



Board of Education Meeting Agenda

Date: Monday, January 4, 2021

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Gervasi
2.	Consent Agenda: -----	(Action) Chair Gervasi
	a. Approval of Agenda	
	b. Approval of December 7, 2020 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. Board Members Election	President Tomlin
	b. Audit Report	(Action) VP Finance Williams
	c. Policy numbers 502, 503 and 504: First Reading	VP Hanson
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. LT Check-in: The Nuts and Bolts of Partnership	VP Rivenes
	b. Accreditation Prep: Partnership Questions	VP Rivenes
	c. Financial Report.....	VP Finance Williams
	d. President's Report.....	President Tomlin
6.	Board Member Discussion Items -----	Chair Gervasi
7.	Adjournment -----	(Action) Chair Gervasi

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION.....Chair Gervasi

Approval of the Consent Agenda

RECOMMENDATION

ACTION

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

Items for approval:

- a. Approval of Agenda
- b. Approval of December 7, 2020 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JANUARY MEETING

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December 7, 2020 Board of Education Meeting Minutes

Date: Monday, December 7, 2020

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

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

Members Not in Attendance: All in Attendance

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

Guests in Attendance: Jude Schlotzhauer, student employee - TBCC Food Pantry

Description	Resource
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
Director Ryan gave a personnel report. There was a change since the packet for this Board meeting was assembled and that is the addition of a half-time administrative assistant to the Truck Driving program. Now that the Truck Driving Program has moved to the Office of Instruction, Brian Lehman, who has been working in the Office of Instruction and Student Services will begin that position for 20 hours a week.

No changes were requested to the November, 2020 Board Meeting Minutes or to the December 7, 2020 Board Meeting Agenda.

Pam Zweifel made a motion to approve the consent agenda. Betsy McMahon seconded the motion. **The motion carried.**

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

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

President's Revised Goals (agenda item 4a).....(Action) President Tomlin
This was the second reading of the President's revised goals for the current year. There has been no change since the first reading at the November meeting. To recap, the revisions that were made previously include: to implement a Covid Response Plan for the college and revise it as necessary, to achieve an 80% retention rate from Fall to Winter term, to implement the Equity Plan, and to continue developing partnerships with industry, other colleges, and the community.

The Board had no questions or comments. Betsy McMahon made a motion to accept the President's revised goals for 2020-2021. Pam Zweifel seconded the motion. **The motion carried.**

Equity Lens Project (agenda item 4b) Executive Director Luquette
Executive Director Luquette summarized the planned work for the Equity and Inclusion Committee and Leadership Team to work with a consultant to select an equity lens tool for use by the College, and to engage in training on using the lens in decision making. Board members were invited to join the group for this training. Members who expressed an interest in participating include Jennifer Purcell, Kathy Gervasi, Mary Faith Bell, and Betsy McMahon.

OSBA Elections (agenda item 4c) (Action) President Tomlin
President Tomlin brought forth the single resolution to be voted on in this year's Oregon State School Board Association (OSBA) in the North Coast region. That is, to adopt or not adopt the OSBA's priorities and principles for the upcoming 2021-2023 legislative session. There were no questions or comments. Mary Faith Bell made a motion that the Board should vote to adopt OSBA's priorities and principles for the 2021-2023 legislative session. Betsy McMahon seconded the motion. **The motion carried.**

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

Accreditation Prep: "How are Board Decisions Made and What is Your Role in Policy Creation?" (agenda item 5a) President Tomlin
In preparation for the accreditation visit in October, the President reviewed TBCC Board policies governing Board activities, including their level of authority, conducting board business, governance, and the creation of new policies, or changes to existing policies. The relevant policies are included in the packet for this meeting. There were no questions or concerns.

Equity/HB2864 (agenda item 5b) Director McCarley
Director McCarley discussed HB2864 which mandates that cultural competency be developed in institutions of higher education. She went over the activities required with the deadlines for completing. TBCC is required to respond with how we meet the requirements of the bill and give contextual explanations. She then summarized the extensive list activities that TBCC has engaged in with regard to equity and inclusion. A partial list includes: TBCC's response to Covid-19, equity movie nights, Martin Luther King Day "day of service" Coat Drive, Equity Book Club, Program materials translated into Spanish, GED in Spanish, Communicate our intention to staff and faculty in the New Employee training and nearly every All-Staff meeting, A Latina person has been hired to recruit and support LatinX students, the Juntos program will connect high school LatinX students with their college counterparts, In-Service trainings include cultural competency components, micro-aggression course for Faculty, Cultural competency is required of all CTE faculty, An online training in cultural competency from COCC will be offered to TBCC staff, we are talking about instituting new processes to be used when a person changes their name and/or gender identification.

The SBDC facilitated loans to small businesses for PPE and advised many regarding business operations during Covid and getting Covid-related loans and grants. The SBDC usually serves 110 clients in a year; this year the organization has served 158 clients to date. SBDC advised Fishermen (a new client base) on securing and using PPE.

Jude Schlotzhauer, student employee, recapped the improvements made to the TBCC Food Pantry this year making it more easily accessible during all hours the campus is open, and providing more useful items, including personal care items that are not available through other community food banks.

Program Review: Human Resources (agenda item 5c) Director Ryan
Director Ryan summarized the program review for Human Resources, including all of the services provided by that office. The full report is included in the Board packet. The Board had no questions.

LT Check-in: Open Education Resources (agenda item 5d) ... Faculty Member Weissenfluh
Mr. Weissenfluh reported on Open Education Resource use at TBCC and the Oregon Community College Distance Education Consortium (OCCDEC), whose purpose is to reduce the cost of instructional technology for colleges in the consortium.

Mr. Weissenfluh mentioned that faculty were feeling anxious at the beginning of Fall term but have settled in. They are happy to have the opportunity to teach online, and happy with the new hyflex classrooms. Even those who teach face-to-face in the classroom are comfortable with the safety precautions taken by TBCC leadership to prevent the spread of Covid.

The board had no questions or concerns.

Logo Redesign Update (agenda item 5e) Executive Director Luquette

Executive Director Luquette presented the last developments in the TBCC logo redesign project. The design team has not finalized the logo yet, but is getting very close. The board was shown elements of the new design, including a mark that represents the five local rivers. Altogether, the new logo will be visually strong, modern, simple and easy to reproduce in a number of ways.

One concern was voiced by two board members: that the words “community college,” in the draft logo appears to be receding into the background because of the color used in the type and they wondered if it could be made a bit more bold. Executive Director noted the comment and will pass it along to the designers.

Financial Report (agenda item 5f) VP Williams
The financial report through the month of October 2020 is included in the packet for this meeting. VP Williams called attention to one notable change since last month; the beginning balance has increased by about \$100K. This is primarily due to anticipated funds from the CARES Act having been received.

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

- The next Board meeting will be at 5:00 on January 4, 2021 on Zoom.
- The next Extended Staff meeting is January 22, but we will be having a short All-Staff meeting this Thursday, December 10. The business portion will be brief, the biggest part of the meeting will be a celebration of our successes during the last two difficult terms. We will send the meeting invitation and Zoom link out to Board members.

- The College will be closed December 21-25 and Dec 1 – Jan 1.
- Winter term starts January 11.

Updates:

- The OCCA Conference was held virtually in November. VP Rivenes presented one of the sessions. Kathy Gervasi and Betsy McMahon attended the conference and remarked that it was well worth the time.
- The November OCCA/OPC Board meeting addressed the issue of colleges marketing in other college's districts.
- The Mechtronics building sale closed on Monday, November 30. The Mechtronics sign has already been taken down. As soon as the new TBCC logo is ready, a temporary sign will be put up. The new building will be called The Center for Industrial Technology. We received about half the purchase price of the building in donations and are hoping to get more grants to help with the cost of renovations.
- Our virtual social get together on Zoom on December 2 was fun. We will schedule another in Winter term.
- Current COVID Plan information: The Governor's restrictions did not have an impact on TBCC's day to day operations, but it did mean that the graduation ceremony had to be cancelled.
- The graduation ceremony planned for the 2020 graduates on December 12 was cancelled due to rising number of Covid cases in Tillamook County and tighter restrictions on public gatherings. The graduates were not interested in a virtual graduation ceremony. They will be invited to a ceremony of their own in June 2021 or, when we are able to gather again.
- The Governor's budget came out on December 1st. In this budget, community colleges are flat-funded. It does include \$8M in matching funds for TBCC's capital construction project and TBCC is the highest priority for construction; if there are any funds available for capital construction when the budgeting process is finished, we should get it. The Governor's budget is the floor. We may get more than that, but we won't get less. The Legislature's budget talks will begin in January. We will begin right away lobbying legislators for an increase in operating funds.

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

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

Adjournment (agenda item 7) ----- (Action) Chair Gervasi
Tamra Gammon made a motion to adjourn the Board Meeting. Betsy McMahon seconded the motion. **The motion carried.** The Board meeting ended at 7:16pm.

Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

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

Position Change:

Sarah Miller from Online Instruction Specialist to
Online Instruction Coordinator.

Effective December 1, 2020.

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

Board Member Elections

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION President Tomlin

It is that time again to look at which board positions are up for election in May. This year we have three board positions that will be on the spring ballot. Attached in the packet is information on the deadlines for each step of the process, along with the SEL190 form that needs to be filled out and submitted to the County Clerk by March 18.

Board Member terms expiring in June 2021 and up for election

- Zone 2, Pamela Zweifel
- Zone 3, Kathy Gervasi
- Tamra (Gammon) Perman, At large

Dates/Deadlines:

- Positions up for election to be published in Headlight Herald: ----- 1st week of Feb
- Candidates file SEL 190 Form with \$10 filing fee: ----- between Feb 6 and March 18
- Election: ----- May 18



Conduct of Elections

March 9

May 18

September 21

November 2

Last day to mail ballots to military/overseas voters	January 23	April 3	August 7	September 18
First day to mail ballots to out of state voters	February 8	April 19	August 23	October 4
Last day to register to vote	February 16	April 27	August 31	October 12
First day to mail ballots	February 17	April 28	September 1	October 13
Last day to mail ballots to voters without daily mail service	February 19	April 30	September 3	October 15
Last day to mail ballots	February 23	May 4	September 7	October 19
Last day required to mail absentee/replacement ballots	March 7	May 16	September 12	October 31



District Candidates

March 9

May 18

September 21

November 2

Last Day for County Elections Official to Publish → notice of district board election (ORS 255.075)	November 28	February 6	June 8	July 27
Last Day to file with County Elections Official → verified signatures or \$10 filing fee (ORS 255.235)	January 7	March 18	July 22	September 2
→ a statement for inclusion in county voters' pamphlet	January 11	March 22	July 26	September 7

i County and City Candidates: Deadlines applicable to county and city office are not included on this calendar. Candidates for those offices, unless otherwise provided for by charter or ordinance, are elected at the primary or general election. If a county or city charter provides for candidates to be elected at an election other than the primary or general election but does not specify a deadline or adopts the statutory filing deadline, ORS 249.722 applies.

i District Candidates: The enabling statutes, or principle act, of a district specifies how board members are elected. Most districts, as defined in ORS 255.012, elect board members at the regular district election which is held in May of odd numbered years or at the Primary or General Election. The March, September and November deadlines included above, are only applicable if the election is a district's first election to elect board member (ORS 255.235(2)(a)). They are not included in the daily calendar.



County, City, District Measures

March 9

May 18

September 21

November 2

Last Day for County or City Governing Body to File with Local Elections Official → ballot title for publication of notice or → referral text for drafting of ballot title	December 18	February 26	July 2	August 13
Last Day for Local Governing Body to File with County Elections Official → Form SEL 801 Notice of Measure Election - County ! Form may only be filed upon completion of the ballot title challenge process.	January 7	March 18	July 22	September 2
→ Form SEL 802 Notice of Measure Election - City ! Form may only be filed upon completion of the ballot title challenge process.	January 7	March 18	July 22	September 2
→ Form SEL 803 Notice of Measure Election – District ! Form may not be filed until after the deadline for the immediately preceding election has passed and only upon completion of the ballot title challenge process.	January 7	March 18	July 22	September 2
Last Day to File with County Elections Official → arguments for inclusion in county voters' pamphlet	January 11	March 22	July 26	September 7

i For resubmitted measures the deadline is 47th day before the election; the measure argument filing deadline is 2nd business day after deadline to resubmit measure, if the county includes the resubmitted measure in the county voters' pamphlet.

Candidate Filing

District

SEL 190

rev 09/19
ORS 255.235

i This form must be filed with county elections official. All information must be completed or the form will be rejected.

2021 District Election Filing Dates

Candidate Filing February 6, 2021 to March 18, 2021

Withdrawal Date March 18, 2021

This filing is an

☐ Original☐ Amendment

Office Information

Filing for Office of:

District, Position or County:

Filing Information

☐ Filing with the required \$10.00 fee☐ Prospective Petition

Candidate Information

Name of Candidate

First

MI

Last

Suffix

Title

How you would like your name to appear on the ballot

Candidate Residence/Route Address

Street Address

City

State

Zip

Candidate Mailing Address and Contact Information: Only one phone number is required.

Street Address or PO Box

City

State

Zip

Work Phone

Home Phone

Cell Phone

Fax

Email Address

Web Site, if applicable

Race and Ethnicity *Optional*

Occupation (present employment) If no relevant experience, None or NA must be entered.

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

Educational Background (schools attended) If no relevant experience, None or NA must be entered.

Complete name of School (no acronyms)	Last Grade completed	Diploma/Degree/Certificate	Course of Study
Educational Background (other) Attach a separate sheet if necessary.			

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

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Campaign Finance Information (not applicable to candidates for federal office)

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$750 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the Campaign Finance Manual for the procedural and legal requirements of establishing and maintaining a candidate committee.

By signing this document, I hereby state that:

- I will qualify for said office if elected
- All information provided by me on this form is true to the best of my knowledge



Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office at the same election. (ORS 249.013 and ORS 249.170)

Candidate's Signature

Date Signed

Audit Report

RECOMMENDATION

ACTION ITEM - ACCEPT AND APPROVE FOR FILING AND DISTRIBUTION THE 2019-2020 ANNUAL FINANCIAL REPORT

BACKGROUND INFORMATION.....VP Williams

Vice President Williams will be prepared to present the Annual Financial Report and address questions.

Auditing standards require formal written communications between the auditor and the Board. A letter from the auditor is included on the following page. VP Williams will be prepared to address the letter.

Due to the size of the report, the full audit report will be sent as a separate PDF from the board packet for you to review.

KENNETH KUHNS & CO.
CERTIFIED PUBLIC ACCOUNTANTS
570 LIBERTY STREET S.E., SUITE 210
SALEM OREGON 97301-3594
TELEPHONE (503) 585-2550

December 12, 2020

Board of Education
Tillamook Bay Community College
Tillamook, Oregon

We have audited the financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2020, and have issued our report thereon dated December 12, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 25, 2020. Professional standards also require that we communicate to you the following information regarding significant audit findings related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Tillamook Bay Community College are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the College during the 2019-20 year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most significant estimate affecting the College's financial statements is the Net Pension Liability. The Net Pension Liability is an estimate of the College's proportionate share of the Public Employees Retirement System (PERS) Plan's unfunded portion of the total pension liability at a specific point in time. The unfunded portion will change from one year to the next and is based on assumptions about the probability of the occurrence of events far into the future. The amount was actuarially determined with management input. We evaluated the key factors and assumptions used to develop the College's proportionate share of the net pension liability in determining that it is reasonable in relation to the financial statements as a whole.

Certain financial statement disclosures may be particularly sensitive because of their significance to financial statement users. There were no significant sensitive financial statement disclosures for the 2019-20 year.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no corrected or uncorrected misstatements detected as a result of audit procedures that management considered material, either individually or in the aggregate, to the financial statements as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the independent auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 12, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the College's financial statements or a determination of the type of independent auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the College's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Education and management of Tillamook Bay Community College and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Kenneth Kuhns & Co.

Kenneth Kuhns & Co.

Student Services Policies

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATIONVP Hanson

The Student Services Department is recommending three new board policies (502 Admission, 503 Advising, and 504 Recruitment) to meet the requirements of both Accreditation and the Office of Civil Rights. This is the first reading for the board to consider these three new policies. They have been shared with both Leadership Team and College Council.

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.

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.

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.

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Gervasi

LT Check-In: The Nuts and Bolts of Partnership

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONVP Rivenes

TBCC has extremely strong partnerships, which is not always the norm in higher education. Given the size of our county, and the scope of our work, we feel strongly that we be responsive to the needs and requests of our community. VP Rivenes presented a workshop on Partnerships that Work in November at the OCCA conference. Per Board request, this presentation will be presented here (see attached slides). The purpose of this presentation is to share our perspective, our decision making, our process, and examples of existing partnerships currently in existence within the Office of Instruction at TBCC.

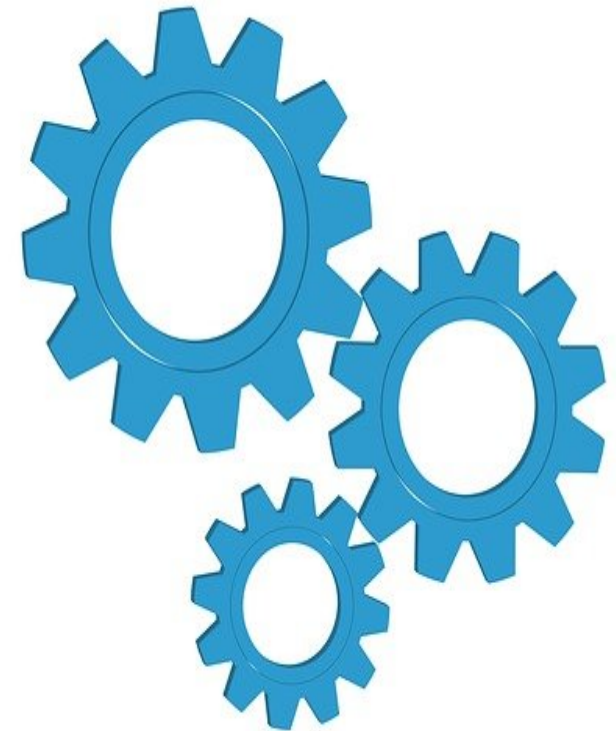
Partnerships that Work

THE NUTS AND BOLTS OF DESIGNING A
PARTNERSHIP THAT WORKS FOR
STUDENTS, SCHOOLS AND INDUSTRY

TERESA RIVENES, PHD

VICE PRESIDENT OF INSTRUCTION

TILLAMOOK BAY COMMUNITY COLLEGE



Problem Statement

So often industry reports that they do not feel listened to, that colleges are slow to respond, or that colleges attempt to fit industry needs into existing programs. This feels like forcing a square peg into a round hole. If we think differently, listen, and build what industry is truly asking for, we benefit all partners. Ultimately, we create relevant jobs and we help students develop the skills needed for those jobs.



Partnership is...

Definition (Dictionary):

A partnership is an arrangement where parties, known as business partners, agree to cooperate to advance their ***mutual interests***. The partners in a partnership may be individuals, businesses, interest-based organizations, schools, governments or combinations. Organizations may partner to ***increase the likelihood of each achieving their mission and to amplify their reach***.



Partnership Basics

- 1) Clear Expectations
- 2) Make Your Partner Your Team
- 3) Teams WIN
- 4) Time & Space to Grow
- 5) Honesty & Transparency

March 2019	Invited partners in our county to the table for a listening session. <u><i>We listened, they talked about their needs.</i></u>
July 2019	We came back with a proposal based upon what partners asked for.
August 2019	Partners confirmed we had developed what they were asking for, but asked us to research SOWIB model.
October 2019	We brought research back, our Healthcare Steering Committee made decision on pathway(s) for our area.
Oct/Nov 2019	Marketing First Healthcare Career Fair
Present	Curriculum in development and approval process

Test, Go, Deep Dive...

1) Have set criteria in advance to “test” partnerships

- ✓ Is this in-line with the MISSION of the college
- ✓ Is there mutual benefit to ALL parties and is there clearly defined equitable contributions from all parties?
- ✓ Do we have partner, community and student buy-in?
- ✓ Can we assume this risk and is the risk level acceptable?
- ✓ Customer Service follow up

2) Once the “test” is a “GO” have a set criteria to evaluate next steps

- ✓ Is there a local or regional need?
- ✓ Is there someone already do this (and if so, can we bring them in)?
- ✓ Is this the best solution?
- ✓ Does this lead to a living wage job?
- ✓ Is this part of a larger career ladder that we are interested in building or already have?
- ✓ Is there data to suggest that this program/partnership can attract, enroll, retain & graduate enough students to cover the bottom line costs over the next 5-10 yrs?

3) Deep Dive after the preliminary “GO”

- ✓ Costs (develop budget)
- ✓ Faculty (Support time, availability, hirability)
- ✓ Establish partner commitments formally

Truck Driving

- 1) Community Ask
- 2) Met Test, GO, Deep Dive but was not part of path the college was interested in building. Solution: Non-credit Training Certificate
- 3) Equipment & Instructors
- 4) Who's doing it well?
- 5) Financing, Grants and Simulator (brought in multiple new partners)
- 6) Advisory Committee



Education

- 1) Regional partnership with multiple partners already at the table
- 2) Met Test, GO, Deep Dive but was part of path the college was interested in building. Solution: Transfer Degree in Education
- 3) Grew partners and shared resources (e.g. NWRESA, OCCC, K-12, Western)
- 4) Create winning opportunities

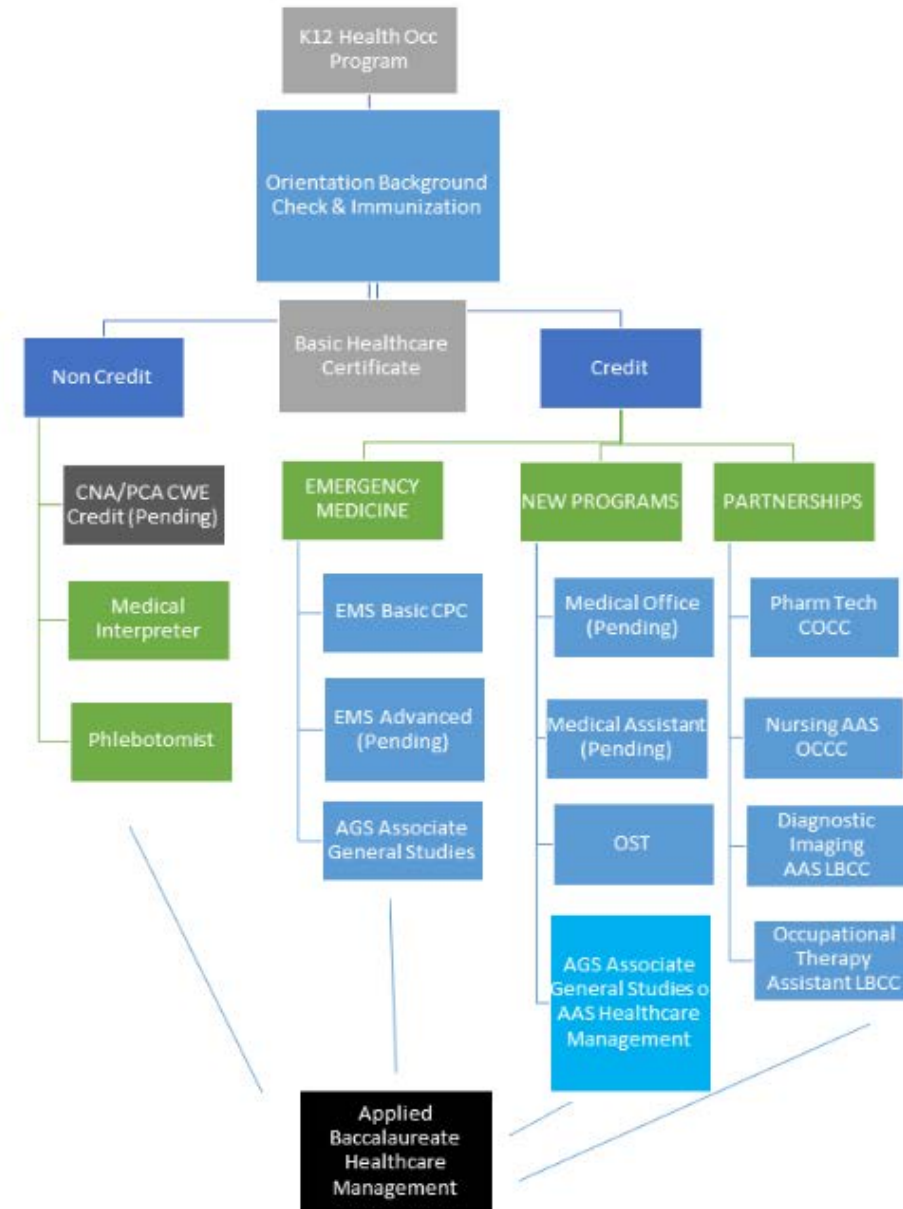


Healthcare

- 1) K-12 Ask
- 2) Met Test, GO, Deep Dive and was part of path the college was interested in building.
Solution: Healthcare Pathway



Product



Product

Proposed TBCC Healthcare Pathway

Agenda Item 5.a.1
January 4, 2021

Name Program	Course Details	Additional Items	Jobs
K12 Health OCC Program	MP111, HE110, HE112, CG130H, BI100 (Pending), Phlebotomy,		CNA/PCA
Basic Healthcare Certificate	MP111, HE 110/HE112, CG130H, BI 100/112, CWE 280	Background, Immunizations	CNA/PCA
EMS Basic	EMS 100, EMT105, EMT106	Background, Immunizations	EMT
EMS Certificate	EMT105, EMT106, HE110, HE112, MP111	Background, Immunizations	EMT
Phlebotomy	Phlebotomy Part 1 and 2	Background, Immunizations	Phlebotomist
EMS Advanced	TBD	Background, Immunizations	EMS
Medical Office	TBD	Background, Immunizations	Medical Office
Medical Assistant	TBD	Background, Immunizations	MA
Occupational Skills Training (OST)	TBD	Background, Immunizations	Wide Variety i.e. Billing Coding/

Proposed Timeline

Research	Proposal	Advisory Committee	Design Program	Curriculum Review	Career Work Experience/Clinical Sites
Estimated Timeline					
<input type="checkbox"/>	March-July 2019	Meet with local regional partners and research other healthcare programs.			
<input type="checkbox"/>	July 2019	Propose Healthcare Pathway			
<input type="checkbox"/>	Aug 2019	Establish TBCC Healthcare Advisory Committee			
<input type="checkbox"/>	Aug-Sept 2019	Launch 1 st HC Orientation			
<input type="checkbox"/>	Sept-Nov 2019	Develop HC Pathway: Curriculum Outline, Assessments, Clinical Requirements, Instructors, Promotional Materials			
<input type="checkbox"/>	Oct 2019	Winter Healthcare Career Fair			
<input type="checkbox"/>	Nov 2019	Launch 1 st Healthcare Advisory Committee Review of curriculum sequence			
<input type="checkbox"/>	Nov-Dec	Offer 2 nd HC Orientation			
<input type="checkbox"/>	Jan 2020	Submit Certificates for approval (HECC, NWCCU)			
<input type="checkbox"/>	Jan 2020	EMS/Phlebotomy Program Start			
<input type="checkbox"/>	Feb 2020	Hold follow up HC Steering Committee Meeting			
<input type="checkbox"/>	Mar-May	Develop skills assessments and final exams			
<input type="checkbox"/>	Mar 2020	Potentially launch year 1 Medical Office and Medical Assistant Program			

Construction

- 1) Community Ask
- 2) Met Test, did not meet GO
- 3) Solution: Re-direct partners to k-12 and facilitated discussion
- 4) Customer Service



ABS/GED

- 1) TBCC Ask
- 2) Met Test and GO. Struggled at Deep Dive due to unreimbursed costs
- 3) Explored partnerships- think outside of the box to find a win-win
- 4) Continually re-visit



Partner Commitment



- Money
- Marketing
- Advisory Committee
- Communication and feedback
- Teachers
- Clinical sites and job placements
- Supplies, teaching materials, professional development, resources
- Healthcare career fairs, school visits, etc.
- Students (employees)
- Scholarships, financing
- Space
- The sky is the limit...

Questions



Accreditation Prep: Partnership Questions

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONVP Rivenes

The NWCCU accreditors will be interested in the TBCC Partnerships. Based on the Partnerships presentation, we have a few questions for the board to answer;

1. Do you understand how partnerships are created in the Office of Instruction?
2. Do you understand what the brainstorm, planning and execution stages are?
3. How would you sum all of this up and talk about partnerships with accreditors?

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONVP Williams

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

Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended November 2020

41.67% of fiscal year elapsed

	FY 2019-2020			FY 2020-2021		
	Annual Budget	11/30/19 Actual	Percentage of Budget	Annual Budget	11/30/20 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	\$ 785,094.06	58.73%	\$ 1,402,498	\$ 1,221,147.21	87.07%
Local Contracts	\$ 74,000	\$ 24,000.00	0.00%	\$ 74,000	\$ 9,600.00	12.97%
Tuition	\$ 973,507	\$ 370,055.75	38.01%	\$ 942,100	\$ 407,088.53	43.21%
Fees	\$ 191,406	\$ 80,708.20	42.17%	\$ 231,377	\$ 110,291.00	47.67%
Sale of Goods	\$ 4,500	\$ 1,635.76	36.35%	\$ 4,500	\$ 2,374.70	52.77%
Interest	\$ 100,000	\$ 49,448.93	49.45%	\$ 115,000	\$ 21,725.46	18.89%
Rental	\$ 18,000	\$ 6,175.00	34.31%	\$ 18,000	\$ 5,000.00	27.78%
Miscellaneous	\$ 10,000	\$ 12,510.84	125.11%	\$ 30,000	\$ 12,844.70	42.82%
Transfers	\$ 423,175	\$ 43,007.01	10.16%	\$ 412,816	\$ 15,346.30	3.72%
Total resources	\$ 6,703,965	\$ 4,084,290.63	60.92%	\$ 7,249,857	\$ 4,883,319.16	67.36%
Expenditures						
Instruction	\$ 1,939,492	\$ 628,426.16	32.40%	\$ 2,092,856	\$ 769,342.27	36.76%
Instructional Support	\$ 542,330	\$ 225,211.65	41.53%	\$ 679,872	\$ 256,637.82	37.75%
Student Services	\$ 544,135	\$ 197,244.91	36.25%	\$ 608,847	\$ 223,145.39	36.65%
College Support	\$ 1,685,232	\$ 643,668.72	38.19%	\$ 1,824,031	\$ 691,176.71	37.89%
Plant Operation	\$ 396,855	\$ 157,421.52	39.67%	\$ 383,607	\$ 125,396.50	32.69%
Transfers	\$ 288,000	\$ 64,772.26	22.49%	\$ 293,000	\$ 70,996.31	24.23%
Contingency	\$ 107,921	\$ -	0.00%	\$ 167,644	\$ -	0.00%
Total expenditures	\$ 5,503,965	\$ 1,916,745.22	34.82%	\$ 6,049,857	\$ 2,136,695.00	35.32%
Ending fund balance	\$ 1,200,000	\$ 2,167,545.41	180.63%	\$ 1,200,000	\$ 2,746,624.16	228.89%

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

	Fund No.	Beginning Fund Balance	2020-2021 Revenue	2020-2021 Expenditures	Ending Fund Balance	2020-2021 Spendable Budget	2019-2020 Prior Year Expenditures 11/30/2019
Nursing Program Agreement	2010	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Tillamook Works	2030	\$ 14,611.42	\$ 16,896.52	\$ 31,562.72	\$ (54.78)	\$ 80,342	\$ -
Dollar General Grant	2150	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 3,500.00
United Way Literacy Grant	2160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266.00
Pathways Grant	2250	\$ -	\$ 8,935.30	\$ 14,594.51	\$ (5,659.21)	\$ 29,707	\$ 4,898.96
Industrial Maintenance Tech	2260	\$ 32,305.73	\$ 31,250.00	\$ 44,561.70	\$ 18,994.03	\$ 34,904	\$ 2,682.65
SBDC Federal Grant	2300	\$ -	\$ -	\$ 12,712.55	\$ (12,712.55)	\$ 33,000	\$ 14,345.33
SBDC State Grant	2310	\$ -	\$ -	\$ 13,689.67	\$ (13,689.67)	\$ 72,000	\$ 31,287.46
SBDC Program Income	2320	\$ 98,346.67	\$ 18,795.00	\$ 12,704.87	\$ 104,436.80	\$ 70,337	\$ 20,635.94
SBDC Rural Outreach Grant	2330	\$ 30,302.65	\$ -	\$ 5,813.98	\$ 24,488.67	\$ 10,000	\$ -
SBDC CARES Act	2331	\$ -	\$ 8,501.49	\$ 14,174.62	\$ (5,673.13)	\$ -	\$ -
EDC Contract	2350	\$ -	\$ 36,773.48	\$ 62,169.37	\$ (25,395.89)	\$ 155,055	\$ 47,205.35
Visit Tillamook Coast Contract	2370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,340.38
TEC Vocational Education Grant	2400	\$ -	\$ -	\$ 5,761.00	\$ (5,761.00)	\$ 52,078	\$ 8,007.44
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	\$ -	\$ 51,941.85	\$ 31,954.05	\$ 19,987.80	\$ 70,000	\$ 33,873.41
STEP Grant	2580	\$ 16,703.56	\$ 14,652.76	\$ 18,490.00	\$ 12,866.32	\$ 42,176	\$ 14,098.72
Pathways to Opportunity	2590	\$ 9,126.35	\$ -	\$ 14,889.43	\$ (5,763.08)	\$ 18,750	\$ 3,278.37
Guided Pathways Implementation	2610	\$ 20,810.45	\$ -	\$ -	\$ 20,810.45	\$ 18,000	\$ 2,836.92
CARES Act Institutional - Section 1	2701	\$ -	\$ 11,747.14	\$ 46,393.47	\$ (34,646.33)	\$ -	\$ -
CARES Act Institutional - Section 2	2702	\$ -	\$ 8,106.08	\$ 8,106.08	\$ -	\$ -	\$ -
CARES Act Institutional - Section 3	2703	\$ -	\$ 8,885.00	\$ 9,129.50	\$ (244.50)	\$ -	\$ -
Partners for Rural Innovation Operations	2890	\$ 15,123.52	\$ 8,815.08	\$ 17,383.97	\$ 6,554.63	\$ 39,900	\$ 16,418.10
Capital Depreciation & Maintenance Fund	2900	\$ 875,802.68	\$ 3,449.19	\$ -	\$ 879,251.87	\$ 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	\$ 40,182.82	\$ -	\$ 81,044.41	\$ 20,000	\$ -
Strategic Investment Fund	2950	\$ 1,336,565.22	\$ 5,263.82	\$ -	\$ 1,341,829.04	\$ 353,054	\$ -
Total Special Fund		\$ 6,111,542.13	\$ 387,613.19	\$ 364,792.53	\$ 6,134,362.79	\$ 1,664,503	\$ 338,889.48
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 11/30/2020		
Total of Grants that borrow from the General Fund		\$ (66,427.29)	\$ -	\$ -	\$ (66,427.29)		
Total of Grants & Reserves that are not borrowing from the General Fund		\$ 6,200,790.08	\$ 502.50	\$ -	\$ 6,200,287.58		
Total Special Fund		\$ 6,134,362.79	\$ 502.50	\$ -	\$ 6,133,860.29		
	Fund No.	Beginning Fund Balance	2020-2021 Revenue	2020-2021 Expenditures	Ending Fund Balance	2020-2021 Spendable Budget	2019-2020 Prior Year Expenditures
Community Education	3100	15,259.72	1,712.00	3,890.41	13,081.31	21,402	4,552.23
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	1,141.72	167.37	10,201.62	4,550	526.47
Customized Training Projects	3300	12,771.29	600.00	300.00	13,071.29	32,595	7,433.76
Truck Driving Program	3310	(14,412.06)	61,700.00	30,143.05	17,144.89	223,875	43,113.14
Truck Driving Simulator	3320	(3,965.21)	49,802.98	17,138.41	28,699.36	29,177	117,601.85
TBCC Vending	3400	4,754.71	1,155.81	397.21	5,513.31	8,500	1,042.19
Total Enterprise Fund		\$ 29,426.17	\$ 116,112.51	\$ 52,036.45	\$ 93,502.23	325,889	\$ 208,900.96
PERS Pension Bond Fund	4100	19,257.20	68,625.32	1,600.00	86,282.52	161,190	1,600.00
General Obligation Bond Fund	4200	112,905.07	569,753.21	-	682,658.28	742,524	-
Total Debt Service Fund		\$ 132,162.27	\$ 638,378.53	\$ 1,600.00	\$ 768,940.80	\$ 903,714	\$ 1,600.00
Local Match Fund	5250	230,332.03	907.13	-	231,239.16	60,791	50,000.00
Grant Construction Fund	5550	(225,008.57)	50,000.00	-	(175,008.57)	-	-
Center for Industrial Technology Fund	5551	-	-	523,492.00	(523,492.00)	-	-
Total Capital Projects Fund		\$ 5,323.46	\$ 50,907.13	\$ 523,492.00	\$ (467,261.41)	\$ 60,791	\$ 50,000.00
Associated Students of TBCC	7100	3,949.13	2,371.20	930.11	5,390.22	9,000	1,408.56
Phi Theta Kappa Honorary Society Fund	7200	1,954.09	1,067.00	1,182.84	1,838.25	3,800	515.81
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	\$ 3,438.20	\$ 2,112.95	\$ 7,228.47	\$ 12,800	\$ 948,001.35
PELL Grant	8010	-	258,637.00	258,637.00	-	751,150	279,849.00
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	-	-	18,897.00	(18,897.00)	-	-
Direct Loans	8100	-	31,627.00	31,627.00	-	350,000	60,127.00
Federal Work Study	8190	-	2,136.38	2,780.58	(644.20)	16,944	3,107.12
Oregon Opportunity Grant	8210	-	96,400.00	81,025.00	15,375.00	250,000	76,050.00
Chafee Grant	8220	-	-	-	-	15,000	-
Oregon Promise Grant	8230	-	29,100.00	26,519.00	2,581.00	90,000	23,117.00
Tuition Waivers	8310	4,405.39	-	70,627.00	(66,221.61)	10,000	3,600.00
Board Scholarships	8320	88,679.81	-	60,818.00	27,861.81	170,000	46,108.10
Institutional Work Study	8330	42,929.16	-	75.57	42,853.59	10,072	977.96
Foundation Scholarships	8340	-	35,839.13	35,467.53	371.60	85,000	29,724.30
Non-Institutional Scholarships	8400	261.88	35,770.50	21,592.55	14,439.83	53,328	9,290.74
Total Financial Aid Fund		\$ 136,276.24	\$ 565,982.01	\$ 684,538.23	\$ 17,720.02	\$ 1,818,369	\$ 536,781.22

Agenda Item 5.C. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended November 2020

41.67% 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	\$ 179,104	29.95%	\$ 26,500	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,173,477	\$ 517,380	44.09%	\$ 40,150	\$ 18,795	46.81%	\$ 229,000	\$ 50,185	21.91%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,402,498	\$ 1,221,147	87.07%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 695,724	\$ 568,990	81.78%
Timber	\$ -	\$ -	0.00%	\$ 612,438	\$ 113,418	18.52%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,500	\$ 2,375	52.78%	\$ -	\$ -	0.00%	\$ 6,000	\$ 976	16.27%	\$ -	\$ -	0.00%
Interest	\$ 115,000	\$ 21,725	18.89%	\$ 53,550	\$ 8,896	16.61%	\$ -	\$ -	0.00%	\$ 13,000	\$ 771	5.93%
Rental	\$ 18,000	\$ 5,000	27.78%	\$ 22,000	\$ 2,400	10.91%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 30,000	\$ 12,845	42.82%	\$ 85,700	\$ 65,000	75.85%	\$ 52,000	\$ 50,418	96.96%	\$ -	\$ -	0.00%
Transfers	\$ 412,816	\$ 15,346	3.72%	\$ 60,791	\$ -	0.00%	\$ -	\$ 14,534	0.00%	\$ 155,000	\$ 68,618	44.27%
Total Revenues	\$ 5,649,857	\$ 3,042,332	53.85%	\$ 1,472,737	\$ 387,613	26.32%	\$ 313,500	\$ 116,113	37.04%	\$ 863,724	\$ 638,379	73.91%
Expenditures												
Salaries and Wages	\$ 4,509,600	\$ 1,687,832	37.43%	\$ 423,430	\$ 172,108	40.65%	\$ 164,969	\$ 25,884	15.69%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 1,049,613	\$ 377,867	36.00%	\$ 321,520	\$ 108,839	33.85%	\$ 105,957	\$ 8,859	8.36%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 30,000	\$ -	0.00%	\$ 15,000	\$ 55,598	370.65%	\$ 35,000	\$ 16,082	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 902,114	\$ -	0.00%
Transfers	\$ 293,000	\$ 70,996	24.23%	\$ 397,553	\$ 28,248	7.11%	\$ 12,763	\$ 1,211	9.49%	\$ -	\$ -	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	\$ 2,136,695	35.32%	\$ 7,406,438	\$ 364,793	4.93%	\$ 325,889	\$ 52,036	15.97%	\$ 903,714	\$ 1,600	0.18%
Ending Fund Balance	\$ 1,200,000	\$ 2,746,624		\$ 102,207	\$ 6,134,362		\$ 45,102	\$ 93,503		\$ 10,910	\$ 768,941	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 238,196			\$ 503			\$ 4,900			\$ 35,594	
Inventories		\$ 895			\$ -			\$ 932			\$ -	
NET EFFECT ON CASH		\$ (239,091)			\$ (503)			\$ (5,832)			\$ (35,594)	
Liabilities												
Accounts Payable		\$ (7,205)			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 65,782			\$ -			\$ -			\$ 35,594	
Payroll		\$ 182,909			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 241,486			\$ -			\$ -			\$ 35,594	
NET ADJUSTMENTS		\$ 2,395			\$ (503)			\$ (5,832)			\$ -	
ENDING CASH BALANCE		\$ 2,749,019			\$ 6,133,859			\$ 87,671			\$ 768,941	

Agenda Item 5.C. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended November 2021

41.67% 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	\$ 494,365	33.33%
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	\$ 907	18.14%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 50,000	\$ 50,000	0.00%	\$ 3,000	\$ 1,067	35.57%	\$ 135,000	\$ 71,610	53.04%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 2,371	29.64%	\$ 130,000	\$ 7	0.01%
Total Revenues	\$ 55,000	\$ 50,907	92.56%	\$ 11,000	\$ 3,438	31.25%	\$ 1,748,150	\$ 565,982	32.38%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 6,185	\$ 181	2.93%	\$ 26,341	\$ 2,755	10.46%
Operating Expenditures	\$ -	\$ -	0.00%	\$ 6,615	\$ 1,932	29.21%	\$ 1,789,528	\$ 681,362	38.07%
Capital Outlay	\$ -	\$ 523,492	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 60,791	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 2,500	\$ 421	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 60,791	\$ 523,492	861.13%	\$ 12,800	\$ 2,113	16.51%	\$ 1,818,369	\$ 684,538	37.65%
Ending Fund Balance	\$ -	\$ (467,262)		\$ 1,000	\$ 7,228		\$ 55,609	\$ 17,720	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables		\$ -			\$ -			\$ -	
Inventories		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
Liabilities									
Accounts Payable		\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ -			\$ -	
ENDING CASH BALANCE		\$ (467,262)			\$ 7,228			\$ 17,720	

\$ 9,297,176

Cell: A33

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

Cell: A47

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

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Tomlin

Upcoming Dates:

- The next Board meeting is scheduled for Monday, February 1 at 5pm on Zoom
- Winter Term starts next Monday, January 11
- The next extended staff meeting is Friday, January 22, 8-10am. We will send everyone the Zoom link

Updates:

- College Council change in governance structure
- New Legislators Zoom meeting
- Participating in the CTE space needs conversations
- New Federal Covid Relief Money

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