Board of Education Meeting Agenda

Date: Monday, December 5, 2022

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

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

2. **Consent Agenda:** -- (Action) Chair Gervasi
   a. Approval of Agenda
   b. Approval of November 7, 2022 Meeting Minutes
   c. Personnel Report……………………………………………….…Director Daniels

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. 23-24 Academic Calendar: First Reading……………….………………….VP Jarrell
   b. Sale of Bonds Update..…………..………………………………………. VP Luquette

5. **Information-Only Items (Board members may request any item be placed on the discussion agenda)**
   a. IT: Program Review ….…………………………………………….......Director Neu
   b. Foundation: Program Review……………………………..Exec Director Lawrence
   c. Voter Voice…………………………………………………………………VP Luquette
   d. ASTBCC Report ………………………………………….. ASTBCC President Mitchell
   e. Financial Report………………………………………………………………VP Luquette
   f. President's Report ……………………………………………….……. President Tomlin

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

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

Per Oregon HB 2560 and HB 2459, all TBCC Board meetings are open for remote public participation via Zoom and are recorded for the purpose of transcribing minutes.

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 NOVEMBER MEETING.

Items for approval:
   a. Approval of Agenda for the December meeting
   b. Approval of November 7, 2022 Meeting Minutes
   c. Approval of the Personnel Report

Approval of the Agenda

<u>RECOMMENDATION</u>

MOTION TO APPROVE THE AGENDA FOR THE DECEMBER MEETING

November 7, 2022 Board of Education
Meeting Minutes

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

Members in Attendance: Kathy Gervasi, Betsy McMahon, Andrea Goss, Mary Faith Bell, Shannon Hoff, Tamra Perman

Members Not in Attendance: Mary Jones

TBCC Staff in Attendance: President Tomlin, VP Luquette, Director Daniels, Direct Neu, Director McCarley, Dean Castro, AVP Hanson, VP Jarrell, Director Hoffmeyer, Director Telesmanich, Michele DeGraffenreid, Sydney Elliot, John Sandusky, Lorie Lund, Dean Goodwin, Executive Assistant Sommer Hendrickson, ASTBCC President Mackenzie Mitchell

Call to Order • Acknowledge Guests (Agenda Item 1) -- Chair Gervasi
The meeting was called to order at 5:00 pm.

Rhoda introduced Jamie Nugent, the Career-to-Career speaker. John Sandusky introduced Sydney Elliot whom he nominated for the National Educator of the Year Award. Sydney received the award and also won a special recognition award for her work in the humanities journal. Chair Gervasi then shared that President Tomlin won the Outstanding Community College Administrator – Howard Cherry award at the OCCA conference this year. VP Luquette presented Chair Gervasi with the dedicated service award from OCCA for serving 8 years on TBCC's Board of Education. Michele then shared that President Tomlin received a Years of Service award from NWRESD. VP Jarrell then introduced Dean Goodwin, Dean Castro, and Nursing Director Hoffmeyer.

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 7, 2022 meeting.

Approval of October 3, 2022 Meeting Minutes (Agenda Item 2.b)
There were no corrections to the minutes from the October 3, 2022 meeting.

Personnel Report (Agenda Item 2.c)…………………………………………….…….... Director Daniels
The Personnel Report for the month is included in the packet for this meeting. The following positions have been filled: CTE Dean (Sherry Cook), Finance Accountant (Melanie Helmicks), A/R Business Office Generalist (Jamie Lamb), Tutoring and Testing Specialist (Cameron Sage), and the Marketing Coordinator (Mia Gibson). Second interviews for the AVP of Finance positing were finished today. Second interviews are finished for both the CCL Systems Navigator and Student Success Coach positions. Director Daniels advised that an offer has been made to a CCL System Navigator candidate and she is prepared to make an offer to the Student Success Coach candidate. The following position remains open until filled: Payroll Benefits Specialist. They will be posting a part-time IT specialist position. The Director of Equity and Inclusion position is in the middle of a job description rewrite and the Evening Facilities Specialist has been pulled while they look at other options.

Additional Agenda Items --- Chair Gervasi
Tamra Perman motioned to approve the Consent Agenda. Shannon Hoff seconded the motion. **The motion carried.**

Invitation for Public Comment (Agenda Item 3) --- **Chair Gervasi**
There were no requests for public comment.

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

Board Years of Service Award – Pamela Zweifel (Agenda Item 4.a) ………………… **President Tomlin**
Chair Gervasi thanked Pamela Zweifel for her eight years of service on TBCC's Board of Education and presented her with her Years of Service Award. Pam acknowledged how much she enjoyed serving on the board for the past six years.

Career-to-Career & First Class Scholar Thank You Cards (Agenda Item 4.b) ………….... **AVP Hanson**
AVP Hanson shared the thank you cards written by the Career-to-Career and First Class Scholar students. She then read a few of the cards to the Board of Education. AVP Hanson introduced and had Career-to-Career student speaker Jamie Nugent share her story with the Board. Jamie thanked the Board for the opportunity to continue her education here at TBCC to work towards her Bachelor's degree to become a teacher. Board member Goss asked Jamie how she heard about the Career-to-Career scholarship. She advised that she was referred by Financial Aid to AVP Hanson, who helped her get started. President Tomlin noted in the NCHEMS report that most colleges need to do a better job connecting with Non-Traditional students. TBCC does not struggle with connecting with these students, and he believes this is due to the Career-to-Career scholarship program.

Mission Fulfillment Report (Agenda Item 4.c) ………………………………(ACTION) **Director McCarley**
Director McCarley shared the final draft of the Mission Fulfillment report. This was first shared at the October 3rd Board Retreat. We achieved our measures at a rate of 77% last year. She advised that this will be the last Mission Fulfillment report under our old Strategic Plan. Next year's Mission Fulfillment will be based on the new plan. The Board and Michele DeGraffenreid commended Director McCarley for her hard work and dedication. Ross asked that they look at appendix 3, noting it's the student learning outcomes report. He advised that we were commended on this in our accreditation visit last fall. Paul informed the Board that this is an area that most community colleges struggle with.

Andrea Goss motioned to approve the Mission Fulfillment Report for 2021-2022. Tamra Perman seconded the motion. **The motion carried.**

Board Goals 2022-23 (Agenda Item 4.d) ………………………………..(ACTION) **President Tomlin**
President Tomlin reminded the Board that they discussed the 2021-22 Board Goal results at the October Board Retreat. He highlighted that they completed 79% of their goals last year. He noted that these results were then used to craft the goals for this upcoming year along with discussion at the retreat. At the end of the year, these will be measured again for the success rate and shared with the Board of Education. Ross reminded them that one of the actions is to attend staff meetings. The next staff meeting is November 18th, 2022, from 8:15 – 11 am in rooms 214/215. He highlighted that legislators should be picked by next week, and the College will set up a meeting with all of them. He then reminded the Board that the legislative summit is March 8-9, 2023. Lastly, President Tomlin advised that goal 3.c regarding inviting Superintendents and High School Principals to meet with the Board of Education will be presented as a request at the next TEC meeting.

Shannon Hoff motioned to approve the 2022-2023 Board goals. Betsy McMahon seconded the motion. **The motion carried.**

Information-Only Items (Agenda Item 5)

Program Review: President's Office (Agenda Item 5.a) ………..…………………… President Tomlin
President Tomlin gave a brief overview of the Office of the President Program Review. He began with a reminder that this department is only two people, himself and his Executive Assistant, Sommer Hendrickson. President Tomlin shared how and why program reviews are done and that College Council evaluates them. He noted that the College has moved to a 5-year cycle and that the Board will see these program reviews monthly. He then shared the Service Area Outcomes (SAOs) for the Office of the President, how they are measured, and the results last year. He also summarized the key projects for last year and this year. Sommer shared her goals regarding the Events Committee. Lastly, he highlighted that he would be continuing with the same two SAOs.

Dual Credit Report (Agenda Item 5.b) ………..……………………………………VP Jarrel, Dean Castro
VP Jarrell shared that this report was done at the request of TEC, who wanted more information on what classes TBCC offers to high school students. He then introduced Dean Castro, who gave an overview of the report. Dean Castro shared the accelerated learning opportunities offered at high schools by TBCC, including expanded options and dual credit. She informed the Board that for teachers to become Dual-Credit adjuncts, they are evaluated on licensure, degree, resume, the content of the course they teach, and how it measures up to the College's rigor. They first go through Dean Castro, who then passes their credentials on to faculty, who ultimately approve or deny them. They can be approved in one of two ways; first, they can be approved to teach without a TBCC faculty sponsor or second, with a TBCC Faculty Sponsor. Teachers approved without a sponsor have to be fully qualified to teach a college course in that discipline and are then assigned a liaison to help them better connect with the College.

Lastly, she highlighted some of the barriers faced by high school students. Success Coaches are at registrations and other events to push past these barriers. They meet with students and their families to further their understanding of the opportunities available to them and how much they can save by taking college classes in high school.

ASTBCC President's Report (Agenda Item 5.c) ……………… ASTBCC President Mackenzie Mitchell
ASTBCC President Mitchell introduced herself and shared her plans for continuing her education. She then provided an update on past and upcoming events. ASTBCC recently created a voter awareness table that featured more information on how to register to vote and who the different legislative candidates are. ASTBCC will hold a paint night for $15 a person, and supplies will be provided. For Native American Heritage month, they will be having a showing of the movie Smoke Signals in rooms 214/215, and in February, they will be holding a White Elephant Gift drop. They will also choose a college mascot to bring to Leadership for approval before taking it to the student body to vote. Once the vote has been taken, it will be brought to the Board for final approval. They recently updated the guidelines in their constitution. This will allow for the easier creation of clubs at the College.

The Board of Education invited ASTBCC President Mitchell to attend the upcoming legislative session in March. President Tomlin advised that they will be looking for student volunteers to come and advocate for the College.

Financial Report (Agenda Item 5.d) …………………………..………………………….. VP Luquette
The financial report for the months of July through September is included in the packet for this meeting. VP Luquette drew attention to page two, rows 22 and 23 Revenue, noting that this column does look low now but will continue to grow as reimbursements from other grants come in as well as other sources of revenue. The board had no questions or concerns.

President's Report (Agenda Item 5.e) …………………………………………..……… President Tomlin
The President began his remarks with a reminder that the next board meeting is scheduled for December 5th, 2022, at 5:00 pm in rooms 214/215. President reminded the Board that the next Extended Staff

Meeting is scheduled for November 18th from 8:15 – 11 am in rooms 214/215. There is a Zoom link for those who have to attend virtually.

He then shared the article he was interviewed for that is about the new Healthcare building. It is featured in the October issue of the Community College Journal.

Ross shared updates from the last two OPC Meetings. They met in October and then again at the OCCA conference last week. They went over the Developmental Education redesign. They are currently looking at using corequisites in place of developmental classes. The use of corequisites would put students at the beginning college level course with extra help available for them to succeed. Right now, 11 community colleges are going through this redesign for math. They have currently finished writing and it is working well. He noted that OPC is anticipating a significant shake-up due to the new legislators coming on board. They approved having a new economic impact study done for all community colleges over the next six months. The last study was done three years ago; they will have a contractor come in and collect data on the economic impacts community colleges have on their communities. He noted that they are still working on the distribution formula that will be going to the HECC board in February 2023. Lastly, they discussed the push to get BSNs approved to be offered at the community college level. This will be an upcoming bill in this legislative session. At this time, TBCC is considering offering the non-OCNE curriculum in our new nursing program.

President Tomlin reminded the Board that the OCCA Board meets every other month and that the next meeting will be held in Roseburg in December. Ross noted that the Mildred Davy Luncheon went great and had an excellent student speaker to share her story.

Board members Shannon Hoff and Andrea Goss attended the OCCA Advocacy training on October 21st. They advised that it went well, and they look forward to advocating for TBCC. They also attended the OCCA conference with President Tomlin and VP Luquette. President Tomlin shared a handout they received from OCCA's Legal council on free expression in the classroom that highlights more information regarding the right to freedom of speech and how colleges can handle this on their campuses. He noted that moving forward, it will be essential to have more detailed policies to guide us in situations that arise regarding this.

President Tomlin then shared updates on the NCHEMS report that has come out. This report will be going to all legislators and has already been shared in the news. Some key points made in the report included: the state of Oregon underinvests in higher education, community colleges are critical providers to local workforces, community colleges and universities need to be better at collaborating, high school graduates in Oregon have the lowest participation rate in College, Oregon has the lowest graduation rate in the nation, more work needs to be put into CTE transitions from high school to College, and HECC needs to be more collaborative with community colleges and universities.

Lastly, President Tomlin noted that the Board should consider coming up with a land acknowledgment statement to read at the beginning of each board meeting. This is to acknowledge who held the land before us. The ESD Board currently does this. President Tomlin said this would be talked about more at the next Leadership Team meeting.

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

Adjournment (Agenda Item 7) -- (Action) Chair Gervasi

Tamra Perman motioned to adjourn the meeting. Andrea Goss seconded the motion. **The motion carried.** The meeting was adjourned at 6:40 pm.

Personnel Report

RECOMMENDATION
CONSENT AGENDA

BACKGROUND INFORMATION-- Director Daniels

Current Posted Openings

Position Title	Start Date	Status	Committee Chair
AVP Finance	Offer Pending	Open until filled	Heidi Luquette
Director of Equity and Inclusion	JD re-write	Not posted	Ross Tomlin
Facilities Coordinator	screening	Open until filled	Pat Ryan
CCL Systems Navigator	12/1/22	Carey Rausch	Selena Castro
Student Success Coach	Offer Pending	Open until filled 1st consideration 9/26/2022	Selena Castro
Library Assistant	12/1/22	Kathleen Wade	Clare Sobotka
Payroll and Benefits Specialist	No applicants	Open until filled	Debbie Daniels
IT Support Specialist	Sourcing	Sourcing	Sheryl Neu

Invitation of Public Comment

<u>RECOMMENDATION</u>
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.

<u>BACKGROUND INFORMATION</u>……………………………………………………Chair Gervasi

NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION --- Chair Gervasi

23-24 Academic Calendar: First Reading

<u>RECOMMENDATION</u>
FIRST READING

<u>BACKGROUND INFORMATION</u> ……………………………………………………………… VP Jarrell

The 2023-2024 and 2024-2025 Academic Calendars are presented as a first reading for review. Any questions or concerns will be addressed prior to second reading.

2023-2024 (Draft)

Yearly Academic Calendar

June '23

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July '23

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August '23

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September '23

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November '23

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Tillamook Bay Community College

Event	Date
Registration Opens	5/22/2023
Juneteenth 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	9/18-22/2023
Last Day to Register	9/24/2023
Term Begins	9/25/2023
Last Day to Drop/ Payment Due	9/29/2023
Veteran's Day	11/10/2023
Last Day to Withdraw	11/17/2023
Winter Reg Opens	11/20/2023
Thankgiving Holiday	11/23-24/2023
Finals Week	12/4-12/8/2023
Term Ends	12/9/2023
Grades Due	12/11/2023
College Closed	12/20-22/2023
College Closed	12/25-27/2023
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
Spring Reg 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
Summer Reg 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	6/18/2024

student action	staff/faculty action
holidays	non contract days

December '23

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January '24

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February '24

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March '24

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April '24

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May '24

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2024-2025 (Draft)

Yearly Academic Calendar

June '24

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July '24

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August '24

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September '24

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October '24

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November '24

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December '24

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January '25

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February '25

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March '25

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April '25

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May '25

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Tillamook Bay Community College

Event	Date
Registration Opens	5/20/2024
Juneteenth Holiday	6/17/2024
Grades Due	6/18/2024
Last Day to Register	6/23/2024
Term Begins	6/24/2024
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College Closed	12/23-26/2024
College Closed	1/1/2025
Last Day to Register	1/5/2025
Term Begins	1/6/2025
Last Day to Drop/ Payment Due	1/10/2025
MLK Holiday	1/20/2025
Last Day to Withdraw	2/28/2025
Spring Reg Opens	3/3/2025
Finals Week	3/17-21/2025
Term Ends	3/22/2025
Grades Due	3/24/2025
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Summer Reg Opens	5/19/2025
Last Day to Withdraw	5/23/2025
Memorial Day	5/26/2025
Finals Week	6/9-13/2025
Commencement	6/13/2025
End of Term	6/15/2024
Grades Due	6/15/2024

student action	staff/faculty action
holidays	non contract days

Sale of Bonds Update

RECOMMENDATION

ACTION

BACKGROUND INFORMATION …………………………………………...…………………… VP Luquette

Vice President Luquette and President Tomlin will update the board on conversations with the TBCC Bond Analyst and Bond Council regarding a timeline for the sale of bonds. In addition, they will provide an update on the contract with the project management firm selected for the project and next steps for the process.

Information Only Items

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION-- Chair Gervasi

IT: Program Review

<u>**RECOMMENDATION**</u>
INFORMATION ONLY

<u>**BACKGROUND INFORMATION**</u> …………………….…………….……...……...VP Luquette

Tillamook Bay Community College
Department of Information Technology
2020-2021 Program Review

<u>Program/Service Area Description</u>

The Information Technology Department (IT) is responsible for ensuring that all computer, network, phone, email, and related services are up and running at all times. In our modern age of internet connectivity this is a critical component of any organization. Communication channels depend on email being available 24/7 and indeed our society at large has come to expect this kind of "always on" service. TBCC, like many organizations relies on technology to support the work of delivering classes, communicating to students and employees and to offer the variety of services needed to run effective college services.

Our IT Department believes it is not enough to just have these services available to use, they must be of sufficient capacity levels to insure that staff, faculty and students can perform their respective duties quickly and efficiently within the constraints of budget and human resources. Specific areas we oversee are:

- All computer systems and laptops
  - o Purchasing and regular windows updates
  - o Troubleshooting and repairs
  - o Servers
  - o Network equipment such as Firewalls, switches, battery backups and more
- Phone system and phones
- Software upgrades, installs and troubleshooting
  - o Jenzabar
  - o PowerFaids
  - o Creative Cloud
  - o Canvas

- o Microsoft products such as Email, Office, Sharepoint, etc
- o Anti-virus and cybersecurity software and monitoring
- o Remote assistance software
- o Classroom software and hardware
- o Backups

Program/Service Area Details

Staff/Duties and Responsibilities

Director of Information Technology (1.0 FTE)

The Director is responsible for budget oversight, directing daily workloads, long range planning for the department and college needs. Since there are only two of us the Director works closely with the staff to provide desktop support for staff and students, deploy phones, setup new accounts and coordinate contracted work. Specific areas of responsibility:

- Budget
- Five year plan development
- Jenzabar upgrades
- Jenzabar reports and fixes
- Phone system
- Negotiate contracts for needed services outside of internal expertise which might include Virtual services and cybersecurity
- Email and networking accounts

Oversite of:

- Networking
- Servers
- IT Staff
- Ensuring computers are replace or upgraded on a regular schedule
- A/V equipment is updated and repaired as needed

Information Technology Coordinator (1.0 FTE)

The responsibilities of this position include providing support to the overall information technology processes at the college.

Daily Job Duties and Responsibilities

- Respond to requests from employees for help with software or hardware issues

- Computer and laptop upgrades
- Windows updates
- Software installs
- A/V troubleshooting and installs
- Server upgrades
- Network upgrades
- Email and Canvas troubleshooting and account creation
- Network setup for employees

A/V Support Specialist (1.0 FTE)

Daily Job Duties and Responsibilities

- Assist all faculty in use of classroom technology
- Assists all faculty with hyflex classes so work schedule is depended on when the classes are offered
- Takes recorded videos of classes and remixes them to be more usable for students
- Responsible to podium computer updates

Service Area Outcomes

TBCC Service Area Outcomes Assessment Plan and

Summary Form

Service Area Outcome	Assessment Method	Threshold	Results
Students, Faculty and Staff will experience optimum operation and efficiencies in using technology on campus that will enhance student learning.	Staff, faculty and student climate survey. Sarah and Nikole initiated a student survey via survey monkey that we also used to get more detail.	80%	**Even though people were okay with our rooms we heard of some problems so we:** **Installed new speakers in the classroom.** **Added a TV for remote students to be seen in the room was added.** **A second camera was added so remote students could see classroom participants.**

TBCC Service Area Outcomes Assessment Plan and

Summary Form

Service Area Outcome	Assessment Method	Threshold	Results
Students, Faculty and Staff will experience optimum operation and efficiencies in using technology on campus that will enhance student learning.	Staff, faculty and student climate survey.	80%	**All staff have laptops as well as desktops.** **We are moving to utilizing One Drive so local files can more easily be accessed when working remotely.**

Project List for Current Year

Department/Service Area: IT   Lead: Sheryl

Team Tom and Nikole

Academic Year: 2022-2023

Project	Description	Budget Requirements	Year	Progress
Cybersecurity	Continue to install new Crowdstrike clients Phishing training and monitoring	$35,000 per year if we continue to pay for it *1,427.50 – KnowB4*	2022-2023	Almost half of computers have new client installed. Working on laptops as we receive them. All users are enrolled as they are hired.
Jenzabar hosting	Evaluate and report out on cost with pros and cons of keeping Jenzabar in house vs having it hosted by Jenzabar.	160,000 est	2022-2023	Waiting for new quote from Jenzabar.
Projector	Research and plan for projector refresh	TBD	2023-2024	To be started this year.
Communication	Installing Teams client so departments have a way to do instant messaging and to collaborate more effectively when working remotely.	None	202-2024	Student Services asked to have this functionality installed for all of their area.

<u>Project List for Next Year</u>

Project	Description	Budget Requirements	Year	Progress
Cybersecurity	Continue to install new Crowdstrike clients Phishing training and monitoring	$35,000 per year if we continue to pay for it *1,427.50 – KnowB4*	2022-2023	Almost half of computers have new client installed. Working on laptops as we receive them. All users are enrolled as they are hired.
Jenzabar hosting	Evaluate and report out on cost with pros and cons of keeping Jenzabar in house vs having it hosted by Jenzabar.	160,000 est	2022-2023	Waiting for new quote from Jenzabar.
Projector	Research and plan for projector refresh	TBD	2023-2024	To be started this year.
Communication	Installing Teams client so departments have a way to do instant messaging and to collaborate more effectively when working remotely.	None	202-2024	Student Services asked to have this functionality installed for all of their area.

These are multi-year projects due to size, scope and funding. All affect the college and how we do business so we do not enter them lightly.

Cybersecurity is on the HECC list of priorities but how the legislature will view it is unknown at this time. If the State decides to fund it, what kind of rules and restrictions will be added?

Jenzabar hosting offers some real advantages but we must weigh the cost against what it costs in-house and decide if that is the right move for TBCC.

Communication – Our current phone system has phones that regularly go offline. No idea why. Getting a new phone system is expensive and is it the best move for the college? Times have changed. COVID ushered in a new era in communications with employees and students. TBCC wants to continue to offer the personal touch we have to support our people where they are with the tools that best fit the way they and TBCC need them to work.

Service Needs, Issues, and Challenges

The summer of 2021 saw great strides to move forward on a number of projects due to new demands and the existence of CARES and HEERF pandemic monies.

- Classroom technology was upgraded to include ceiling mics and mounted cameras
  - We received a lot of feedback from the original group and made several modifications to our setup in response.
    - A second screen was added so remote students could be seen more readily
    - We added handheld and lapel microphone capability in our 2 expandable rooms

I believe these improvements are reflected in our 2022 survey which shows an 87% satisfaction rate with 14% neutral and our sound rating is at 86% with a 14% neutral group. This was quite an increase from 2021. I will be looking to see if this increases and people become more familiar and comfortable with the equipment.

- To support the new increase in demand for bandwidth for video lectures and two way class work with Zoom we used pandemic funds to upgrade all of our network switches. Because we bought all of the switches with Cisco we were given a huge discount on wireless devices so we upgraded them too. We now have much better connectivity throughout the building.
- The Single Sign On (SSO) project that was started in 2018 was cancelled due to a failure of the company to deliver what was promised. It was moved to Azure in 2021 and was looking very promising then we were told in early 2022 that we would be moving off of Moodle and on to Canvas. To avoid student confusion we voted to stay the course and start to implement SSO with Canvas.
  - No metrics on this yet but anecdotally it seems to be going very well.
- Technology has advanced to the point where it is more feasible to contract for specific specialty services than to hire it done in house when your organization is a small as ours. We now have hosted email, hosted eCatalog, hosted Learning Management System (Canvas), Policy site and hosted Website. While we do some management on each system, the day to day maintenance is part of the contract. We do contract with a company for specialized help with things like VMWARE that requires special knowledge.

- Desktop and laptop refreshes are done each year to keep them from being too large of a burden for both the physical replacement and the budget expenditure. We are hiring new faculty who will require equipment to do their jobs which will need to be purchased, setup and deployed.
- We will continue to work with faculty to support their efforts to more fully engage a wider range of students with visual aids. The projectors we installed have many more capabilities to interact with students but faculty must be made aware of the capabilities then shown how to take advantage of those capabilities.
- Our projects are measured by completion and whether they do the job and customer satisfaction with what has been supplied. We try to quantify this with surveys and results. Many of our programs have built in Dashboards that allow us to monitor how systems are functioning for time up, phishing attempts, etc.

From the annual Climate Survey we have seen:

The Staff and Faculty Climate Survey showed a decline in satisfaction with and Classroom Technology and Desktop Technology. We will need to survey again to see if that has improved with the adjustments made to classrooms and as instructors become more familiar with the classroom technology.

With our more mobile workforce changes in how we access files when offsite has been a challenge. I am not sure if the decline (down to 72%) is due to the actual desktop computers or more a result of the inaccessibility of files when offsite. May have to ask a clarifying question to see what the real problem is as I have not gotten any specific feedback on the desktops themselves but we have gotten a lot of opinions about the file accessibility.

Satisfaction with both desktop technology and classroom technology dropped this year.
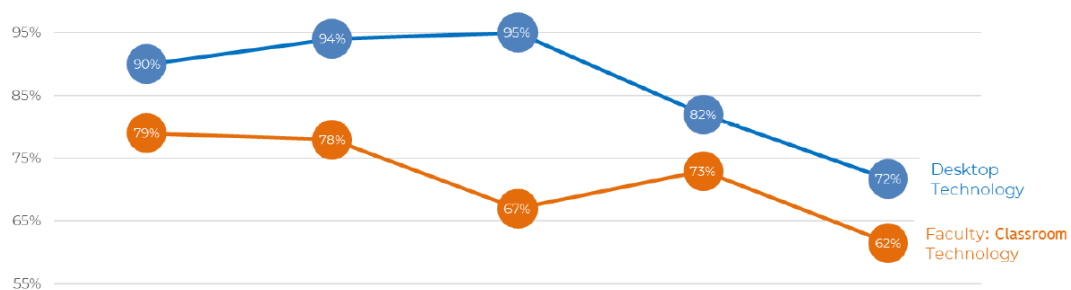
Budget for 2022-23 is going to be an issue. In response for a call to help the beginning fund balance we agreed to remove Capital expenditure money from our budget. This does not leave much to work with if major equipment breaks down. That has happened and we have to replace a major part of our biggest Uninterruptible Power Supply Unit (UPS). We will do this but other updates may

have to wait. We will be working very hard to restore budget shortfalls in 23-24 to ensure we can upgrade equipment that will be ready for a replacement cycle by then.

We also agreed to give up half of a full-time position for computer support so we will look to hire a half-time position.

The college did a major re-organization of upper management and that is still being worked in to determine how departments will work together under the new structure. One of the problems we face in the IT Department is knowing what the strategic initiatives are of the Leadership Team now that the IT Director is not part of the group. This can work but the Leadership Team has to realize that IT needs some lead time on many initiatives in order to support those initiatives. We have to evaluate for equipment needs, software needs and staffing.

For example, Cybersecurity is a huge project that affects more than just the IT group. We have contracted with a company to help in the effort but the college wide project part is determining who responds to a ransomware threat and how? If, even past our best efforts of our monitoring company and staff training to **not** fall for phishing scams, someone still hacks our network, what person, office or department makes the decision to notify constituents? Who decides we pay or don't pay? Who has the authority to call in the Calvary so to speak to help us with remediation?

The Cybersecurity example is used to point out how easy it is to overlook just how widespread a project can become once you start doing the deep dive.

Budget

A. Facilities and Equipment needs

Most of our needs are based on the people we serve and support. We will need to continue to upgrade laptops and computers to support the influx of new employees.

B. Staff need a way to communicate effectively where ever they are. We need enough staff to support employees where ever they are. With Cybersecurity monitoring rapidly becoming a full time job we will need a full-time specialist so the Coordinator and Director have time to cover the Cybersecurity front effectively. We now get cybersecurity reports from 3 different sources plus what our own employees give us which all have to be reviewed. Most of these reports now come in daily instead of monthly the way it was in years past.

Unless it is decided we do need to replace our phone system with a new phone system, which I doubt but if that should happen we will need an additional 30,000 at least on top of our normal budget. For the normal computer equipment our budget has equipment refresh cycles built in to it and should be sufficient assuming a 5 year refresh cycle.

Goals and improvements

1. Cybersecurity

2. Jenzabar hosting

3. Communications

1-a. Cybersecurity has to be a top priority due to insurance and risk. We will have to plan for mitigating a breach, what happens if there is a breach and how to recover. We will be required to have a college wide plan part of which will include Multi Factor Authentication.

2-a. Jenzabar hosting may solve two problems. We access it from anywhere and there will be some database administration, maintenance and more which will lighten the workload in our office.

3-a. Communications affects everyone. How we work with each other and how we support our students.

Each of the above items affects everyone in the college. How we work under tighter security restrictions, how we access the information we need to do our jobs and how we communicate as we work together.

There may not be a direct tie to the College's WIGS but if these three items are not addressed and done well it will make it more difficult for everyone to address any goals created by the institution.

We will not know how much or if we need to add anything to our SAO's until we move in to the implementation phases of each item in our list.

Foundation: Program Review

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION …………………………………...…….. Exec Director Lawrence

2021-2022 TBCC Foundation Program Review

1.0 support of college mission

The TBCC Foundation is a nonprofit organization committed to helping students gain a college education by awarding scholarships and building the capacity of Tillamook Bay Community College to provide vital educational opportunities for our community. We support educational programs at TBCC, and ensure the college has the resources it needs to stay current. Our purpose is to engage the community and increase the level of philanthropic support for student scholarships and the growth, innovation and overall fiscal strength of TBCC.

2.0 accomplishments in achieving goals

Service Area Outcome	Assessment Tool, Criteria for Measurement	Analysis/ Progress	Refinements/ Modifications
The Foundation will grow and	Amount of contributions or	$116,050.50 in scholarship support $9,000 Student Emergency Funds $1,000 TEYA	The TBCC Foundation board has

enhance their service to the college which helps TBCC students be successful.	donations made to the TBCC Foundation in an academic year. Thresholds • Green: > $100K • Yellow: $85-99K • Red: <$85K	$15,000 grants $3,592 in gift fees $30,000 in pledge receipts for capital $1,200 program funds $15,603 undesignated funds $4,523 for C2C $25,000 C2C Healthcare scholarship 100k planned gift	committed to increasing total funds raised to benefit scholarships by 10 percent the following fiscal year, in addition to $25k annual contribution to C2C scholarships.
TBCC students receive needed financial resources to continue their education.	2018-2020 Assessment: Green 20% Yellow 10-19% increase. Red 10% increase. Beginning 2022-2023 Assessment changed to reflect below metrics. Increase the number of students applying for scholarships. Thresholds • Green: 8-10% or greater increase • Yellow: 5-7% increase • Red: <4% increase	We saw a decrease in number of applicants 58 total, target was 59-69. COVID-19 implications are still affecting scholarship participation. Alter metric to coincide with number of students logging into AwardSpring each application cycle, rather than focusing on increase from previous year. Begin tracking a metric of 'Convert 75 percent of AwardSpring applicants to completed applications. Beginning 2022-2023 Green, Yellow and Red thresholds changed to better reflect TBCC student population. Green 8-10% increase Yellow 5-7% increase Red 4% or less increase.	Evaluate if this is an appropriate measure for this SAO. Also, consider if the spring scholarship cycle deadline should be extended. Has this been a barrier to students - this would allow for longer application period, but they wouldn't be able to participate in the student award ceremony.
TBCC Students receive needed financial resources to continue their education.	Increase the number of scholarship opportunities. Thresholds • Green: 3 or more new scholarships • Yellow: 1 or 2 new scholarships • Red: No new scholarships	This measurement will be retired - we continued to increase scholarship support available to students. Adding scholarships is not a driver increasing the amount available is the driver. 2018/19 = $102,698; 2019/20 $ 78,209; 2020/21 = $107,803	None. Measure will be retired.

Project	Description	Progress
Launch the Alumni Association	1. Work with the TBCC registrar to develop an initial mailing list for TBCC graduates and invite graduates to the Association. 2. Implement a communication and engagement plan to increase membership. 3. Develop a web presence for the Alumni Association with opt in opportunities. 4. Evaluate first year efforts.	Done. AA launched, invitations to join sent to 2018-2021 TBCC graduates. Two hard copy letters sent, welcoming to AA, inviting to join TBCC for MLK day of service, free stickers, and exclusive discount code for flash sale merchandise. Email communications sent via CC; three two regarding Mildred Davy festivities, recap and one regarding BAC fundraiser;. Digital opt in form on website. No in person events held, COVID.
Transition the Foundation Accounting System away from the Business Office	Work with the Business Office to transition the Foundation to a new local accountant and new accounting system. • Identify Accounting Needs • Interview and Hire an Accountant • Determine and purchase an accounting system • Transition funds from Jenzabar to a new system • Write procedures to manage cash handling and to meet fiduciary best practices	Done. Accounting system was transitioned. Jigsaw Consulting Services hired to set up QB, and monthly service fee of $250 arranged. Undesignated budget reflects contracted service increase. Need to finalize/tweak existing cash handling procedures, approval at fall 2022 board meeting. Currently Britta has access to QB, check writing capabilities, and listed on bank account, so permissions need to be adjusted to make board feel comfortable, as well as protect employee.
Implement a new Customer Relationship Management System (CRM)	• Determine the scope of needs for a new CRM • Research what other Foundations are using • Demo vendors • Implement the new system	Donor Perfect new CRM. Raw data transferred from Jenzabar – 80 percent complete. Pledges were transferred as gifts, so dates go into future. DonorPerfect programming team/managers have been in contact, and they are working to resolve issues.
Transition the Foundation bank account to a local bank	As directed by the Foundation Finance Committee research the region bank options in Tillamook County and recommend a new bank. • Work with the Business Office to assist with the transfer of funds. • Establish new processes for bank deposits separate from the Business Office	Done. TLC, a Division of Fibre Federal Credit Union has been a great community partner, as well as more favorable account rates/less fees than US Bank. A new checking account is established and all funds have been removed from US Bank.

3.0 personnel summary

a. Staff *1.75 FTE Executive Director, Development Specialist*

b. *Britta Lawrence, Executive Director 1.0 FTE*

The Executive Director of the TBCC Foundation is responsible for providing vision, leadership, strategic direction and administrative oversight for the comprehensive resource development efforts of the Foundation. The Executive Director reports to the Vice President of Administration and College Relations.

The Executive Director ensures compliance with all governmental policies and regulations of the Foundation, supervises foundation staff, manages daily operations of the foundation office, and is responsible for achieving all fundraising goals.

c. *Vanessa Steele, Development Specialist 0.75 FTE (This position is funded by a combination of the Title III Grant and the General Fund)*

Under the guidance of the Executive Director, the Development Specialist is responsible for supporting the administration of resource development and fundraising efforts for Tillamook Bay Community College's healthcare pathways and the Foundation. The development specialist assists the Foundation with the development and implementation of special events, fundraisers and other projects by handling logistics like event set-up, developing and maintaining guest lists, registration and training volunteers, and providing other support relating to the nursing program as needed.

The Development Specialist will develop community relationships that support the Healthcare Learning Communities and the new college Nursing program. Use of Customer Relationship Management (CRM) software (DonorPerfect), providing technical support, data entry, and summary reports to Foundation staff. Work with Foundation Executive Director to plan donor and alumni events, visits, and email campaigns. Other major areas of responsibilities include: Develop modules, reports, and customize dashboards on DonorPerfect, Provide technical support to Foundation office in analysis of constituent data, Foster best practices in use of data management, Track agreements, funding sources and financial data and provide general support for scholarships, nursing, and healthcare programs, career center and other initiatives supported by Title III.

4.0 staff development

Professional Development Britta Lawrence, Executive Director

Professional Development Objective 1: Conference for Community College Advancement - CASE
Development Activities: **The Five "C's" of Fundraising, Connections, Collaboration, Communication, Creativity, and Community**
Measurements: Complete one training
Time Frame for Completion: **October 26-28 2022, Anaheim, CA – Title III funded**
Professional Development Objective 2: AGN 103: Planning Activities
Development Activities: Planning an integrated calendar of appeals, communications and other activities is an essential aspect of a good annual giving strategy. Multi-channel plans are often complex, layered, and filled with details, but they serve as important guides and roadmaps for your program. When built and shared

correctly, they help mobilize stakeholders, optimize resources, and ensure that your efforts are executed in a timely and efficient manner.

Measurements: Complete training

Time Frame for Completion: Webinar, readily available, FY end 2023

Professional Development Objective 3: Rotary President Elect Training

Development Activities: Required training hosted by Rotary International and District 5100 to onboard as incoming president. Leadership, facilitation, fundraising, grant writing all required training areas.

Measurements: Complete training

Time Frame for Completion: FY end 2023

Professional Development Vanessa Steele, Development Specialist

Professional Development Objective 1: AGN 103: Planning Activities

Development Activities: Planning an integrated calendar of appeals, communications and other activities is an essential aspect of a good annual giving strategy. Multi-channel plans are often complex, layered, and filled with details, but they serve as important guides and roadmaps for your program. When built and shared correctly, they help mobilize stakeholders, optimize resources, and ensure that your efforts are executed in a timely and efficient manner.

Measurements: Complete one training

Time Frame for Completion: Webinar, readily available, FY end 2023

Professional Development Objective 2: AGN 102: Segmenting Prospects

Development Activities: Segmenting your audience is the first step in developing a successful annual giving strategy. This begins by recognizing the different behaviors, characteristics, and interests of your prospects, organizing them into groups, and developing messages that are personal and meaningful. Doing this in a thorough and thoughtful way will help ensure that all of your appeals and communications are optimized and integrated across each and every channel.

Measurements: Complete one training

Time Frame for Completion: Webinar, readily available, FY end 2023

Professional Development Objective 3: DonorPerfect customized trainings

Development Activities: Preparing custom reports, analyze constituent data etc.

Measurements: Watch all available DonorPerfect knowledgebase videos, as well as complete individualized trainings with DP trainers.

Time Frame for Completion: FY end 2023

5.0 Facilities and equipment

In 2022 the TBCC Foundation moved office locations from the TBCC main campus at 4301 Third Street to the Partners for Rural Innovation Building located at 4506 Third Street. This move was necessary for two reasons, the college has grown tremendously, which means more staff were/are needed, additionally it allowed the Development Specialist to have their own office space. Having the foundation housed at PRI has strengthened partnerships with the other organizations housed at PRI: Economic Development Corporation (EDC), Small Business Development Center (SBDC), OSU Extension, Juntos Afuera and Tillamook County 4-H.

To build competency and improve financial processes, the TBCC Foundation purchased a Square credit card reader. This allows foundation staff to process donations, board lunches, event entry fees and merchandise sales on their own without the assistance of the TBCC Business Office. Previously the process had many bottlenecks, leading to delays in donor donation receipts, and the creation of additional credit card processing batches to separate TBCC Foundation and college transactions.

6.0 budget

The TBCC Foundation budget has two components that are tracked and managed differently. The College Development budget is housed under the college general fund, and managed by the foundation Executive Director and the Foundation Undesignated Budget – which is approved annually by the TBCC Foundation Board, again managed by the foundation Executive Director with a separate bookkeeping service . An updated Memorandum of Understanding (MOU) was signed in December of 2021 by the TBCC Foundation and President of TBCC – this explains in greater detail the arrangement between the college and foundation. The Title III federal grant Tillamook Bay Community College received expanded the capacity for the foundation to hire a Development Specialist. The grant was written and approved to hire a D.S., which means College Development will to start budgeting funds to cover a percentage of the Development Specialist position in years three-five. After year five, the plan is to retain the position, and have it be fully funded by the TBCC general fund.

The role of the Development Specialist is to identify funding sources that could help bring up the new nursing program, and continue to strengthen/expand our healthcare pathways programs. This support is crucial to ensure we meet all appropriate metrics laid out in the Title III grant, and allocated funds from the bond that was passed in Tillamook County in May 2022 to build a healthcare pathways building, and start a nursing program.

The TBCC Foundation will continue to help identify funding sources for equipment or capital as the College President or other departments approach them on campus.

7.0 Strengths and weaknesses

a. Strengths
   - Title III provided funding to purchase a Customer Relation Management (CRM) software. This new tool will allow TBCC Foundation staff to pull the necessary donor reports without spreadsheet manipulation, and using 'workarounds' previously necessary with the Jenzabar Advancement module.
   - Tillamook County passed the bond in May – demonstrating there is a large percentage of community support and momentum that can be capitalized on as we begin fundraising to support our new nursing program as well as our other healthcare pathways.
   - Internal staff promotion from Development Director to Executive Director is a benefit to knowing the details and what caveats are included in each role.

b. Weaknesses
- The largest weakness the foundation faced was not being able to hire a development specialist for the first six months the Title III grant funds were available. Year 1 is where metrics are developed for the five-year reporting period – ex. Establish increased capacity and ROI the foundation has with new software and staff in place.

c. Opportunities
- More collaboration with the student services staff made during scholarship cycles. Being present at student orientation sessions, and financial aid workshops helped to get the idea of foundation scholarships in front of students more frequently.
- The TBCC Foundation scholarship cycle was selected as one category for the Student Services LEAN audit. The SS team did this work, and their suggestions were shared with the foundation executive director. Valuable for other areas of TBCC to familiarize themselves with the foundation, as well as offering support in time of staffing challenges.

d. Challenges
- The COVID-19 Pandemic affected the TBCC Foundation's ability to host in person events/fundraisers. This affected the launching of the Alumni Association and networking gatherings that we intended to host.
- The TBCC Foundation Board had two long time board members resign after the Development Director was reassigned to the Executive Director of the Foundation. This placed more weight on the remaining board members shoulders, causing some stress in committee work due to dwindling participation.
- Like nearly all higher education foundations across the state, the TBCC Foundation faced staffing challenges when advertising for the Development Specialist position. TBCC was awarded a Title III grant, which provided a funding source for multiple positions, but the Development Specialist role was vacant for six months prior to being filled. We now have an excellent staff person in that role that has nonprofit and medical field experience, but no previous employment experience with higher education.

7.5 Past year goal look back

Project	Description	Year	Progress
Develop a Fundraising and Communication plan for 2020	Develop an integrated communication and fundraising plan that increases the donor base, retains current donors, and increases resources available to the college by providing community engagement opportunities, fundraising options, and meaningful stewardship of donors. 1. The TBCC Foundation Board will finalize a Fundraising and Engagement Plan for calendar year 2020 at the Dec. board meeting that integrates all foundation engagement, stewardship, and fundraising goals.	2019	A communication and stewardship plan was created and launched 12/2019. A Director of Development was hired in 2020 to complete the work.

Research developing an Alumni Association	Investigate options for developing an Alumni Association at TBCC. 1. Consider goals for the program. 2. Consider database needs. 3. Ask Blue Mountain to share their research. 4. Seek input from Alumni regarding what they would like in an Alumni Association.	2020	This will be completed by the new Development Director and will roll as a project into 2020-21.
Increase Community Engagement/civic opportunities at the college	The Advancement team will work with the equity and inclusion committee and other partners throughout the college to implement three community engagement/civic events sponsored by the college. 1. Recognition of a national "month" that includes a community partner and onsite event (Black History Month, Women's History Month, etc.) 2. Collaborate with the Art instructor to hold a student Art Showcase and fundraising reception in March 2020 3. Fundraiser for the TBCC Student Food Pantry	2020	The Spring Art show was cancelled due to COVID-19. The Poet Laureate was cancelled due to COVID-19. Outreach for the food pantry was made to Foundation donors and donations were received but needs more coordination with the equity team. Management of this project will be with the new Development Director and this project will roll into next year's project plan. The intent is for the DD to serve as a point person for activities and assist with logistics and any public relations.
Develop an Alumni Association	Develop an Alumni Association at TBCC. 1. Consider goals for the program 2. Consider database needs 3. Ask OCCF to share their research 4. Seek input from Alumni regarding what they would like in an Alumni Association 5. Write and launch an approved plan for 2022	2021	Work is underway. Met with OSU Alumni leaders. Reviewed BMCC research as well as their alumni program launch.
Reconstruct the AAUW/TBCC Reflection Garden and celebrate completion of the 10-year project.	1. Redo the memorial bricks 2. Update the kiosk 3. Through a celebration event in conjunction with AAUW Create media around the project and relationship with AAUW	2021	This project is on track to be completed in Spring of 2021. A celebration will be held to recognize the AAUW partnership and success. 10-year tree project.
Launch the Alumni Association	1. Work with the TBCC registrar to develop an initial mailing list for TBCC graduates and invite graduates to the Association. 2. Implement a communication and engagement plan to increase membership.	2021	AA launched, invitations to join sent to 2018-2021 TBCC graduates. Two hard copy letters sent, welcoming to AA, inviting to join TBCC for MLK day of service, free

	3. Develop a web presence for the Alumni Association with opt in opportunities. Evaluate first year efforts.		stickers, and exclusive discount code for flash sale merchandise. Email communications sent via CC; three two regarding Mildred Davy festivities, recap and one regarding BAC fundraiser. Digital opt in form on website. No in person events held, COVID.
Transition the Foundation Accounting System away from the Business Office	Work with the Business Office to transition the Foundation to a new local accountant and new accounting system. • Identify Accounting Needs • Interview and Hire an Accountant • Determine and purchase an accounting system • Transition funds from Jenzabar to a new system • Write procedures to manage cash handling and to meet fiduciary best practices	2021	Done. Accounting system was transitioned. Jigsaw Consulting Services hired to set up QB, and monthly service fee of $250 arranged. Undesignated budget reflects contracted service increase. Need to finalize/tweak existing cash handling procedures, approval at fall 2022 board meeting. Currently Britta has access to QB, check writing capabilities, and listed on bank account, so permissions need to be adjusted to make board feel comfortable, as well as protect employee.
Implement a new Customer Relationship Management System (CRM)	• Determine the scope of needs for a new CRM • Research what other Foundations are using • Demo vendors • Implement the new system	2021	Donor Perfect new CRM. Raw data transferred from Jenzabar – 80 percent complete. Pledges were transferred as gifts, so dates go into future. DonorPerfect programming team/managers have been in contact, and they are working to resolve issues.
Transition the Foundation bank account to a local bank	As directed by the Foundation Finance Committee research the region bank options in Tillamook County and recommend a new bank. • Work with the Business Office to assist with the transfer of funds. Establish new processes for bank deposits separate from the Business Office	2022	Done. TLC, a Division of Fibre Federal Credit Union has been a great community partner, as well as more favorable account rates/ less fees than US Bank. A new checking account is established and all funds have been removed from US Bank.

8.0 new goals and plan

After completing the S.W.O.C. analysis, established TBCC Foundation operational project list and SAO's were examined to ensure strengths and opportunities are leveraged, and challenges and weaknesses are analyzed and improved upon. This analysis discontinued some existing priorities that don't reflect the work or success of the TBCC Foundation – creating a specific number of new scholarships each year, total dollars received rather than funds dedicated to scholarship contributions only.

Project	Description	Progress
Engage and Utilize Alumni Association members as donors	- Turn 10 percent of association members to donors a year. - Develop 'outstanding alumni award'. Expand opt in form to include alumni nominations, publish in winter newsletter.	All AA directory included in foundation newsletter mailing, as well as invited to MD luncheon.
Engage/Develop Foundation Board	Utilize Title III funds to do some board development. Find the fire and passion that existing members have, as well as onboarding new board members - Add two board members to roster - Encourage/enforce all board members as donors as mentioned in board policies - Work with governance committee to audit existing board policies. What is working – what is not? Should we implement a code of conduct? - Non Profit Board Professional Development	Two board members added in September. Committee assignments sent to existing and new board members. Meeting with Ann Batchelder, employed at Adventist Health to hopefully welcome a healthcare expert to the foundation board.
Implement a new Customer Relationship Management System (CRM)	- Project not 100 percent complete – carry over from 21-22. - Work with DonorPerfect programmers to fix pledge information from conversion	DonorPerfect programming team/managers have been in contact, and they are working to resolve issues.
Onboard Development Specialist – Title III funded, explore CWE student	- Establish job description with HR and Title III director - Determine best places to advertise and attract potential employee - Develop onboarding schedule/plan when employee is hired - Determine if CWE student could be hired – to ensure no supplanting is done with Title III funded DS position.	DS hired onboarding underway. Intern sourced through Tillamook Works program scheduled to begin as Foundation intern winter term.

Voter Voice

<u>RECOMMENDATION</u>
INFORMATION ONLY

<u>BACKGROUND INFORMATION</u> …………………………………..………….………...VP Luquette

Oregon Community College Association (OCCA) has been using a tool called Voter Voice to send messages to Oregon Legislators with excellent results since 2021. Voter Voice is a mobile application that once downloaded allows you to send messages to legislators in your district with targeted messages. Periodically throughout the upcoming legislative session OCCA will create campaigns with preloaded messages that we can all use to send to our legislators. At the meeting VP Luquette will give a demonstration of voter voice and show the board how to download the app.

ASTBCC Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION …….……………………………….….. ASTBCC President Mitchell

The ASTBCC President will update the Board on recent activities of ASTBCC.

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION …………………………..…………..………….VP LUQUETTE

The report for the month of October 2022 is available for your review.

Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended October 2022
33.33% of fiscal year completed

	FY 2021-2022			FY 2022-2023		
	Annual Budget	10/31/2021 Actual	Percentage of Budget	Annual Budget	10/31/2022 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	$ 1,600,000	$ 1,824,498.87	114.03%	$ 1,800,000	$ 1,748,150.55	97.12%
State	$ 2,784,406	$ 1,459,728.06	52.43%	$ 3,066,186	$ 1,661,567.96	54.19%
Property Taxes	$ 1,410,834	$ 7,954.68	0.56%	$ 1,473,213	$ 5,860.10	0.40%
Local Contracts	$ 40,640	$ 44,285.04	0.00%	$ 40,640	$ 19,112.00	47.03%
Tuition	$ 942,100	$ 333,846.43	35.44%	$ 942,100	$ 312,756.00	33.20%
Fees	$ 225,077	$ 78,698.00	34.96%	$ 230,577	$ 73,430.00	31.85%
Sale of Goods	$ 5,000	$ 1,523.25	30.47%	$ 5,000	$ 454.39	9.09%
Interest	$ 50,000	$ 9,603.58	19.21%	$ 45,000	$ 29,557.35	65.68%
Rental	$ 18,000	$ 3,405.00	18.92%	$ 18,000	$ 8,294.74	46.08%
Miscellaneous	$ 30,000	$ 14,056.90	46.86%	$ 30,000	$ 5,589.48	18.63%
Transfers	$ 580,683	$ 31,091.58	5.35%	$ 774,816	$ 1,691.17	0.22%
Total resources	$ 7,686,740	$ 3,808,691.39	49.55%	$ 8,425,532	$ 3,866,463.74	45.89%
Expenditures						
Instruction	$ 2,255,758	$ 528,956.24	23.45%	$ 2,463,532	$ 766,982.74	31.13%
Instructional Support	$ 724,461	$ 203,928.40	28.15%	$ 757,033	$ 227,901.35	30.10%
Student Services	$ 629,173	$ 181,620.98	28.87%	$ 648,400	$ 172,233.59	26.56%
College Support	$ 2,073,977	$ 682,834.54	32.92%	$ 2,451,261	$ 862,305.37	35.18%
Plant Operation	$ 378,180	$ 113,868.78	30.11%	$ 455,629	$ 138,870.85	30.48%
Transfers	$ 298,000	$ 56,784.09	19.06%	$ 308,000	$ 56,581.58	18.37%
Contingency	$ 127,191	$ -	0.00%	$ 141,677	$ -	0.00%
Total expenditures	$ 6,486,740	$ 1,767,993.03	27.26%	$ 7,225,532	$ 2,224,875.48	30.79%
Ending fund balance	$ 1,200,000	$ 2,040,698.36	170.06%	$ 1,200,000	$ 1,641,588.26	136.80%

Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended October 31, 2022

	Fund No.	Beginning Fund Balance	2022-2023 Revenue	2022-2023 Expenditures	Ending Fund Balance	2022-2023 Spendable Budget	2021-2022 Prior Year Expenditures 10/31/2021
Nursing Program Agreement	2010	$ -	$ -	$ -	$ -	$ 49,000	$ -
Tillamook Works	2030	11,508.47	-	23,706.51	(12,198.04)	90,229	21,398.82
Career Connect	2032	-	-	-	-	87,729	-
WOU RISE	2040	-	-	-	-	-	-
Title III Grant	2200	-	-	125,078.54	(125,078.54)	590,588	-
Future Ready Grant	2231	-	-	16,117.87	(16,117.87)	251,216	-
Pathways Grant	2250	-	-	10,575.79	(10,575.79)	34,819	6,326.01
Industrial Maintenance Tech	2260	37,273.57	-	-	37,273.57	47,944	1,470.67
SBDC Federal Grant	2300	19,335.67	-	10,414.93	8,920.74	33,000	8,774.05
SBDC State Grant	2310	37,421.43	-	15,404.64	22,016.79	75,000	33,010.88
SBDC Program Income	2320	55,876.91	12,935.00	10,967.98	57,843.93	89,406	28,928.77
EDC Contract	2350	-	13,628.63	53,108.84	(39,480.21)	177,627	50,649.27
TEC Vocational Education Grant	2400	(201.35)	-	-	(201.35)	66,000	-
Food Pantry	2480	308.76	-	-	308.76	-	289.04
ASPIRE Program	2540	3,444.32	-	-	3,444.32	3,000	-
Benefits Navigator Grant	2551	-	19,985.24	24,962.31	(4,977.07)	85,000	11,294.60
Student Success Grant	2560	(18,665.64)	-	22,257.05	(40,922.69)	78,685	25,951.32
STEP Grant	2580	28,562.90	15,729.21	13,913.51	30,378.60	46,967	25,661.77
STEP 100% Grant	2581	3,174.72	-	822.98	2,351.74	30,000	5,055.48
Pathways to Opportunity	2590	22,645.34	-	4,725.50	17,919.84	14,000	-
ONWIB Student Success Coach	2595	-	-	-	-	-	-
Guided Pathways Implementation	2610	20,339.97	-	69.89	20,270.08	18,000	-
CARES Act Institutional - Section 1	2701	(1,295.00)	-	277.50	(1,572.50)	-	207,053.38
CARES Act Institutional - Section 2	2702	-	-	-	-	30,000	15,950.00
CARES Act Institutional - Section 3	2703	-	-	-	-	-	1,372.55
GEER Institutional Grant	2704	-	-	-	-	-	10,606.35
Partners for Rural Innovation Operations	2890	6,528.75	600.00	16,708.40	(9,579.65)	49,800	17,005.35
Capital Depreciation & Maintenance Fund	2900	975,712.74	5,191.58	-	980,904.32	100,000	-
Timber Tax Reserve Fund	2910	4,260,352.57	-	-	4,260,352.57	750,000	-
PRI Capital Maintenance Fund	2920	101,834.95	541.85	-	102,376.80	20,000	-
Strategic Investment Fund	2950	1,200,829.91	6,389.39	-	1,207,219.30	450,000	-
Total Special Fund		$ 6,764,988.99	75,000.90	$ 349,112.24	$ 6,490,877.65	3,268,010	$ 471,687.49

Schedule of Special Fund borrowing from General Fund	Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 10/31/2022
Total of Grants that borrow from the General Fund	$ (120,569.33)	$ 136,768.98	$ -	$ (257,338.31)
Total of Grants & Reserves that are not borrowing from the General Fund	$ 6,627,564.85	$ (729.00)	$ -	$ 6,628,293.85
Total Special Fund	$ 6,506,995.52	$ 136,039.98	$ -	$ 6,370,955.54

	Fund No.	Beginning Fund Balance	2022-2023 Revenue	2022-2023 Expenditures	Ending Fund Balance	2022-2023 Spendable Budget	2021-2022 Prior Year Expenditures
Community Education	3100	$ 10,181.32	$ 236.00	$ 3,318.87	$ 7,098.45	$ 9,945	1,799.37
TBCC Store	3200	14,743.45	874.02	728.03	14,889.44	8,550	35.45
Customized Training Projects	3300	16,557.06	-	600.00	15,957.06	18,297	-
Truck Driving Program	3310	15,507.10	62,200.00	53,154.19	24,552.91	173,031	42,242.26
Truck Driving Simulator	3320	(22,039.00)	-	528.00	(22,567.00)	-	1,796.80
TBCC Vending	3400	9,181.16	472.02	506.18	9,147.00	10,000	851.08
Total Enterprise Fund		$ 44,131.09	$ 63,782.04	$ 58,835.27	$ 49,077.86	219,823	$ 46,724.96
PERS Pension Bond Fund	4100	$ 23,403.85	$ 56,581.58	$ 1,600.00	$ 78,385.43	$ 175,321	1,600.00
General Obligation Bond Fund	4200	(34,428.19)	2,694.69	-	(31,733.50)	782,325	-
2022 General Obligation Bond Fund	4210	-	-	-	-	300,000	-
Total Debt Service Fund		$ (11,024.34)	$ 59,276.27	$ 1,600.00	$ 46,651.93	1,257,646	$ 1,600.00
Campus Construction Fund - GO Bonds	5200	$ -	$ -	$ -	$ -	$ 14,500,000	$ -
Campus Construction Fund - Local Match	5250	145,387.79	773.57	-	146,161.36	31,000	-
Campus Construction Fund - State Match	5300	-	-	-	-	8,000,000	-
Grant Construction Fund	5550	(145,008.57)	20,000.00	-	(125,008.57)	-	-
Center for Industrial Technology Fund	5551	-	-	-	-	1,100,000	-
Total Capital Projects Fund		$ 379.22	$ 20,773.57	$ -	$ 21,152.79	23,631,000	$ -
Associated Students of TBCC	7100	$ 8,960.01	$ -	$ 25.96	$ 8,934.05	$ 9,481	774.70
Phi Theta Kappa Honorary Society Fund	7200	829.79	-	-	829.79	2,250	253.53
Total Agency Fund		$ 9,789.80	$ -	$ 25.96	$ 9,763.84	11,731	$ 1,028.23
PELL Grant	8010	-	$ 105,458.00	$ 128,497.00	$ (23,039.00)	751,150	187,662.00
Supplemental Education Opportunity Grant	8020	-	2,107.00	3,107.00	(1,000.00)	17,720	3,360.00
CRRSA Act for Students	8093	-	7,732.00	7,732.00	-	-	159,767.00
Direct Loans	8100	-	5,833.00	6,845.00	(1,012.00)	350,000	17,363.00
Federal Work Study	8190	-	-	880.77	(880.77)	14,244	358.37
Oregon Opportunity Grant	8210	926.00	62,790.00	41,166.00	22,550.00	250,000	62,505.00
Chafee Grant	8220	-	-	-	-	15,000	1,667.00
Oregon Promise Grant	8230	-	25,900.00	18,671.00	7,229.00	90,000	24,676.00
State CARES Support	8231	-	-	-	-	-	1,667.00
Tuition Waivers	8310	6,766.00	-	424.00	6,342.00	10,000	832.00
Board Scholarships	8320	43,494.41	-	31,520.00	11,974.41	170,000	45,010.20
Institutional Work Study	8330	42,257.45	-	-	42,257.45	10,072	38.39
Foundation Scholarships	8340	-	29,523.00	39,147.00	(9,624.00)	85,000	34,519.77
Non-Institutional Scholarships	8400	4,447.28	13,786.00	2,380.00	15,853.28	53,328	9,730.00
Total Financial Aid Fund		$ 97,891.14	$ 253,129.00	$ 280,369.77	$ 70,650.37	1,816,514	$ 549,155.73

President's Report

<u>RECOMMENDATION</u>
INFORMATION ONLY

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

<u>Upcoming Dates</u>:
- The next Board meeting is Monday, <u>January 9, 2023 at 5:00 pm</u>. This meeting will be Hybrid.
- The next OPC meeting is Thursday, December 8 with the OCCA Board meeting on Friday, December 9.
- The College is closed for the holidays December 21-27.

<u>Updates</u>:
- Legislative update. Meeting with legislators being scheduled.
- Extended Staff meeting summary.
- PSU Salary Study.

Board Member Discussion Items

<u>RECOMMENDATION</u>
INFORMATION ONLY

<u>BACKGROUND INFORMATION</u>……………………………………………………Chair Gervasi

Adjournment

RECOMMENDATION
ACTION ITEM

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