



Board of Education Meeting Agenda

Date: Monday, June 6, 2022

Special Board Meeting for Budget Hearings – Virtual Zoom meeting – 5:00 - 5:30 p.m.

- A1. Call to OrderChair Gervasi
- B1. Approval of the Agenda(ACTION) Chair Gervasi
- C1. Public Hearing on 2021-2022 Supplemental Budget..... AVP Williams
- D1. Public Hearing on 2022-2023 Budget AVP Williams
- E1. Adjournment(ACTION) Chair Gervasi

TBCC Board Meeting Zoom – 5:30pm – 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 May 2, 2022 Meeting Minutes | |
| | c. Personnel Report..... | VP Luquette |
| 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. 500-level Policy Revisions: Second Reading | (Action) President Tomlin |
| | b. 300-level Policy Revisions: Second Reading | (Action) President Tomlin |
| | c. CNA Program: Second Reading | (Action) VP Rivenes |
| | d. Dates for 22-23 Board Meetings and Retreat | (Action) President Tomlin |
| | e. Adoption of 2021-22 Supplemental Budget Resolution | (Action) AVP Williams |
| | f. Adoption of 2022-23 Budget | (Action) AVP Williams |
| | g. Election of Board Officers | (Action) President Tomlin |
| | h. Board Committee Assignments | (Action) President Tomlin |
| | i. Draft Strategic Plan: First Reading | Director McCarley |
| | j. US Bank Treasury Management Signer | (Action) VP Luquette |
| | k. Appendices 22-23..... | (Action) AVP Williams |
| 5. | Information-Only Items (Board members may request any item be placed on the discussion agenda) | |
| | a. Bond Measure Update | President Tomlin |
| | b. ASTBCC Report | ASTBCC President Ayala |
| | c. Financial Report | AVP Williams |
| | d. President’s Report | President Tomlin |

6. **Board Member Discussion Items** ----- Chair Gervasi
7. **Adjournment** ----- (Action) Chair Gervasi
8. **Executive Session** ----- (Action) Chair Gervasi
Move to the Executive Session of the Meeting.

Pursuant to O.R.S. § 192.660 (2)(i) and (2)(e) 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 and property related issues on Monday, June 6th, 2022 at 7:00pm in a virtual format.

Call to Order - Budget Hearing

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION.....Chair Gervasi

Approval of the Budget Hearing Agenda

RECOMMENDATION

ACTION ITEM

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

Items for approval:

- A1. Call to OrderChair Gervasi
- B1. Approval of the Agenda(ACTION) Chair Gervasi
- C1. Public Hearing on 2021-2022 Supplemental Budget..... AVP Williams
- D1. Public Hearing on 2022-2023 Budget AVP Williams
- E1. Adjournment(ACTION) Chair Gervasi

Public Hearing on 2021-22 Supplemental Budget

RECOMMENDATION

HOLD PUBLIC HEARING ON THE 2021-2022 SUPPLEMENTAL BUDGET

BACKGROUND INFORMATION AVP Williams

The following appropriation increases, decreases and transfers will be made to the 2021-2022 Adopted Budget upon receiving board approval:

- General Fund
 - Transfers In increased by \$138,091 to offset the Transfers Out in the Special Fund due to additional funds from grants.
 - Instructional Support increased by \$94,814 due to changes in staffing and a contract in support of strategic planning for accreditation.
 - College Support increased by \$43,277 due to changes in staffing.
- Special Fund
 - Federal Sources increased by \$684,318 due to grants from the Higher Education Emergency Relief Funds (HEERF) and Title III.
 - State Sources increased by \$97,913 due to grants for a Benefits Navigator and STEP.
 - Local Sources increased by \$6,000 due to grants from Western Oregon University.
 - Instruction increased by \$265,565 to purchase Hy-Flex equipment and support instructional adaptation while using Hy-Flex from HEERF and nursing program supplies and equipment from Title III.
 - Instructional Support increased by \$96,079 to provide instruction support staffing in the Hy-Flex classrooms from HEERF and costs related to curriculum development for the Nursing program and staffing from Title III.
 - Student Services increased by \$221,627 due to staffing a Benefits Navigator and STEP student support expenses; costs related to online services for students, implementation costs of texting services, and support staff retention incentive payments from HEERF; student success coaches, training, and supplies from Title III; and costs related to the Grow Your Own program from Western Oregon University.
 - College Support increased by \$43,305 to support the Title III director, contracted services, and supplies.
 - Plant Operation and Maintenance increased by \$23,564 to support COVID vaccination incentives for students and employees, office space barriers, and cleaning supplies from HEERF.
 - Transfers Out increased by \$138,091. This is a combination of PERS Debt Service Transfers, recovery of lost revenue due to COVID, and Administrative Overhead transfers to the General Fund from grants.

- Enterprise Fund

Other Sources increased by \$16,614 from the sale of old instructional equipment.

Instruction increased by \$48,500 to purchase additional instructional equipment

Instructional Support decreased by \$31,886 due to a vacant staff position and the need to support the cost of instructional equipment.

Public Hearing on 2022-2023 Budget

RECOMMENDATION

HOLD PUBLIC HEARING ON THE 2022-2023 BUDGET

BACKGROUND INFORMATION AVP Williams

No changes have been made to the budget since we received budget committee approval on April 11th.

The budget committee approved TBCC's permanent tax rate as well as property tax levies for both the 2016 GO Bond indebtedness, as well as estimated bonded indebtedness. The resolution the Board will be asked to approve currently only includes the permanent tax rate and current bonded indebtedness.

If TBCC sells GO bonds that voters approved on May 17th in July, the Board will need to approve amended budget resolutions to include the 2022 GO Bond property tax levy prior to certifying the tax levies with the Tillamook County Assessor.

TBCC also expects to make changes related to grants that weren't anticipated when the proposed budget was developed. Local Budget Law does allow for budget increases after adoption without limitation on amount. After budget adoption, budget increases of over 10% in any fund require that we publish a supplemental budget hearing notice and hold a public hearing prior to adopting a supplemental budget.

Adjournment

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION..... (Action) Chair Gervasi
MOTION TO ADJOURN THE PUBLIC BUDGET HEARING.

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 JUNE MEETING.

Items for approval:

- a. Approval of Agenda
- b. Approval of May 2nd, 2022 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JUNE MEETING.

Board of Education Meeting Agenda

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TBCC Board Meeting Zoom – 5:30pm – 7:00pm

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May 2nd, 2022 Board of Education Meeting Minutes

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

Members in Attendance: Pam Zweifel, Mary Jones, Kathy Gervasi, Mary Faith Bell, Jennifer Purcell

Members Not in Attendance: Betsy McMahon, Tamra Perman

TBCC Staff in Attendance: President Ross Tomlin, VP Teresa Rivenes, VP Heidi Luquette, Director Erin McCarley, Director Carl Chambers, Executive Assistant Sommer Hendrickson, Director Sheryl Neu, AVP Kyra Williams, Dean Doug Goodwin, Michele DeGraffenreid, Sayde Walker, Grant Mitman

Call to Order • Acknowledge Guests (Agenda Item 1) ----- Chair Gervasi

The meeting was called to order at 5:01pm. President Tomlin introduced AOAT Award winner Andrew Clegg.

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

Approval of Agenda (Agenda Item 2.a)

There were no changes to the agenda for the May 2, 2022 meeting.

Approval of March 7th, 2022 Meeting Minutes (Agenda Item 2.b)

There were no corrections to the minutes from the April 4th, 2022 meeting minutes.

Personnel Report (Agenda Item 2.c)..... Director Chambers

The Personnel Report for the month is included in the packet for this meeting. Recently filled positions include Dean of General Education and Transfer (Doug Goodwin), Director of Nursing (Ann Cook), and SBDC Office Specialist (Priscilla Garcia). The Director of SBDC and the Healthcare Program Coordinator have been hired contingent upon reference and background checks. Tom Lackaff was also hired into the new ABE/GED/ESOL/Spanish Full-time faculty position. Grant Mitman was hired into the full-time science faculty position. The Director of Business Services position was pulled and is being re-evaluated based on the needs of the business office. The Tillamook Works Coordinator positions were also pulled temporarily to adjust the education requirements.

The following positions remain open until filled: VP of Instruction and Student Services, Evening Facilities Specialist, Payroll Specialist, Healthcare Program Coordinator, and Development Specialist.

Mary Faith Bell motioned to approve the Consent Agenda. Pam Zweifel 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)

CNA Program: First Reading (Agenda Item 4.a)VP Rivenes

VP Rivenes presented the new CNA program to the Board members for a first reading. This program has to go to both the Board of Nursing and TBCC's Board of Education for approval. It was submitted to the Board of Nursing on May 2nd, 2022. This is one of the first measurables of the Title III grant. VP Rivenes noted that partnering with other schools for this program was looked at; however, it was easier to start a new program. Mike Kelly will be the instructor for the CNA program but will have help from Misty who is currently consulting on our nursing program. It is hoped that this program will be up and running by the Summer term of 2022. TBCC has received a grant from the EDC, Terre Cooper, for just over **\$8,000**, which will pay for any students who've been dislocated by the Kilchis, Nehalem and Griffin House closings.

VP Rivenes advised that three students have registered that were dislocated from the CARE facilities. She also noted that the program would only be nine credits for the certification. VP Rivenes then commented that Local employers in Tillamook County have been asking for this type of program, namely Adventist Health. For this reason, they will continue to get more grants to pay for this. They will be looking into funding from the Workforce Development Board and a few others.

The Board wanted to know if the College was looking at Future Ready Funding through the Workforce Investment Board or the first round of competitive funding through HECC? VP Luquette stated that this is all work that the College would want to have connected to the Future Ready Funds. However, with this program, there is already student funding through EDC. VP Rivenes also stated that the supplies needed for the program are the exact supplies necessary for the Nursing program. This means that the Title III grant can be used to cover those costs. There were also donations from local community partners and CARE. She also noted that there are multiple other funding options for students. These options include ETPL (Eligible Training Provider List) and the NOW (North Oregon Works) program.

Policy Review: 500-Level Polices: Second Reading (Agenda Item 4.b)..... President Tomlin

Policy 501 revisions were presented for a second reading. No changes had been made since the first reading at the March meeting.

Board member Purcell suggested using stronger language regarding the phrase "**will try**" in the introduction of this policy. She noted that "**TBCC will work to assist students**" or "**will assist students where eligible**" or "**where possible**" would sound better. Board member Purcell asked for

clarification on “**College Set Rates: 501.1**” regarding past due debts. She wanted to clarify if “**past due debts**” meant a history of past due debts or only active past due debts. Lastly, she wanted to define “**individuals whose accounts have been submitted to the Department of Revenue for collection will not be eligible for a deferred tuition**” to ensure this was actively in collections, not just a past of being in collections. AVP Kyra advised that the language was intended to convey that this was regarding current or active past due debts. Board member Jones recommended adding “**currently**” in front of past due debts and collections to clarify the policy further. Board member Jones also noted that there might need to be broader language regarding the First Class Scholar “**\$250**” note. AVP Williams advised that specification is intended to be supplemental since students who have received the Oregon Promise Grant may not need the First Class Scholar to cover their tuition. It was decided to keep the “**\$250**” notation as is.

This policy will go back to AVP Hanson for further corrections. Once the modifications are complete, they will be presented to the Board for approval at the June meeting.

Dates for 22-23 Board Meetings & Retreat: First Reading (Agenda Item 4.c).....President Tomlin
President Tomlin presented the 2022-23 Schedule for Board meetings for a first reading. He informed the Board that there would be no meetings in July or August since it is not an election year. President Tomlin then asked the Board if they would like to have the Retreat in August or go back to holding it in October.

The Board was unanimous in holding it on October 3rd, 2022. President Tomlin noted that this would be an all-day event and that the Board meeting would be held the same day following the Retreat at 4 pm. The Board will revisit this topic next month for a final approval of the Retreat date.

Policy 312 Revision: Second Reading (Agenda Item 4.d).....President Tomlin
Policy 312 revisions were presented for a second reading. No changes had been made since the first reading at the March meeting.

Board member Purcell requested clarification on the meaning of “**generally run concurrently**” concerning the Federal and State leave requirements and if that was standard policy language. Director Chambers advised that the language gives room for extenuating circumstances and that these circumstances are defined at the employer's discretion. It was noted that eligibility plays a role in this as well. He stated that language is okay at the policy level and that this is clarified more in the administrative rule. Board member Purcell advised that she is comfortable keeping the language as is. The Board has elected to bring it back at the June meeting so that Director Chambers can verify Federal and State Leave requirements before approval.

New Degrees: Second Reading (Agenda Item 4.e)VP Rivenes
VP Rivenes presented the four new MTM degrees to the Board for a second reading. The four degrees were an Associate of Science – Transfer (MTM) Sociology, Associate of Science – Transfer (MTM) Sociology and Anthropology, Associate of Arts – Transfer (MTM) Sociology, and Associate of Arts – Transfer (MTM) Sociology and Anthropology. The Board had no questions or concerns.

Pam Zweifel motioned to approve the four new MTM degrees. Jennifer Purcell seconded the motion.
The motion carried.

Information-Only Items (Agenda Item 5)

AOAT Student: Andrew Clegg (Agenda Item 5.a)President Tomlin

President Tomlin introduced Andrew Clegg. Andrew was TBCC's choice for the All Oregon Academic Team Scholar award for this year. President Tomlin advised that Andrew was unable to attend and receive his award at the conference due to unfavorable weather and road conditions. He then laid out what the AOAT award recognizes before presenting Andrew with the award. It was noted that a date and time would be scheduled to present his award and medallion in person.

Andrew then spoke about his plans for the future, noting that, unfortunately, his plan has changed slightly due to a loss of belongings during a fire. He stated that his original goal was to start a fabrication shop but is now looking toward career opportunities in welding.

President Tomlin notified the Board that there is a GoFundMe set up for Andrew Clegg and his family to recoup some of the losses. Sommer advised that she would share the link for the GoFundMe with the Board.

Strategic Plan Update (Agenda Item 5.b)Director McCarley

Director McCarley provided another update on the Strategic Plan. Currently, a committee is doing the bulk of the work with the new Strategic Plan. So far, they have developed the draft mission and vision statement. The Leadership Team and planning committee have scheduled a Joint Vision Session on Tuesday, May 10th, from 10 am to 12 pm. Director McCarley extended an invite to the Board should they want to participate. The Board expressed interest in participating, asking that the date, time, and location be shared after the meeting. Director McCarley advised that the first reading of the vision statement will be at the June Board Meeting.

She then requested feedback from the Board on the draft mission statement. The Board approved the mission statement so far, commenting that it was missing a student support element. They also noted that the mission might need to reorder the wording for better flow. Their advice was to change the mission statement to ***"TBCC serves our diverse community equitably..."***. Director McCarley informed them that student support had been added to the priorities and captured in the values of the plan and that she would rework the wording of the mission statement for better flow.

She went on to say that the next phase of the Strategic Plan is to develop objectives and initiatives for each of the five priorities that have been set. Cohorts have been created for each of the priorities to start this process. She highlighted that about 34 staff members are participating in this process. Once the draft objectives and initiatives have been created, they will be brought to the planning committee for final touch-ups before going to the Leadership team. After the Leadership team approves them, they will go to the Board for final approval.

A few of the Board members decided to join different cohort groups to help create the objectives and initiatives. The Board asked what the best way for them to engage was. Director McCarley said they were welcome to join any of the cohort groups. Board Chair Gervasi elected to join the Exceptional

Student experience cohort and Board member Purcell elected to join the Leading and Engaging the Community cohort.

Staff Recognition: Sayde Walker (Agenda Item 5.c)VP Luquette

VP Luquette introduced Sayde Walker to the Board and highlighted some key reasons Sayde was nominated for Staff Recognition. Some of these highlights included her fantastic work ethic, positive attitude, high skill level, and ability to lead others. The Board also advised that she does an outstanding job at the College and in the community, specifically on the many boards she is a part of. Director McCarley thanked Sayde for the time and effort she has put into the Equity and Inclusion team.

ASTBCC Report (Agenda Item 5.d)ASTBCC President Ayala

ASTBCC President Ayala was unable to attend this meeting.

Financial Report (Agenda Item 5.e)AVP Williams

The financial report for the month of March is included in the packet for this meeting. AVP Williams anticipates that the total resources by the end of the year will reach 100% of what was budgeted. She also advised that per our typical spending pattern we are spending less than 75% in almost all of our accounts even though we are 75% of the way through the fiscal year. She expects to end the year with a healthy ending fund balance.

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

President Tomlin began his remarks with a reminder that the next board meeting is scheduled for June 6th, 2022, at 5:00 pm.

He then notified the Board that they would be presented with the final budget for next year at the June meeting. They will also be looking at officers and committee members for next year at that time.

President Tomlin announced that graduation will be Friday, June 17th at 5:30 pm in the campus parking lot. Instead of having the students walk across a trailer, they will be using the stage from the fairgrounds. The Board requested to know what time they should meet at the College that day. President Tomlin asked that they be at TBCC by 5 pm to prepare for the ceremony.

He advised the Board that the OCCA Board meeting is coming up this Friday. It will be held in person this year in Salem. This will be the last OCCA Board meeting of the year. This meeting will consist of elections and other business relating to next year. President Tomlin will report back to the Board at the June meeting.

There are only two weeks left before voting for the Bond Measure. President Tomlin stated that the outlook is positive and good feedback has been received from the community so far. The Board asked if a double majority was needed to pass this measure; it was advised that no, it did not need that. It is a simple majority. President Tomlin has only a couple of Bond presentations left, one being the upcoming Commissioners meeting on Wednesday, May 4th at 9 am. He then advised that the Yes Committee is hoping to have a celebration on May 17th or 18th regarding the Bond regardless of the outcome.

President Tomlin then provided some highlights from the OCCA conference. He stated that the sessions were good, that the community college presidents got a chance to meet, and that he and VP Luquette were able to attend the AOAT luncheon. He noted that next year's conference would be held in Sunriver again in November.

Board Member Discussion Items (Agenda Item 6) ----- Chair Gervasi

Board member Jennifer Purcell wanted to note that she can help with the Future Ready Oregon funding. These are statewide competitive grants that align well with the work TBCC is currently doing with the Healthcare programs. She also stated that the Workforce board funding is expected to go out in the next couple of weeks. She offered to meet with the President and VPs to review these opportunities.

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

Jennifer Purcell motioned to adjourn the meeting. Mary Jones seconded the motion. **The motion carried.** The board meeting was adjourned at 6:30 pm.

Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- VP Luquette

Position Title	Start Date	Status	Screening Committee Chair
Current Posted Openings			
Vice President of Instruction and Student Services	Interviews in progress	Open until filled	Ross Tomlin
Chief Finance Officer		Open until filled	Heidi Luquette
Director of Nursing & Allied Health Program		Open until filled	Ross Tomlin
Dean of CTE		Open until filled	Teresa Rivenes
Finance and Grant Accountant		Open until filled	Heidi Luquette
Director of the Small Business Development Center	Leon Telesmanich Starts 6/6/22	Filled	Teresa Rivenes
EDC Office Support Specialist		Open until filled	Terre Cooper
Facilities Specialist		Open until filled	Pat Ryan
Payroll and Benefit Specialist		Open until filled	Heidi Luquette

Commercial Truck Driving Trainer		Open until filled	JoAnn Critelli
Program Coordinator: Healthcare	Mary King 5/23/22	Filled	Teresa Rivenes
Development Specialist		Open until filled	Britta Lawrence
Tillamook Works Coordinator		Open until filled	Teresa Rivenes

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

500-Level Policy Revisions

RECOMMENDATION

ACTION ITEM - SECOND READING

BACKGROUND INFORMATION President Tomlin

This is the year that we are reviewing all of the Board policies. Our Board Policy Committee (Kathy, Mary Faith, Mary) met in March to review recommended edits to the 500-level policies and see if any other edits were suggested. The revised 500-level policy follows this docket page.

This is a second reading for these revisions; changes requested by the Board have been made since the last reading. We ask that the Board approve the revisions at this time.

STUDENT RESOURCES & SCHOLARSHIPS

Article No.: 501

Approved: March 7, 2011, July 15, 2013, May 2, 2016, April XX, 2022

Reference: ORS 341.485

Related to: AR B008, AR B010

INTRODUCTION

TBCC will ~~try to~~ assist ~~a~~ students with financial aid options when the person/family is unable to meet college expenses. It is the student's responsibility to: (1) obtain and file the appropriate forms; (2) maintain the correct contact information on file; (3) respond promptly and fully to all requests for information; and (4) understand and comply with the rules governing the aid received.

501.1 – ~~BOARD College~~ COLLEGE SET RATES

The ~~Board-College~~ will ~~periodically~~ set and publish tuition rates, deferred tuition, interest charges and other financial programs and charges. Student financial resource processes will be developed and implemented through the Financial Aid office with approval of the AVP of Finance, the AVP of Student Services and the VP of Academic and Student Services. ~~Through College administrative Without prior approval by the Chief Finance Office or Chief Academic Officer,~~ students with current past due debts to the College will not be allowed to register for classes until the total indebtedness is paid in full. Individuals whose accounts have been submitted to the Oregon Department of Revenue for collection will not be eligible for a deferred tuition note or the Student Assistance Fund until their account is brought current.

501.2 STUDENT EMPLOYMENT

Student employment may be available at the College. A minimum of two pay grade levels of student employment are available.

A. PAID STUDENT TUTORS

Paid Student Tutors will be hired as a student employee on a term-by-term basis. The total employment for each term shall not exceed 40 hours per term. Exceptions to the maximum hours per term may be determined by the peer-tutor supervisor in consultation with the Human Resource Director and AVP of Student Services.

B. STUDENT GOVERNMENT AND HONOR SOCIETY OFFICERS

TBCC supports student leadership and values students developing their leadership skills. It is important to have as many students as possible develop their skills. To that end, a student may be an officer in only one of the student government and honor society organizations. ~~Scholarships~~ An employment position of student employee will be granted on a per term basis to officers of the following College student organizations:

STUDENT RESOURCES & SCHOLARSHIPS

Article No.: 501

Approved: March 7, 2011, July 15, 2013, May 2, 2016, April XX, 2022

Reference: ORS 341.485

Related to: AR B008, AR B010

1. Associated Students of Tillamook Bay Community College (ASTBCC) – President, Vice President, Finance Manager, Public Relations Director, and Office Manager
2. Phi Theta Kappa International Honor Society (PTK) – President, Vice President, Secretary, Public Relations Director, and Treasurer

To qualify, student officers of ASTBCC and PTK need to be actively participating in the administration, planning, and leadership of their respective organization for documented hours served. Hours qualifying include acting as a liaison between students, ~~faculty~~ and administration, assisting in the coordination and implementation of a variety of student interest topics to contribute to the social and intellectual development of the student body, and representing the student body in committee meetings and college events.

Each term, the staff advisor to each organization will identify qualified officers and the ~~AVP of Student Services~~ Director of Facilities, Safety and Human Resources or designee will approve the award. The total value of each officer's ~~scholarship~~ employment each term shall not exceed the equivalent cost of four credits of tuition.

~~501.2~~ 501.3- GENERAL TUITION WAIVERS

Tuition waivers and discounts are allowed in some circumstances for courses offered by Tillamook Bay Community College (excluding partner agency courses) as prescribed in College Administrative Rule B008. Tuition waivers will be granted at the President's discretion to support an organized student recruitment marketing campaign.

A. GED GRADUATES

To help students transition to college-level coursework, students in the GED program will receive a tuition waiver for a single ~~course during their GED studies credit or continuing education course~~ (maximum value equivalent to four credits tuition). ~~The waiver may be used after completing two GED exams. After completing all GED examinations students are again awarded a free college class (maximum value equivalent to four credits tuition).~~

B. FORMER FOSTER CHILDREN TUITION AND FEE WAIVER

Tillamook Bay Community College will waive tuition and fees not covered by federal or state aid for former foster children age 25 and under. This waiver does not apply to textbooks.

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STUDENT RESOURCES & SCHOLARSHIPS

Article No.: 501

Approved: March 7, 2011, July 15, 2013, May 2, 2016, April XX, 2022

Reference: ORS 341.485

Related to: AR B008, AR B010

C. GOLDEN AGE TUITION WAIVER

A 50% tuition waiver for credit or continuing education courses may be granted to individuals who are 62 years of age or over when classes begin. This tuition waiver does not apply to course or lab fees and textbook costs. The waiver is on a first-come, first-serve and space-available basis.

D. SENIOR AUDIT TUITION WAIVER

An Oregon resident 62 years of age or over will qualify for a tuition waiver to audit a course if: space is available in the course after tuition-paying students have registered; the department the course is being taught in approves; the auditing student is registered for eight credits or fewer per term; and, if the course is designated as a lower division collegiate course. This waiver is on a first come, first-served basis and does not apply to course or lab fees and textbook costs.

E. VETERANS TUITION WAIVER**1. DISABLED OREGON VETERANS**

Tillamook Bay Community College shall waive tuition (not covered by any other agency or government sponsored program) of veterans who are identified as disabled fifty percent or more while participating as a result of military service and who listed Oregon as their permanent residence at time of discharge. These waivers will be administered through processes outlined in Administrative Rule B010.

2. DEPENDENTS OF FALLEN OR 100% DISABLED OREGON SERVICE PERSONNEL

Tillamook Bay Community College will provide a tuition waiver to the spouse and children age 23 and under (including adoptive and step-children) of all branches of the United States Armed Forces or United States Coast Guard who:

- Died while on active duty, or
- Died as a result of a military service-connected disability, or
- Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans' Affairs.

STUDENT RESOURCES & SCHOLARSHIPS

Article No.: 501

Approved: March 7, 2011, July 15, 2013, May 2, 2016, April XX, 2022

Reference: ORS 341.485

Related to: AR B008, AR B010

In addition, the student must be a resident of Tillamook Bay Community College district at the time of application for a waiver. These waivers will be administered through processes outlined in Administrative Rule B008.

~~501.3~~ 501.4- SCHOLARSHIPS

Throughout each academic year, scholarship opportunities are made available to prospective and continuing Tillamook Bay Community College students. These scholarships can have different funding sources, different award criteria (e.g., local high school graduate, academic achievement, financial need, etc.), and often have different application requirements (e.g., completed FAFSA, student essays, etc.) and filing deadlines. Specific guidelines for advertising and award of institutional scholarships are part of College Administrative Rule B008.

On a regular basis and as approved by the College President, Tillamook Bay Community College will advertise the available scholarships, their award criteria, application requirements, and filing deadlines.

Following the filing deadline, the Tillamook Bay Community College Scholarship Committee will meet to review the applications, verify that the applicants meet the published requirements, and identify award finalists based on the award criteria and availability of scholarship funds.

A. FIRST CLASS SCHOLAR TUITION SCHOLARSHIP

The TBCC First Class Scholars Program is a tuition scholarship available to qualified Tillamook County high school or home school graduates. The scholarship is awarded in conjunction with the Oregon Promise tuition grant and covers any remaining tuition, fees and textbooks covers an up to six terms at an amount not to exceed \$250 per term for 6 terms without the written approval of the President of enrollment (6 terms up to 19 credits a term).

B. CAREER TO CAREER TUITION SCHOLARSHIP

The ~~Career to Career~~ Career-to-Career scholarship is a tuition scholarship available to qualified Tillamook County individuals who need support transitioning to a new career or promotion. The scholarship covers up to one hundred and fourteen credits of tuition, over six terms of enrollment (6 terms up to 19 credits a term).

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Policy Review: Policy 312

RECOMMENDATION

ACTION ITEM – SECOND READING

BACKGROUND INFORMATION President Tomlin

We are waiting to revise the 300 policies when the new HR Director comes on board. This one policy has some time sensitive information that needs to be added to it, so it is being brought forward to the Board now.

This is a second reading for these revisions; changes requested by the Board have been made since the last reading. We ask that the Board approve the revisions at this time.

LEAVE

ARTICLE NUMBER: 312

RELATED TO: AR C002

LAST APPROVED: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018

Definitions:

Full-time employee - classified as 1.0 FTE and scheduled to work a minimum of 1992 hours per year.

Part-time employee – classified as at least 0.5 FTE but less than 1.0 FTE and scheduled to work a minimum of 996 hours per year.

Part-time hourly – classified as working 15 hours a week or less.

Accrued leave will begin the first day of employment.

312.1 PAID VACATION LEAVE

Eligible employees, as described in the Summary of Employee Benefits Chart contained in Appendix B-1, shall earn prorated paid vacation leave each month according to the following schedule:

NON-EXEMPT

FIRST YEAR	10 Days (80 Hours) Per Year
SECOND YEAR	15 Days (120 Hours) Per Year
THIRD YEAR & THEREAFTER	20 Days (160 Hours) Max. Per Year

EXEMPT

FIRST YEAR AND EACH YEAR THEREAFTER - 20 Days (160 Hours) Max. Per Year

A. Eligibility

1. Eligible part-time employees shall earn prorated paid vacation leave based on FTE.
2. Full-time employees who work less than a full-time schedule (unpaid leave or professional leave) for a temporary period will earn leave on the basis of FTE.
3. Accrued vacation leave may be taken during the introductory period only with permission from the employee's supervisor and the College President.

LEAVE

ARTICLE NUMBER: 312

RELATED TO: AR C002

LAST APPROVED: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018

B. Scheduling

1. Vacation schedules shall be approved by the employee's supervisor in accordance with the needs of the College, and when feasible, shall be scheduled to prevent the loss of vacation time earned.
2. In cases of conflict, the supervisor will determine which request will have precedence.

C. Unused Vacation Leave

1. Employees may accrue an unlimited amount of vacation leave. However, when an employee leaves the employment of the College, unused vacation will be paid up to 20 days (160 hours) at the current salary rate, or at the discretion of the President.
2. Employees whose compensation is not fully funded by the College's General Fund will be paid all wages due and will be paid for all earned, unused vacation pay if funding for that purpose is provided by the funding entity providing their compensation. Unfunded vacation pay is at the discretion of the President.

312.2 HOLIDAYS

There shall be ~~eleven, twelve~~ paid holidays annually: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, day before Christmas, Christmas Day, and one floating holiday during the Christmas holiday to be designated by the President.

A. Eligibility

1. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid holiday leave.
2. Eligible part-time employees shall earn paid holiday leave for the hours they are normally scheduled to work on the day of the week on which the holiday falls

~~B. Scheduling~~

B. Scheduling

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LEAVE

ARTICLE NUMBER: 312

RELATED TO: AR C002

LAST APPROVED: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018

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1. In the event that essential College operations require that an employee work on a designated paid holiday, a non-exempt employee shall be compensated overtime wages in accordance with Article 311.1.
 2. In the event that a designated paid holiday falls during a period of an employee's scheduled paid vacation leave, that holiday shall not be charged against the employee's vacation leaves.

312.3 PAID SICK LEAVE

Tillamook Bay Community College provides paid sick leave to college employees as required under Oregon law. Sick leave hours are provided only for the employee's own illness or injury, or to care for a family member (as defined below).

A. Eligibility

1. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid sick leave as outlined in the Benefits Chart.
2. Eligible part-time employees .5 -.99 shall earn prorated sick leave on the basis of FTE.
3. Full-time employees who work less than a full-time schedule (unpaid leave or professional leave) for a temporary period will earn prorated sick leave on the basis of FTE.
4. Effective January 1, 2016; under SB 454, employees less than .5 FTE shall earn sick leave. Sick leave shall be earned as described in the Benefits Chart in Appendix B1.

Part-time employees less than .5 FTE and adjunct faculty may earn up to a maximum of 40 hours of sick leave a year. Maximum accrual of sick leave is 80 hours. Maximum use of sick leave is 40 hours per year.

5. In the event of a change in an employee's FTE, in which the new FTE is .5 or greater, sick leave will be prorated on the basis of the new FTE. Previously accrued sick leave will remain with the employee.
In the event of a change in an employee's FTE, in which the new FTE is less than .5 sick leave shall be earned as described in the Benefits Chart in Appendix B-1. Upon

LEAVE

ARTICLE NUMBER: 312

RELATED TO: AR C002

LAST APPROVED: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018

termination of employment accrued sick leave shall not be compensated for unless otherwise allowed under ORS.238.350.

The College provides regular notification to each employee of the amount of accrued and unused sick leave by written notice in the employee's paycheck.

B. Scheduling

1. In the event of illness or injury as applied to this section, the employee shall make a reasonable attempt to notify the employee's supervisor before or at the beginning of each scheduled work day. Each day's absence shall be reported on the monthly time sheet or leave record upon the employee's return to work and shall be applied against any unused sick leave.
2. In the event of illness or injury of an employee's immediate family which necessitates the employee's absence, unused sick leave may be used to a maximum of three days in any one instance. At the discretion of the College President or those designated by the College President, the three-day period may be extended in exceptional circumstances.
3. If an illness or injury exhausts unused sick leave, then vacation days, accumulated compensatory time and/or unpaid leave may be taken, only if said leave does not jeopardize the efficient operation of the College as determined by the College President or those designated by the President.
4. A doctor's note may be required by the employee's supervisor for any sick leave referred to above.

C. Use of Sick Leave

Sick leave may be used for the following purposes:

1. For the employee's mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or need for preventive medical care;
2. For care of a family member with a mental or physical illness, injury or health conditions; care of a family member who need medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventive medical care;
3. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
4. To care for a family member with a serious health condition

LEAVE

ARTICLE NUMBER: 312

RELATED TO: AR C002

LAST APPROVED: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018

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5. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job.
 6. To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
 7. To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
 8. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent for proceedings related to domestic violence, harassment, sexual assault, or stalking.
 9. To seek medical treatment, recover from injuries, or obtain services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.

312.4 UNPAID SICK LEAVE - FAMILY MEDICAL LEAVE

The College will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993 and the Oregon Family Leave Act (OFLA) of 1995.

A. Family Medical Leave Act

Unpaid leave for eligible employees will be provided to care for themselves or family members in cases of illness, injury, childbirth and adoption.

"Family members" for the purpose of FMLA leave means a (n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child.

In order to be eligible for the benefits under FMLA, an employee must have been employed by the College for at least 12 months and have worked at least 1250 hours during the past 12 month period.

Employees who qualify for FMLA leave will have continued health care insurance coverage. Employees shall be responsible for any health insurance premium costs in excess of the current benefit amount paid by the College.

LEAVE

ARTICLE NUMBER: 312

RELATED TO: AR C002

LAST APPROVED: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018

B. Oregon Family Medical Leave Act

Unpaid leave for eligible employees will be provided to care for themselves or family members in cases of illness, injury, death, childbirth and adoption.

“Family members” for the purpose of OFLA leave means a(n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child, same-gender domestic partner, child of same-gender domestic partner, grandparent, grandchild, parent-in-law or parent of same-gender domestic partner.

In order to be eligible for benefits under OFLA, an employee must work an average of 25 hours per week and have been employed at least 180 days prior to the first day of the family medical leave of absence. However, for parental leave, an employee becomes eligible upon completing 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

Public Health Emergency

~~Unpaid leave for eligible employees will be provided to care for school-age children who require home care due to the closure of the child’s school or childcare provider. Closure must be the result of a declared public health emergency by the Governor.~~

~~To qualify for OFLA due to a public emergency an employee must have been employed for 30 days prior to commencing leave and worked an average of 25 hour per week in the 30 days prior to commencing leave.~~

Public Health Emergency

~~Unpaid leave for eligible employees will be provided to care for school-age children who require home care due to the closure of the child’s school or childcare provider. Closure must be the result of a declared public health emergency by the Governor.~~

~~To qualify for OFLA due to a public emergency an employee must have been employed for 30 days prior to commencing leave and worked an average of 25 hour per week in the 30 days prior to commencing leave.~~

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Limited qualifying conditions.

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Limited qualifying conditions.
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LEAVE

ARTICLE NUMBER: 312

RELATED TO: AR C002

LAST APPROVED: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon Family Medical Leave Law

Employees who qualify for OFLA leave will have continued health care insurance coverage. Employees shall be responsible for any health insurance premium costs in excess of the current benefit amount paid by the College.

Under OFLA an eligible employee is entitled to take up to two weeks bereavement leave following the death of a family member as defined by OFLA. The employee must complete the leave within 60 days of learning of the death.

Federal and state leave entitlements generally run concurrently.

Absence beyond the entitlement provided in State and Federal law will be treated as Extended Leave of Absence.

312.5 CATASTROPHIC LEAVE: DONATIONS AND REQUEST FOR SICK LEAVE HOURS

Tillamook Bay Community College recognizes that employees can experience personal medical situations resulting in the need for additional time off in excess of their available leave. To address this need, eligible employees will be allowed to donate sick leave from their sick leave balance to their co-workers in need. Donation of sick leave hours and requests to receive sick leave hours will be in accordance with AR C002.

CNA Program

RECOMMENDATION

ACTION ITEM - SECOND READING

BACKGROUND INFORMATION..... VP Rivenes

This is one of the first action items you will see from our Title III grant.

Local partners have expressed, and research has verified, a high demand for CNA's in Tillamook County. For this reason, TBCC desires to start an 12-credit Certified Nursing Assistant Certificate Program that provides unique combination of academic study and hands on training. The CNA program allows students to build credits and advance in the healthcare field.

We already have the support of the Economic Development Council who will be funding our first CNA cohort, which will run this summer!

See attached for the program description. The changes from your first reading are as follows:

1. Changed CNA from 7 to 9 credits.
2. Added a career exploration course to bring the total credits to 12.

I am happy to entertain any questions you may have.

Certified Nursing Assistant Certificate

Overview

This Certificate combines classroom, skills lab, and hands-on clinical experience to prepare students for the roles and responsibilities of a CNA I. CNA's work directly under the supervision of a licensed nurse in a variety of healthcare settings to provide patient's with comfort services and assistance with activities of daily living. Students will learn basic bedside nursing skills, including communication, infection prevention, safety and hygiene, body mechanics for safe body transfer and the basic principles of personal care with dignity.

Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Apply nursing assistant skills proficiently and appropriately to perform authorized duties.
2. Apply basic healthcare knowledge in a variety of healthcare settings.
3. Individuals who complete this certificate will be prepared to take, and pass, the CNA certification exam.

Students in this program will learn to;

- Provide person-centered nursing assistant skills in a professional manner through caring and respectful interaction with patients, families, and the healthcare team.
- Communicate professionally and effectively with diverse individuals.
- Demonstrate an ability to gather information, think critically, and solve problems in the clinical setting.
- Utilize appropriate infection prevention measure while providing care, including hand hygiene, PPE, disposal of contaminated articles, and hazardous wastes.
- Utilize proper body mechanics and safety transfer to prevent injury to self and patient.
- Implement basic principles of personal care, including bathing, comfort care, dressing/undressing, and grooming.
- Distinguish between personal and professional values and legal/ethical responsibilities in practice.
- Performs First Aid and initiates emergency response procedures as required.

Career Pathway Certificate: Certified Nursing Assistant Certificate

TBCC guarantees, at a minimum, the following courses each quarter for the completion of this Career Pathway Certificate.
A student can transfer in or take other courses that meet the requirements, though this is discouraged.

		SPRING TERM	SUMMER TERM
YEAR 1	AH 130 Today's Careers: Health (2 CR)	HE 110 CPR/AED for Professional Rescuers and Health Care Providers (1 CR)	CNA I Certified Nursing Assistant I (9 credits)
	<i>Credit Total 2</i>	<i>Credit Total 1</i>	<i>Credit Total: 9</i> <i>12 Credits – apply for CPC!</i>

Tillamook Bay Community College 2022-2023 www.tillamookbaycc.edu *NOTE: In order to complete the CWE students must be 18 years of age and have completed the Castle Branch Healthcare requirements (criminal background check, drug screen and required immunizations).

Dates for 22-23 Board Meetings, Board Retreat

RECOMMENDATION

ACTION ITEM - SECOND READING

BACKGROUND INFORMATION President Tomlin

The Board normally meets on the first Monday of the month (at 5 pm) except where the first Monday falls on a Holiday. Then the Board meets on the following Monday. There are **NO Board meetings in the months of July or August, except in Special Election years**. This is a second reading for these dates.

DATE	YEAR	TIME	NOTE
July	2022	-	No Board Meeting
August	2022	-	No Board Meeting
September 12	2022	5:00PM	The first Monday in September is a holiday
October 3	2022	8:30AM	Board Retreat with Board meeting after retreat
October 3	2022	4:00PM	Board Meeting
November 7	2022	5:00PM	
December 5	2022	5:00PM	
January 9	2023	5:00PM	The first Monday in January is a holiday.
February 6	2023	5:00PM	
March 6	2023	5:00PM	
April 3	2023	5:00PM	
May 1	2023	5:00PM	
June 5	2023	5:00PM	

Adoption of the 2021-22 Supplemental Budget Resolution

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTION 2021-2022 #4 TO ADOPT A SUPPLEMENTAL BUDGET TO AMEND THE FY 2021-2022 ADOPTED BUDGET.

BACKGROUND INFORMATION AVP Williams

The following appropriation increases, decreases and transfers will be made to the 2021-2022 Adopted Budget upon receiving board approval:

- General Fund
 - Transfers In increased by \$138,091 to offset the Transfers Out in the Special Fund due to additional funds from grants.
 - Instructional Support increased by \$94,814 due to changes in staffing and a contract in support of strategic planning for accreditation.
 - College Support increased by \$43,277 due to changes in staffing.
- Special Fund
 - Federal Sources increased by \$684,318 due to grants from the Higher Education Emergency Relief Funds (HEERF) and Title III.
 - State Sources increased by \$97,913 due to grants for a Benefits Navigator and STEP.
 - Local Sources increased by \$6,000 due to grants from Western Oregon University.
 - Instruction increased by \$265,565 to purchase Hy-Flex equipment and support instructional adaptation while using Hy-Flex from HEERF and nursing program supplies and equipment from Title III.
 - Instructional Support increased by \$96,079 to provide instruction support staffing in the Hy-Flex classrooms from HEERF and costs related to curriculum development for the Nursing program and staffing from Title III.
 - Student Services increased by \$221,627 due to staffing a Benefits Navigator and STEP student support expenses; costs related to online services for students, implementation costs of texting services, and support staff retention incentive payments from HEERF; student success coaches, training, and supplies from Title III; and costs related to the Grow Your Own program from Western Oregon University.
 - College Support increased by \$43,305 to support the Title III director, contracted services, and supplies.
 - Plant Operation and Maintenance increased by \$23,564 to support COVID vaccination incentives for students and employees, office space barriers, and cleaning supplies from HEERF.
 - Transfers Out increased by \$138,091. This is a combination of PERS Debt Service Transfers, recovery of lost revenue due to COVID, and Administrative Overhead transfers to the General Fund from grants.

- Enterprise Fund

Other Sources increased by \$16,614 from the sale of old instructional equipment.

Instruction increased by \$48,500 to purchase additional instructional equipment

Instructional Support decreased by \$31,886 due to a vacant staff position and the need to support the cost of instructional equipment.

**BUDGET RESOLUTION NO. 2021-2022 #4
RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2021-22 AND
MAKING APPROPRIATIONS**

THE BOARD OF DIRECTORS FINDS AS FOLLOWS:

1. A supplemental budget is required in the General Fund, Special Fund, and Enterprise Fund for expenses that were not anticipated in the regular budget preparation process for fiscal year 2021-22.
2. The unanticipated expenditures have arisen due to federal grants, state grants and contracts, local grants and contracts, other sources, and required transfers.
3. The Instructional Support expense category needs additional appropriation authority of \$94,814 and the College Support expense category needs additional appropriation authority of \$43,277 in the General Fund.
4. The Instruction expense category needs additional appropriation authority of \$265,565, the Instructional Support expense category needs additional appropriation authority of \$96,079, the Student Services expense category needs additional appropriation authority of \$221,627, the College Support expense category needs appropriation authority of \$43,305, the Plant Operation and Maintenance expense category needs additional appropriation authority of \$23,564, and the Transfers Out expense category needs additional appropriation authority of \$138,091 in the Special Fund.
5. The Instruction expense category needs additional appropriation authority of \$48,500 and the Instructional Support expense category needs reduced appropriation authority of \$31,886 in the Enterprise Fund.
6. When the supplemental budget is ten (10) percent or more of any fund being adjusted, as provided for in ORS 294.473, the Board of Directors may adopt the supplemental budget and make appropriations to authorize the additional expenditures at a regular meeting of the governing body, after a special hearing. Budget committee participation is not required.
7. The Notice of Supplemental Budget Hearing was published as required by ORS 294.473(1)(b).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TILLAMOOK BAY COMMUNITY COLLEGE

The Board of Directors hereby adopts the supplemental budget, pursuant to ORS 294.473(1)(c), increasing(decreasing) appropriations in the fiscal year 2021-22 budget as follows:

<u>GENERAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
RESOURCES:			
Transfers In	\$ 580,683	\$138,091	\$ 718,774
Total Resources	<u>\$ 580,683</u>	<u>\$138,091</u>	<u>\$ 718,774</u>
REQUIREMENTS:			
Instructional Support	\$ 724,461	\$ 94,814	\$ 819,275
College Support	<u>2,073,977</u>	<u>43,277</u>	<u>2,117,254</u>
Total Appropriations/Requirements	<u>\$2,798,438</u>	<u>\$138,091</u>	<u>\$2,936,529</u>

SPECIAL FUND

RESOURCES:

Federal Sources	\$ 99,000	\$684,318	\$ 783,318
State Sources	231,707	97,913	329,620
Local Sources	<u>1,101,774</u>	<u>6,000</u>	<u>1,107,774</u>
Total Resources	<u>\$1,432,481</u>	<u>\$788,231</u>	<u>\$2,220,712</u>

REQUIREMENTS:

Instruction	\$ 82,595	\$265,565	\$ 348,160
Instructional Support	558,560	96,079	654,639
Student Services	104,723	221,627	326,350
College Support	0	43,305	43,305
Plant Operation and Maintenance	48,800	23,564	72,364
Transfers Out	<u>573,564</u>	<u>138,091</u>	<u>711,655</u>
Total Appropriations/Requirements	<u>\$1,368,242</u>	<u>\$788,231</u>	<u>\$2,156,473</u>

ENTERPRISE FUND

RESOURCES:

Other Sources	\$34,009	\$16,614	\$ 50,623
Total Resources	<u>\$34,009</u>	<u>\$16,614</u>	<u>\$ 50,623</u>

REQUIREMENTS:

Instruction	\$139,090	\$48,500	\$187,590
Instructional Support	<u>60,571</u>	<u>(31,886)</u>	<u>28,685</u>
Total Appropriations Requirements	<u>\$199,661</u>	<u>\$16,614</u>	<u>\$216,275</u>

ADOPTED by the Board of Directors of TBCC this 6th day of June, 2022.

Board of Education Chair

ATTEST by TBCC President this 6th day of June, 2022.

Tillamook Bay Community College President

Adoption of 2022-23 Budget

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTIONS 2022-2023 NO. 1 THROUGH 3 TO ADOPT THE 2022-2023 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE PROPERTY TAXES

BACKGROUND INFORMATIONAVP Williams

No changes have been made to the budget since we received budget committee approval on April 11th.

The budget committee approved TBCC's permanent tax rate as well as property tax levies for both the 2016 GO Bond indebtedness, as well as estimated bonded indebtedness. The resolution the Board will be asked to approve currently only includes the permanent tax rate and current bonded indebtedness.

If TBCC sells GO bonds that voters approved on May 17th in July, the Board will need to approve amended budget resolutions to include the 2022 GO Bond property tax levy prior to certifying the tax levies with the Tillamook County Assessor.

TBCC also expects to make changes related to grants that weren't anticipated when the proposed budget was developed. Local Budget Law does allow for budget increases after adoption without limitation on amount. After budget adoption, budget increases of over 10% in any fund require that we publish a supplemental budget hearing notice and hold a public hearing prior to adopting a supplemental budget.

**2022-2023 BUDGET RESOLUTION 1
ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of the Tillamook Bay Community College District hereby adopts the budget for fiscal year 2022-2023 in the total of \$44,796,244. This budget is now on file at the District business office in Tillamook, Oregon.

**2022-2023 BUDGET RESOLUTION 2
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$2,463,532
Instructional Support	757,033
Student Services	648,400
College Support	2,451,261
Plant Operation & Maintenance	455,629
Fund Transfers Out	308,000
Contingency	<u>141,677</u>
TOTAL GENERAL FUND	<u>\$7,225,532</u>

Special Fund

Instruction	\$ 234,970
Instructional Support	887,031
Student Services	420,056
College Support	233,032
Plant Operation and Maintenance	48,600
Financial Aid	60,632
Fund Transfers Out	772,489
Contingency	<u>611,200</u>
TOTAL SPECIAL FUND	<u>\$3,268,010</u>

Financial Aid Fund

Financial Aid	\$1,813,844
Fund Transfers Out	<u>2,670</u>
TOTAL FINANCIAL AID FUND	<u>\$1,816,514</u>

Enterprise Fund

Instruction	\$170,397
Instructional Support	26,219
Student Services	13,550
Fund Transfers Out	9,657
Contingency	<u>7,000</u>
TOTAL ENTERPRISE FUND	<u>\$226,823</u>

Debt Service Fund

College Support	\$ 1,600
Debt Service	<u>1,256,046</u>
TOTAL DEBT SERVICE FUND	<u>\$1,257,646</u>

Capital Project Fund

Plant Additions	\$23,600,000
Fund Transfers Out	<u>31,000</u>
TOTAL CAPITAL PROJECTS FUND	<u>\$23,631,000</u>

<u>Agency Fund</u>	
Student Services	\$ 5,065
Financial Aid	<u>6,666</u>
TOTAL AGENCY FUND	<u>\$11,731</u>

TOTAL APPROPRIATIONS, ALL FUNDS \$37,437,256

Amounts not appropriated:

<u>General Fund</u> – Ending Fund Balance	\$1,200,000
<u>Special Fund</u> – Ending Fund Balance	99,346
<u>Special Fund</u> – Reserves	5,930,683
<u>Financial Aid Fund</u> – Ending Fund Balance	55,459
<u>Enterprise Fund</u> – Ending Fund Balance	60,262
<u>Debt Service Fund</u> – Ending Fund Balance	12,719
<u>Agency Fund</u> – Ending Fund Balance	<u>519</u>

TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS \$7,358,988

TOTAL ADOPTED BUDGET \$44,796,244

**2022-2023 BUDGET RESOLUTION 3
IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED that the Board of the Tillamook Bay Community College District that the following ad valorem property taxes are hereby imposed for tax year 2022-2023 upon the assessed value of all taxable property within the district:

- 1) At the rate per \$1,000 of assessed value of \$0.2636 for permanent tax rate;
- 2) In the amount of \$822,016 for debt service for general obligation bonds;

BE IT RESOLVED that the taxes imposed are hereby categorized for purposed of Article XI section 11b as:

	EDUCATION LIMITATION	EXCLUDED FROM LIMITATION
Permanent Rate Tax	\$0.2636/\$1,000	
General Obligation Debt Service		\$822,016

The above 2022-2023 Resolutions 1, 2, and 3 were approved and declared adopted this 6th day of June, 2022.

Chairperson, Board of Education
Tillamook Bay Community College

Attest:

Clerk of Board

Election of Board Officers

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION Chair Gervasi

The Board will elect individual members to fill the role of Chair and Vice Chair for the 2022/2023 academic year.

Board Committee Assignments

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION President Tomlin

Volunteers are needed to represent the board in the following areas:

- Foundation Liaison (1-2)
- OCCA Liaison (1-2)

The Board will vote to approve volunteers in each area.

Draft Strategic Plan

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION Director McCarley

The Strategic Plan 2022-2029 is the culmination of six months of collaborative work to learn from our community, identify and develop our mission, vision and values and to set out priorities for the next seven years of growth at the College. The Strategic Planning Committee (SPC) included representatives from every department at the College and led this effort. We heard from 179 community members, staff and students through surveys, interviews and focus groups.

The mission statement and values were developed by the SPC and approved by the Leadership Team. The vision statement was developed in a joint meeting of the SPC and the Leadership Team, in which we brainstormed the images, words and phrases that could describe our aspirational goal for the College. The image of the College as the 'educational center of the community' emerged from that work and resonated with everyone, and it reflects themes from the Insight Report: the community's desire for more engagement with the College. The vision statement was tested with employees through a survey and was also shared with our community partners for feedback.

The five priority areas arose out of the Insight Report and reflect essential areas of strategic focus. Workgroups were created for each priority with subject matter experts recruited in each. Also, all staff and faculty were invited to participate in a priority workgroup which resulted in nearly 40 employees participating. The workgroups drafted objectives – how we will measure our success, and initiatives – projects outside of our day-to-day operations that will help us to reach the objectives. These draft products were reviewed and refined by the Leadership Team, and shared with College Council for feedback.



MISSION		VISION		VALUES (RISES)	
<p>TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.</p>		<p>TBCC is the educational center of our community, responsive, innovative, empowering, and invested in the progress of all.</p>		<p>Relationship-Oriented: We prioritize relationships and partnerships that strengthen our community. Innovative: We are continually evolving to meet the changing needs of our community with responsive and relevant solutions. Student-Centered: We provide our students with the individualized support they need to achieve their unique goals. Equitable: We are committed to tackling systemic inequities and building an accessible and inclusive environment. Scholarly Excellence: We protect and promote an environment in which we explore, question, learn, and master both academic and skills-based knowledge.</p>	
STRATEGIC PRIORITIES		STRATEGIC OBJECTIVES		STRATEGIC INITIATIVES	
<p>Exceptional Student Experience Continue our Guided Pathways work to foster an environment where students can gain a sense of belonging, feel heard, and be empowered to achieve their own excellence.</p>	<ul style="list-style-type: none"> Increase the number of students that successfully complete the application to registration process. Increase students' reported sense of belonging and community and minimize any equity gaps. 	<ul style="list-style-type: none"> Strengthen Student Onboarding: Provide guidance and resources to support students in the entry and onboarding process. Provide Equitable Student Support: Define and create equitable support for students reflective of their needs. Deliver Responsive Student Engagement Opportunities: Create equitable, innovative, and responsive student engagement opportunities. 			
<p>Educational Excellence & Workforce Development Engage individuals in equitable, inclusive, and supportive learning environments that stimulate growth and prepare them with the skills they need for their next steps in higher education and the modern workplace.</p>	<ul style="list-style-type: none"> Students make consistent progress toward their individual educational goals as measured by increased retention and completion rates while addressing equity gaps. Increase the number of credential-seeking students who participate in applied learning experiences such as Cooperative Work Experience (CWE), internships, job shadowing, service learning. 	<ul style="list-style-type: none"> Develop Learning Communities: Build communities that increase student belonging and engagement, increase student support and that engage employers and the community in our work. Increase Internships and Job Experiences: Develop more experiences for TBCC students regardless of degree and program. Advance Local Business Growth: Provide relevant training and skill building opportunities. 			
<p>Employee Experience and Organizational Health Continuously assess and improve our systems, processes, and overall employee experience to ensure TBCC is a healthy and effective organization that can attract and retain a talented and diverse team.</p>	<ul style="list-style-type: none"> Increase the recruitment and retention of employees, with a focus on mirroring the demographics of Tillamook County. Improve employee experience as measured by engagement scores. Maintain economic stability while managing sustainable growth. 	<ul style="list-style-type: none"> Streamline and Standardize Roles and Processes: Review processes and develop how-to guides for departments, positions, and key processes that streamline workflows and ensure sustainability and continuity. Improve Employee Experience: Utilize employee experience data and best practices research to improve TBCC's employee experience. Grow our Capabilities: Determine and provide key opportunities for professional growth and development for faculty and staff. 			
<p>Community Engagement and Awareness Intentionally seek opportunities to strengthen and develop relationships with our community and build awareness of how TBCC can contribute to the health and vitality of Tillamook County.</p>	<ul style="list-style-type: none"> Increase the percentage of organizational partners who report a shared sense of direction with TBCC. Increase enrollment through targeted community outreach to systemically marginalized communities, high school students, and those seeking additional education. 	<ul style="list-style-type: none"> Build Partnerships: Build relationships and partnerships throughout Tillamook County to provide expanded opportunities for students. Connect and Convene: Connect and convene the community to come together to address issues that create barriers for students. Be Present in Tillamook County Schools: Connect and build relationships with K-12 students, their caregivers and families to raise awareness of the value of TBCC. 			
<p>Equity and Inclusion Intentionally welcoming the community into a safe and supportive environment where everyone belongs. We do this by eliminating systems barriers and embedding equity and inclusion into every facet of TBCC.</p>	<ul style="list-style-type: none"> Implement the Equity Lens in both the development and review of policies, administrative rules, and decisions. Increase the community participation in conversations about how equitable environments enrich us all. 	<ul style="list-style-type: none"> Apply our Equity Lens: Embed the equity lens process based on the existing three-year lens implementation plan. Community Education and Engagement: Develop a comprehensive plan for community education and engagement to increase understanding of equity and inclusion principles and practices. 			



US Bank Treasury Management Signer

RECOMMENDATION

ACTION ITEM – AUTHORIZE BOARD CHAIR TO SIGN US BANK APPENDIX B-1

BACKGROUND INFORMATION AVP Williams

Authorized Treasury Management Signers are allowed to make changes to services related to the College's US Bank accounts.

The revised Appendix B-1 authorizes Heidi Luquette to be added and Kyra Williams to be removed.

The document requires a wet signature from both Heidi and the Board Chair to become effective in the bank's records.



Appendix B-1: Change in Authorized Treasury Management Signer(s)

Customer information

Customer name: TILLAMOOK BAY COMMUNITY COLLEGE **Tax identification number:** 930792039

Authorized Treasury Management signers

Add authorized Treasury Management signer(s)

Name	Title	Email address	Specimen signature
HEIDI LUQUETTE		heidiluquette@tillamookbaycc.edu	

Delete authorized Treasury Management signer(s)

List names only.

KYRA WILLIAMS		

Existing authorized Treasury Management signer(s)

Provide the names and email addresses of existing authorized Treasury Management signer(s), other than those new authorized signers listed above. No specimen signatures are needed.

Authorized signer	Email address	Authorized signer	Email address
ROSS TOMLIN			

The Contract Signer listed below further represents and warrants to the Bank that the signatures listed above are the true and authentic signatures of the Authorized Treasury Management Signer(s) and that Customer has taken all action required by its organizational documents to appoint the Authorized Treasury Management Signer(s). Customer is responsible for the validity and authenticity of email addresses provided above. This Appendix B-1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

Signature: _____ Email address: _____
 Print name: _____ Date: _____
 Print title: _____ SAT168701

For Internal Use Only:

Authorized signers are related to the Master Services Agreement dated: _____

Review _____ Validation method _____ TL review _____ Imaged _____



Policy Appendices 2022-2023

RECOMMENDATION

ACTION ITEM – APPROVE POLICY APPENDICES FOR 2022-2023

BACKGROUND INFORMATION AVP Williams

The fiscal year has been updated on all policy appendices.

Policy Appendix A-1 – Position title changes, corrections, and additions recommended for the new fiscal year are included.

Policy Appendix A-2 – A Cost of Living Adjustment (COLA) of 5% was included in the budget development process for 2022-2023 and is reflected in the pay schedule. The grades and steps that are blacked out from use due to the Oregon minimum wage in Tillamook County increasing to \$13.50/hour have also been updated.

Policy Appendix B-1 – Due to the addition of the Juneteenth holiday, the number of holidays has been changed to 12.

Policy Appendix C-1 – A Cost of Living Adjustment (COLA) of 5% was included in the budget development process for 2022-2023 and is reflected in the pay schedule.

Policy Appendix C-3 – A Cost of Living Adjustment (COLA) of 5% was included in the budget development process for 2022-2023 for Non-Regular Faculty teaching Transfer College Credit Courses and Truck Driving Courses. Tier 7 was added for Truck Driving and Tiers 2 – 7 have been added for ABE/GED/ESOL. Clarification on Tier movement has been added to each instructional category with tiered pay rates.

Additional hy-flex pay information has been added as a pilot pay program.

Pay categories have been added for Independent Study and CWE, Course Cancellation and/or Low Enrollment Rate, and Course Cancellation – Stipends.

Course substitutes have been separated from ABE/GED/ESOL Instructors.

Additional information has been added regarding Tutoring, Internships & ABE/GED/ESOL Assistants as well as an additional pay rate for people that haven't earned an Associates Degree.

Last year the effective date for Policy Appendix C-3 was changed to Fall due to a late COLA implementation, it has been changed back to July 1 for the 2022-2023 fiscal year.

NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved: June 7, 2021

Reference:

~~2021-2022~~2022-2023 Executive and Management and Administrative Support Staff Salary Grades (Exempt)

GRADE	POSITION TITLE(or other similar position titles)
30 32	Vice President of Instruction <u>and Student Services</u> <u>Vice President of Administration and College Relations</u>
28	Director, Economic Development Council Vice President of Finance <u>Chief Finance Officer</u>
27	<u>Associate</u> Vice President of Student Services
26	Executive Director of Foundation and College Advancement
24	<u>Director, Facilities and Safety</u> <u>Director, Human Resources</u> <u>Director, Information Technology</u>
23	Director, Facilities, HR, and Safety Director, Information Technology <u>Dean, Career Technical Education</u> <u>Dean, General Education and Transfer</u> <u>Dean, Student Success and Academic Partnerships</u>
22	Director, Small Business Development Center <u>Director, Nursing and Allied Health</u> <u>Executive Director, Foundation</u> <u>Dean, Career/Technical Education</u>
21	Director, Library Director, Institutional Effectiveness
20	Dean, Academic Partnerships <u>Finance and Grant and Contract Accountant</u> Director, Development Director, Equity and Inclusion
19	SBDC Business Adviser
18	Registrar <u>CDL Trainer</u>
17	Accountant Coordinator, Community/Continuing Education Coordinator, Enrollment Services Coordinator, Information Technology Coordinator, Instructional Program <u>Coordinator, Library</u> <u>Coordinator, Marketing</u> Coordinator, Online Instruction Coordinator, Tillamook Works <u>Coordinator, Career Connected Learning</u> Executive Assistant to President and Board <u>SBDC Business Advisor/Project Coordinator</u>

~~2021-2022~~2022-2023 Professional Support Staff Salary Grades (Non-Exempt)

GRADE	POSITION TITLE(or other similar position titles)
16	<u>Coordinator, Facilities Maintenance</u> <u>Director, Title III</u> Registrar Specialist <u>Human Resources Specialist</u> <u>Payroll and Benefits Specialist</u>
15	AV/Instructional Specialist Business Office Specialist 2

NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved: June 7, 2021

Reference:

	<p>Career Education Advisor Coordinator, Criminal Justice Coordinator, Healthcare Financial Aid Advisor-2 Human Resources Specialist <u>Library Specialist</u> Marketing Specialist <u>Resource Navigator</u> Student Engagement Facilitator Recruiter <u>STEP Advisor</u> Student Success Coach</p>
13	<p>Business Office Specialist 1 Evening Facilities Specialist Facilities Maintenance Specialist Financial Aid Advisor 1 CDL Program Assistant IT Support Specialist (IT/Literacy/Instruction/College Support/Student Services/EDC & SBDC) <u>Instruction Support Specialist</u> <u>Student Services Support Specialist</u> <u>SBDC Support Specialist</u> <u>Reception and General Support Specialist</u></p>
6	<p>Library/Office Assistant</p>

Upon Board Approval of Appendix A-1 changes in Position Titles will be reflected in all Board Policy and College Administrative Rule without additional Board Approval.

STAFF SALARY SCHEDULE
Article No.: Appendix A-2
Approved: July 12, 2021
Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
2021-2022 2022-2023 Regular Full-Time & Regular Part-Time Staff Salary Schedule
249 Day Contract

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
1									\$27,028.34	\$27,839.19	\$28,674.37	\$29,534.60	\$30,420.64
2								\$27,553.18	\$28,379.78	\$29,231.17	\$30,108.11	\$31,011.35	\$31,941.69
3						\$27,270.07	\$28,088.17	\$28,930.82	\$29,798.74	\$30,692.70	\$31,613.48	\$32,561.88	\$33,538.74
4				\$26,989.90	\$27,799.60	\$28,633.59	\$29,492.60	\$30,377.38	\$31,288.70	\$32,227.36	\$33,194.18	\$34,190.01	\$35,215.71
5			\$27,513.98	\$28,339.40	\$29,189.58	\$30,065.27	\$30,967.23	\$31,896.25	\$32,853.14	\$33,838.73	\$34,853.89	\$35,899.51	\$36,976.50
6	\$27,231.29	\$28,048.23	\$28,889.68	\$29,756.37	\$30,649.06	\$31,568.53	\$32,515.59	\$33,491.06	\$34,495.79	\$35,530.66	\$36,596.58	\$37,694.48	\$38,825.31
7	\$28,592.85	\$29,450.64	\$30,334.16	\$31,244.18	\$32,181.51	\$33,146.96	\$34,141.37	\$35,165.61	\$36,220.58	\$37,307.20	\$38,426.42	\$39,579.21	\$40,766.59
8	\$30,022.49	\$30,923.16	\$31,850.85	\$32,806.38	\$33,790.57	\$34,804.29	\$35,848.42	\$36,923.87	\$38,031.59	\$39,172.54	\$40,347.72	\$41,558.15	\$42,804.89
9	\$31,523.61	\$32,469.32	\$33,443.40	\$34,446.70	\$35,480.10	\$36,544.50	\$37,640.84	\$38,770.07	\$39,933.17	\$41,131.17	\$42,365.11	\$43,636.06	\$44,945.14
10	\$33,099.79	\$34,092.78	\$35,115.56	\$36,169.03	\$37,254.10	\$38,371.72	\$39,522.87	\$40,708.56	\$41,929.82	\$43,187.71	\$44,483.34	\$45,817.84	\$47,192.38
11	\$34,754.78	\$35,797.42	\$36,871.34	\$37,977.48	\$39,116.80	\$40,290.30	\$41,499.01	\$42,743.98	\$44,026.30	\$45,347.09	\$46,707.50	\$48,108.73	\$49,551.99
12	\$36,492.52	\$37,587.30	\$38,714.92	\$39,876.37	\$41,072.66	\$42,304.84	\$43,573.99	\$44,881.21	\$46,227.65	\$47,614.48	\$49,042.91	\$50,514.20	\$52,029.63
13	\$38,317.15	\$39,466.66	\$40,650.66	\$41,870.18	\$43,126.29	\$44,420.08	\$45,752.68	\$47,125.26	\$48,539.02	\$49,995.19	\$51,495.05	\$53,039.90	\$54,631.10
14	\$40,233.01	\$41,440.00	\$42,683.20	\$43,963.70	\$45,282.61	\$46,641.09	\$48,040.32	\$49,481.53	\$50,965.98	\$52,494.96	\$54,069.81	\$55,691.90	\$57,362.66
15	\$42,244.66	\$43,512.00	\$44,817.36	\$46,161.88	\$47,546.74	\$48,973.14	\$50,442.33	\$51,955.60	\$53,514.27	\$55,119.70	\$56,773.29	\$58,476.49	\$60,230.78
16	\$44,356.89	\$45,687.60	\$47,058.23	\$48,469.98	\$49,924.08	\$51,421.80	\$52,964.45	\$54,553.38	\$56,189.98	\$57,875.68	\$59,611.95	\$61,400.31	\$63,242.32
17	\$46,574.73	\$47,971.97	\$49,411.13	\$50,893.46	\$52,420.26	\$53,992.87	\$55,612.66	\$57,281.04	\$58,999.47	\$60,769.45	\$62,592.53	\$64,470.31	\$66,404.42
18	\$48,903.47	\$50,370.57	\$51,881.69	\$53,438.14	\$55,041.28	\$56,692.52	\$58,393.30	\$60,145.10	\$61,949.45	\$63,807.93	\$65,722.17	\$67,693.84	\$69,724.66
19	\$51,348.64	\$52,889.10	\$54,475.77	\$56,110.04	\$57,793.34	\$59,527.14	\$61,312.95	\$63,152.34	\$65,046.91	\$66,998.32	\$69,008.27	\$71,078.52	\$73,210.88
20	\$53,916.07	\$55,533.55	\$57,199.56	\$58,915.55	\$60,683.02	\$62,503.51	\$64,378.62	\$66,309.98	\$68,299.28	\$70,348.26	\$72,458.71	\$74,632.47	\$76,871.44
21	\$56,611.87	\$58,310.23	\$60,059.54	\$61,861.33	\$63,717.17	\$65,628.69	\$67,597.55	\$69,625.48	\$71,714.24	\$73,865.67	\$76,081.64	\$78,364.09	\$80,715.01
22	\$59,442.46	\$61,225.73	\$63,062.50	\$64,954.38	\$66,903.01	\$68,910.10	\$70,977.40	\$73,106.72	\$75,299.92	\$77,558.92	\$79,885.69	\$82,282.26	\$84,750.73
23	\$62,414.58	\$64,287.02	\$66,215.63	\$68,202.10	\$70,248.16	\$72,355.60	\$74,526.27	\$76,762.06	\$79,064.92	\$81,436.87	\$83,879.98	\$86,396.38	\$88,988.27
24	\$65,535.31	\$67,501.37	\$69,526.41	\$71,612.20	\$73,760.57	\$75,973.39	\$78,252.59	\$80,600.17	\$83,018.18	\$85,508.73	\$88,073.99	\$90,716.21	\$93,437.70
25	\$68,812.08	\$70,876.44	\$73,002.73	\$75,192.81	\$77,448.59	\$79,772.05	\$82,165.21	\$84,630.17	\$87,169.08	\$89,784.15	\$92,477.67	\$95,252.00	\$98,109.56
26	\$72,252.68	\$74,420.26	\$76,652.87	\$78,952.46	\$81,321.03	\$83,760.66	\$86,273.48	\$88,861.68	\$91,527.53	\$94,273.36	\$97,101.56	\$100,014.61	\$103,015.05
27	\$75,865.31	\$78,141.27	\$80,485.51	\$82,900.08	\$85,387.08	\$87,948.69	\$90,587.15	\$93,304.76	\$96,103.90	\$98,987.02	\$101,956.63	\$105,015.33	\$108,165.79
28	\$79,658.58	\$82,048.34	\$84,509.79	\$87,045.08	\$89,656.43	\$92,346.12	\$95,116.50	\$97,970.00	\$100,909.10	\$103,936.37	\$107,054.46	\$110,266.09	\$113,574.07
29	\$83,641.51	\$86,150.76	\$88,735.28	\$91,397.34	\$94,139.26	\$96,963.44	\$99,872.34	\$102,868.51	\$105,954.57	\$109,133.21	\$112,407.21	\$115,779.43	\$119,252.81
30	\$87,823.59	\$90,458.30	\$93,172.05	\$95,967.21	\$98,846.23	\$101,811.62	\$104,865.97	\$108,011.95	\$111,252.31	\$114,589.88	\$118,027.58	\$121,568.41	\$125,215.46
31	\$92,214.77	\$94,981.21	\$97,830.65	\$100,765.57	\$103,788.54	\$106,902.20	\$110,109.27	\$113,412.55	\$116,814.93	\$120,319.38	\$123,928.96	\$127,646.83	\$131,476.23
32	\$96,825.51	\$99,730.28	\$102,722.19	\$105,803.86	\$108,977.98	\$112,247.32	\$115,614.74	\$119,083.18	\$122,655.68	\$126,335.35	\$130,125.41	\$134,029.17	\$138,050.05
33	\$101,666.79	\$104,716.79	\$107,858.29	\$111,094.04	\$114,426.86	\$117,859.67	\$121,395.46	\$125,037.32	\$128,788.44	\$132,652.09	\$136,631.65	\$140,730.60	\$144,952.52
34	\$106,750.13	\$109,952.63	\$113,251.21	\$116,648.75	\$120,148.21	\$123,752.66	\$127,465.24	\$131,289.20	\$135,227.88	\$139,284.72	\$143,463.26	\$147,767.16	\$152,200.17
35	\$112,087.64	\$115,450.27	\$118,913.78	\$122,481.19	\$126,155.63	\$129,940.30	\$133,838.51	\$137,853.67	\$141,989.28	\$146,248.96	\$150,636.43	\$155,155.52	\$159,810.19

INSURANCE BENEFIT AMOUNT

Full-time \$1,342.00 per month
Part-time \$1,342.00 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

Full-time \$257.00 per month
Part-time \$257.00 per month (prorated based on actual FTE)

SUMMARY OF EMPLOYEE BENEFITS

Article No.: Appendix B – 1

Approved: June 7, 2021

Reference:

SUMMARY OF EMPLOYEE BENEFITS

Type of Employee	Insurance (including all coverages in College approved plans)		Sick	Vacation	Paid Holiday	Bereavement Leave	Personal Leave (1)	TBCC Tuition Waiver	PERS
	EMP only DEP: Self Pay		days/year	days/year	days/year	Per occurrence days/year	days/year	Credit and Continuing Education Courses only within one academic year of employment. Excluding partner agency courses.	Qual. Pos.
FT Administrative Staff 249 days or 1992 hours/year	X		12	20	4 12	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
FT Support Staff 249 days or 1992 hours/year	X		12	10 to 20 (4)	4 12	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
PT Admin. & Support Staff 996 hours/year or more	X (2)		X (2)	X (2)	X (3)	5 (3)	X (2)	8 credits for employee + dependents (as allowed by Policy 311)	X
PT Admin. & Support Staff Less than 996 hours/year			X (5)					4 credits for employee + dependents (as allowed by Policy 311)	Qual. Pos.
Temporary & On-Call Employees			X (5)					N/A	Qual. Pos
173 day Regular Faculty 1. FTE	X		10		5	5	3	Unlimited for employee + dependents (as allowed by Policy 417)	X
173 day Regular Faculty .5-.99 FTE	X (2)		X (2)					8 credits for employee + dependents (as allowed by Policy 417)	X
Adjunct Faculty Term-by-term			X (5)					4 credits for employee + dependents (as allowed by Policy 417)	Qual. Pos
Dual Credit Faculty								4 credits for employee + dependents (as allowed by Policy 417)	

"X" Indicates benefit is provided (2) Prorated on FTE (full-time equivalent) (4) based on longevity (see Article 312)
 (1) From sick leave accrual (3) Paid based on scheduled hours
 (5) Shall earn paid sick leave at rate of 2 hours per term per 40 hours worked up to a maximum of 40 hours/yr.

FACULTY SALARY SCHEDULE

Article No.: Appendix C-1

Approved: July 12, 2021

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
~~2021-2022~~ **2022-2023** Regular Full-Time & Regular Part-Time Faculty Salary Schedule
 173 DAY CONTRACT

	BA	BA+15	BA+30	BA+45	MA	MA+5	MA+10	MA+15	MA+20	MA+25	MA+30	MA+35	MA+40	MA+45 or 2nd Masters	MA+50	MA +55	MA +60 or Terminal degree in the teaching discipline	PhD, EdD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	\$44,981.96	\$46,331.42	\$47,721.36	\$49,153.00	\$50,627.59	\$52,146.42	\$53,710.81	\$55,322.13	\$56,981.79	\$58,691.24	\$60,451.98	\$62,265.54	\$64,133.51	\$66,057.52	\$68,039.25	\$70,080.43	\$72,182.84	\$74,348.33
2	\$46,331.42	\$47,721.36	\$49,153.00	\$50,627.59	\$52,146.42	\$53,710.81	\$55,322.13	\$56,981.79	\$58,691.24	\$60,451.98	\$62,265.54	\$64,133.51	\$66,057.52	\$68,039.25	\$70,080.43	\$72,182.84	\$74,348.33	\$76,578.78
3	\$47,721.36	\$49,153.00	\$50,627.59	\$52,146.42	\$53,710.81	\$55,322.13	\$56,981.79	\$58,691.24	\$60,451.98	\$62,265.54	\$64,133.51	\$66,057.52	\$68,039.25	\$70,080.43	\$72,182.84	\$74,348.33	\$76,578.78	\$78,876.14
4	\$49,153.00	\$50,627.59	\$52,146.42	\$53,710.81	\$55,322.13	\$56,981.79	\$58,691.24	\$60,451.98	\$62,265.54	\$64,133.51	\$66,057.52	\$68,039.25	\$70,080.43	\$72,182.84	\$74,348.33	\$76,578.78	\$78,876.14	\$81,242.42
5	\$50,627.59	\$52,146.42	\$53,710.81	\$55,322.13	\$56,981.79	\$58,691.24	\$60,451.98	\$62,265.54	\$64,133.51	\$66,057.52	\$68,039.25	\$70,080.43	\$72,182.84	\$74,348.33	\$76,578.78	\$78,876.14	\$81,242.42	\$83,679.69
6	\$52,146.42	\$53,710.81	\$55,322.13	\$56,981.79	\$58,691.24	\$60,451.98	\$62,265.54	\$64,133.51	\$66,057.52	\$68,039.25	\$70,080.43	\$72,182.84	\$74,348.33	\$76,578.78	\$78,876.14	\$81,242.42	\$83,679.69	\$86,190.08
7	\$53,710.81	\$55,322.13	\$56,981.79	\$58,691.24	\$60,451.98	\$62,265.54	\$64,133.51	\$66,057.52	\$68,039.25	\$70,080.43	\$72,182.84	\$74,348.33	\$76,578.78	\$78,876.14	\$81,242.42	\$83,679.69	\$86,190.08	\$88,775.78
8	\$55,322.13	\$56,981.79	\$58,691.24	\$60,451.98	\$62,265.54	\$64,133.51	\$66,057.52	\$68,039.25	\$70,080.43	\$72,182.84	\$74,348.33	\$76,578.78	\$78,876.14	\$81,242.42	\$83,679.69	\$86,190.08	\$88,775.78	\$91,439.05
9	\$56,981.79	\$58,691.24	\$60,451.98	\$62,265.54	\$64,133.51	\$66,057.52	\$68,039.25	\$70,080.43	\$72,182.84	\$74,348.33	\$76,578.78	\$78,876.14	\$81,242.42	\$83,679.69	\$86,190.08	\$88,775.78	\$91,439.05	\$94,182.22
10	\$58,691.24	\$60,451.98	\$62,265.54	\$64,133.51	\$66,057.52	\$68,039.25	\$70,080.43	\$72,182.84	\$74,348.33	\$76,578.78	\$78,876.14	\$81,242.42	\$83,679.69	\$86,190.08	\$88,775.78	\$91,439.05	\$94,182.22	\$97,007.69
11	\$60,451.98	\$62,265.54	\$64,133.51	\$66,057.52	\$68,039.25	\$70,080.43	\$72,182.84	\$74,348.33	\$76,578.78	\$78,876.14	\$81,242.42	\$83,679.69	\$86,190.08	\$88,775.78	\$91,439.05	\$94,182.22	\$97,007.69	\$99,917.92
12	\$62,265.54	\$64,133.51	\$66,057.52	\$68,039.25	\$70,080.43	\$72,182.84	\$74,348.33	\$76,578.78	\$78,876.14	\$81,242.42	\$83,679.69	\$86,190.08	\$88,775.78	\$91,439.05	\$94,182.22	\$97,007.69	\$99,917.92	\$102,915.46
13	\$64,133.51	\$66,057.52	\$68,039.25	\$70,080.43	\$72,182.84	\$74,348.33	\$76,578.78	\$78,876.14	\$81,242.42	\$83,679.69	\$86,190.08	\$88,775.78	\$91,439.05	\$94,182.22	\$97,007.69	\$99,917.92	\$102,915.46	\$106,002.92

INSURANCE BENEFIT AMOUNT

Full-time \$1,342.00 per month
 Part-time \$1,342.00 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

Full-time \$257.00 per month
 Part-time \$257.00 per month (prorated based on actual FTE)

NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved: July 12, 2021

Reference:

Non-Regular Faculty Salary Schedule 2021-2022 <u>2022-2023</u> (Effective Fall 2021 <u>7/1/22</u>)							
<u>Non-Regular Faculty move through Tiers every 500 hours taught.</u>	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7
Transfer College Credit Courses (1 contact hour = 1 lecture pay credit) <u>Note: In 2022-2023 hy-flex pay is a pilot, this amount will need to be re-visited in Spring of 2023-2024 (one year).</u> <ul style="list-style-type: none"> <u>Courses taught hy-flex receive 1.5 lecture credit per course each time taught.</u> <u>Brand new hy-flex courses receive 2x lecture credit per course first time taught only.</u> <u>Blended courses do not receive additional pay.</u>	\$535.74 <u>562.53</u> per lecture credit	\$562.53 <u>590.66</u>	\$590.66 <u>620.19</u>	\$620.19 <u>651.20</u>	\$651.20 <u>683.76</u>	\$683.76 <u>717.95</u>	\$717.95 <u>753.85</u>
Transfer College Credit Courses Lab - Students work independently with the instructor available and in the instructional area for assistance and supervision. (3 contact hours = 1 lab pay credit)	\$1,104.97 <u>1,160.22</u> per lab credit	\$1,160.22 <u>1,218.23</u>	\$1,218.23 <u>1,279.14</u>	\$1,279.14 <u>1,343.10</u>	\$1,343.10 <u>1,410.26</u>	\$1,410.26 <u>1,480.77</u>	\$1,480.77 <u>1,554.81</u>
Transfer College Credit Courses Lecture/Lab - Instructor gives short lectures and supervises student application of lectures. Instruction methods are integrated; therefore, lecture & lab are dependent on each other. (2 contact hours = 1 lecture/lab pay credit) (examples: ART 284)	\$807.28 <u>847.64</u> per lecture/lab credit	\$847.64 <u>890.02</u>	\$890.02 <u>934.52</u>	\$934.52 <u>981.25</u>	\$981.25 <u>1,030.31</u>	\$1,030.31 <u>1,081.83</u>	\$1,081.83 <u>1,135.92</u>
Truck Driving Instructor (<u>non-regular/non-staff</u>) <u>Tiers advance every 1500 hours taught.</u>	\$28.11 <u>29.52</u> per hour	\$29.52 <u>31.00</u>	\$31.00 <u>32.55</u>	\$32.55 <u>34.18</u>	\$34.18 <u>35.89</u>	\$35.89 <u>37.68</u>	\$37.68 <u>39.56</u>
ABE/GED/ESOL Instructors <u>Tiers advance every 1500 hours taught.</u>	\$36.67 <u>35.00</u> per hour	\$35.00 <u>36.75</u>	\$36.75 <u>38.59</u>	\$38.59 <u>40.52</u>	\$40.52 <u>42.55</u>	\$42.55 <u>44.68</u>	\$44.68 <u>46.91</u>
<u>ABE/GED/ESOL Instructors & Course Substitute Rate</u>	\$36.67 <u>25.00</u> per hour						
<u>Independent Study and CWE</u>	<u>Independent Studies (IS) will be paid, and will count toward load, at 1/2 lecture credit per IS agreement. IS must be pre-approved by the Vice President of Instruction and Student Services and will only be approved in unusual circumstances (e.g. needed for graduation).</u> <u>CWE's for individual students will be paid at the IS rate above. Three students, or more, constitutes a regular class.</u>						

NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved: July 12, 2021

Reference:

<u>Course Cancellation and/or Low Enrollment Rate</u>	<u>Courses that are not on the degree map, that are low enrolled (less than 4 students) and would otherwise be cancelled may be run at 50% pay if faculty elects to teach at this pay rate.</u>		
<u>Course Cancellation - Stipend (Pilot Program)</u>	<u>A cancelled course may be eligible for a syllabus stipend of \$500. (see application process)</u>		
<u>Tutoring (Learning Lounge, Writing Studio, Math Studio, Peer, Individual tutoring) & Paid Internship & ABE/GED/ESOL Classroom AssistantsRate</u>	<u>High School diploma or below: minimum wage</u> Associates degree or below : \$20.00 per hour Bachelor's degree: \$25.00 per hour Master's degree or higher: \$30.00 per hour		
Meetings: Curriculum Development, Departmental, etc.	\$20.00 per hour		
Writing Bonus for 3+ sections of Credit WR Courses per term	\$350.00 per term		
Continuing & Community Education	50% of Tuition Revenue at End of Course (Excluding Fees) – Vice President of Instruction <u>and Student Services</u> may guarantee a minimum enrollment level of compensation in order to support a degree or certificate program or meet a community occupational training need.		
Student Employees (Class I) – Including Federal Workstudy	Minimum Wage	Tier I + .25	Tier II + .25
Student Employees (Class II) – Including Federal Workstudy	Minimum Wage + .25	Tier I + .25	Tier II + .25

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Gervasi

Bond Measure Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION PRESIDENT TOMLIN

The \$14.4M bond measure to build a Healthcare Education Building passed at the May 17, 2022 election by eleven percent. Due to new legislation that allows ballots to count that are post marked on Election Day, election results will not be certified until June 13. Once the results are certified, the board will need to convene to pass a resolution that certifies the election results and authorizes staff to sell the bonds. This cannot be done prior to the certification of the election results by the county. TBCC staff is working with Bond Analyst, Piper Sandler and Bond Consultant Mersereau Shannon LLP to consider timing and whether to sell the bonds in full or in a series. This will be discussed during the upcoming executive session.

We also want to recognize the amazing work done by the Yes for TBCC Committee chaired by Chris and Patsy Weber. The committee did great work to get the word out about the ballot measure to residents in Tillamook County and strongly advocated for a Yes vote on the ballot. We want to formally recognize these committee members.

Chris and Patsy Weber
Betsy McMahan
Doug Olson
Eric Swanson
Jeanette Hagerty
Kathy Gervasi
Marilyn Phegley
Mary Jones
Michelle Jenck
Nikki Brown
Pat Papineau
Gail Nelson

ASTBCC Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ASTBCC PRESIDENT AYALA

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

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION AVP Williams

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

Agenda Item 5.C. Attachment #1
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended April 2022
83.33% of fiscal year elapsed

	FY 2020-2021			FY 2021-2022		
	Annual Budget	04/30/21 Actual	Percentage of Budget	Annual Budget	04/30/22 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	\$ 1,877,012.37	77.58%	\$ 2,784,406	\$ 2,934,709.39	105.40%
Property Taxes	\$ 1,402,498	\$ 1,339,644.19	95.52%	\$ 1,410,834	\$ 1,397,030.76	99.02%
Local Contracts	\$ 74,000	\$ 55,426.00	74.90%	\$ 40,640	\$ 49,892.80	122.77%
Tuition	\$ 942,100	\$ 930,952.37	98.82%	\$ 942,100	\$ 803,357.54	85.27%
Fees	\$ 231,377	\$ 248,623.00	107.45%	\$ 225,077	\$ 182,859.00	81.24%
Sale of Goods	\$ 4,500	\$ 5,839.46	129.77%	\$ 5,000	\$ 3,193.00	63.86%
Interest	\$ 115,000	\$ 38,430.60	33.42%	\$ 50,000	\$ 25,365.75	50.73%
Rental	\$ 18,000	\$ 9,000.00	50.00%	\$ 18,000	\$ 10,530.00	58.50%
Miscellaneous	\$ 30,000	\$ 42,254.74	140.85%	\$ 30,000	\$ 30,203.27	100.68%
Transfers	\$ 412,816	\$ 117,384.19	28.43%	\$ 580,683	\$ 193,096.77	33.25%
Total resources	\$ 7,249,857	\$ 6,505,554.27	89.73%	\$ 7,686,740	\$ 7,454,737.15	96.98%
Expenditures						
Instruction	\$ 2,092,856	\$ 1,637,933.04	78.26%	\$ 2,255,758	\$ 1,578,117.62	69.96%
Instructional Support	\$ 679,872	\$ 512,485.85	75.38%	\$ 724,461	\$ 599,596.05	82.76%
Student Services	\$ 608,847	\$ 441,765.34	72.56%	\$ 629,173	\$ 433,562.48	68.91%
College Support	\$ 1,824,031	\$ 1,451,295.75	79.57%	\$ 2,073,977	\$ 1,631,229.37	78.65%
Plant Operation	\$ 383,607	\$ 266,540.71	69.48%	\$ 378,180	C	#VALUE!
Transfers	\$ 293,000	\$ 146,805.52	50.10%	\$ 298,000	\$ 271,408.16	91.08%
Contingency	\$ 167,644	\$ -	0.00%	\$ 127,191	\$ -	0.00%
Total expenditures	\$ 6,049,857	\$ 4,456,826.21	73.67%	\$ 6,486,740	\$ 4,513,913.68	69.59%
Ending fund balance	\$ 1,200,000	\$ 2,048,728.06	170.73%	\$ 1,200,000	\$ 2,940,823.47	245.07%

Agenda Item 5.C. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended April 2022

	Fund No.	Beginning Fund Balance	2021-2022 Revenue	2021-2022 Expenditures	Ending Fund Balance	2021-2022 Spendable Budget	2020-2021 Prior Year Expenditures 4/30/2021
Nursing Program Agreement	2010	\$ -	\$ -	\$ 40,000.00	\$ (40,000.00)	\$ 49,000	\$ -
Tillamook Works	2030	\$ 11,523.42	\$ 29,620.78	\$ 29,635.73	\$ 11,508.47	\$ 77,113	\$ 60,563.96
Tillamook Works Intern	2031	\$ -	\$ 1,918.74	\$ 2,339.92	\$ (421.18)	\$ -	\$ -
WOU RISE	2040	\$ -	\$ -	\$ 1,159.79	\$ (1,159.79)	\$ -	\$ -
Title III Grant	2200	\$ -	\$ 26,596.07	\$ 56,040.73	\$ (29,444.66)	\$ -	\$ -
Pathways Grant	2250	\$ -	\$ 11,772.66	\$ 20,564.01	\$ (8,791.35)	\$ 29,707	\$ 29,693.53
Industrial Maintenance Tech	2260	\$ 19,314.25	\$ 21,998.40	\$ 9,115.08	\$ 32,197.57	\$ 32,679	\$ 56,415.75
SBDC Federal Grant	2300	\$ -	\$ 19,977.45	\$ 31,306.99	\$ (11,329.54)	\$ 33,000	\$ 28,355.23
SBDC State Grant	2310	\$ -	\$ 37,500.00	\$ 49,328.07	\$ (11,828.07)	\$ 72,000	\$ 57,427.02
SBDC Program Income	2320	\$ 135,436.91	\$ 14,572.00	\$ 76,019.56	\$ 73,989.35	\$ 115,438	\$ -
SBDC - NOW Grant	2321	\$ -	\$ 8,400.00	\$ -	\$ 8,400.00	\$ -	\$ -
SBDC Rural Outreach Grant	2330	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 19,465.23
SBDC CARES Act	2331	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,526.72
EDC Contract	2350	\$ -	\$ 90,213.50	\$ 129,495.82	\$ (39,282.32)	\$ 161,356	\$ 123,417.08
TEC Vocational Education Grant	2400	\$ -	\$ 11,828.57	\$ 11,828.57	\$ -	\$ 66,000	\$ 28,718.76
Food Pantry	2480	\$ 1,153.43	\$ -	\$ 844.67	\$ 308.76	\$ 1,000	\$ 1,110.38
ASPIRE Program	2540	\$ 3,444.32	\$ -	\$ -	\$ 3,444.32	\$ 3,000	\$ -
Benefits Navigator Grant	2551	\$ -	\$ 23,436.88	\$ 45,540.04	\$ (22,103.16)	\$ -	\$ -
Student Success Grant	2560	\$ -	\$ 49,371.45	\$ 61,827.30	\$ (12,455.85)	\$ 70,000	\$ 70,428.43
STEP Grant	2580	\$ 29,601.32	\$ 48,381.08	\$ 56,709.75	\$ 21,272.65	\$ 43,700	\$ 42,882.38
STEP 100% Grant	2581	\$ 3,073.76	\$ 15,000.00	\$ 12,351.37	\$ 5,722.39	\$ -	\$ 6,866.71
Pathways to Opportunity	2590	\$ -	\$ 14,000.00	\$ 3,473.00	\$ 10,527.00	\$ 18,750	\$ 27,876.35
ONWIB Student Success Coach	2595	\$ -	\$ -	\$ -	\$ -	\$ 36,281	\$ 20,519.84
Guided Pathways Implementation	2610	\$ 20,810.45	\$ -	\$ 470.48	\$ 20,339.97	\$ 18,000	\$ -
CARES Act Institutional - Section 1	2701	\$ -	\$ 460,331.94	\$ 472,043.76	\$ (11,711.82)	\$ -	\$ 104,420.07
CARES Act Institutional - Section 2	2702	\$ -	\$ 15,950.00	\$ 15,950.00	\$ -	\$ -	\$ 8,880.82
CARES Act Institutional - Section 3	2703	\$ -	\$ 1,372.55	\$ 1,372.55	\$ -	\$ -	\$ 106,657.58
GEER Institutional Grant	2704	\$ -	\$ 10,606.35	\$ 10,606.35	\$ -	\$ -	\$ 41,749.33
Strong Start Grant	2771	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,833.52
Partners for Rural Innovation Operations	2890	\$ 11,218.58	\$ 18,126.49	\$ 29,442.04	\$ (96.97)	\$ 39,800	\$ 26,130.37
Capital Depreciation & Maintenance Fund	2900	\$ 938,888.81	\$ 35,400.61	\$ -	\$ 974,289.42	\$ 35,000	\$ -
Timber Tax Reserve Fund	2910	\$ 3,849,400.84	\$ 191,317.16	\$ -	\$ 4,040,718.00	\$ 728,568	\$ -
PRI Capital Maintenance Fund	2920	\$ 81,359.57	\$ 20,338.01	\$ -	\$ 101,697.58	\$ 20,000	\$ -
Strategic Investment Fund	2950	\$ 1,243,831.09	\$ 5,187.69	\$ 50,000.00	\$ 1,199,018.78	\$ 300,000	\$ 61,636.06
Total Special Fund		\$ 6,349,056.75	\$ 1,183,218.38	\$ 1,217,465.58	\$ 6,314,809.55	\$ 1,960,392	\$ 963,575.12

Schedule of Special Fund borrowing from General Fund

	Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 4/30/2022
Total of Grants that borrow from the General Fund	\$ (188,527.74)	\$ 20,437.26	\$ -	\$ (208,965.00)
Total of Grants & Reserves that are not borrowing from the General Fund	\$ 6,503,337.29	\$ 17,777.70	\$ -	\$ 6,485,559.59
Total Special Fund	\$ 6,314,809.55	\$ 38,214.96	\$ -	\$ 6,276,594.59

	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	\$ 7,047.00	\$ 5,795.42	\$ 11,838.41	\$ 13,769	\$ 7,747.73
Driver Education Program	3110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,790.45
TBCC Store	3200	\$ 12,338.70	\$ 2,801.58	\$ 85.19	\$ 15,055.09	\$ 5,550	\$ 256.45
Customized Training Projects	3300	\$ 16,503.04	\$ -	\$ 1,095.98	\$ 15,407.06	\$ 18,295	\$ 1,580.35
Truck Driving Program	3310	\$ 39,144.77	\$ 130,014.17	\$ 149,342.62	\$ 19,816.32	\$ 153,251	\$ 66,418.43
Truck Driving Simulator	3320	\$ (12,252.88)	\$ 1,259.18	\$ 1,978.29	\$ (12,971.99)	\$ 23,935	\$ 58,480.79
TBCC Vending	3400	\$ 6,751.39	\$ 3,722.41	\$ 1,512.31	\$ 8,961.49	\$ 7,300	\$ 2,170.71
Total Enterprise Fund		\$ 73,071.85	\$ 144,844.34	\$ 159,809.81	\$ 58,106.38	222,100	\$ 142,444.91
PERS Pension Bond Fund	4100	\$ 29,121.04	\$ 137,627.34	\$ 26,358.88	\$ 140,389.50	\$ 171,118	\$ 28,895.15
General Obligation Bond Fund	4200	\$ 30,505.23	\$ 669,984.13	\$ 39,201.96	\$ 661,287.40	\$ 763,325	\$ 44,752.63
Total Debt Service Fund		\$ 59,626.27	\$ 807,611.47	\$ 65,560.84	\$ 801,676.90	\$ 934,443	\$ 73,647.78
Local Match Fund	5250	\$ 175,920.62	\$ 730.86	\$ 31,500.00	\$ 145,151.48	\$ 53,291	\$ 56,000.00
Grant Construction Fund	5550	\$ (175,008.57)	\$ 30,000.00	\$ -	\$ (145,008.57)	\$ -	\$ -
Center for Industrial Technology Fund	5551	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 523,492.00
Total Capital Projects Fund		\$ 912.05	\$ 30,730.86	\$ 31,500.00	\$ 142.91	\$ 53,291	\$ 579,492.00
Associated Students of TBCC	7100	\$ 6,670.97	\$ 4,636.20	\$ 1,706.37	\$ 9,600.80	\$ 9,481	\$ 2,683.56
Phi Theta Kappa Honorary Society Fund	7200	\$ 1,009.82	\$ 595.00	\$ 799.04	\$ 805.78	\$ 3,725	\$ 2,229.76
Total Agency Fund		\$ 7,680.79	\$ 5,231.20	\$ 2,505.41	\$ 10,406.58	\$ 13,206	\$ 4,913.32
PELL Grant	8010	\$ -	\$ 449,114.00	\$ 449,114.00	\$ -	\$ 751,150	\$ 585,139.00
Supplemental Education Opportunity Grant	8020	\$ -	\$ 14,438.55	\$ 14,438.55	\$ -	\$ 17,625	\$ 18,126.15
CARES Act for Students	8090	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 72,272.00
GEER funds for Students	8091	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,001.00
CARES Act Inst for Students	8092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,036.00
CRRSA Act for Students	8093	\$ -	\$ 453,115.00	\$ 453,115.00	\$ -	\$ -	\$ 39,289.00
HEERF III Institutional Grants for Students	8094	\$ -	\$ 70,166.00	\$ 70,166.00	\$ -	\$ -	\$ -
Direct Loans	8100	\$ -	\$ 31,288.00	\$ 31,288.00	\$ -	\$ 350,000	\$ 67,364.00
Federal Work Study	8190	\$ -	\$ 2,294.25	\$ 4,889.18	\$ (2,594.93)	\$ 16,944	\$ 5,169.94
Oregon Opportunity Grant	8210	\$ -	\$ 172,500.00	\$ 169,921.00	\$ 2,579.00	\$ 250,000	\$ 195,849.00
Chafee Grant	8220	\$ -	\$ 3,334.00	\$ 3,334.00	\$ -	\$ 15,000	\$ -
Oregon Promise Grant	8230	\$ -	\$ 58,700.00	\$ 56,785.00	\$ 1,915.00	\$ 90,000	\$ 66,671.00
State CARES Support	8231	\$ -	\$ 1,667.00	\$ 1,667.00	\$ -	\$ -	\$ 6,668.00
Tuition Waivers	8310	\$ 10,000.00	\$ -	\$ 2,617.50	\$ 7,382.50	\$ 10,000	\$ 115,448.00
Board Scholarships	8320	\$ 39,599.62	\$ 129,000.00	\$ 122,952.16	\$ 45,647.46	\$ 170,000	\$ 150,258.00
Institutional Work Study	8330	\$ 42,359.85	\$ -	\$ 102.40	\$ 42,257.45	\$ 10,072	\$ 346.54
Foundation Scholarships	8340	\$ -	\$ 67,474.47	\$ 87,054.52	\$ (19,580.05)	\$ 85,000	\$ 74,648.62
Non-Institutional Scholarships	8400	\$ 420.00	\$ 26,792.00	\$ 22,764.72	\$ 4,447.28	\$ 53,328	\$ 48,394.55
Total Financial Aid Fund		\$ 92,379.47	\$ 1,479,883.27	\$ 1,490,209.03	\$ 82,053.71	\$ 1,969,119	\$ 1,478,680.80

Agenda Item 5.C. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended April 2022
 83.33% 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	\$ 2,934,709	105.40%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 40,640	\$ 49,893	0.00%	\$ 664,207	\$ 907,700	136.66%	\$ 13,093	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,167,177	\$ 986,217	84.50%	\$ 40,150	\$ 13,096	32.62%	\$ 169,856	\$ 118,767	69.92%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,410,834	\$ 1,397,031	99.02%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 728,100	\$ 668,407	91.80%
Timber	\$ -	\$ -	0.00%	\$ 768,274	\$ 191,317	24.90%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 5,000	\$ 3,193	63.86%	\$ -	\$ -	0.00%	\$ 6,000	\$ 1,834	30.57%	\$ -	\$ -	0.00%
Interest	\$ 50,000	\$ 25,366	50.73%	\$ 20,450	\$ 9,426	46.09%	\$ -	\$ -	0.00%	\$ 3,225	\$ 1,584	49.12%
Rental	\$ 18,000	\$ 10,530	58.50%	\$ 8,000	\$ 5,445	68.06%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 30,000	\$ 30,203	100.68%	\$ 84,700	\$ 23,409	27.64%	\$ 28,009	\$ 18,339	65.48%	\$ -	\$ -	0.00%
Transfers	\$ 580,683	\$ 193,097	33.25%	\$ 53,291	\$ 32,826	61.60%	\$ -	\$ 5,904	0.00%	\$ 160,000	\$ 137,620	86.01%
Total Revenues	\$ 6,086,740	\$ 5,630,239	92.50%	\$ 1,639,072	\$ 1,183,219	72.19%	\$ 216,958	\$ 144,844	66.76%	\$ 891,325	\$ 807,611	90.61%
Expenditures												
Salaries and Wages	\$ 4,831,360	\$ 3,622,934	74.99%	\$ 515,634	\$ 505,565	98.05%	\$ 124,892	\$ 67,808	54.29%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 1,210,189	\$ 889,397	73.49%	\$ 325,194	\$ 317,623	97.67%	\$ 84,419	\$ 41,070	48.65%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 20,000	\$ -	0.00%	\$ 15,000	\$ 198,003	1320.02%	\$ -	\$ 48,500	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 932,843	\$ 63,961	6.86%
Transfers	\$ 298,000	\$ 271,408	91.08%	\$ 573,564	\$ 196,275	34.22%	\$ 4,589	\$ 2,432	53.00%	\$ -	\$ -	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	\$ 4,783,739	73.75%	\$ 7,797,249	\$ 1,217,466	15.61%	\$ 222,100	\$ 159,810	71.95%	\$ 934,443	\$ 65,561	7.02%
Ending Fund Balance	\$ 1,200,000	\$ 2,670,999		\$ 86,731	\$ 6,314,810		\$ 49,894	\$ 58,106		\$ 16,882	\$ 801,676	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 220,769			\$ 38,215			\$ 13,200			\$ 25,859	
Inventories		\$ 633			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ (221,402)			\$ (38,215)			\$ (13,200)			\$ (25,859)	
Liabilities												
Accounts Payable		\$ 83,586			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 51,449			\$ -			\$ -			\$ 25,859	
Payroll		\$ 252,572			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 387,607			\$ -			\$ -			\$ 25,859	
NET ADJUSTMENTS		\$ 166,205			\$ (38,215)			\$ (13,200)			\$ -	
ENDING CASH BALANCE		\$ 2,837,204			\$ 6,276,595			\$ 44,906			\$ 801,676	

Agenda Item 5.C. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended April 2022
 83.33% 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	\$ 1,256,608	76.92%
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	\$ 731	36.55%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 50,000	\$ 30,000	0.00%	\$ 3,025	\$ 595	19.67%	\$ 135,000	\$ 94,266	69.83%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 4,636	57.95%	\$ 130,000	\$ 129,008	99.24%
Total Revenues	\$ 52,000	\$ 30,731	59.10%	\$ 11,025	\$ 5,231	47.45%	\$ 1,898,750	\$ 1,479,882	77.94%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 6,266	\$ -	0.00%	\$ 26,341	\$ 4,883	18.54%
Operating Expenditures	\$ -	\$ -	0.00%	\$ 6,940	\$ 2,505	36.10%	\$ 1,940,248	\$ 1,483,850	76.48%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 53,291	\$ 31,500	59.11%	\$ -	\$ -	0.00%	\$ 2,530	\$ 1,476	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 53,291	\$ 31,500	59.11%	\$ 13,206	\$ 2,505	18.97%	\$ 1,969,119	\$ 1,490,209	75.68%
Ending Fund Balance	\$ -	\$ 143		\$ 519	\$ 10,407		\$ 55,459	\$ 82,052	
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		\$ 143			\$ 10,407			\$ 82,052	

\$ 10,052,983

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, September 12th at 5:00 pm. There will be no board meetings in July or August this year. We would like to plan on a face to face meeting in September.
- End of Year celebration for our students scheduled for Wednesday, June 15 at 3pm in Room 214/215. You are all invited to attend.
- Graduation ceremony set for Friday, June 17 at 5:30pm in the TBCC parking lot. We ask board members to arrive at the college by 5:00pm for pictures and to get ready for the ceremony to begin promptly at 5:30pm. The Board members will be sitting up on the stage as is customary.

Updates:

- OCCA Board meeting update from May 6- Betsy
- Last Extended Staff meeting on Friday, May 20- honored faculty/staff that have been with college for 5 or more years, in multiples of 5 years
- PRI 5th Anniversary get together on Friday, May 20
- Received Award letter for EDA grant to renovate the CIT building!

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) and (2)(e) 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 and property related issues on Monday, June 6th, 2022 at 7:00pm in a virtual format.