



Board of Education Meeting Agenda

Date: Monday, December 6, 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 November 1, 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. Policy 303 and AR C005: First Reading	President Tomlin
	b. Academic Calendar	(Action) VP Rivenes
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Equity Update	Director McCarley
	b. Strategic Planning Update	Director McCarley
	c. Financial Report.....	VP Finance Williams
	d. President's Report.....	President Tomlin
6.	Board Member Discussion Items -----	Chair Gervasi
7.	Adjournment -----	(Action) Chair Gervasi
8.	Executive Session -----	Chair Gervasi
	Pursuant to O.R.S. § 192.660 (2)(i) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of discussing personnel related issues on Monday, December 6, 2021 immediately following the regular Board meeting.	

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION.....Chair Gervasi

Approval of the Consent Agenda

RECOMMENDATION

ACTION ITEM

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

Items for approval:

- a. Approval of Agenda
- b. Approval of November 1, 2021 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE DECEMBER MEETING

Board of Education Meeting Agenda

Date: Monday, December 6, 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: ----- a. Approval of Agenda b. Approval of November 1, 2021 Meeting Minutes c. Personnel Report.....	(Action) Chair Gervasi Director Ryan
3.	Invitation for Public Comment ----- Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	Chair Gervasi
4.	New Business and/or focused policy discussions a. Policy 303 and AR C005: First Reading b. Academic Calendar	President Tomlin (Action) VP Rivenes
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda) a. Equity Update b. Strategic Planning Update c. Financial Report..... d. President's Report.....	Director McCarley Director McCarley VP Finance Williams President Tomlin
6.	Board Member Discussion Items -----	Chair Gervasi
7.	Adjournment -----	(Action) Chair Gervasi
8.	Executive Session ----- 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, December 6, 2021 immediately following the regular Board meeting.	Chair Gervasi

November 1, 2021 Board of Education Meeting Minutes

TBCC Board Meeting Room 214 and Zoom – 5:00pm – 7:00pm

Members in Attendance: Kathy Gervasi, Pam Zweifel, Mary Jones, Betsy McMahon, Mary Faith Bell

Members Not in Attendance: Jennifer Purcell, Tamra Perman

TBCC Staff in Attendance: President Ross Tomlin, VP Teresa Rivenes, Executive Director Heidi Luquette, Director Erin McCarley, VP Kyra Williams, VP Rhoda Hanson, Director Sheryl Neu, Director Pat Ryan, Executive Assistant Candi Merrill, Dean Selena Castro, Sarah Miller,

Call to Order • Acknowledge Guests (Agenda Item #1) -----Chair Gervasi
The meeting was called to order at 5:00. Two guests were introduced; Selena Castro, Dean of Student Success and Academic Partnerships (today, November 1, is Selena's first day on the job), and Sarah Miller, Instructional Coordinator for Online Learning.

Consent Agenda (Agenda Item #2) ----- (Action) Chair Gervasi

Approval of Agenda (Agenda Item #2.a)

There were no changes to the agenda for the November meeting.

Approval of October 11, 2021 Meeting Minutes (Agenda Item 2b)

There were no corrections to the minutes from the October meeting.

Personnel Report (Agenda Item 2.c).....Director Ryan
The Personnel Report for the month is included in the packet for this meeting. Director Ryan updated it verbally with one addition and one change. The Title III Project Director position has now been posted. The job title for the Director of Accounting Services has been changed to Business Office Manager.

Pam Zweifel motioned to approve the Consent Agenda. Mary Jones seconded the motion. **The motion carried.**

Invitation for Public Comment (Agenda Item #3) -----Chair Gervasi
No members of the public were present.

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

Title III Grant (Agenda Item 4.a) Exec Director Luquette
The purpose of this report is to formally notify the Board of Education that TBCC was awarded the \$2.25 Million Title III Strengthening Institutions and Programs grant that was outlined at the September Board Retreat. The grant duration is October 1, 2021 through September 30, 2026. An amount of up to \$450,000 can be spent annually.

Implementing the projects and attaining the outcomes and measures associated with the grant will be

a core focus for the college for the next five years. The grant provides TBCC the funding support to continue our work in Guided Pathways to improve student retention and graduation. The five components of the grant are: redesigning Student Services with a focus on equity, instituting systemic career exploration for students, providing Learning Communities with a 'First Year Experience,' expanding College offerings into a Robust Healthcare Pathway and building the capacity of the TBCC Foundation to do fundraising.

Five new positions will be Funded through Title III, including: a Title III Project Director (currently posted), 2 Student Success Coaches (Advisors), a Nursing Program Director and a Development Specialist.

A five-year budget and workplan has been developed. Executive Director Luquette is currently filling the role of interim Title III Project Director; and that position has just been posted and will be filled as soon as possible.

The board had no questions or concerns, but asked to be provided with updates on this work as it goes along.

Bond Election (Agenda Item 4.b) (Action) President Tomlin
The TBCC Board of Education held a work session on October 25 to discuss the details a of putting a bond measure on the May Special Election ballot and the requisite work involved in getting it passed. As a group, we agreed to go forward. We asked the Board for formal approval at this board meeting to move forward with the Bond campaign with the intention of getting it on the ballot for the local May 17, 2022 Special Election.

Betsy McMahon motioned to go forward with a bond campaign. Mary Jones seconded the motion. **The motion carried.**

Policy 325 and AR C004: First Reading (Agenda Item 4.c) President Tomlin
This was a first reading of the new Policy 325, which develops a process for succession planning at TBCC. This policy and administrative rule took into account feedback received from at the Board retreat in September. President Tomlin explained how the policy and administrative rule would apply to the top tiers within the organization.

For the position of President:

Policy 325 says:

- A TBCC employee can only be considered as a potential successor if they meet all minimum qualifications.
- If following this process, the President would recommend a potential successor for his position from among his own staff and would then discuss it with the Board. If the Board does not approve of the President's choice, they can choose to post the position as usual, and begin the search for external candidates. .

AR C004 says:

- Once the board has approved the President's nominee for successor, the President develops a mentoring plan, a timeline for evaluations, and the deadline by which the decision must be made.
- The President and named successor work together and perform regular evaluations of progress.
- The Board is kept updated on progress and the President and Board together decide upon the timeline for completing the process and the Board would then make the final hiring decision.

For positions at a rank lower than the President:

Policy 325 says:

- For positions of a lower rank such as VP or Director, the person currently in the position can recommend a successor from within their division to the President, or the position can be advertised internally. The successor candidate, whether they were recommended or they responded to an internal posting must be approved by the President.

AR C004 says:

- The person currently in the position meets with the successor to create a succession plan timeline that includes a mentoring plan and timeline for regular evaluations and for completing the process (3 months to 1 year). The Leadership Team and College Council also have opportunities to provide feedback on the Successor. At the end of the succession timeline, the Leadership team will make a recommendation to hire or not to hire. The President makes the final hiring decision.

Question: Are other colleges and universities using succession planning as opposed to external hiring for high-level positions? Answer: This way of filling an open Presidency is getting to be more common in higher education. It allows a college or university to spend a good amount of time mentoring and preparing a person to go into that role. The Board would still be able to do a search for an external candidate if it was decided that was a better strategy.

Information-Only Items (Agenda Item #5)

Program Review: Library (Agenda Item 5.a) VP Rivenes
The Program Review for the TBCC Library is attached to the agenda for this meeting. VP Rivenes summarized it for the Board. Library use actually grew during COVID. A stronger relationship between the GED program and the Library was forged during COVID. GED students really used the library a lot.

TBCC students had a rate of 71% awareness of the library in 2020. Awareness fell off a little during COVID so we put some focus on it. Attention-grabbing displays became a feature in the library and the Tutoring Center was renamed "the Learning Lounge." Awareness this year is around 92%. Use of the Testing Center soared during COVID simply because our facility was open when no others were.

The library is bursting at the seams with 7000 items on it's shelves. The Library budget has consistently grown by 5% each year which allows it to continue to maintain, weed and improve the collection. Our Librarian resigned in May. We restructured the staffing for the library and now have three positions instead of two, plus a student intern for the first time. This new staffing pattern means more open library hours.

Board comment: We are so thankful that use of OER's (Open Educational Resources) started before COVID. We have saved students so much money. Textbooks now cost \$120 - \$375 per book. OER's are free, or students can pay \$15 to get the item printed if they want a hard copy. OER's are more work for faculty, but TBCC faculty are committed to doing this for our students.

VP Rivenes recognized the work of Blanca Valencia and our brand new employees (Cameron Sage and Clare Sobotka) who were recognized as providing outstanding service in our recent NWCCU evaluation.

Outcomes Assessment Update (Agenda Item 5.b) VP Rivenes
Instructional coordinator Sarah Miller presented.

TBCC collects data on every single student in every course, including those students that are not successful. Course outcomes assessment is not only required for accreditation, it is also useful for us as educators. The information allows TBCC to engage in Continuous Improvement. It demonstrates that student learning occurred or did not occur, and how well students learned. It points out where changes to a course may be necessary, and helps us identify inequities so that steps may be taken to address them.

VP Rivenes added that this process is new and it is cutting edge. When shared with the Accreditation Team, we were told this is a highly developed process. The Accreditation team specifically asked to meet with Sarah about this.

Kudos to Sarah for helping to develop this Outcomes Assessment process.

Financial Report (Agenda Item 5.c)VP Williams

The financial report for the month of September 2021 is included in the packet for this meeting. VP Williams gave the highlights, including:

- The Beginning Fund Balance is still a moving target, but it is getting closer.
- We anticipate revenues from the state will be excess of what we expected when the budget was created.
- FTE is growing but only in areas that do not impact the General Fund directly. This is probably because dual-credit classes are being offered in the high schools again. Those courses do generate FTE, which will result in more revenue from the state, but not immediately.
- The revenue is pretty good for this early in the year.
- Expenses are on track or maybe a little bit below for the percentage of the year that has passed.

The board had no questions or comments about the Financial Report.

President's Report (Agenda Item 5.d) President Tomlin

- The next Board meeting is Monday, December 6 at 5:00 pm on Zoom.
- The next two Extended Staff Meetings are scheduled for Fridays, November 12 and 19 from 8:15-11am. Board members will receive the Zoom link and are welcome to attend.
- The next OCCA Board meeting is scheduled for Friday, December 3 from 8:30-noon on Zoom.

Updates:

Only one or two Board members have completed the mandatory training on reporting abuse. The deadline is November 12. Pat will trigger the system to send a link to the online training to you again; it will look like an email from Vector Solutions. Please open it, click on the link to the training site. You will see a list of trainings there, but board members need only complete the one on mandatory reporting. The training and quiz is completely online and takes only about 15 minutes.

Staff and Faculty have until November 12 to give us feedback on the reorganization plan. Their input has been mostly positive over the last two weeks.

A Shared Governance committee has been meeting for the purpose of generating ideas on how shared governance should look and work under the new organization structure. Committee members include College council members, Faculty Senate members, and LT members. We think we will be able to have a model ready for implementation in January.

The reorganization adds 3-4 people and Title III adds 5 people, all within the next year, so we need to figure out where to put them until we can do the bigger renovations that will be done as part of the remodel. An Office Space Task Force has been meeting weekly and is getting close to solutions.

Question: Are you looking outside your own building? Answer: If we just can't find enough space for everyone we may look for space downtown that could be leased until the new building comes online and/or the remodel can occur in our current building.

The board had no further comments or questions.

Board Member Discussion Items (Agenda Item #6) ----- Chair Gervasi
There were no Board member discussion items.

A Board member asked a question about the apartment that TBCC has rented for incoming new hires. Is it okay to tell people about that?

Answer: There is no reason to keep it secret. The employee pays the rent; TBCC will only be accountable for the rent when the apartment is vacant. We will allow new hires up to 6 months in the apartment. That should be enough time for them to find a place of their own. Limiting their stay will free up the apartment for another incoming new hire.

Adjournment (Agenda Item #7) ----- (Action) Chair Gervasi
Pam Zweifel motioned to adjourn the meeting. Betsy McMahon seconded the motion. **The motion carried.** The meeting was adjourned at 6:11pm.

Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Business Office Manager			Interview on 11/17/ 2021	Kyra Williams	
Career Education Advisor			Interview on 11/17-18/2021	Rhoda Hanson	
I.T. Support Specialist			Interview on 11/18/2021	Sheryl Neu	
Business Office Specialist			Open until filled	Kyra Williams	
Title III Project Director			First Review 11/19/2021	Heidi Luquette	
Executive Assistant to College President and Board			First Review 11/29/2021	Ross Tomlin	

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

Policy 303 and AR C005

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION President Tomlin

A new Policy and Administrative Rule has been developed to define a stipend and in what categories staff can be eligible for them. This was suggested in College Council in regards to the needs for a dual language stipend for positions where speaking a second language is a preferred qualification in the job description. It was then decided to include language on all stipend categories used at the college.

The AR goes into detail on what stipends there are, the process to apply for them, and the amount to be given for each one. The AR is included for your information. This is a first reading for the policy.

STIPENDS

Article No.: 303

Approved:

Reference: AR C005

Stipends at TBCC are defined as a fixed monetary amount paid to TBCC staff and faculty for extra duties that are specific to their official job description and go beyond the basic duties expected of all staff in those like positions.

Specific criteria will be listed in the official job descriptions that outlines the requirements for receiving the extra stipend in addition to the regular salary for that position.

Stipends will be a set amount paid per month to perform the extra duties listed in the job description.

To ensure meeting the needs of students/customers there may be evaluation of skills involved to determine if the employee meets the qualifications in order to receive the extra stipend.

Each approved stipend detailed in AR C005 will be reviewed annually to determine if changes in the process or compensation are needed.

Extra work done by faculty or staff that falls outside of the person's official job description will be done as part of a separate SEA and is not considered to be a stipend. Stipends for work done by adjunct faculty are covered in conjunction with Policy 417 and AR D017.

STIPENDS

ADMINISTRATIVE RULE NO.: C005

APPROVED:

REFERENCE: Board Policy 303

C005.1 Definition

Stipends are a fixed monetary amount paid to TBCC staff and faculty for extra duties that are part of the official job description and go beyond the basic duties expected of all staff in those positions. Stipends are to be paid and taxed according to current state and federal rules and regulations. Current stipends are outlined below.

C005.2 Dual Language Skill stipend

- A. Dual language skill shall mean the translation to and from English, the interpretation of another language, or the use of sign language. The College will determine language translation skills required to accommodate the student/customer needs.
- B. In order to best meet the needs of students/customers, languages eligible for the stipend will be determined based on the current census data found in AR E009.
- C. Dual language skill stipends are paid to employees who have fluency in a second language as a preferred qualification in their job description. When called upon, employees who receive this stipend will utilize their verbal and/or written language skills to respond to student/customer needs during their scheduled working hours. Compensation will be a monthly stipend of \$100 for Fulltime Employees (prorated for part-time employees).
- D. Certification of dual language proficiency will be done by providing a written and/or oral evaluation of language competency prior to being approved for the stipend.
- E. It is the responsibility of the employee to keep skills current. The college reserves the right to periodically re-evaluate the employee's language proficiency.
- F. Existing staff can go through a reclassification process as defined in Policy 310 if they feel that the dual language skill should be added to their job description. This process includes approval from the person's supervisor and division vice president.

C005.3 Cell Phone Stipend

- A. The only staff eligible for this stipend would be designated staff in the Facilities

~~Department~~ and Information Technology Departments ~~that~~ are the initial points of contact to respond to after-hours campus situations, ~~respond to~~ campus emergencies, and ~~maintain~~ critical operations ~~needs~~. Reliable communication is essential to an effective and timely response.

- B. A cell phone stipend is paid, in the amount of \$30 a month, to ~~these approved~~, designated staff of the Facilities ~~Department~~ and Information Technology Departments.

C005.4 AD HOC stipend

An AD Hoc stipend has to be approved by the Leadership Team and College Council with clear criteria, eligibility requirements, and amount to be paid. This should be a temporary situation that will be considered by Leadership Team and College Council to be made permanent.

Criteria: As stated by president

Eligibility: As stated by president

Amount:

C005.5 Process for New Stipends

- A. Future circumstances may require consideration for other stipends. Approval of stipends will be through the college governance process.
- B. Requests for stipend consideration will include:
- Stipend name and purpose
 - Criteria for eligibility to receive the stipend
 - Amount of the stipend
 - Certification process to be approved for the stipend
 - Process for college to re-evaluate employees for continuation of the stipend.

Academic Calendar

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION VP Rivenes

The Oregon state legislature during the last legislative long session officially recognized June 19th as a state holiday (in response to the federal holiday declared by President Biden on June 17, 2021). In accordance, TBCC is asking the Board to accept a modification to the academic calendar recognizing Juneteenth as a paid holiday. This would mean that the college would be closed on June 19th (or on the closest business day).

Juneteenth — also known as Emancipation Day, Black Independence Day and Jubilee Day — is the 11th federal holiday and the first new federal holiday since Martin Luther King Jr. Day was created in 1983. Juneteenth celebrates the end of slavery and commemorates June 19, 1865, when Union Gen. Gordon Granger arrived in Galveston, Texas, and informed enslaved African Americans that the Civil War had ended and they were free. Granger's message came more than two years after President Abraham Lincoln signed the Emancipation Proclamation.

2022-2023

Yearly Academic Calendar

Tillamook Bay Community College

Registration Opens	5/23/2022
HOLIDAY	6/19/2022
Last Day to Register	6/26/2022
Term Begins	6/27/2022
Last Day to Drop/ Payment Due	6/30/2022
HOLIDAY	7/4/2022
College Closed	¹ , 7/8, 7/15, 7/22, 7/29, 8/5, 8/12, 8/19, 8/26
Fall Reg Opens	8/15/2022
10 Week Finals	8/29-9/2/22
10 Week End Date	9/3/2022
Labor Day	9/5/2022
Grades & RFI Due	9/6/2022
Faculty Inservice	9/12-16/22
Staff Inservice	9/14-16/22
Last Day to Register	9/18/2022
Term Begins	9/19/2022
Last Day to Drop/ Payment Due	9/23/2022
Veteran's Day	11/11/2022
Last Day to Withdraw	11/14/2022
Registration Opens	11/21/2022
Thanksgiving Holiday	11/24-25/22
Finals Week	11/28-12/2/22
Term Ends	12/3/2022
Grades	12/5/2022
College Closed	12/21-27/2022
College Closed	1/2/2023
Last Day to Register	1/8/2023
Term Begins	1/9/2023
Last Day to Drop/ Payment Due	1/13/2023
MLK Holiday	1/16/2023
Registration Opens	2/27/2023
Last Day to Withdraw	3/3/2023
Finals Week	3/20-24/23
Term Ends	3/25/2023
Grades	3/27/2023
Spring Break	3/27-31/23
Last Day to Register	4/2/2023
Term Begins	4/3/2023
Last Day to Drop/ Payment Due	4/7/2023
Registration Opens	5/22/2023
Last Day to Withdraw	5/26/2023
Memorial Day	5/29/2023
Finals Week	6/12-16/23
Term Ends	6/17/2023
Commencement	6/16/2023
Grades	6/19/2023
student action	staff/faculty action
holidays	non contract days

June '22						
Sa	Su	M	Tu	W	Th	F
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July '22						
Sa	Su	M	Tu	W	Th	F
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '22						
Sa	Su	M	Tu	W	Th	F
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '22						
Sa	Su	M	Tu	W	Th	F
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '22						
Sa	Su	M	Tu	W	Th	F

November '22						
Sa	Su	M	Tu	W	Th	F
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '22						
Sa	Su	M	Tu	W	Th	F
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '23						
Sa	Su	M	Tu	W	Th	F
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '23						
Sa	Su	M	Tu	W	Th	F
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March '23						
Sa	Su	M	Tu	W	Th	F
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '23						
Sa	Su	M	Tu	W	Th	F

May '23						
Sa	Su	M	Tu	W	Th	F
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2023-2024

Yearly Academic Calendar

June '23						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Tillamook Bay Community College	
Registration Opens	5/22/2023
HOLIDAY	6/19/2023
Grades Due	6/20/2023
Last Day to Register	6/25/2023
Term Begins	6/26/2023
Last Day to Drop/ Payment Due	6/30/2023
HOLIDAY	7/4/2023
College Closed	7/7, 7/14, 7/21, 7/28, 8/4, 8/11, 8/18, 8/25
Fall Reg Opens	8/14/2023
10 Week Finals	8/28-9/1/2023
10 Week End Date	9/2/2023
Labor Day	9/4/2023
Grades Due	9/5/2023
Inservice Week	9/11-15/2023
Last Day to Register	9/17/2023
Term Begins	9/18/2023
Last Day to Drop/ Payment Due	9/22/2023
Veteran's Day	11/10/2023
Last Day to Withdraw	11/13/2023
Registration Opens	11/20/2023
Thanksgiving Holiday	11/23-24/2023
Finals Week	11/27-12/1/2023
Term Ends	12/2/2023
Grades Due	12/4/2023
College Closed	12/25-29/2023
College Closed	1/1/2024
Last Day to Register	1/7/2024
Term Begins	1/8/2024
Last Day to Drop/ Payment Due	1/12/2024
MLK Holiday	1/15/2024
Last Day to Withdraw	3/1/2024
Registration Opens	3/4/2024
Finals Week	3/18-22/2024
Term Ends	3/23/2024
Grades Due	3/25/2024
Spring Break	3/25-29/2024
Last Day to Register	3/31/2024
Term Begins	4/1/2024
Last Day to Drop/ Payment Due	4/5/2024
Registration Opens	5/20/2024
Last Day to Withdraw	5/24/2024
Memorial Day	5/27/2024
Finals Week	6/10-14/2024
Commencement	6/14/2024
End of Term	6/15/2024
Grades Due	6/15/2024
student action	staff/faculty action
holidays	non contract days

December '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Gervasi

Equity Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION VP Rivenes
Annually, HB2864 requires that the Board be updated on the equity activities occurring at the College.
The report required by the bill is included in the packet for this meeting.



HB 2864 - Cultural Competency at Post-Secondary Institutions Report

The following document summarizes Tillamook Bay Community College's commitment to meeting expectations of HB2864, Cultural Competency at Post-Secondary Institutions.

Contextual Considerations:

As the pandemic continues into 2020-2021 academic year, the College implemented a reopening plan with strong protections in place. This has been effective at preventing the spread of COVID. We have done this with nearly 55% of our classes back in person in some form. We have adapted many of our classes to a Hy-Flex modality which allows students to attend class in-person, synchronously and asynchronously simultaneously. This modality has been very popular with students. TBCC is an early adopter of this approach and has provided training in the modality to more than 30 faculty across the region. We have converted nearly all of our classrooms to support Hy-Flex, using federal and state pandemic funding. As area high schools were closed, many of our dual credit course were cancelled, but the College offered free classes to juniors and seniors and many enrolled. These students were new to college-level coursework and needed more one-on-one support from our faculty and staff. This saved the community \$380k this year alone.

Our students are experiencing many challenges due to the pandemic, including increased basic needs insecurity. We surveyed students in May about their concerns related to the pandemic and more than a third were concerned about consistent access to food and 44% were concerned about housing. 64% expressed concern about the financial impact on their lives and the impact of the pandemic on their academic future. These data are helpful, as they provide insights into student concerns and guide us in how to support students more effectively.

Our Student Services team has continued to adapt and find ways to support students, including holding advising appointments both virtually and in-person. The team also created online workshops for students and held student cohort meetings using Hy-Flex modalities. Orientation events for new students were moved online using Moodle and Zoom meetings, all while shifting from one large orientation to events specific to learning communities. This allows students to receive information and support specific to their program of study. And to celebrate student achievements, the College held an online award ceremony which was well attended.

We were unable to hold a graduation ceremony in 2020, but in 2021 we were committed to creating an inclusive event that would celebrate graduates from both years, and be a safe environment for friends and families to come together. Student Services along with other staff explored various locations and modalities and settled on a 'drive-in' ceremony on campus. But we recognized that this structure can present logistical challenges for some families. We provided socially distanced seating for those without personal transportation and broadcast the event on local radio and on Facebook in English and Spanish allowing family members from across the region to participate. This event was a tremendous success and very popular with students, staff, faculty and families. It was broadcast as far away as Mexico to student's extended families!

SECTION 1			
December 31, 2019 Requirements			
#	Text from Legislation	Status (met, in development, unmet)	Institutional Summary
2	Each public institution of higher education shall establish a process for recommending, and providing oversight for the implementation of, cultural competency standards for the public institution of higher education and the institution's employees.		<ul style="list-style-type: none"> ● Equity and Inclusion Committee ● https://tillamookbaycc.edu/about-tbcc/equity-and-inclusion/ ● The committee is charged by College Leadership with building the cultural competence of staff, faculty, and students and with leading the college in becoming a more equitable environment. ● The committee develops strategy and budget requests and makes recommendations to College Leadership.

2(a) 2(b)	Include broad range of institutional perspectives and give equal weight to the perspectives of administrators, faculty members, staff and students.		<ul style="list-style-type: none"> ● Committee members: <ul style="list-style-type: none"> ○ Director of Institutional Effectiveness ○ Faculty member ○ 3 adjunct instructors ○ Equity and Inclusion Work study student ○ STEP & Career Education Advisor ○ Administrative Assistant ○ Student Engagement Facilitator ○ Director of Facilities, HR and Safety ○ Marketing Specialist ○ Director of Advancement
December 31, 2020 Requirements			
#	Text from Legislation	Status (met, in development, unmet)	Institutional Summary
2(c)	Require that the institution provide continuing training and development opportunities that foster the ability of the institution's faculty, staff and administration to meet cultural competency standards.		<p>Movie Events – the College sponsored 4 events in the 2020-2021 academic year that provided opportunities for staff, students, faculty and the community could come together to learn.</p> <p>Book Clubs – the College continues to sponsor quarterly book clubs to increase awareness and understanding of diversity and equity. The book is provided for anyone interested, and then weekly discussions occur to learn collaboratively. Typically 18-20 people participate.</p> <p>Equity Lens Training – in the spring of 2021, the College coordinated training workshops for Board members, Leadership and staff and faculty. These workshops introduced the use of tools, including the Equity lens, to identify systemic barriers in policies, practices and decision-making processes.</p> <p>Equity Toolkit Proposal – based on the learning in the workshop, the committee developed a three-year implementation plan for an equity lens toolkit. This plan includes the hiring of an equity coordinator position, the development of materials, training for all</p>

			employees, and the implementation of an equity lens review process. (See Appendix 1)
2(d))	Propose institution-wide goals that seek to improve the cultural inclusion climate for students, faculty, staff and administration from diverse backgrounds.		Appendix 2 is the workplan for the committee. Many of these strategies or projects are ongoing and reflect goals which will never be 'met'. We will continue to work toward them.
2(e))	Require preparation of a biennial report that is presented to the appropriate board regarding the institution's progress toward achieving the goals set forth in this legislation.	.	This report was created by the Equity and Inclusion Committee and will be shared with the Tillamook Bay Community College Board during the December 6, 2021 meeting.
2(f)	Recommend mechanisms for assessing how well the institution meets cultural competency standards.		The Student Campus Climate Survey and the Employee Campus Climate Survey are distributed annually, beginning in 2018. The findings of these assessments are reviewed by the Equity and Inclusion Committee, the Leadership Team and are shared with all staff and faculty. The results are disaggregated on race/ethnicity and gender to determine if there are any detectable disparities in experience. As a part of our 2020 and 2021 climate surveys, we added questions to gather student feedback on our response to the pandemic. We wanted to hear how we could improve. Over 90% of students reported satisfaction with the College's overall response, rating communications as timely, frequent and clear. Students were also asked whether they were concerned about the impact of the pandemic on their lives, and nearly 30% were concerned about consistent access to housing and food. 64% expressed concern about the financial impact on their lives and the impact of the pandemic on their academic future. Not surprisingly, these concerns were expressed at comparable levels in 2021, as well. These data are helpful, as they provide insights into student concerns and guide us in how to support students more effectively.

			Student success and outcome data are regularly disaggregated by gender, race/ethnicity, enrollment intensity, Pell status, and first-generation status of students. The College is investigating the data to determine our equity gaps, so that we can align service and supports to address disparities.
2(g))	Ensure that the institution clearly communicates to new faculty, staff and administrators the institution's commitment to including meeting cultural competency standards in professional development.		The College has developed both an Equity Statement which asserts our commitment to equity and diversity, as well as an Equity Policy which was approved by our Board. These documents are shared and discussed with new staff and faculty as a part of their onboarding. The TBCC's President has implemented a new staff orientation program which includes a monthly introduction to essential components of College operations and higher education in general. Equity and inclusion are components of this orientation.

Appendix 1 Building Equity at TBCC

Tillamook Bay Community College has done significant work to build a community that respects and welcomes the diverse experiences of our students and staff. Last year alone we communicated to the wider community our commitment to equity and inclusion through our public statements in response to incidents of hate, and in our movie events and public discussions. Within the College, our quarterly book clubs were spaces for staff and students to develop common understandings of our country's history and engage with essential anti-racist ideas. And we 'walked the talk' during the June Dairy Parade, where our message that 'everyone is welcome here' was well-received, especially by LGBTQ community members. Through professional development and community collaboration, we are building our understanding of the ways systems can create barriers for students of color and other marginalized communities. We have recognized that we can benefit from using equity tools to examine our systems, by identifying how our policies and practices can cause inequities in access and outcome at the College. Our examination of the 2021 graduation ceremony resulted in a more inclusive and welcoming experience for families who may not have felt included in a typical graduation. This kind of examination required courage and openness to making mistakes.

A series of equity lens workshops conducted in 2020-2021 laid the foundation for Leadership, Board members and Equity and Inclusion Committee members in the application of tools to uncover systemic barriers. This proposal puts forth a framework for moving these tools into practice across the College in a transparent and consistent way. The framework includes four key strategies:

Key Strategies

1. Gather the Tools – Assemble the tools (including the lens, empathy interviews and the identity cards) into a structured process and make the toolkit available to everyone through SharePoint. Develop a toolkit introduction and training course in Moodle for staff, faculty and students.
2. Build the Foundation – Provide training opportunities for staff and faculty, and facilitators using the Moodle course, practice sessions with case studies and low-stake issues.
3. Embed the Toolkit in Strategic Planning – Apply the Equity Toolkit in the development of the 2022-2028 Strategic Plan and build it into service area and program reviews.

4. Review the Blueprint – Launch a process for applying the Equity Toolkit to policies, practices and programs identified by the College community.

An essential principle of this work is that it belongs to all of us – not just College Leadership or the Equity and Inclusion Committee members. We have identified educational equity as a core value, so each of us should live that value. This will be challenging, as we each come to this work with a different set of experiences and understandings about equity, and when these are challenged defensiveness can be the result. Defensiveness is a reflection of the fear of losing power or being criticized. If we as a community can remain open to change, we can avoid allowing defensiveness to get in the way of our mission.

We as a community will benefit from creating a culture of appreciation and openness to failure because powerful learning comes from trying and failing. This kind of transformational work takes time and resources to do well. Avoiding an artificial sense of urgency will allow us to learn in our own time. Oppressive systems weren't built overnight, and won't be dismantled quickly. This is long term, transformational work. Therefore, we are proposing a formal three-year developmental process including building training materials and processes, training staff, faculty and students, and implementing a formal equity review process across the College. While we are driven to move quickly, we know that we will benefit from slowing down, being planful and bringing everyone along with us. This more precise and structured application of equity tools is happening in parallel with the more informal use of the tools. We are already using the equity tools to reconsider our work through conversations within teams around specific projects, which is already resulting in us thinking more inclusively and equitably. For example, many materials and signage is now translated into Spanish including food pantry labels and scholarship advertisements. The Alumni Association is employing a free model to encourage participation of people from every economic level. Also, new event locations are being considered that may be more welcoming of historically marginalized people. These shifts have occurred as a result of College leaders thinking differently after the equity lens training in spring 2021.

The table below lays out the key strategies and a more detailed description of activities, with a proposed three-year timeline:

Key Strategy	Activity	Resources	Lead	Timeframe
Gather the Tools	Hire and onboard the Equity Coordinator		Director of HR and Leadership Team	Year 1 Fall of AY 2021-2022
	Build training materials: <ul style="list-style-type: none"> Toolkit on SharePoint – including tools, case studies, and reporting templates Moodle course for new employees Moodle course for current staff and faculty 	<ul style="list-style-type: none"> Miriam Friedman for materials Sarah Miller for Moodle 	Equity Coordinator & E&I Committee	Year 1 AY 2021-2022
Build the Foundation	Train all employees <ul style="list-style-type: none"> New Staff Orientation Moodle course for all existing employees and Boards 		Equity Coordinator, TBCC President and HR	Year 2 AY 2022-2023
	Training for ‘Builders’ – E&I members and Leadership Team serve as facilitators <ul style="list-style-type: none"> Increase representation on the E&I Committee Practice Sessions – Builders recruit volunteers to practice applying the toolkit and develop the process Builders work in small teams and practice on low-stakes issues 		Equity Coordinator	Year 2 AY2022-2023
	Team-based practice sessions <ul style="list-style-type: none"> As staff become trained, teams apply the toolkit to 2-3 policies, projects or programs in their area 		Leadership Team	Year 3 AY 2023-2024
	College Board and Foundation Board <ul style="list-style-type: none"> Board members complete the Moodle course in the Equity Toolkit Board members engage in practice sessions using case studies 		College President and Foundation Executive Director	Year 2 AY 2022-2023
Embed the Toolkit in Strategic Planning	Development of new strategic plan		Leadership Team (or SP	Year 1 AY 2021-2022

	<ul style="list-style-type: none"> • Process should include applications of the toolkit • Revision of the equity statement as a core value or foundational belief 		Steering Committee)	
	Use the toolkit as a part of service area and program reviews <ul style="list-style-type: none"> • Update review structures to include equity lens • Update rubrics used by College Council for review 		College Council, VP of Instruction and Director of Institutional Effectiveness	Year 2 AY 2022-2023
Implement Blueprint Reviews	Integrate Toolkit into the development and review of Board Policies and Administrative Rules <ul style="list-style-type: none"> • All new policies and AR's will have the toolkit applied as a part of the development process. The learnings will be documented and shared with the Leadership Team, College Council and the College Board. • College Board chooses some number of policies to apply the lens to as a part of the regular review of all policies in AY 2021-2022 • Similarly, when AR's are reviewed in 2024-2025, College Council will apply the toolkit to a select number of AR's. 		College President, College Council	Year 2 AY 2022-2023
	Begin review process <ul style="list-style-type: none"> • Staff, faculty and students can recommend a policy, program or project for review through a confidential survey link • College Council reviews the request and forwards to Leadership • Reviews are led by two Builders with support from content experts • Review recommendations are shared with College Council, Leadership Team 		Equity Coordinator with support from Leadership Team, College Council, Equity and Inclusion Committee	Year 3 AY2023-2024

	and the Equity and Inclusion Committee <ul style="list-style-type: none">• Results are communicated across the College in multiple modalities			
--	---	--	--	--

Appendix 2 Equity and Inclusion Committee Workplan 2021-2022

Goal	Outcome	Strategy	Activities
Mission: Build an infrastructure that supports diversity and promotes inclusion in alignment with TBCC mission, and strategic plan.	TBCC's strategic plan reflects a commitment to equitable access and respectful inclusion.	Participate in the College's Strategic Planning Development process in 2021-2022	TBD
Access & Representation	Increase the recruitment and retention of students from historically underrepresented groups.	Maintain and expand the TBCC Food pantry	Expand the food pantry to create a sustainable response to food insecurity among students, explore culturally-specific food options and support the Equity Work Study student Jude
		Improve the accessibility of bus routes	TBD
Campus Climate: Create and maintain a campus climate that is welcoming, inclusive, and supports positive interactions between faculty, staff, students, and the community.	Students and staff feel respected, represented, and valued on campus.	Create communications about equity and inclusion efforts on campus	Media campaign including video to communicate a welcoming climate and our values, poster and social media
Education & Training: Develop and implement a comprehensive equity & inclusion education & training plan in order to engage faculty, staff, and students to support and promote equity & inclusion.	Staff and students have knowledge of various cultures and backgrounds and are skilled in communicating cross-culturally.	1. Educate all full-time and part-time employees to understand the college's diversity/inclusion commitment, policies and initiatives	Presentation in New Staff Orientation
		2. Create educational opportunities on topics such as intercultural competence, equity, and social justice for students, staff, and faculty	Create an educational resource page on TBCC website Book Clubs - Sayde to start
		3. Build a practice of using the Equity Lens to evaluate new policies, practices, programs, and interventions.	2021-2022 launch and creation of Equity Toolkit
Outreach & Partnership: Establish partnerships consisting of robust, meaningful relationships within the college and between the college and community organizations to foster increased diversity and inclusion	TBCC promotes a unified effort in the community to create a culture of equity and inclusion.	Promote learning and build community through shared events	Quarterly movie streamings with discussion
			MLK Day of Service - Jenny
			June Dairy parade participation

Strategic Planning Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION Director McCarley

The College has launched the development of a new strategic plan and will provide monthly updates on our progress. College leadership recognized the need for added capacity and expertise in strategic planning, so we contracted Sarah Lechner from Coraggio Group to provide that support. Sarah will join the meeting to introduce herself and her work, and to provide an overview of the project. We are beginning the data collection and community engagement phase of the project, in which we will collect feedback on our current mission, vision, values and priorities and as well as our future direction. This phase will include a community survey, internal and external focus groups, and individual interviews. We will share our plan and look to the Board for input on this process.

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION VP Williams

The report for the month of October 2021 is available for your review.

Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended October 2021

33.33% of fiscal year elapsed

	FY 2020-2021			FY 2021-2022		
	Annual Budget	10/31/20 Actual	Percentage of Budget	Annual Budget	10/31/21 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 1,600,000	\$ 1,840,987.35	115.06%	\$ 1,600,000	\$ 1,824,498.87	114.03%
State	\$ 2,419,566	\$ 1,235,512.33	51.06%	\$ 2,784,406	\$ 1,459,728.06	52.43%
Property Taxes	\$ 1,402,498	\$ 7,219.58	0.51%	\$ 1,410,834	\$ 7,954.68	0.56%
Local Contracts	\$ 74,000	\$ 9,600.00	0.00%	\$ 40,640	\$ 44,285.04	108.97%
Tuition	\$ 942,100	\$ 407,320.11	43.24%	\$ 942,100	\$ 333,846.43	35.44%
Fees	\$ 231,377	\$ 110,277.00	47.66%	\$ 225,077	\$ 78,698.00	34.96%
Sale of Goods	\$ 4,500	\$ 1,819.57	40.43%	\$ 5,000	\$ 1,523.25	30.47%
Interest	\$ 115,000	\$ 18,295.32	15.91%	\$ 50,000	\$ 9,603.58	19.21%
Rental	\$ 18,000	\$ 3,000.00	16.67%	\$ 18,000	\$ 3,405.00	18.92%
Miscellaneous	\$ 30,000	\$ 9,135.52	30.45%	\$ 30,000	\$ 14,056.90	46.86%
Transfers	\$ 412,816	\$ 12,558.80	3.04%	\$ 580,683	\$ 30,820.73	5.31%
Total resources	\$ 7,249,857	\$ 3,655,725.58	50.42%	\$ 7,686,740	\$ 3,808,420.54	49.55%
Expenditures						
Instruction	\$ 2,092,856	\$ 624,836.96	29.86%	\$ 2,255,758	\$ 528,956.24	23.45%
Instructional Support	\$ 679,872	\$ 207,696.75	30.55%	\$ 724,461	\$ 203,928.40	28.15%
Student Services	\$ 608,847	\$ 178,664.06	29.34%	\$ 629,173	\$ 181,620.98	28.87%
College Support	\$ 1,824,031	\$ 570,092.65	31.25%	\$ 2,073,977	\$ 682,834.54	32.92%
Plant Operation	\$ 383,607	\$ 109,198.77	28.47%	\$ 378,180	\$ 113,868.78	30.11%
Transfers	\$ 293,000	\$ 54,925.08	18.75%	\$ 298,000	\$ 56,784.09	19.06%
Contingency	\$ 167,644	\$ -	0.00%	\$ 127,191	\$ -	0.00%
Total expenditures	\$ 6,049,857	\$ 1,745,414.27	28.85%	\$ 6,486,740	\$ 1,767,993.03	27.26%
Ending fund balance	\$ 1,200,000	\$ 1,910,311.31	159.19%	\$ 1,200,000	\$ 2,040,427.51	170.04%

Agenda Item 5.C, Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended October 2021

	Fund No.	Beginning Fund Balance	2021-2022 Revenue	2021-2022 Expenditures	Ending Fund Balance	2021-2022 Spendable Budget	2020-2021 Prior Year Expenditures 10/31/2020
Nursing Program Agreement	2010	\$ -	\$ -	\$ -	\$ -	\$ 49,000	\$ -
Tillamook Works	2030	\$ 11,523.42	\$ -	\$ 21,398.82	\$ (9,875.40)	\$ 77,113	\$ 25,773.71
Tillamook Works Intern	2031	\$ -	\$ -	\$ 889.18	\$ (889.18)	\$ -	\$ -
Pathways Grant	2250	\$ -	\$ -	\$ 6,326.01	\$ (6,326.01)	\$ 29,707	\$ 11,773.44
Industrial Maintenance Tech	2260	\$ 19,314.25	\$ 6,250.00	\$ 1,470.67	\$ 24,093.58	\$ 32,679	\$ 42,061.70
SBDC Federal Grant	2300	\$ -	\$ -	\$ 8,774.05	\$ (8,774.05)	\$ 33,000	\$ 9,914.52
SBDC State Grant	2310	\$ -	\$ -	\$ 37,369.27	\$ (37,369.27)	\$ 72,000	\$ 10,541.85
SBDC Program Income	2320	\$ 135,436.91	\$ 6,135.00	\$ 24,570.38	\$ 117,001.53	\$ 115,438	\$ 9,786.18
SBDC - NOW Grant	2321	\$ -	\$ 8,400.00	\$ -	\$ 8,400.00	\$ -	\$ -
SBDC Rural Outreach Grant	2330	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 6,700.00
SBDC CARES Act	2331	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,338.54
EDC Contract	2350	\$ -	\$ 37,983.36	\$ 50,649.27	\$ (12,665.91)	\$ 161,356	\$ 49,470.74
TEC Vocational Education Grant	2400	\$ -	\$ -	\$ -	\$ -	\$ 66,000	\$ -
Food Pantry	2480	\$ 1,153.43	\$ -	\$ 289.04	\$ 864.39	\$ 1,000	\$ 701.04
ASPIRE Program	2540	\$ 3,444.32	\$ -	\$ -	\$ 3,444.32	\$ 3,000	\$ -
Benefits Navigator Grant	2551	\$ -	\$ -	\$ 11,294.60	\$ (11,294.60)	\$ -	\$ -
Student Success Grant	2560	\$ -	\$ 18,221.63	\$ 25,951.32	\$ (7,729.69)	\$ 70,000	\$ 30,757.05
STEP Grant	2580	\$ 29,601.32	\$ 16,183.48	\$ 25,661.77	\$ 20,123.03	\$ 43,700	\$ 15,317.65
STEP 100% Grant	2581	\$ 3,073.76	\$ 15,000.00	\$ 5,055.48	\$ 13,018.28	\$ -	\$ -
Pathways to Opportunity	2590	\$ -	\$ -	\$ -	\$ -	\$ 18,750	\$ 14,430.75
ONWIB Student Success Coach	2595	\$ -	\$ -	\$ -	\$ -	\$ 36,281	\$ -
Guided Pathways Implementation	2610	\$ 20,810.45	\$ -	\$ -	\$ 20,810.45	\$ 18,000	\$ -
CARES Act Institutional - Section 1	2701	\$ -	\$ 193,982.83	\$ 206,772.53	\$ (12,789.70)	\$ -	\$ 15,879.78
CARES Act Institutional - Section 2	2702	\$ -	\$ 15,950.00	\$ 15,950.00	\$ -	\$ -	\$ 8,106.08
CARES Act Institutional - Section 3	2703	\$ -	\$ 1,372.55	\$ 1,372.55	\$ -	\$ -	\$ 9,129.50
GEER Institutional Grant	2704	\$ -	\$ -	\$ 10,606.35	\$ (10,606.35)	\$ -	\$ -
Partners for Rural Innovation Operations	2890	\$ 11,218.58	\$ 2,735.00	\$ 17,005.35	\$ (3,051.77)	\$ 39,800	\$ 15,675.39
Capital Depreciation & Maintenance Fund	2900	\$ 938,888.81	\$ 1,675.57	\$ -	\$ 940,564.38	\$ 35,000	\$ -
Timber Tax Reserve Fund	2910	\$ 3,849,400.84	\$ -	\$ -	\$ 3,849,400.84	\$ 728,568	\$ -
PRI Capital Maintenance Fund	2920	\$ 81,359.57	\$ 145.19	\$ -	\$ 81,504.76	\$ 20,000	\$ -
Strategic Investment Fund	2950	\$ 1,243,831.09	\$ 2,239.95	\$ -	\$ 1,246,071.04	\$ 300,000	\$ -
Total Special Fund		\$ 6,349,056.75	\$ 326,274.56	\$ 471,406.64	\$ 6,203,924.67	\$ 1,960,392	\$ 287,357.92

Schedule of Special Fund borrowing from General Fund

	Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 10/31/2021
Total of Grants that borrow from the General Fund	\$ (108,444.76)	\$ 18,221.63	\$ -	\$ (126,666.39)
Total of Grants & Reserves that are not borrowing from the General Fund	\$ 6,312,369.43	\$ 20,650.37	\$ -	\$ 6,291,719.06
Total Special Fund	\$ 6,203,924.67	\$ 38,872.00	\$ -	\$ 6,165,052.67

	Fund No.	Beginning Fund Balance	2021-2022 Revenue	2021-2022 Expenditures	Ending Fund Balance	2021-2022 Spendable Budget	2020-2021 Prior Year Expenditures
Community Education	3100	\$ 10,586.83	\$ 1,951.00	\$ 1,799.37	\$ 10,738.46	\$ 13,769	\$ 3,138.36
TBCC Store	3200	\$ 12,338.70	\$ 555.84	\$ 35.45	\$ 12,859.09	\$ 5,550	\$ 164.13
Customized Training Projects	3300	\$ 16,503.04	\$ -	\$ -	\$ 16,503.04	\$ 18,295	\$ 300.00
Truck Driving Program	3310	\$ 39,144.77	\$ 57,100.00	\$ 42,242.26	\$ 54,002.51	\$ 153,251	\$ 22,852.76
Truck Driving Simulator	3320	\$ (12,252.88)	\$ 750.00	\$ 1,796.80	\$ (13,299.68)	\$ 23,935	\$ 17,018.41
TBCC Vending	3400	\$ 6,751.39	\$ 1,075.41	\$ 851.08	\$ 6,975.72	\$ 7,300	\$ 290.09
Total Enterprise Fund		\$ 73,071.85	\$ 61,432.25	\$ 46,724.96	\$ 87,779.14	222,100	\$ 43,763.75
PERS Pension Bond Fund	4100	\$ 29,121.04	\$ 54,850.88	\$ 1,600.00	\$ 82,371.92	\$ 171,118	\$ 1,600.00
General Obligation Bond Fund	4200	\$ 30,505.23	\$ 4,124.22	\$ -	\$ 34,629.45	\$ 763,325	\$ -
Total Debt Service Fund		\$ 59,626.27	\$ 58,975.10	\$ 1,600.00	\$ 117,001.37	\$ 934,443	\$ 1,600.00
Local Match Fund	5250	\$ 175,920.62	\$ 313.94	\$ -	\$ 176,234.56	\$ 53,291	\$ -
Grant Construction Fund	5550	\$ (175,008.57)	\$ -	\$ -	\$ (175,008.57)	\$ -	\$ -
Total Capital Projects Fund		\$ 912.05	\$ 313.94	\$ -	\$ 1,225.99	\$ 53,291	\$ -
Associated Students of TBCC	7100	\$ 6,670.97	\$ 1,934.40	\$ 774.70	\$ 7,830.67	\$ 9,481	\$ 749.50
Phi Theta Kappa Honorary Society Fund	7200	\$ 1,009.82	\$ 170.00	\$ 253.53	\$ 926.29	\$ 3,725	\$ 632.84
Total Agency Fund		\$ 7,680.79	\$ 2,104.40	\$ 1,028.23	\$ 8,756.96	\$ 13,206	\$ 1,382.34
PELL Grant	8010	\$ -	\$ 187,662.00	\$ 187,662.00	\$ -	\$ 751,150	\$ 251,198.00
Supplemental Education Opportunity Grant	8020	\$ -	\$ 3,360.00	\$ 3,360.00	\$ -	\$ 17,625	\$ 4,200.00
CARES Act for Students	8090	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 68,499.00
CRRSA Act for Students	8093	\$ -	\$ 159,767.00	\$ 159,767.00	\$ -	\$ -	\$ -
Direct Loans	8100	\$ -	\$ 17,363.00	\$ 17,363.00	\$ -	\$ 350,000	\$ 25,764.00
Federal Work Study	8190	\$ -	\$ -	\$ 358.37	\$ (358.37)	\$ 16,944	\$ 2,098.58
Oregon Opportunity Grant	8210	\$ -	\$ 89,200.00	\$ 62,505.00	\$ 26,695.00	\$ 250,000	\$ 77,784.00
Chafee Grant	8220	\$ -	\$ 1,667.00	\$ 1,667.00	\$ -	\$ 15,000	\$ -
Oregon Promise Grant	8230	\$ -	\$ 22,100.00	\$ 24,676.00	\$ (2,576.00)	\$ 90,000	\$ 25,527.00
State CARES Support	8231	\$ -	\$ 1,667.00	\$ 1,667.00	\$ -	\$ -	\$ -
Tuition Waivers	8310	\$ 10,000.00	\$ -	\$ 832.00	\$ 9,168.00	\$ 10,000	\$ 71,511.00
Board Scholarships	8320	\$ 39,599.62	\$ -	\$ 45,010.20	\$ (5,410.58)	\$ 170,000	\$ 59,752.00
Institutional Work Study	8330	\$ 42,359.85	\$ -	\$ 38.39	\$ 42,321.46	\$ 10,072	\$ 0.07
Foundation Scholarships	8340	\$ -	\$ 3,397.80	\$ 34,519.77	\$ (31,121.97)	\$ 85,000	\$ 36,184.13
Non-Institutional Scholarships	8400	\$ 420.00	\$ 16,567.00	\$ 9,730.00	\$ 7,257.00	\$ 53,328	\$ 21,267.55
Total Financial Aid Fund		\$ 92,379.47	\$ 502,750.80	\$ 549,155.73	\$ 45,974.54	\$ 1,969,119	\$ 643,785.33

Agenda Item 5.C. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended October 2021

33.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,389,462			\$ 6,118,659			\$ 72,494			\$ 50,650	
Beginning Fund Balance	\$ 1,600,000	\$ 1,824,499	114.03%	\$ 6,244,908	\$ 6,349,057	101.67%	\$ 55,036	\$ 73,072	132.77%	\$ 60,000	\$ 59,626	0.00%
Resources												
State Aid	\$ 2,784,406	\$ 1,459,728	52.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 40,640	\$ 44,285	0.00%	\$ 664,207	\$ 313,344	47.18%	\$ 13,093	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,167,177	\$ 412,544	35.35%	\$ 40,150	\$ 6,135	15.28%	\$ 169,856	\$ 51,138	30.11%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,410,834	\$ 7,955	0.56%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 728,100	\$ 4,067	0.56%
Timber	\$ -	\$ -	0.00%	\$ 768,274	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 5,000	\$ 1,523	30.46%	\$ -	\$ -	0.00%	\$ 6,000	\$ 744	12.40%	\$ -	\$ -	0.00%
Interest	\$ 50,000	\$ 9,604	19.21%	\$ 20,450	\$ 4,061	19.86%	\$ -	\$ -	0.00%	\$ 3,225	\$ 58	1.80%
Rental	\$ 18,000	\$ 3,405	18.92%	\$ 8,000	\$ 2,735	34.19%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 30,000	\$ 14,057	46.86%	\$ 84,700	\$ -	0.00%	\$ 28,009	\$ 8,144	29.08%	\$ -	\$ -	0.00%
Transfers	\$ 580,683	\$ 30,821	5.31%	\$ 53,291	\$ -	0.00%	\$ -	\$ 1,406	0.00%	\$ 160,000	\$ 54,850	34.28%
Total Revenues	\$ 6,086,740	\$ 1,983,922	32.59%	\$ 1,639,072	\$ 326,275	19.91%	\$ 216,958	\$ 61,432	28.32%	\$ 891,325	\$ 58,975	6.62%
Expenditures												
Salaries and Wages	\$ 4,831,360	\$ 1,248,456	25.84%	\$ 515,634	\$ 214,318	41.56%	\$ 124,892	\$ 30,968	24.80%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 1,210,189	\$ 462,753	38.24%	\$ 325,194	\$ 104,117	32.02%	\$ 84,419	\$ 14,782	17.51%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 20,000	\$ -	0.00%	\$ 15,000	\$ 121,880	812.53%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 932,843	\$ -	0.00%
Transfers	\$ 298,000	\$ 56,784	19.06%	\$ 573,564	\$ 31,092	5.42%	\$ 4,589	\$ 975	21.25%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 127,191	\$ -	0.00%	\$ 6,367,857	\$ -	0.00%	\$ 8,200	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 6,486,740	\$ 1,767,993	27.26%	\$ 7,797,249	\$ 471,407	6.05%	\$ 222,100	\$ 46,725	21.04%	\$ 934,443	\$ 1,600	0.17%
Ending Fund Balance	\$ 1,200,000	\$ 2,040,428		\$ 86,731	\$ 6,203,925		\$ 49,894	\$ 87,779		\$ 16,882	\$ 117,001	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 259,354			\$ 38,872			\$ 15,500			\$ 25,859	
Inventories		\$ 554			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ (259,908)			\$ (38,872)			\$ (15,500)			\$ (25,859)	
Liabilities												
Accounts Payable		\$ 35,163			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 51,449			\$ -			\$ -			\$ 25,859	
Payroll		\$ 169,512			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 256,124			\$ -			\$ -			\$ 25,859	
NET ADJUSTMENTS		\$ (3,784)			\$ (38,872)			\$ (15,500)			\$ -	
ENDING CASH BALANCE		\$ 2,036,644			\$ 6,165,053			\$ 72,279			\$ 117,001	

Agenda Item 5.C. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended October 2021

33.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 912			\$ 7,681			\$ 94,001	
Beginning Fund Balance	\$ 1,291	\$ 912	70.64%	\$ 2,700	\$ 7,681	284.48%	\$ 125,828	\$ 92,379	73.42%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,633,750	\$ 512,128	31.35%
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	\$ 2,000	\$ 314	15.70%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 50,000	\$ -	0.00%	\$ 3,025	\$ 170	5.62%	\$ 135,000	\$ 19,965	14.79%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 1,934	24.18%	\$ 130,000	\$ -	0.00%
Total Revenues	\$ 52,000	\$ 314	0.60%	\$ 11,025	\$ 2,104	19.08%	\$ 1,898,750	\$ 532,093	28.02%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 6,266	\$ -	0.00%	\$ 26,341	\$ 397	1.51%
Operating Expenditures	\$ -	\$ -	0.00%	\$ 6,940	\$ 1,028	14.81%	\$ 1,940,248	\$ 577,941	29.79%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 53,291	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 2,530	\$ 160	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 53,291	\$ -	0.00%	\$ 13,206	\$ 1,028	7.78%	\$ 1,969,119	\$ 578,498	29.38%
Ending Fund Balance	\$ -	\$ 1,226		\$ 519	\$ 8,757		\$ 55,459	\$ 45,974	
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		\$ 1,226			\$ 8,757			\$ 45,974	

\$ 8,446,934

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 Monday, January 3 at 5:00 pm on Zoom.
- TBCC closed December 20-24 and 31.

Updates:

- Reorganization update
- Shared governance model update
- Office space needs results
- OPC meeting and OCCA board meeting summary

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, December 6, 2021 after the regular meeting is adjourned, in a virtual format.