   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.

I.   Meeting Agenda. The agenda for Board meetings will be prepared by the College President. As a general rule, official action will not be taken on items not listed on the agenda.

J.   Resource Persons at Board Meetings. The Board will recognize resource persons from various sections of the college community (instruction, administrative, and business office). Such resource persons will be seated at a resource table at regular Board meetings for the purpose of providing the Board information pertaining to the viewpoints of their respective sections regarding new or revised Board policy. All such representatives serve in an advisory capacity, at the pleasure of the Board, and with no right to vote on matters before the Board.

K.   Board Member Travel Policy. All members of the College Board of Education are authorized to attend and participate in meetings and conferences of organizations of which the College is a member. Travel arrangements for such meetings shall be

BOARD ~~PROCEDURES~~ **MEETING PROCEDURES**

Article No.:   101
Approved: April 7, 2008
Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

Agenda Item 4.c.2
February 1, 2021

coordinated by the Secretary of the Board. Board members may be reimbursed for authorized college travel at approved reimbursement rates.

L. Special Meeting. When a group, organization, or association wishes to meet with the Board and/or representatives of the Board, the initiating organization is required to prepare the agenda with appropriate supporting material. This agenda and supporting material must be forwarded to the President's Office not less than five (5) days prior to the scheduled meeting for dissemination to Board members in advance of the special meeting. This responsibility includes the Board should they initiate the meeting. All special meetings shall be conducted in compliance with Oregon's Public Meetings Law. The Board reserves the right to deviate from this policy when in their judgement conditions warrant such action.

101.2 PLACE OF MEETINGS

All meetings of the Board will be held at the main campus unless previously announced that another location has been selected. In case any meeting is held at a different place, the secretary will notify each member of the change.

101.3 MEETINGS OPEN TO THE PUBLIC

A. All meetings of the Board will be open to the public except for executive sessions. The Board may exclude from any such public or private meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

B. The order of business of any official meeting will include an opportunity for the public to address the Board on any item of business which is included in the agenda. The Board, however, does not obligate itself to act upon request or proposal immediately. In order to place an item on the agenda, it must be submitted to the President in writing at least five (5) working days before the meeting.

~~101.4 EMPLOYMENT RIGHTS OF THE BOARD~~

~~A. Pursuant to ORS 341.290, the Board retains and reserves to itself all rights, powers, authority, duties, and responsibilities conferred upon or vested in it by law, including but not limited to the right to employ administrative officers, professional personnel and other employees, define their duties, terms, and conditions of employment and prescribe compensation therefore.~~

~~B. The Board of Education reserves the right to delegate its authority granted through ORS 641.290 to the College President where appropriate.~~

(This section was moved to Policy 100.7)

Discussion of Tuition and Fees 2021-2022

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ……………………………………………….………….. VP Williams

As was discussed last year, TBCC has the least expensive annualized cost ($5,220) for students compared to the other 16 Oregon community colleges. However, TBCC is very close to Clatsop Community College at $5,265. The most expensive is Lane Community College at $6,539. The average annualized cost is $5,900.

The community college business officers haven't yet begun discussions on plans for new rates for the new academic year. With uncertainty in State funding, Ross and I believe that all community colleges in Oregon will approve an increase in rates this year.

One fee that has been discussed by business officers is Online and Hybrid Course Fees. Some of the community colleges have already eliminated them and transitioned to additional per credit fees because all credit courses are now utilizing the infrastructure for online courses even if all class time is in a classroom. This is also true at TBCC.

We want to start the conversation with the Board about potential tuition and fee increases for next year that can help guide the Leadership Team in the development of the budget assumptions for the 2021-22 budget. We will then bring back a recommendation next month for a first reading.

Oregon Community Colleges: 2020-21 Tuition and Fees

	Community College	Tuition In-District Charge Per Credit Hour	Fees — Per credit and per term (For typical student taking 15 hours)				In-District T&Fees - Annualized
			Per Credit		Per Term		
1	**Blue Mountain**	$110.00	Technology	$18.50			$6,300
			Student Govt	$3.50			
			Universal	$8.00			
2	**Central**	$109.00	Technology	$15.00			$5,659
			Student	$1.50			
			Green Energy	$0.25			
3	**Chemeketa**	$95.00	Universal	$31.00			$5,670
4	**Clackamas**	$108.00	Technology	$5.50	College Service	$30.00	$5,468
			Universal	$6.00			
5	**Clatsop**	$105.00	Technology	$10.00	Consolidated	$30.00	$5,265
6	**Columbia Gorge**	$112.00	Service	$20.00			$5,940
7	**Klamath**	$105.00	Technology	$8.00	Student ID	$5.00	$5,618
			Facility	$9.00			
			ASG	$2.50			
8	**Lane**	$121.00	Technology	$11.00	International Fee	$195.00	$6,539
					Transportation	$18.00	
			COVID Fee	$5.00	Health Clinic	$45.00	
					Student Activity	$61.52	
9	**Linn-Benton**	$122.54	Technology	$4.00	Student Govt	$8.60	$5,895
			Transportation	$1.25			
			Student Activity	$2.63			
10	**Mt. Hood**	$118.00	Technology	$6.50	Service	$49.00	$6,058
			Student	$4.25	Access	$39.00	
11	**Oregon Coast**	$121.00	Technology	$12.00			$6,435
			College Services	$8.25			
			Student Success	$1.50			
			Student Govt	$0.25			
12	**Portland**	$123.00	Technology	$5.30	Service	$15.00	$5,996
			Student Activity	$3.40	Transportation	$8.00	
13	**Rogue**	$116.00	Technology	$7.00	Service	$255.00	$6,300
14	**Southwestern**	$99.00	Incidental	$34.00	Registration	$34.00	$6,087
15	**Tillamook Bay**	$102.00	Universal	$14.00			$5,220
16	**Treasure Valley**	$105.00	Universal	$16.00			$5,760
			Student Activity	$6.00			
			Stud. Cap. Projects	$1.00			
17	**Umpqua**	$104.00	Technology	$7.50	Registration	$25.00	$6,098
			Success	$2.00	Insurance	$5.00	
			Student Resources	$4.00			
			Instructional	$7.00			
			Athletic	$1.00			
			Legacy	$8.00			
	Statewide Average	**$110.33**					**$5,900**

TBCC Tuition and Fees

Tuition or Fee Item	Prior 2019-2020	Current 2020-2021
Tuition		
In-State Tuition per Credit Hour for the first 15 credits per term	$100	$102
Out-of-State Tuition per Credit Hour for the first 15 credits per term	$120	$122
Fees		
Base Course Fee (per credit)	$4	
Student Services Fee (per credit)	$2	
Technology Fee (per credit)	$5	
Universal Fee (per credit)		$14
Online Course Fee (per course)	$35	$35
Hybrid Course Fee (per course)	$15	$15
Adult Basic Skills Instructional Course Fee (includes ABE/GED/ESOL courses)	$15	$15
Late Payment Fee	$75	$75
Placement Test for non-TBCC students or staff	$20	$30
Placement Test Retest	$20	$30
Proctored Testing per test for non-TBCC credit students or staff	$30	$30
Credit for Prior Learning:		
College Level Exam Program (CLEP) Administration Fee	$25	$25
Challenge Exam	40% of Credit Tuition	$50
Department of Public Safety Standards and Training (DPSST) Credits	$75	$75
Official Transcript Fee (per transcript) (one free when degree or certificate is mailed)	$5	$5
Expedited Transcript Fee (per transcript)	$30	$30
Return Check Fee	$25	$25

President's Evaluation Process 2020-2021

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION …………………………………………….………….. President Tomlin

It is that time of year again. Following this page is a draft of the President's evaluation form that would be used by board members to evaluate the president for 2020-21. It incorporates the additional goals added to the 2020-21 President's Goals, as well as the additions discussed at the October Board Retreat. It will be sent to Board members electronically in WORD format.

A summary report combining items from each monthly Goals Progress Report for this academic year has been done and will be sent out to each Board member this week to use in filling out the evaluation form. Board members are asked to rate each individual goal on the scale of 1-3 (or DK if not able to evaluate that goal). The evaluation form should be filled out by Board members during the month of February and completed no later than March 1. Completed forms can be electronically sent to Kathy Gervasi, Board Chair, or brought to the March Board meeting. There will be an Executive Session after the Board meeting on March 1 to review the salary structure of other community college Presidents in Oregon and review a list of potential changes to the President's contract for 2021-22.

The Board Chair will summarize ratings and comments and bring the completed evaluation summary to the April 6 Board meeting. The evaluation summary report will be reviewed by the Board in Executive Session and then reviewed with the President prior to the beginning of the April 5 Board meeting. The Board will also review a 2021-22 list of draft goals for the President in Executive Session along with potential changes to the President's contract. The Board will then be asked during the April 5 regular session to consider approval of the evaluation summary report, contract changes, and President's goals for 2021-22. The Board will be asked tonight if they agree with this evaluation process and timing.

TILLAMOOK BAY
COMMUNITY COLLEGE

2020-2021 Evaluation Tool for President

Please rate the following items according to the scale:
Excellent=3   Good=2   Unsatisfactory=1   Don't Know=DK

	Rating
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	
Comments and/or Examples:	
What is going really well and/or what could use some improvement?	

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	
Comments and/or Examples:	
What is going really well and/or what could use some improvement?	
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	
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 Center for Industrial Technology Building and get it ready for classes to start by fall 2021	
Comments and/or Examples:	
What is going really well and/or what could use some improvement?	

<u>Relationships</u>	
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 affect 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 st	
8. Schedule opportunities for Board members to interact with each other in informal settings	
Comments and/or Examples:	
What is going really well and/or what could use some improvement?	
<u>Board Reports</u>	

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 Reports
      c. Accreditation work for 2021 Year 7 visit	

Comments and/or Examples:

What is going really well and/or what could use some improvement?

Update: 2020-2021 Project Lists

<u>RECOMMENDATION</u>
INFORMATION ONLY

<u>BACKGROUND INFORMATION</u> …………..…………………………….………… President Tomlin

Each year, all departments at TBCC develop a project list that is one of the components of the operational part of our strategic plan. Project lists are drafted out for the following year in February each year to allow us to consider projects that have budget implications since the following year budget is developed between February and April. Then the project lists are finalized for the upcoming year during the summer once the budget is set. Projects are developed in two different categories-Strategic and Operational. Following this page are the 2020-21 strategic project lists for all TBCC Departments. In January each year, the current year projects are reviewed and progress being made on projects are documented. Then in June, the final documentation of project completion is made and becomes part of our strategic plan results for the academic year. Tonight, we will have each Leadership Team member briefly review one strategic project they are working on for the year and progress made to date.

Project List 2020-21

Department: SBDC and Truck driver training

Lead: Arlene Soto

Project	Project Description	Intended Outcome	Core Theme Objective	Measure (Y/N)	Lead Person	Year (1-3)	Budget Requirements
SBDC work plan for SBA and OBDD contracts	Each year the SBDC is required to submit a work plan showing tasks to be accomplished for the state and federal contracts	Tillamook County businesses will benefit from a SBDC office that is well organized with a clear and achievable work plan.	ES1	Y	Arlene Soto	1-3	TBCC contribution $40,000 per year
Grow Small Business Management Program (SBM)	Recruit 20 Tillamook County businesses to participate in the 2020/21 SBM cohort	Tillamook County businesses will have the opportunity to receive high growth, affordable and relevant trainings that will enhance their business.	ES1	y	Arlene Soto	1-3	TBCC contribution noted above
Provide capital access team (CAT) support to businesses located on the northern Oregon Coast including the Lincoln County and Clastsop County SBDC clients	Assist businesses to prepare for, find and receive funding from various sources including loans, investments and grants using tools provided by the SBDC CAT team.	Tillamook County businesses will benefit from a SBDC office that is well organized with a clear and achievable work plan.	ES1	Y	Arlene Soto	1-3	Funded by $8,000 from OSBDCN
Plan SBDC training programs	Work with SBDC team to determine what training programs to offer in 2021.	Tillamook County businesses will have the opportunity to receive high growth, affordable and relevant trainings that will enhance their business.	ES1	Y	Arlene Soto	1-3	Part of core SBDC funding above

Grow TBCC truck driver training program including rental time on the truck driving simulator	Work with truck driving program advisory committee and the Oregon community college truck driving consortium to build a truck driver training program that is highly regarded	Prepare students to find living wage jobs in the transportation industry		Y	Arlene Soto		Program is self funding

Strategic Project Plan

Institutional Effectiveness
Lead: Erin McCarley
Academic Year: 2020-2021

Core Theme Objective: Educational Excellence					
Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Progress
Build staff and faculty capacity to use data to improve student success	• Sponsor data engagement events • Lead the Data Team to support and guide data activities • Analyze data visualization needs and identify possible solutions and funding opportunities	Staff and faculty will be able to access and understand student success data.	2020-2021		• Led staff in data conversations at Fall In-service • Bringing analyses to the Data Team in February • Haven't addressed data visualization project yet.

WIG (if applicable): Doubling the number of graduates

Core Theme Objective: Educational Excellence					
Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Progress
Student Success Measures Dashboard	• Maintain a dashboard of leading and lagging measures to track implementation of important student success interventions • Perform analyses to identify those student populations who aren't succeeding and add these findings to dashboard (equity gaps)	Leadership has the data needed to evaluate the effectiveness of various interventions	2020-2021		• Student Success dashboard complete • Equity analyses are complete and we're planning our approach to sharing with staff

Strategic Project –Educational Excellence 5 – TBCC fosters a safe and inclusive environment in which all community members are welcomed and supported, and all perspectives and contributions are valued.					
Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Progress
Mapping Gender and Name Change Processes	• Collaborate with all departments to map the systems impacted by student and staff gender change, as well has related issue of use of legal name vs preferred name • Develop recommendations for improved processes for both • Gather feedback from all staff and faculty about potential impacts. • Pilot processes in spring term, and implement in fall 2021-2022	All students and employees will feel welcomed and supported.	2020-2021	None identified	• Subgroup is meeting biweekly and has completed mapping these data processes. We have identified where work/fixes are needed and will focus there.

Strategic Project Tracking Sheet

Department/Service Area: Office of Advancement
Lead: Heidi Luquette
Academic Year: 2020-2021

Project	Description	Core Theme Objective	Budget	Year	Lead	Progress
Develop a community outreach plan for the Facility Master Plan project	Develop a plan to successfully communicate the elements of the TBCC Facility Master Plan to the community. Provide opportunities for the community to ask questions. Begin to build advocates to support future fundraising efforts.	SAO ES	$750	2020	Heidi	Most of this work is on hold during the pandemic. A ppt template has been designed and the president has presented at one civic group. Messaging around the FMP has been rolled out through the TBCC Connections, the Annual Report, the Progress Report, and the Presents winter term email. The FMP is posted on the website.
Develop a Legislative Advocacy plan for the 2021 Long Session	Work with OCCA and the Campus Advocacy Coordinators to develop a month-by-month legislative action plan for the TBCC Campus and support of work at the capital. The TBCC specific plan will include student, faculty, and board engagement.	ES	$0	2021	Heidi	A plan has been developed. The Advancement team attended the 2020 OCCA CAC planning session. Working with president to develop a targeted communications plan to legislators and to include BOE in advocacy. Met with OCCMPR and CAC committees to assist with developing a statewide communication campaign and website. CTE Month plans are in place through collaboration with OCCA
Increase Community Engagement/civic opportunities at the college	The Advancement team will work with the equity and inclusion committee and other partners throughout the college to implement three community engagement/civic events sponsored by the college.	LPCE2	$600	2021	Britta	A movie night 8/2020 focused on dismantling systemic racism was successful. 78 attendees. $800 raised for the EJI. MLK Day of Service 1/2021 where 18 Staff/Faculty/Students participated. Zoom discussion of Selma and 13th will be facilitated in 2/2021 while movies are available to stream for free.

Begin a logo redesign project	Hire a designer to assist TBCC to transition to a new logo that would better meet the needs of the organization. It will need to include an icon / insignia to identify TBCC and Guided Pathways meta majors. This work should be done by Dec. 31, 2020 in order to be incorporated into a website redesign.		$8,900	2020/2021	Heidi & Sayde	Complete. The new logo rolled out January 2021. The Advancement team is now working to integrate the new logo throughout the college.
Redesign the TBCC Website to incorporate in the work of Guided Pathways and the electronic catalog	• LT will advise on functionality needs • A website redesign committee will be created • An RFP will be developed • A vendor will be selected • Stakeholders will provide input • Content and images will be reviewed • A Website that meets all objectives will be launched.	SAO EE	$25,000	2020/2021	Heidi	LT provided input at the July 2020 LT retreat. A website redesign committee is in place. An RFP was issued. Vendor selection took place in Jan. 2021. The project is scheduled to begin Feb. 1, 2021.
Equity Lens	Develop a plan and training to help TBCC build a practice of using an Equity Len to evaluate new policies, practices, programs, and interventions.	EE5 (1&2)	$5,000	12/2020	Heidi	TBCC hired a consultant to lead us through how to use an Equity Lens in decision making. To work began Jan. 20. Two cohorts will be training. The project will run through May 2021.

Strategic Project Plan

Department/Service Area: ___Business Office and Store
Lead: ___Kyra Williams
Academic Year: ___2020-2021
2020-2021 WIG (if applicable): Retention

Core Theme Objective: EE1: Students make consistent and timely progress toward their educational goals.					
Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Progress
Refine collections process as needed and reimplement	1. Continue to refine collections process 2. Implement refinements	Students will pay their balance or receive financial aid before registration opens for the next term.	1	No budget required.	

Strategic Project Plan

Department/Service Area: <u>Facilities & Safety</u>
Lead: Pat Ryan, Sheryl Neu, George Hastings
Academic Year: <u>2020-2021</u>
2020-2021 WIG (if applicable): N/A

Core Theme Objective: EE5 – TBCC fosters a safe and inclusive environment in which all community members are welcomed and supported, and all perspectives and contributions are valued.					
Project	**Description (Activities)**	**Intended Outcome**	**Year**	**Budget Requirements**	**Progress**
Increase campus security surveillance	Install additional exterior cameras and upgrade interior cameras.	1. Provide video monitoring of exterior areas currently not covered. 2. Provide visual monitoring of the Business Office delivery area. 3. Enhance and give more coverage of interior areas of the main campus.	*2020-2021*		One exterior camera was purchased and installed in the fall of 2020. A camera with intercom capability has been purchased. Installation may require support from security equipment and monitoring company the College works with. In January 2021 the College received a $5,000 scholarship from PACE, the College insurance provider for the purchase and installation of additional cameras and components for the Emergency Notification System
Phase II of Emergency Notification System	Install multimedia components for broadcasting information in emergencies.	Provide emergency information using audio and digital readout messaging			

Strategic Project Plan

Department/Service Area: Student Services
Lead: Rhoda
Academic Year: 2020/21

Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Person responsible / progress
Coordinate and Implement a Strategic Enrollment Management plan	*Create a summer bridge program:* 1. *Recruit an AmeriCorps student* 2. *Create a plan for cohort* *Guided pathways –admissions group- rework orientation* 1. *Create orientations specific to xfr, Dual credit, first time, and online students.* 2. *Incorporate additional engagement opp.* 3. *Include a marketing lens* Identify and implement strategies and programs to recruit a diverse student body. 1. Work w/ Dean of Ac PT. to increase % of Latinx students taking Dual Credit courses 2. Increase work w/ students in GED program, 4 local HS and OYA SS will implement new student check-in at 4 points: 1. W/in 2 weeks of initial meeting 2. W/in 1 week of registration 3. During week 1 4. At mid-term	*Students completing the admission process are prepared to successfully complete their first term of courses*	*Continued to 2020/21* *2020/21* *2020/21* *2020/21*	$2500 match for AmeriCorps SSG funds for Coursework ($7500 from 19/20) Unknown	Rhoda- We adapted the plan due to COVID and recruited 15 students for the summer program. We received enough funding through the SSG to create a fall and winter cohort as well. These students receive funding for specific courses as well as additional mentoring and support. Rhoda – with GP team We piloted orientation by Learning Community with an online component for the fall term. We are continuing to update the content. Rhoda - 2. We have increased our outreach to our GED students offering them assistance with taking credit classes concurrently with their GED program. Kellie/Sara- This is being done

Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Person responsible
Coordinate and implement a Strategic Enrollment Management plan	FA staff will work with the Foundation to create one-stop acceptance of Foundation Scholarships and Financial Aid. This will reduce confusion and create a simpler process for students to accept and understand aid. Increase options for financial aid and scholarships to support the educational pursuits of under-represented students. 1. Promote ORSAA completion at local High schools and in the community 2. Create preferences for existing scholarships 3. Create new scholarships aimed at assisting Latinx students	*Students are provided with the services and supports to pay for college*	*Rollover 2020/2021* *2020/2021*	Unknown N/A	*Kelsey/ New Dir of Development This is in the discussion phase.* *Rhoda with Heidi-* 1. *We partner with the local HS to increase ORSAA completion* 2. *We have created a preference matrix for our CtoC, FCS and Strong Start scholarships* 3. *We are working on creating opportunities with CRRSAA $$ if allowed*

Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Person responsible
Coordinate and implement a Strategic Enrollment Management plan	SS staff will continue working on plan to ensure all 2nd year students have a transition plan. 1. Continue and expand the Navigators program 2. Offer additional career workshops and campus visits and increase participation *SS staff will create a process to have all CEP's available online* 1. *Create new template* 2. *Implement new advising syllabus*	*Students have an education plan that they follow in order to be successful*	*20/21* *Continued from 19/20*	Plan to use remaining ASPIRE funds N/A	Sara M- We recruited 8 new students to the Navigators program, and hosted our first virtual transfer days on Jan.19. Sara M –We are in the process of moving all CEPS to the K drive while we research J1web advising .

Strategic Project Tracking Sheet

Office of the President
Lead: Ross Tomlin
Academic Year: 2020-2021

Project	Description	Intended Outcome	Budget Requirements	Year	Progress
Community Engagement	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. Spread the word about the TBCC FMP and next steps. 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.	**Faculty, Staff, Students, Board Members, and Community Members will receive timely, accurate, and regular information.**	Ross	1	Presentations to groups has been limited by COVID this year so far. The President did speak to Kiwanis and the Foundation Board in the fall about the FMP. The President continues to serve on numerous boards throughout the county and region and work on more partnerships. A full accounting of our partnerships will be given at the end of the year.
Facilities Master Plan	Work to educate legislators on the importance of funding capital construction projects in 21-23 biennium. Make decision on Industrial Technology Building in fall and next steps on CTE Building design.	**Faculty, Staff, Students, Board Members, and Community Members will receive timely, accurate, and regular information.**	Ross/Pat Potentially $6-700,000 for Ind Tech Bldg. $20,000 if we decide to do CTE design	1	The College has purchased the Mechtronics Building and renamed it the Center for Industrial Technology. We have received $250,000 in donations to cover part of the purchase price, and are submitting a $500,000 EDA grant in January to cover the majority of the cost of improvements to get the building ready for classes. We have met with the two new legislators in our district to start talking about the upcoming session and need for capital construction funds and the full current service level for CCSF. We will be sending

					the Annual Report to all our legislators in January along with an email update, and will be meeting with them throughout the 2021 session to lobby for these things.
Accreditation preparation	Write up my sections of the report by December. Work with Teresa and Erin to ensure full draft is done by January and is finalized by late spring. Start preparing faculty and staff and students for visit in October 2021.	**Faculty, Staff, and Board members will report that the President has exhibited strong and effective leadership in helping the College to accomplish its mission and vision.**	Ross, Teresa, Erin	1	The initial draft of accreditation sections is complete in January and we are working on the first round of edits, to be completed by February 1. Then the report will be put together into one document with more editing to come. We are on track with it.
Faculty, Staff, Student, Board Member Communication	Continue weekly email updates to faculty and staff. Include email notes to students in each term. Continue monthly board reports.	**Faculty, Staff, Students, Board Members, and Community Members will receive timely, accurate, and regular information.**		1	All of these things are being done and will continue to be done throughout the remainder of the year.

Strategic Project Plan

IT
Lead: Sheryl Neu
Academic Year: 2020-21

Core Theme Objective: ES:3					
Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Progress
SSO/Identity management	Identity management covers 3 areas – 1. SSO (single sign on) 2. Who gets what access to which areas 3. Provisioning of those users in an automated fashion All of which comes at a cost and must be done with a provider. The provider must be identified and a price agreed upon. Since cost is already a factor we need to implement in a phased approach. Students must receive accounts in A.D. so their credentials can be pushed out.	*Constituents will be able to log in to all systems they need with a single set of credentials.*	*2020*	28000.00 to implement then 7175 a year to support.	*Found quotes and this was the best price for the results we want.* Further review of what we are trying to accomplish overall, what our budget will allow and feed back from students, staff and faculty has caused a rethinking of what we mean by SSO. The main pain point is Moodle and email, in that order. We can upload students in to Moodle and solve the main problem causing students angst. We can implement this solution in 2019 for the 2020 school year. Ran into a very unforseen problem with our ISP but are back at it now and will be looking to implement before Fall 2021.

Core Theme Objective: ES3					
Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Progress
Upgrade virtual hosts that run critical infrastructure functions.	Current storage unit is going end of support. To ensure uninterrupted service a new solution must be put into place. Preliminary work with Dell/Emc and VMWARE has identified a cost effective upgrade that can be sustained so we will implement this solution.	Critical infrastructure housing our main ERP database and critical support services will continue to function optimally in support of college operations	2020-2022	21,000 to implement then 8000 per year support is the current quote Or more upfront and less per year depending on solution chosen.	Talked to VMWARE and Dell and have a plan, just have to come up with the budget. Will also look at more alternatives to ensure this is the best option. June 2020 – we have been told by both PowerFaids and Jenzabar that they plan to be web based by 2022. We will look into this and decide if investing in a virtual environment will truly be advantageous or if we should just hold with our current equipment Technology keeps changing so we are exploring best options.

Core Theme Objective: ES3					
Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Progress
Cybersecurity	Training of employees to recognize bad email and when they are a target of scams. Phishing tests to make sure all employees understood the trainings. Research the possibility of joining other colleges in a Security Operations Center (SOC). Incorporate security awareness in every aspect of IT and the college.	Employees will be able and alert to phishing scams of various kinds. If pricing isn't prohibitive, we will join a consortium on a SOC. Security will be a part of our culture as we build out the IT infrastructure to support new programs and business processes.	2020-2022	1452. to 35000. Est.	Purchased training material. Waiting for word from college's leading the consortium SOC plan.

Strategic Project Plan 2020-2021

Office of Instruction
Lead: Teresa Rivenes

Core Theme: Educational Excellence
Objective: EE3 Students achieve student learning outcomes.
3.1 Course Learning Outcomes
3.2 Program Learning Outcomes
3.3 Institutional Learning Outcomes

Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Progress
Fully implement the SLO Assessment, Review and Improvement process to ensure that students are achieving learning outcomes.	• Sub group to look at disaggregation by student demographics • Develop solution and implement • Run regular reports • Determine status • Assessment Symposium during In-Service week in fall/spring to focus on course and program level data, improvement, and project setting- closing the loop. • Explore rubric development, and assignment alignment (in progress for dual credit)	Student learning will be measured consistently over time, and used to demonstrate improvement in student learning.	2020-2021 CONTD	NWCCU Assessment Institute, aprox 10k registration and travel -SPENT-	• Great progress has been made. Chris and Sarah programmed a sequel code that connects Moodle to Jenzabar. We now have CLO, PLO, and ILO measured in every single Moodle shell, each term, by every faculty (regardless of modality). Even more impressive, this info is collected per student. This means that eventually it can be disaggregated by equity factors to determine learning gaps. We trained everyone in fall term and it was used with close to 100% success. Further, we used the training rubric to add consistency to the results. We will repeat this training in winter and spring at which point all adjuncts should be trained. (All full timers completed training in Fall). There are still a few pieces in progress; 1. Sheryl N has to have time to program the table to Jenzabar so we can program and make reports

					to pull data once collected.
					2. Brian is currently renumbering CCOG's (not content, just numbers) so that it is easier for adjuncts to line up with Moodle, but honestly, folks did not struggle. We made Curriculum SharePoint public so people could get to CCOG's.
					3. We need to collect all of fall, run reports and analyze to see where we are.

Core Theme: Educational Excellence
Objective EE1: Students make consistent and timely progress towards their individual educational goals
EE 1.1 Pre-College Math Completion
Also impacts student climate and supports

Project	Description (Activities)	Intended Outcome	Year	Budget Req	Progress
Critically evaluate developmental education pathways to determine if students are on path and completing college level math and writing (required at TBCC for all degrees/certs).	• Evaluate success of students in MATH 99 and RDWR115 • Evaluate success of students in WR 121 and MATH 111 or MTH 105 (subsequent course in sequence) • Make decisions (revisions) based upon data to improve completion • ADD back face to face studio requirement that was removed in Spring	Student barriers to success will be minimized through innovative instructional design and provision of comprehensive instructional support services that move students from pre-college level to college level performance and an increase in retention and completion of courses and programs.	2020-2021	N/A 10k Grant awarded	• This is really difficult because results indicated that the developmental pathways were working until spring of 2020. Spring, Summer, and Fall have been epic disasters in terms of success rates. It is very hard to determine if this is due to the developmental pathway itself or Covid related. I am not 100% sure how we will ever know this. As a result, we are working to improve the developmental pathway using field best practices and we will aim for improved results (even if those results are improved as the Covid situation fades). • Current work in progress; o We have been awarded a 10k Start Strong grant to improve the developmental math pathway this year. To do this Chris and Ron will be working on a project to program an "Aleks like program" available on My Open Math (thus free to students which reduces an equity barrier for students of lower socio-economic status). o Chris will next create two co-reqs. One will allow students to take MTH 105 with co-req. And, one will allow students to take MTH 243 with a co-req. Students will then be able to START directly in a college level course,

						with co-req help. That should be accomplished over this year (by Sep 2021). This will eliminate developmental education for all but the very lowest skilled students, who can use Aleks in ABE. Students will be able to start in MTH 99 level 1, MTH 105 w/coreq, or MTH 243 with coreq. They can still also go into MTH 111 with multiple placement or placement testing (or with MTH 95). The vast majority of students will now complete college level math in one term. This will also reduce the need for MTH 111.
						○ In RDWR we are also examining RDWR 115. Thus far grades are correlated- whatever a student gets in 115 they will get in 121. So, it is not IMPROVING performance. Covid has also been tough in that the studio hours have had to be done differently. We plan to re-work RDWR 115 over the rest of this academic year. We are also going to pilot a WR 121 with co-req this summer (which would get students through the first writing course in one term).
						○ Work is also happening in terms of cohorting writing and exploring writing across the curriculum. This work is happening in the Gen Ed Review group and is on-going.

Core Theme: Educational Excellence
Objective EE1: Students make consistent and timely progress towards their individual educational goals
EE 1.1 Pre-College Math Completion
Also impacts student climate and supports

Project	Description (Activities)	Intended Outcome	Year	Budget Req	Progress
Explore effective student support services (e.g. tutoring models).	- Evaluate success of studios - Evaluate tutors - Design tutor training process and implement - Explore tutor program and budget line (e.g. center tutoring or additional studio staffing). - Increase tutoring awareness- this one under purview of Masyn (personal goal to increase use and results) - Talk at orientations- staff and faculty	Student barriers to success will be minimized through innovative instructional design and provision of comprehensive instructional support services that support students through retention and completion.	2020-2021	10k (?) Moved 50k into Lib hourly to fund, DONE	- Good progress has been done in this area. We started by moving the tutoring budget into Library/hourly so that Masyn can schedule and budget. This has gone well. - All tutors have been evaluated and this continues. We also collect student feedback on the tutors and this has been very positive as well. - Tutor training and tutor facilitation manual have been developed and are completed. - We have been working to re-design tutoring center slightly. Will move math studio upstairs and combine with writing to make an Academic Success Center for all subjects. This is happening over spring term (and has the added advantage of giving us another classroom). - We have been talking about tutoring at orientations, and sending out in Moosletter/student newsletters to expand reach. We are planning for a new re-opening when upstairs is complete. Hopefully that will also help with awareness. Masyn talked at Fall in-service as well. - The only remaining project is for us to look at students who get tutoring and their GPA- is tutoring working. I emailed Erin and Masyn about this on 1/11/2021.

Core Theme: Educational Excellence
Objective: EE1: Students make consistent and timely progress towards their individual educational goals
& EE2: Students exhibit successful completion of credit degrees, certificates and/or licensing/certifications or transfer
Retention & Completion

Project	Description (Activities)	Intended Outcome	Year	Budget Req	Progress

We will make progress on our Guided Pathways implementation plan in order to support students through retention and completion.	• See GP Plan
	• Implement three sub group action plans and monitor impact on retention and goal completion
	• Learning Community development
		Guided Pathways:
		
		Our systems will support students in the early identification of their goals
			2020-2021	0
				25k grant, have spent about 5k
				
				NEXT YEAR: need budget for LC's
					• We have made good progress. To date we have accomplished the following;
					  o Established learning communities
					  o Re-designed CG 100
					  o Piloted CG 100 for major (AG/NR)
					  o Changed orientation to being done by LC
					  o Simplified the application
					  o Established instructional leads for LC (still need SS co leads)
					  o Established 1-2 undecided pathway (1 term for full time, 2 terms for part time).
					• Still to do:
					  o Get Guided Pathways into the catalog for next year
					  o Website (Heidi is working on)
					  o Expand online prep via online orientation and Moodle class

					- Get CEP's into Jenzabar for access by students, staff and faculty - Continue to work on LC, maps

Core Theme: N/A
Objective: N/A

Project	Description (Activities)	Intended Outcome	Year	Budget Req	Progress

Work to improve equity, diversity and inclusion in the classrooms and educational programs we offer.	• Sub group to explore hiring more staff/faculty from diverse backgrounds
	• Offer one training on inclusivity in the workplace
	• Offer multi-cultural education class
	• Check publications to show men in healthcare programs and women in trades
	• Darryl/Ron to reach out to women in trades and see how we might benefit from their programs
	• All staff/faculty will be trained on micro-aggressions and diversity in online trainings this year
		Faculty will be aware of issues of equity, diversity and inclusion in the classroom.
		
		We will move towards a faculty body that more equally represents our student diversity
			2020-2021	TBD	• ACTIVITIES MET:
					  o Pat has created a sub group to explore more diverse hiring practices
					  o We offered and had 95% attendance at Cultural Communication in the Classroom during Winter 21 In-Service for all faculty/adjuncts
					  o Offered multi-cultural ed class in Winter 21
					  o A second group of potential ed students will take Multi-cultural ed this summer free through the ESD grant to grow our own bilingual educators
					  o Have spoken with marketing about men in healthcare and women in cte marketing
					  o Darryl attended a train the trainer equity/communication in work place training and will be training 100% of CTE faculty
					  o 100% of staff/faculty

					did Microaggression training ○ Upcoming diverse hiring seminar for leadership We have not made a ton of progress. Further, we see our equity gaps seem to focus around poor white people. Perhaps we need to look at Bridging Poverty trainings. For spring we have planned for mental health first aid and trauma informed practices and I am hopeful that this will address the lower-socio economic gaps.

Budget Committee Membership

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION …………..………………………………….………..VP Williams

Van Moe resigned from the Budget Committee in December 2020. He was a longstanding member of the committee and will be missed.

With that said, TBCC is looking for a new budget committee member in Zone 2. This zone includes Fairview, Netarts, Oceanside, South Prairie, and Westside.

We would appreciate getting suggested names of people that can be approached about joining our Budget Committee. Again, this is typically a one meeting commitment, the second Monday in April.

Information Only Items

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION --- Chair Gervasi

Retention Goal (WIG) Outcome

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION ……………………….………………………………… Director McCarley

As a part of our 2020 strategic planning discussion, we recognized that retention of new students was an area for improvement. Leadership set improving fall to winter retention as our goal for the year. Past retention rates fluctuated around 73%, with our highest rate of retention of 80% back in 2016-2017. We set as our goal to meet the 80% rate for the new TBCC undergraduate students beginning at the College in fall term of 2020-2021. The retention rate for fall 2020 to winter 2021 has been calculated at 70%. Even though the College did not reach the WIG for 2020-21, we feel good about the result given the extraordinary circumstances that the pandemic has created this year. The Director of Institutional Effectiveness will discuss the reasoning behind this statement.

Accreditation Prep

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ……………………………………………………. Director McCarley

As a part of strategic planning and our drive toward improvement, we have set and worked toward a WIG (Wildly Important Goal) during the last 4 academic years. WIGs serve to focus the College community around important issues or areas needing improvement. This discussion will review our recent WIGs, our progress toward meeting them, and the strategies we've employed to better achieve our mission as a college.

LT Check-In: SBDC Update

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION ……………………………………………………..…… Director Soto

In 2020 the Tillamook SBDC (Small Business Development Center) was busier than usual with the impacts of Covid on small businesses. During the year the center helped 163 Tillamook County businesses. The center usually sees about 120 businesses in a year. Clients reported receiving $881,203 in capital infusion. The SBDC work plan for the Tillamook SBDC shows most goals set for the year were achieved with the exception of offering a Launch Your Business course in Spanish. The training has been rescheduled for March 2021.

Oregon -- Tillamook Bay SBDC

STRATEGIC PLAN

Plan Name | Overall Plan Champion
2020 Plan | Arlene Soto

Section 1: Our Compass

Mission Statement

Helping Build Oregon's Best Businesses

Vision Statement

The Oregon SBDC Network is Oregon's preeminent provider of effective and innovative business advising and training services.

Values

- Honesty
- Integrity
- Responsiveness
- Confidentiality
- Accessibility
- Innovation
- Diversity

Quality Standards

1. Leadership: The SBDC has a governance system and environment that routinely addresses organizational values, ethical behavior and performance expectations. (Set direction and address current and future opportunities and related fiscal and contractual duties.)
2. Strategic Planning: Develop, implement, modify and measure progress on a strategic plan that drives the SBDC network towards its established mission and vision. (Create a systematic communication around strategic priorities with staff, host and community partners to enable updates to the plan and status check toward execution.)
3. Stakeholder and Customer focus: Identify and segment stakeholders and customers; determine their requirements, expectations and preferences for each; build relationships; and determine satisfaction.
4. Measurement, Analysis and Knowledge Management: The SBDC has a (Develop and maintain) performance management system for driving and managing daily operations and for tracking overall organizational performance (that align with Network strategic directions). This system includes measurement selection, data collection, data integrity, analysis and alignment with key strategic priorities.
5. Workforce: Create work systems and an environment that engages, manages, and develops the workforce to maximize its potential in alignment with the SBDC's strategic plan. The SBDC analyzes trends in human resource results to support continuous improvement and high performance.
6. Operations:The SBDC designs, delivers, manages and improves key services and supportive or critical work processes that maximize customer and stakeholder value; improves operational effectiveness and achieves organizational success and sustainability.

Link to Standards

https://sbdcoregon.myintranet.com/intranet/documents/10/767

Section 2: Our Actions

Focus Area I: Improve quality of services with a focus on agility, accessibility, relevance and technology (External)

Goal A BASELINE PERFORMANCE STANDARDS: Establish baseline and standards for spectrum of services and programs.

Status: Completed	Due: 12/31/2020	Goal Champion: Arlene Soto	Goal Key Team Members: Teri Fladstol

Last status update on Wed, Dec 16 2020 by Arlene Soto

Key Action Items

☑ 1. Provide ReferenceUSA, IBIS World, LivePlan or Growthwheel tools to 25 businesses
  Due: 12/31/2020
  Person Responsible: Arlene Soto

Notes
Provide SBDC tools to businesses to help them meet their strategic objectives.

As of 6/30/20	Growthwheel	10 reports	As of 12/16/20 17 reports
As of 6/30/20	IBISWorld	2 reports	As of 12/16/20 8 reports
As of 6/30/20	RefUSA	8 reports	As of 12/16/20 8 reports

☑ 2. Host 25 training activities with an average satisfaction score of 4.6 on a scale of 1-5.
  Due: 12/31/2020
  Person Responsible: Arlene Soto

Notes
Ready, Set, Start Your Business scheduled twice per month
What's Your Plan scheduled four times per year
QuickBooks scheduled twice per year
CCB Exam Prep scheduled four times per year
Real Estate Exam Prep scheduled twice per year
Launch Your Business scheduled twice per year
Solo Business Builders scheduled once per year
Business pop-ups scheduled once per month. Topics are based on surveys of businesses.
SBM I and II October - June annually

Most classes are available either onsite at the SBDC office or via Zoom
As of 6/30/20   The center has hosted 13 training sessions with 109 participants.
As of 12/16/20   The center has hosted 26 training sessions with 164 participants

☐ 3. Provide advising services to 120 Tillamook County businesses with an average satisfaction score of 4.6 on a scale of 1-5.
  Due: 12/31/2020
  Person Responsible: Arlene Soto

Notes
120 business represents 6% of the businesses registered in Tillamook County according to census data.

Due to COVID-19 as of 6/24/20 the TBCC SBDC has worked with 130 clients
As of 12/16/20 the center has worked with 160 clients

☑ 4. Provide MRI or SBDCNet market research to 20 businesses
  Due: 12/31/2020
  Person Responsible: Arlene Soto

Notes
Market research reports help clients better identify and reach their target customers.
As of 6/30/20 7 MRI reports   As of 12/16/20 8 MRI reports

As of 6/30/20 5 SBDCNet reports   As of 12/16/20 10 reports
Bizminer reports were provided to 8 businesses

Attachments   External Links

No Attachments yet   No Links yet

What dates/times will the goal team meet?

Tillamook SBDC team meets monthly on the 2nd Tuesday.

Notes

The first half of 2020 has been a time of major change at the Tillamook SBDC. Becca Phoenix moved on to another position and Lindsey Gann was hired to take her place. Lindsey started work on March 16th, the same day COVID-19 pandemic caused the country to shut down except for essential services. The SBDC moved into disaster recovery mode. Classes and advising moved from in-person to virtual. Businesses reached out for help with disaster assistance funding and strategies. Suzie Clark was laid off effective 6/25/20 due to expected reductions in SBDC funding. The center served as many businesses between March and June as were seen in all of 2019.

Goal B STATEWIDE SPECTRUM OF SERVICES: Create systems, platforms and processes to communicate and market the SBDC spectrum of services to clients.

Status: Completed	Due:		Goal Champion:	Goal Key Team Members:
	12/31/2020		Arlene Soto	Lindsey Gann

Last status update on Wed, Dec 16 2020 by Arlene Soto

Key Action Items

		Due:	Completion Percentage:	Person Responsible:
☐	1. Post all training events to Center IC at least 3 months before the event and upload to the SBDC website. The TBCC website links to the SBDC website.	12/31/2020	50%	Lindsey Gann

Notes
All training events are tracked in Center IC. As an event is created, it is linked to the SBDC website Bizcenter.org. The training survey is also linked to each event when it is created so participants receive an email survey as soon as the class is verified. All classes will be verified within 3 days of the end of the program.
As of 6/30/20 all training programs have been added to Center IC through fall term

Attachments   External Links

No Attachments yet   No Links yet

What dates/times will the goal team meet?

No Meeting Dates/Times set

Notes

Center IC used to upload training events to the website. Events are added as soon as dates, times and locations are selected
Lindsey updates Facebook daily. The Tillamook SBDC has 293 followers and 260 likes as of 7/14/20
Lindsey set up a Twitter account and Instagram account.
Newsletter is going out twice a month, one newsletter focuses on upcoming training events. Lindsey is now doing the newsletter outreach

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Goal C DELIVER DISTANCE LEARNING AND VIRTUAL TRAINING AND ADVISING: Deliver distance learning and virtual training and advising with a personal touch. (Create programming with deep consideration to how the instruction is led).

Status: Completed	Due:		Goal Champion:	Goal Key Team Members:
	12/31/2020		Arlene Soto	None

Last status update on Tue, Jul 14 2020 by Arlene Soto

Key Action Items

☐ 1. Use Zoom to meet with at least 5 clients

Due:
12/31/2020

Person Responsible:
Arlene Soto

Notes
Due to COVID-19 all client appointments and training events have been held using Zoom or phone since March 16, 2020. This is anticipated to continue.

☐ 2. Provide at least 5 training events or meetings using interactive video conferencing.

Due:
12/31/2020

Person Responsible:
Arlene Soto

Notes
Due to COVID-19 all training has gone to video conferencing. New training programs were added to assist with disaster recovery.

Attachments	External Links
No Attachments yet	No Links yet

What dates/times will the goal team meet?

The center will use Zoom to meet with clients. Zoom will also be used to offer training events to participants outside Tillamook (north and south county). Zoom events can be recorded and edited to create webinars for future viewing.

Notes

3/10/20 The center is using Zoom for Real Estate Exam Prep classes and to meet with clients (2 since the beginning of the year)

7/14/20 All training programs have been done using Zoom since March 16, 2020 due to COVID-19. Fish Biz calls and disaster recovery trainings were recorded and loaded on YouTube.

Focus Area II: Strengthen small business through productive partnerships and relationships with stakeholders and clients (including cross Center partnerships)

Goal A LEVERAGE PARTNERSHIPS: Leverage partnerships for shared purpose and increased referrals, funding and spectrum of services provided.

Status: Completed	Due: 12/31/2020	Goal Champion: Arlene Soto	Goal Key Team Members: None

Last status update on Wed, Dec 16 2020 by Arlene Soto

Key Action Items

☑ 1. Attend at least 10 Tillamook EDC board meetings

Due:
12/31/2020

Person Responsible:
Arlene Soto

Notes
Tillamook EDC meetings are held monthly on the 3rd Tuesday of the month. The SBDC provides a report monthly to the EDC board sharing outreach efforts for economic development. The EDC and SBDC share an administrative assistant who attends all EDC meetings.

☐ 2. Attend at least 10 chamber of commerce meetings to share SBDC resource information

Due:
12/31/2020

Completion Percentage:
50%

Person Responsible:
Arlene Soto

Notes
Tillamook Chamber of Commerce meets monthly on the 3rd Tuesday at 8:00 am. Either Suzie Clark, Becca Phoenix or Arlene Soto to attend
Pacific City/Nestucca Valley Chamber meets monthly on the 1st Tuesday at 11:30 am. Arlene Soto to attend

Due to COVID-19 chamber of commerce events have been limited in 2020. The SBDC continues to work closely with chamber leadership to assist small businesses in Tillamook County.

☑ 3. Provide training program discounts Due: Person
of 20% on SBDC classes to 15 chamber 12/31/2020 Responsible:
member businesses Arlene Soto
Notes

The Tillamook SBDC has an MOU with chambers of commerce to provide discounts to chamber members on some SBDC training programs in the amount of 20%. Funding was received from the Ford Family Foundation to provide this chamber member benefit. Chambers help the SBDC market training programs to their members under the MOU.

Due to COVID-19 the TBCC SBDC provided scholarships to as many businesses as possible in 2020,

Attachments External Links

No Attachments yet No Links yet

What dates/times will the goal team meet?

No Meeting Dates/Times set

Notes

Regional Partners:
Tillamook Chamber of Commerce
Pacific City/Nestucca Valley Chamber of Commerce
Port of Tillamook Bay
Port of Garibaldi
Tillamook Economic Development Council
Regional Solutions - Jennifer Purcell
OBDD - Melanie Olson
Manzanita Visitor Center
City of Tillamook
Tillamook County Commissioners
Early Childhood Education Committee
Disaster Preparedness Committee
Tillamook Bay Community College
SBDC Advisory Committee

Goal B STRENGTHEN PARTNERSHIPS: SBDC Focus Areas align with host, partners and stakeholders as measured by improved understanding of best practices and related services.

Status: Completed	Due:	Goal Champion:	Goal Key Team Members:
	12/31/2020	Arlene Soto	Teri Fladstol

Last status update on Wed, Dec 16 2020 by Arlene Soto

Key Action Items

☑ 1. Regular communication with host Due: Person
institution 12/31/2020 Responsible:
Arlene Soto
Notes

Tillamook SBDC Director sends a weekly update to the college President.
Tillamook SBDC Director meets monthly with supervisor Ross Tomlin.
SBDC staff participate in college staff meetings and in-service.
Beginning in July 2020 the SBDC Director joined the TBCC leadership team and participates in weekly meetings.

☑ 2. Quarterly meeting with RDO.   Due: Person
                                     None   Responsible:
                                                                  Arlene Soto

Notes

COVID-19 has led to increased participation with the Regional Solutions team and the Business Oregon RDO. The SBDC Director participates on the North Coast Equity in Recovery Council.

Attachments   External Links

No Attachments yet   No Links yet

What dates/times will the goal team meet?

No Meeting Dates/Times set

Notes

Tillamook SBDC director meets monthly with host institution supervisor, college President Ross Tomlin.
Tillamook SBDC director meets quarterly with OBDD Regional Development Officer Melanie Olson. Meetings are scheduled through 2022
Tillamook SBDC director attends monthly Tillamook EDC meetings

Goal C IMPROVE COMMUNICATION AND MARKETING: Establish consistent and effective communications, promotions and marketing.

Status: Completed   Due: Goal Champion: Goal Key Team Members:
                     12/31/2020   Arlene Soto   None

Last status update on Wed, Dec 16 2020 by Arlene Soto

Key Action Items

☑ 1. Send a monthly newsletter to SBDC   Due: Person
     contacts from Center IC database   12/31/2020   Responsible:
                                                                          Arlene Soto

     Notes
     Currently the newsletter goes to 1108 contacts. By year end increase that outreach to 1,200 contacts

     As of 12/16/20 the SBDC newsletter list exceeds 1,200. The TBCC SBDC administrative assistant sends newsletters once or twice a month depending on information available such as available grants.

☑ 2. Post to Facebook page at least twice   Due: Person
     a week (minimum 104 posts for the   12/31/2020   Responsible:
     year)   None
     Notes
     Increase the Facebook following from 200 as of January 2020 to 250 by December 2020
     The Tillamook SBDC has also added Twitter and Instagram outreach though the efforts of the administrative assistant.

Attachments   External Links

No Attachments yet   No Links yet

What dates/times will the goal team meet?

No Meeting Dates/Times set

Notes

Marketing efforts include:

Monthly client newsletter sent using Constant Contact. Contacts are from the Center IC database.

Facebook page
Chamber of Commerce MOU

Focus Area III: Assist the needs of underserved* and rural businesses

Goal A ASSESS AND SERVE UNDERSERVED BUSINESSES: *Better understand the needs of 'underserved' for each region.

Status: Off Track	Due: 12/31/2020	Completion Percentage: 20%	Goal Champion: Arlene Soto	Goal Key Team Members: Teri Fladstol

Last status update on Wed, Dec 16 2020 by Arlene Soto

Key Action Items

☐ 1. Offer a Launch Your Business class in Spanish
Due: 06/01/2020
Person Responsible: Arlene Soto

Notes
A Spanish language version of Launch Your Business is scheduled for April 2020. The class will be taught by Dr. Flores from Lincoln City.

This class was postponed due to COVID-19.

☑ 2. Survey businesses with Latinx owners to learn what they would like to see in programming.
Due: 12/31/2020
Person Responsible: Arlene Soto

Notes
Send Constant Contact survey to list of businesses provided by MRI.
Request feedback at the Spanish language Launch Your Business workshop in April.

Attachments	External Links
No Attachments yet	No Links yet

What dates/times will the goal team meet?
No Meeting Dates/Times set

Notes
According to market research approximately 10% of Tillamook County residents are Latinx. MRI reporting shows 50 businesses primarily operated by Spanish speaking owners, about 2.9% of the total businesses in the area. Center IC shows the center counseled 2 Latinx businesses in 2019, 1.7% of the total businesses advised.

Goal B ENHANCE ACCESSIBILITY: Improve accessibility of services in rural communities

Status: Completed	Due: 12/31/2020		Goal Champion: Arlene Soto	Goal Key Team Members: Teri Fladstol

Last status update on Wed, Dec 16 2020 by Arlene Soto

Key Action Items

☐ 1. Visit north county and south county 12 times
Due: 12/31/2020
Completion Percentage: 30%
Person Responsible: Arlene Soto

Notes

Schedule regular meeting times in Manzanita (north county) and Pacific City (south county). Attend Pacific City chamber meetings at least 10 times per year. Manzanita visits currently scheduled the 2nd and 4th Thursdays each month. Pacific City visits currently scheduled the 1st Tuesday each month.

This was not possible during 2020 due to COVID-19. All advising and training were moved to Zoom, an online platform.

| ☑ | 2. Survey Tillamook County CCB license holders to learn training needs and introduce SBDC services | Due: 01/31/2020 | | Person Responsible: Arlene Soto |

Notes

Oregon CCB licensing board provided a list of all CCB license holders in Tillamook County, approximately 500 contacts. Develop a survey through Constant Contact to reach out to this group and get feedback on their training needs for continuing education.

Attachments

- CCB outreach survey results.pdf

External Links

No Links yet

What dates/times will the goal team meet?

No Meeting Dates/Times set

Notes

Tillamook County has a population of approximately 26,000. According to census data there are about 1,700 businesses that operate in the county. Many of them are 1-2 people.

Focus Area IV: Improve organization capacity, capability, performance and sustainability (Internal)

Goal A FUNDING: Evaluate funding models and grow funding revenue

| Status: Completed | Due: 12/31/2020 | Goal Champion: Arlene Soto | Goal Key Team Members: None |

Last status update on Wed, Dec 16 2020 by Arlene Soto

Key Action Items

| ☑ | 1. Receive grant funding of $30,000 | Due: 12/31/2020 | | Person Responsible: Arlene Soto |

Notes
$10,000 Ford Family Foundation for COVID-19 outreach
$30,000 SBA COVID-19 outreach

Attachments

No Attachments yet

External Links

No Links yet

What dates/times will the goal team meet?

No Meeting Dates/Times set

Notes

The Tillamook SBDC enjoys partnerships with several granting partners:

Ford Family Foundation
Fibre Credit Union
Oregon Coast Bank
Columbia Bank
Tillamook EDC

Goal B PERFORMANCE MANAGEMENT: Establish performance standards and measures

Status: Off Track	Due: 12/31/2020	Completion Percentage: 30%	Goal Champion: Arlene Soto	Goal Key Team Members: Teri Fladstol

Last status update on Wed, Dec 16 2020 by Arlene Soto

Key Action Items

☐	1. Schedule and hold 2 advisory committee meetings, spring and fall	Due: None	Completion Percentage: 50%	Person Responsible: Arlene Soto

Notes
The spring advisory committee meeting was cancelled due to COVID-19
The fall meeting was held 12/17/20.

☑	2. Communicate with Tillamook County state legislators at least 4 times per year	Due: None		Person Responsible: Arlene Soto

Notes
Participated in multiple meetings with state legislators to assist small businesses in navigating disasters.

☐	3. Create a Leadership Tillamook County program in conjunction with the Tillamook Chamber, TBCC and Tillamook EDC	Due: None		Person Responsible: Arlene Soto

Notes
This initiative was dropped due to COVID-19

Attachments

No Attachments yet

External Links

No Links yet

What dates/times will the goal team meet?

No Meeting Dates/Times set

Notes

The Tillamook SBDC strives to provide meaningful, impactful services to businesses and communities in Tillamook County.

Goal C DEVELOP LEADERSHIP AND PROFESSIONAL DEVELOPMENT SYSTEMS: Maximize and enhance Center resources and focus on professional development and training creating consistency and quality throughout all Centers including Center to Center expertise.

Status: Completed	Due: 12/31/2020		Goal Champion: Arlene Soto	Goal Key Team Members: Teri Fladstol

Last status update on Wed, Dec 16 2020 by Arlene Soto

Key Action Items

☑	1. Hold 10 team meetings per year.	Due: 12/31/2020		Person Responsible: Arlene Soto

Notes
Team meetings were held monthly using Zoom after March 2020.

☑	2. Team members will complete	Due:		Person

network professional development   12/31/2020   Responsible:
training as available.   Arlene Soto

Notes

All team members will complete professional development training offered by the network.
The team participates in local training opportunities to build skills and network with businesses.

Attachments   External Links

No Attachments yet   No Links yet

What dates/times will the goal team meet?

No Meeting Dates/Times set

Notes

The Tillamook SBDC team meets monthly to ensure high quality. Team meetings include training on resources, tools, partnerships and training opportunities.

Goal D MAINTAIN SBM CONSISTENCY STATEWIDE: Align SBM client application/workplan and end of course survey feedback (statement regarding 510 hours applied training in the business) in a standard statewide format.

Status: Completed	Due: 12/31/2020	Goal Champion: None	Goal Key Team Members: Arlene Soto and Teri Fladstol

Last status update on Wed, Dec 16 2020 by Arlene Soto

Key Action Items

☑   1. Increase SBM participation to 22 for   Due: Person
        October 2020 - June 2021   10/31/2020   Responsible:
                                                                                                None

        Notes
        SBM started in 2018 with 12 participants. 2019 had 17 participants. The goal for 2020 is 22 participants
        SBM participation in 2020 dropped to 15 due to COVID-19. The price was increased to $900 to be consistent with other centers in Oregon. Scholarships were provided through funding from The Ford Family Foundation.

Attachments   External Links

No Attachments yet   No Links yet

What dates/times will the goal team meet?

No Meeting Dates/Times set

Notes

The Tillamook SBDC has SBM I and SBM II offered October - June each year.

Printed on 12/16/2020 1:38 pm

MISSION
——MET

ASTBCC Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION …………………………………….....………..…. President Dial

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

Financial Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION …………………………….…………….....................…VP Williams

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

Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended December 2020
50.00% of fiscal year elapsed

	FY 2019-2020			FY 2020-2021		
	Annual Budget	12/31/19 Actual	Percentage of Budget	Annual Budget	12/31/20 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	$ 1,085,088.05	54.81%	$ 2,419,566	$ 1,236,913.91	51.12%
Property Taxes	$ 1,336,834	$ 1,199,371.44	89.72%	$ 1,402,498	$ 1,236,029.71	88.13%
Local Contracts	$ 74,000	$ 48,667.00	0.00%	$ 74,000	$ 9,600.00	12.97%
Tuition	$ 973,507	$ 370,072.15	38.01%	$ 942,100	$ 407,158.94	43.22%
Fees	$ 191,406	$ 81,087.20	42.36%	$ 231,377	$ 110,379.00	47.71%
Sale of Goods	$ 4,500	$ 1,875.39	41.68%	$ 4,500	$ 2,824.21	62.76%
Interest	$ 100,000	$ 60,670.73	60.67%	$ 115,000	$ 25,370.49	22.06%
Rental	$ 18,000	$ 7,265.00	40.36%	$ 18,000	$ 5,000.00	27.78%
Miscellaneous	$ 10,000	$ 23,173.97	231.74%	$ 30,000	$ 12,929.94	43.10%
Transfers	$ 423,175	$ 49,163.86	11.62%	$ 412,816	$ 27,845.02	6.75%
Total resources	$ 6,703,965	$ 4,553,001.82	67.92%	$ 7,249,857	$ 4,915,038.57	67.79%
Expenditures						
Instruction	$ 1,939,492	$ 775,841.22	40.00%	$ 2,092,856	$ 930,194.35	44.45%
Instructional Support	$ 542,330	$ 271,886.49	50.13%	$ 679,872	$ 305,265.06	44.90%
Student Services	$ 544,135	$ 242,471.45	44.56%	$ 608,847	$ 268,074.88	44.03%
College Support	$ 1,685,232	$ 743,055.32	44.09%	$ 1,824,031	$ 834,946.50	45.77%
Plant Operation	$ 396,855	$ 182,871.23	46.08%	$ 383,607	$ 144,830.02	37.75%
Transfers	$ 288,000	$ 76,738.86	26.65%	$ 293,000	$ 84,689.11	28.90%
Contingency	$ 107,921	$ -	0.00%	$ 167,644	$ -	0.00%
Total expenditures	$ 5,503,965	$ 2,292,864.57	41.66%	$ 6,049,857	$ 2,567,999.92	42.45%
Ending fund balance	$ 1,200,000	$ 2,260,137.25	188.34%	$ 1,200,000	$ 2,347,038.65	195.59%

Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended December 2020

	Fund No.	Beginning Fund Balance	2020-2021 Revenue	2020-2021 Expenditures	Ending Fund Balance	2020-2021 Spendable Budget	2019-2020 Prior Year Expenditures 12/31/2019
Nursing Program Agreement	2010	$ -	$ -	$ -	$ -	$ 40,000	$ -
Tillamook Works	2030	$ 14,611.42	$ 16,896.52	$ 37,362.46	$ (5,854.52)	$ 80,342	$ -
Dollar General Grant	2150	$ -	$ -	$ -	$ -	$ 10,000	$ 3,500.00
United Way Literacy Grant	2160	$ -	$ -	$ -	$ -	$ -	$ 266.00
Pathways Grant	2250	$ -	$ 17,871.48	$ 17,871.48	$ -	$ 29,707	$ 4,916.47
Industrial Maintenance Tech	2260	$ 32,305.73	$ 37,500.00	$ 44,561.70	$ 25,244.03	$ 34,904	$ 2,824.64
SBDC Federal Grant	2300	$ -	$ 16,500.00	$ 16,500.00	$ -	$ 33,000	$ 25,640.02
SBDC State Grant	2310	$ -	$ 29,404.05	$ 29,404.05	$ -	$ 72,000	$ 29,825.43
SBDC Program Income	2320	$ 98,346.67	$ 18,955.00	$ -	$ 117,301.67	$ 70,337	$ 20,317.56
SBDC Rural Outreach Grant	2330	$ 30,302.65	$ -	$ 5,813.98	$ 24,488.67	$ 10,000	$ 6,972.35
SBDC CARES Act	2331	$ -	$ 17,044.66	$ 17,044.66	$ -	$ -	$ -
EDC Contract	2350	$ -	$ 49,470.74	$ 74,980.15	$ (25,509.41)	$ 155,055	$ 56,745.72
Visit Tillamook Coast Contract	2370	$ -	$ -	$ -	$ -	$ -	$ 129,340.38
TEC Vocational Education Grant	2400	$ -	$ 19,814.00	$ 25,927.24	$ (6,113.24)	$ 52,078	$ 8,960.06
Food Pantry	2480	$ 1,233.69	$ -	$ 701.04	$ 532.65	$ -	$ -
Connect2Complete	2530	$ -	$ -	$ -	$ -	$ -	$ 6,214.45
ASPIRE Program	2540	$ 3,444.32	$ -	$ -	$ 3,444.32	$ -	$ -
Student Success Grant	2560	$ -	$ 79,739.45	$ 35,051.11	$ 44,688.34	$ 70,000	$ 42,192.68
STEP Grant	2580	$ 16,703.56	$ 31,865.12	$ 23,839.60	$ 24,729.08	$ 42,176	$ 17,146.66
Pathways to Opportunity	2590	$ 9,126.35	$ -	$ 16,562.39	$ (7,436.04)	$ 18,750	$ 3,423.37
Guided Pathways Implementation	2610	$ 20,810.45	$ -	$ -	$ 20,810.45	$ 18,000	$ 2,836.92
CARES Act Institutional - Section 1	2701	$ -	$ 11,747.14	$ 56,714.62	$ (44,967.48)	$ -	$ -
CARES Act Institutional - Section 2	2702	$ -	$ 8,106.08	$ 8,106.08	$ -	$ -	$ -
CARES Act Institutional - Section 3	2703	$ -	$ 8,885.00	$ 11,973.04	$ (3,088.04)	$ -	$ -
Partners for Rural Innovation Operations	2890	$ 15,123.52	$ 9,415.08	$ 18,688.01	$ 5,850.59	$ 39,900	$ 18,603.16
Capital Depreciation & Maintenance Fund	2900	$ 875,802.68	$ 60,044.63	$ -	$ 935,847.31	$ 35,000	$ -
Timber Tax Reserve Fund	2910	$ 3,616,304.28	$ 113,417.66	$ -	$ 3,729,721.94	$ 480,200	$ -
PRI Capital Maintenance Fund	2920	$ 40,861.59	$ 40,234.42	$ -	$ 81,096.01	$ 20,000	$ -
Strategic Investment Fund	2950	$ 1,336,565.22	$ 6,118.11	$ -	$ 1,342,683.33	$ 353,054	$ -
Total Special Fund		$ 6,111,542.13	$ 593,029.14	$ 441,101.61	$ 6,263,469.66	$ 1,664,503	$ 379,725.87

Schedule of Special Fund borrowing from General Fund

	Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 12/31/2020
Total of Grants that borrow from the General Fund	$ (30,460.42)	$ 80,595.76	$ -	$ (111,056.18)
Total of Grants & Reserves that are not borrowing from the General Fund	$ 6,293,930.08	$ 27,173.60	$ -	$ 6,266,756.48
Total Special Fund	$ 6,263,469.66	$ 107,769.36	$ -	$ 6,155,700.30

	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	1,951.00	4,595.63	$ 12,615.09	21,402	5,122.30
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	1,211.12	220.55	$ 10,217.84	4,550	570.40
Customized Training Projects	3300	12,771.29	600.00	300.00	$ 13,071.29	32,595	9,762.80
Truck Driving Program	3310	(14,412.06)	61,700.00	37,424.79	$ 9,863.15	223,875	50,452.56
Truck Driving Simulator	3320	(3,965.21)	49,892.98	17,138.41	$ 28,789.36	29,177	118,489.99
TBCC Vending	3400	4,754.71	2,133.46	397.21	$ 6,490.96	8,500	1,042.19
Total Enterprise Fund		$ 29,426.17	$ 117,488.56	$ 60,076.59	$ 86,838.14	325,889	$ 220,071.56
PERS Pension Bond Fund	4100	19,257.20	82,314.97	28,895.15	$ 72,677.02	161,190	31,100.58
General Obligation Bond Fund	4200	112,905.07	577,103.24	44,752.63	$ 645,255.68	742,524	50,021.62
Total Debt Service Fund		$ 132,162.27	$ 659,418.21	$ 73,647.78	$ 717,932.70	903,714	$ 81,122.20
Local Match Fund	5250	230,332.03	1,018.70	56,000.00	$ 175,350.73	60,791	50,000.00
Grant Construction Fund	5550	(225,008.57)	50,000.00	-	$ (175,008.57)	-	-
Center for Industrial Technology Fund	5551	-	238,089.06	523,492.00	$ (285,402.94)	-	-
Total Capital Projects Fund		$ 5,323.46	$ 289,107.76	$ 579,492.00	$ (285,060.78)	60,791	$ 50,000.00
Associated Students of TBCC	7100	3,949.13	2,371.20	930.11	$ 5,390.22	9,000	1,734.20
Phi Theta Kappa Honorary Society Fund	7200	1,954.09	1,398.00	1,774.21	$ 1,577.88	3,800	517.61
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	$ 3,769.20	$ 2,704.32	$ 6,968.10	12,800	$ 948,328.79
PELL Grant	8010	-	255,437.00	255,437.00	$ -	751,150	278,877.00
Supplemental Education Opportunity Grant	8020	-	4,200.00	4,200.00	$ -	16,875	4,830.00
CARES Act for Students	8090	-	72,272.00	72,272.00	$ -	-	-
GEER funds for Students	8091	-	-	20,515.00	$ (20,515.00)	-	-
Direct Loans	8100	-	31,627.00	31,627.00	$ -	350,000	60,127.00
Federal Work Study	8190	-	3,191.93	3,191.93	$ -	16,944	4,170.40
Oregon Opportunity Grant	8210	-	96,400.00	81,025.00	$ 15,375.00	250,000	76,950.00
Chafee Grant	8220	-	-	-	$ -	15,000	-
Oregon Promise Grant	8230	-	50,700.00	26,519.00	$ 24,181.00	90,000	23,234.00
Tuition Waivers	8310	4,405.39	-	70,423.00	$ (66,017.61)	10,000	4,389.00
Board Scholarships	8320	88,679.81	-	61,568.00	$ 27,111.81	170,000	47,224.10
Institutional Work Study	8330	42,929.16	-	99.70	$ 42,829.46	10,072	1,418.98
Foundation Scholarships	8340	-	35,839.13	34,384.94	$ 1,454.19	85,000	31,224.30
Non-Institutional Scholarships	8400	261.88	38,316.50	21,645.55	$ 16,932.83	53,328	9,290.74
Total Financial Aid Fund		$ 136,276.24	$ 587,983.56	$ 682,908.12	$ 41,351.68	1,818,369	$ 541,735.52

Agenda Item 5.E. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended December 2020
50.00% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		$ 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	$ 1,236,914	51.12%	$ -	$ -	0.00%	$ -	$ -	0.00%	$ -	$ -	0.00%
Grants and Contracts	$ 74,000	$ 9,600	0.00%	$ 598,108	$ 326,259	54.55%	$ 26,500	$ -	0.00%	$ -	$ -	0.00%
Tuition and Fees	$ 1,173,477	$ 517,538	44.10%	$ 40,150	$ 18,955	47.21%	$ 229,000	$ 50,185	21.91%	$ -	$ -	0.00%
Local Taxes	$ 1,402,498	$ 1,236,030	88.13%	$ -	$ -	0.00%	$ -	$ -	0.00%	$ 695,724	$ 575,929	82.78%
Timber	$ -	$ -	0.00%	$ 612,438	$ 113,418	18.52%	$ -	$ -	0.00%	$ -	$ -	0.00%
Sale of Goods	$ 4,500	$ 2,824	62.76%	$ -	$ -	0.00%	$ 6,000	$ 1,228	20.47%	$ -	$ -	0.00%
Interest	$ 115,000	$ 25,370	22.06%	$ 53,550	$ 10,397	19.42%	$ -	$ -	0.00%	$ 13,000	$ 1,181	9.08%
Rental	$ 18,000	$ 5,000	27.78%	$ 22,000	$ 3,000	13.64%	$ -	$ -	0.00%	$ -	$ -	0.00%
Miscellaneous	$ 30,000	$ 12,930	43.10%	$ 85,700	$ 65,000	75.85%	$ 52,000	$ 50,507	97.13%	$ -	$ -	0.00%
Transfers	$ 412,816	$ 27,845	6.75%	$ 60,791	$ 56,000	92.12%	$ -	$ 15,569	0.00%	$ 155,000	$ 82,308	53.10%
Total Revenues	$ 5,649,857	$ 3,074,051	54.41%	$ 1,472,737	$ 593,029	40.27%	$ 313,500	$ 117,489	37.48%	$ 863,724	$ 659,418	76.35%
Expenditures												
Salaries and Wages	$ 4,509,600	$ 2,051,687	45.50%	$ 423,430	$ 208,523	49.25%	$ 164,969	$ 30,988	18.78%	$ -	$ -	0.00%
Operating Expenditures	$ 1,049,613	$ 431,624	41.12%	$ 321,520	$ 106,909	33.25%	$ 105,957	$ 11,603	10.95%	$ 1,600	$ 1,600	100.00%
Capital Outlay	$ 30,000	$ -	0.00%	$ 15,000	$ 84,132	560.88%	$ 35,000	$ 16,082	0.00%	$ -	$ -	0.00%
Debt Service	$ -	$ -	0.00%	$ -	$ -	0.00%	$ -	$ -	0.00%	$ 902,114	$ 72,048	7.99%
Transfers	$ 293,000	$ 84,689	28.90%	$ 397,553	$ 41,538	10.45%	$ 12,763	$ 1,404	11.00%	$ -	$ -	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	$ 2,568,000	42.45%	$ 7,406,438	$ 441,102	5.96%	$ 325,889	$ 60,077	18.43%	$ 903,714	$ 73,648	8.15%
Ending Fund Balance	$ 1,200,000	$ 2,347,038		$ 102,207	$ 6,263,469		$ 45,102	$ 86,838		$ 10,910	$ 717,932	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		$ 221,615			$ 107,769			$ 3,200			$ 35,594	
Inventories		$ 695			$ -			$ 932			$ -	
NET EFFECT ON CASH		$ (222,310)			$ (107,769)			$ (4,132)			$ (35,594)	
Liabilities												
Accounts Payable		$ 33,898			$ -			$ -			$ -	
Unearned Revenue (Note 2)		$ 65,782			$ -			$ -			$ 35,594	
Payroll		$ 198,143			$ -			$ -			$ -	
NET EFFECT ON CASH		$ 297,823			$ -			$ -			$ 35,594	
NET ADJUSTMENTS		$ 75,513			$ (107,769)			$ (4,132)			$ -	
ENDING CASH BALANCE		$ 2,422,551			$ 6,155,700			$ 82,706			$ 717,932	

Agenda Item 5.E. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended December 2020
50.00% 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	$ 513,818	34.64%
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	$ 1,019	20.38%	$ -	$ -	0.00%	$ -	$ -	0.00%
Rental	$ -	$ -	0.00%	$ -	$ -	0.00%	$ -	$ -	0.00%
Miscellaneous	$ 50,000	$ 288,089	0.00%	$ 3,000	$ 1,398	46.60%	$ 135,000	$ 74,156	54.93%
Transfers	$ -	$ -	0.00%	$ 8,000	$ 2,371	29.64%	$ 130,000	$ 10	0.01%
Total Revenues	$ 55,000	$ 289,108	525.65%	$ 11,000	$ 3,769	34.26%	$ 1,748,150	$ 587,984	33.63%
Expenditures									
Salaries and Wages	$ -	$ -	0.00%	$ 6,185	$ 181	2.93%	$ 26,341	$ 3,140	11.92%
Operating Expenditures	$ -	$ -	0.00%	$ 6,615	$ 2,523	38.14%	$ 1,789,528	$ 679,297	37.96%
Capital Outlay	$ -	$ 523,492	0.00%	$ -	$ -	0.00%	$ -	$ -	0.00%
Debt Service	$ -	$ -	0.00%	$ -	$ -	0.00%	$ -	$ -	0.00%
Transfers	$ 60,791	$ 56,000	92.12%	$ -	$ -	0.00%	$ 2,500	$ 472	0.00%
Other budgetary accounts (Note 1)	$ -	$ -	0.00%	$ -	$ -	0.00%	$ -	$ -	0.00%
Total expenditures	$ 60,791	$ 579,492	953.25%	$ 12,800	$ 2,704	21.13%	$ 1,818,369	$ 682,909	37.56%
Ending Fund Balance	$ -	$ (285,061)		$ 1,000	$ 6,968		$ 55,609	$ 41,351	

Adjustments to bring Ending Fund
Balance to Ending Cash Balance

	Capital Projects Funds	Agency Fund	Financial Aid Fund
Assets			
Receivables	$ -	$ -	$ -
Inventories	$ -	$ -	$ -
NET EFFECT ON CASH	$ -	$ -	$ -
Liabilities			
Accounts Payable	$ -	$ -	$ -
Unearned Revenue (Note 2)	$ -	$ -	$ -
Payroll	$ -	$ -	$ -
NET EFFECT ON CASH	$ -	$ -	$ -
NET ADJUSTMENTS	$ -	$ -	$ -
ENDING CASH BALANCE	$ (285,061)	$ 6,968	$ 41,351

$ 9,142,147

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, March 1 at 5pm on Zoom
- OCCA Board meeting scheduled for Friday, February 5
- Equity Lens Training begins on Friday, Feb 12 at 10am. Zoom link coming to those board members who volunteered to be part of the training
- The next extended staff meeting is Friday, February 19, 8-10am. We will send everyone the Zoom link

Updates:
- 2021 Legislative session update- legislation affecting community colleges
- Vaccines for post-secondary update
- EDA grant for improvements to Center for Industrial Technology
- CTE Space Needs Task Force progress
- Habitat for Humanity volunteers on Martin Luther King, Jr. Day

Board Member Discussion Items

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION…………………………………………………Chair Gervasi

Adjournment

RECOMMENDATION
ACTION ITEM

BACKGROUND INFORMATION……………………………………….. (Action) Chair Gervasi
MOTION TO ADJOURN THE MEETING

Executive Session

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION…………………………………………….. (Action) Chair Gervasi
MOVE TO THE EXECUTIVE SESSION OF THE MEETING.

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, February 1, 2021 at 7:00pm in a virtual format.