# Board of Education Meeting Agenda

**Date:** Monday, March 6, 2023

**TBCC Board Meeting** TBCC Board Tour of Adventist Hospital 4:30 - 5:00pm, Hybrid and in person at Adventist Health Tillamook in Conference Rooms A, B, C – 5:00pm – 6:00pm

**Item** **Description** **Resource**

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

2. **Consent Agenda:** ---------- (Action) Chair Gervasi
   a. Approval of Agenda
   b. Approval of February 6, 2023 Meeting Minutes
   c. Personnel Report……..……..…Director Daniels

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

4. **New Business and/or focused policy discussions**
   a. Budget Update ……...…….President Tomlin
   b. Budget Development Guidelines (ACTION) ……...AVP Reagan
   c. College Tuition and Fees (second reading, ACTION) ……. AVP Reagan
   d. XI-G State Bond Sale for the $8M Matching Funds (ACTION).....VP Luquette
   e. OCCA Legislative Priorities Board Resolution (ACTION)..... President Tomlin

5. **Information-Only Items (Board members may request any item be placed on the discussion agenda)**
   a. National CTE Month- Apprenticeship/Work-based Training..VP Jarrell/Dean Cook
   b. Nursing Update ……..…… VP Jarrell
   c. ASTBCC Report……..……..... ASTBCC President Mitchell
   d. Financial Report …… AVP Reagan
   e. President's Report ……..……. President Tomlin

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

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

8. **Executive Session** 6:00-7:00pm---------- (Action) Chair Gervasi

   Move to the Executive Session of the Meeting.

   Pursuant to O.R.S. § 192.660 (2)(i) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public

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

that the Board has elected to go into Executive Session for the purpose of discussing personnel issues on Monday, March 6 at 6:00pm or when regular board meeting ends.
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# Call to Order

**RECOMMENDATION**
CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

**BACKGROUND INFORMATION**……Chair Gervasi

# Approval of the Consent Agenda

**RECOMMENDATION**

ACTION ITEM

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

Items for approval:

a. Approval of Agenda for the February meeting
b. Approval of February 6, 2023 Meeting Minutes
c. Approval of the Personnel Report

# Approval of the Agenda

**RECOMMENDATION**

MOTION TO APPROVE THE AGENDA FOR THE MARCH MEETING

# Board of Education Meeting Agenda

**Date:** Monday, March 6, 2023

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   b. Budget Development Guidelines (ACTION) ……..……...AVP Reagan
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   d. Financial Report ……..……. AVP Reagan
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6. **Board Member Discussion Items** …… Chair Gervasi

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

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   Move to the Executive Session of the Meeting.

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that the Board has elected to go into Executive Session for the purpose of discussing personnel issues on Monday, March 6 at 6:00pm or when regular board meeting ends.
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# February 6, 2023 Board of Education Meeting Minutes

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

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

**Members Not in Attendance:** Mary Faith Bell

**TBCC Staff in Attendance:** President Ross Tomlin, VP Heidi Luquette, VP Paul Jarrell, AVP Rhoda Hanson, Director McCarley, Director Debbie Daniels, Director Sheryl Neu, Michael Weissenfluh, Michele DeGraffenreid, , Dean Cook, Dean Goodwin, JoAnn Critelli, Kiernon Spellman, Logan Laity, Dean Castro, Emilee Nguyen, Pat Ryan, and Leon Telesmanich

**Call to Order • Acknowledge Guests (Agenda Item 1) ---------- Chair Gervasi**
The meeting was called to order at 5:00 pm. ASTBCC Vice President Emiliee Nguyen filling in for ASTBCC President, Mackenzie Mitchell, Kiernan Spellman is here, Past ASTBCC President, Logan Laity is also a guest.

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

**Approval of Agenda (Agenda Item 2.a)**
There were no changes to the agenda for the January 9, 2023 meeting.

**Approval of January 9, 2023 Meeting Minutes (Agenda Item 2.b)**
There were no corrections to the minutes from the January 9, 2023 meeting minutes.

**Personnel Report (Agenda Item 2.c)……..... Director Daniels**
The Personnel Report for the month is included in the packet for this meeting.
The position of IT Specialist has been filled by Brendan Arneson. Offer made pending reference/background for the Healthcare coordinator position. DEI position, 2nd round interviews in progress. The following positions remain open till filled: Payroll and Benefits Specialist still open.

**Additional Agenda Items ---------- Chair Gervasi**
Shannon Hoff motioned to approve the Consent Agenda. Andrea Goss 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)**

**Discussion of Tuition and Fees for 2023-2024 (Agenda Item 4.a) (First Reading) …… AVP Reagan**
For 2022-2023 Academic Year, TBCC has the second least expensive annualized cost for students compared to the other 16 Oregon Community Colleges. Leadership team is recommending a $2/credit increase to tuition and a $2/credit increase to the universal fee for next year (2023-2024). It is proposed that these fees will be capped at 15 credits.

The average increase at Oregon Community colleges is $3.00 per credit and last year the Board approved an increase per-credit of $2.00. .
This issue will be voted on by the Board at the March Board meeting to approve for 2023-2024.

**Budget Assumptions (Agenda Item 4.b) …….…..……..…… AVP Reagan**
It has not been determined what the proposed COLA increase will be for the college yet. AVP Reagan will be looking at outside factors and presenting a recommendation to the Board at the next Board meeting. AVP Reagan is recommending a 3% step increase for the coming budget. There will be no recommendations to change the Health insurance Premiums allowance.
There is an estimate of 1% growth of FTE to 515 students for the year.
AVP Reagan reported that Timber Revenue will be reduced based on the information from the state forester. It is estimated that we will receive around $430,000 for the current fiscal year. This revenue will be reduced year by year due to the reduction in harvest of timber.
Governor's budget came out requesting $760M for community colleges, we are currently at $702M, but HECC asked for $855M. $855M is to maintain current service level. Mid-March we will find out from the Ways & Means committee is recommending for the next biennium.

**President's Evaluation Process for 2022-2023 (Agenda Item 4.c) ……..…… President Tomlin**
President Tomlin explained the process for annual President's Evaluation. No changes to the process have been made since the last evaluation. He will be sending out a summarized report with the Evaluation tool in Word format to Board members in the next week and Board members will return to Board Chair, Kathy Gervais, completed president's evaluation prior to the next Board meeting, March 6, 2023.
It will be reviewed by the Board members in Executive Session and then with the President prior to the April 3 Board meeting. During Executive session it will be discussed if there are any changes to the President's contract. The Board Chair will then present a summary of ratings and comments report to the Board meeting April 3, 2023. The President asked if the timing and process was acceptable to the Board and it was agreed upon that it is.

**Architect Contract Approval (Agenda Item 4.d)……(Action) Kiernon Spellman**
Kieranon Spellman from Wenaha presented an overview of how the search and process was done to determine the potential Architectural firms to be considered for the new building project.
Through a process of demonstration and interviews it was determined that Opsis had the relevant experience, capabilities, was a great fit for the college project.

Action requested after the presentation was to authorize TBCC to enter into contract with Opsis Architecture, LLP for design services for the New Healthcare Education Building in the amount of $1,535000 plus an allowance of $30,000 for reimbursable expenses.

The motion to approve was made by Andrea Gross and a 2nd motion made by Shannon Hoff. **The Motion carried.**

**New Program Approval: AAS Nursing (Agenda Item 4.e) ……..….(Action) VP Jarrell**
Dr. Jarrell presented to the Board the Associate of Applied Science Nursing Program for discussion and approval. The curriculum and program map has been approved by the TBCC Faculty Curriculum Committee. Dr. Jarrell explained what the next steps are if the Board should approve the program. If approved the program will then be taken to the Oregon State Board of Nursing for approval. Then after the Oregon State Board of Nursing approval of the program it will go to the NWCCU for approval from an accreditation standpoint.

Shannon Hoff made the motion to approve and Betsy McMahon 2nd the motion. **The motion carried.**

**Revised Bond Resolution (Agenda Item 4.f) ……..……..(Action) VP Luquette**
VP Luquette reminded the Board that there was a resolution, 22-2, that was passed in October 2022. TBCC has been informed that to participate in the Oregon School Bond Guaranty Program there are new requirements. The new requirements are that the resolution must state the name and series of the bonds and the amount being issued. VP Luqette is asking the Board to pass an amendment to Board Resolution 22-2 that would include the new language to be in compliance with the new requirement.

Regarding Bond sale timing, we are looking at the end of April or early may there are some completed audits that have to be submitted. We are still going through the audit at this time. We anticipate that will mid-March to have that completed.

Andrea Goss motioned to approve Bond resolution. Shannon Hoff seconded the motion. **The motion carried.**

**Information-Only Items (Agenda Item 5)**

**Staff Recognition: Sheryl Neu (Agenda Item 5.a)…….……..... VP Luquette**
Sheryl Neu was recognized as an outstanding job for all her support for the many changes we have experienced through Covid and moving to hybrid learning. Also, Sheryl has helped so much in supporting everyone using Jenzabar, she has assisted in payroll. Over the course of her 29 years with TBCC she has been such a stellar leader under at times very challenging circumstances. VP Luquette personally thanked Director Neu for always going the extra mile to support the college all of these years.

**Legislative Session update (Agenda Item 5.b) ….……..... VP Luquette**
VP Luquette reminded the Board that the Legislative session kicked off on Jan 17, 2023 and is in full swing. Throughout the session there will be opportunities for TBCC staff and students to provide testimony to support or oppose current bills being put forward. Such as was the case on Jan 19,2032 when Angelica Ortiz, TBCC resource Navigator, provided her testimony to the House Higher Education Committee that was seeking to learn more about how colleges are utilizing the Benefit Navigator positions funded by the legislature for the current biennium. TBCC will be meeting with Senators Weber and Andreson and Representative Javadi and Gomberg at their offices in Salem on March 9 as part of the upcoming OCCA Legislative Summit. Several Board members, executive leadership, and our ASTBCC President will be attending the summit. OCCA reps meet every Monday to discuss bills and concerns.

VP Luquette brought the Board up to date on by explaining how many bills are currently under review that may impact community colleges in Oregon, 1200 bills. She briefly explained the rating system in place to track bills based on their potential to impact Community in the future and in the near future. Level one status which there is a bill under this status means that it is a bill that is a top priority that can change the way we do business. There are 27 level two bills being tracked. Level two status means they could have significant impact on community colleges. The remaining bills at are level three which means these bills not only impact Community colleges but also other entities such as bills that relate to PERS.

VP Luquette explained how Voter's Voice has already been so helpful. 73 people sent letters regarding SB523.

Representative Bonamici will be on campus February 21, 2023 to connect with us.

**Campus Safety Update (Agenda Item 5.c) ……..……...Director Ryan**
Director Ryan updated the Board on Campus Safety Committee which are responsible for helping ensure a safe, healthy, work and education environment for all staff, students and patrons of TBCC. He itemized safety reporting requirements and how they are met in compliance with federal and State title programs. Director Ryan discussed the trainings that are required and completed by staff and faculty to work in conjunction with the college to maintain a safe campus.

**ASTBCC Report (Agenda Item 5.d) ……..……..ASTBCC President Mitchell**
Emilee Nguyen, ASTBCC Vice President, stepped in to give the ASTBCC report for President Mitchell. Emilee updated the Board on current plans. The Winter Welcome event was held for the purpose of informing students how to form clubs and they had one group created from that event. Future fundraising events will be held to focus on raising funds for a team to go to American Student Association of Community Colleges (ASACC) National Conference in 2024.

**Financial Report (Agenda Item 5.e) ……..……. AVP Reagan**
AVP Reagan advises group that the financial report is for December. The Property taxes are very high and AVP Reagan will meet with the county assessor to find out why our property taxes are so high this year. There is a concern that Timber revenues will be greatly reduced going forward and we should be conservative in budgeting around that revenue.

**President's Report (Agenda Item 5.f) ……..……. President Tomlin**
The President began his remarks with a reminder that the next board meeting is scheduled for March 6, 2023 at 5:00 pm at Adventist Hospital Conference rooms, ABC.

Legislative Summit is upcoming March 8-9. March 8th will be a full day of meetings and a reception evening of the 8th to meet with legislators. March 9th individual meetings with the legislators will be going on.

President Tomlin then gave OPC meeting updates. OPC discussed the funding formula which the HECC is moving forward on. It's believed it can have some detrimental impact on community college students. All the presidents are sending out letters to the HECC. The Board is also interested in sending a letter to the HECC.

Other issues talked about were transfers. The universities want to opt out of transfer maps which won't be in favor of Community college students transferring. Community colleges do support the HECC on standardized transfer maps that university have to honor.

Betsy discussed the OCCA board meeting. She was nominated to be on exec committee.

President Tomlin acknowledged the Loren E. Parks trust donated $100,000 grant to support the Nursing Program.

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

**Adjournment (Agenda Item 7) ---------- (Action) Chair Gervasi**
Tamra Perman motioned to adjourn the meeting. Shannon Hoff seconded the motion. **The motion carried.** The meeting was adjourned at 7:20pm.

**Move to the Executive Session of the Meeting**.

> Pursuant to O.R.S. § 192.660 (2)(i) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of discussing personnel issues on Monday, February 6 at 7:00 pm.

# Personnel Report

**RECOMMENDATION**
CONSENT AGENDA

**BACKGROUND INFORMATION**---------- Director Daniels

| Position Title | Application Review Begins | Start Date | Comment | Screening Committee Chair | |
|---|---|---|---|---|---|
| Diversity, Equity, Inclusion and Title IX Coordinator | Continuing | 2/17/23 | Screening 6 new applicants- interviews start Friday 2-24 | Ross Tomlin | |
| Healthcare Program Coordinator | Complete | 3/1/23 | Hired Jay Bankhead | Paul Jarrell | |
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# 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

# Budget Update

**RECOMMENDATION**

INFORMATION ONLY

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

We are continuing to work on the 2023-24 budget for the college. We should have all of the accounts reviewed by the week of the board meeting so Kristin can then put together a draft budget for Leadership Team to review. We anticipate having a deficit as we have for the past six years and will need to include some of the Timber Tax revenue in the budget to close the gap. We will work on both reducing some expenditures and then using Timber Tax revenue to develop a balanced budget. We have not needed to use it by the end of each fiscal year over the past 6 years, but may need to do so now that we are almost fully staffed, and staffing is where most of our budget is spent.

Also provided here will be an update on the Timber Tax situation with the Department of Forestry after a conversation with Commissioner Yamamoto. We also have an update on the compensation study with PSU and the state revenue forecast, as well as a discussion with College Council regarding prioritizing some of the expenditure categories where we see increases. We will answer any questions the board has regarding the buidling of our budget for next year.

# Budget Development Guidelines

**RECOMMENDATION**

ACTION ITEM

**BACKGROUND INFORMATION** ……..…… AVP Reagan

The Budget Development Guidelines for the upcoming 2023-202 budget are presented for the Board's review and approval.

The Guidelines refer to TBCC's Vision, Mission Values and Strategic Priorities as reflected in the strategic plan created for 2022 – 2029.

# Budget Officer Summary

## Budget Development Guidelines

The following Budget Development Guidelines were approved by the Board of Education in March 2023. The 2023-2024 Budget contains funding addressing each of the Budget Development Guidelines as follows:

| Guideline | Gloss and Funding/Project |
|---|---|
| **Assessment and Planning:** Financially support comprehensive planning and assessment activities leading to continuous improvement in fulfilling the College's mission, strategic priorities, and strategic objectives. Every department has Service Area Outcomes which are assessed and analyzed annually and are tied to strategic projects. Strategic projects are tied to a strategic priority and objective and include budget requirements. | Determining the short, intermediate, and long-range goals, objectives, and activities necessary to fulfill the College's mission and strategic priorities in a continuously improving manner is essential to meet the expectations of those TBCC is charged to serve.<br>1. Focus groups and online surveys to improve student success.<br>2. Funding to support implementation of TBCC's student success initiatives.<br>3. Continued funding to support faculty work on student learning outcomes assessment. |
| **Educational Program Support**: Direct the highest levels of financial support to those programs and courses with a demonstrated potential for growth in the following priority order: (1) degree and certificate programs, (2) other credit courses, (3) reimbursable non-credit programs and courses, (4) non-reimbursable. | 1. A continuing commitment to offer the AAOT, AS, AGS and the ASOT-Business in a two-year time frame and OTM in a one-year time frame is reflected by continued funding of existing regular faculty positions and credit adjunct support. This action strengthens maintaining Accreditation.<br>2. A continuing commitment to offer requisite credit coursework for certificates of completion and associate of applied science degrees, such as Criminal Justice/Public Safety, Manufacturing and Industrial Technology, and others, is reflected by funding for regular and adjunct faculty.<br>3. Continue to build and strengthen access of local high school students to TBCC programs, courses and services.<br>4. Support for CTE and Academic Partnership Deans to enhance connections with high schools and strengthen K-14 programs of study. |
| **Educational Program Equipment**: Give priority to maintaining up-to-date instructional technology and training equipment. | In today's highly technological society, students trained in up to date labs and equipment are afforded the highest opportunity for success. In addition, the competitive nature of the higher education industry places an institution that does not maintain up-to-date training equipment at a significant disadvantage. Grant and industry support will be investigated to assist with this need.<br>1. Continue planned upgrades of computer hardware and software in computer and writing labs.<br>2. Funding is provided for instructional technology, including transitioning from Moodle to Canvas use and other instructional software. |

| | |
|---|---|
| **Facilities:** Maintain current facilities and acquire facilities necessary to achieve mission, core themes, and strategic initiatives. | TBCC since 2010 has completed the capital construction projects projected in 2008. They include: the new central campus building, a new technical training center in remodeled Tillamook School District facilities, a new TBCC South facility, and renovated facilities within Neah-Kah-Nie High School. In 2017 construction of the Partners for Rural Innovation was completed. A Facilities Master Plan (FMP) was completed in 2021. TBCC submitted a capital funding request to HECC to receive funds from the State's 2021-2023 budget. TBCCs request was approved by the legislature. TBCC has been approved for a General Obligation bond during the May 2022 election to construct a new Healthcare Education building. TBCC has also obtained $8 million in state match through the State's sale of bonds in May of 2023.<br>1. Maintain staffing and contracted services to provide a quality learning environment at all TBCC facilities.<br>2. Funding for Facilities Maintenance Plan projects has been obtained via General Obligation Bonds, grants, and State Match. |
| **Technological Resources**: Provide computing and other technological resources leading to enriched educational opportunities for students and enhanced management information systems. | Information technologies are expanding at a phenomenal pace. Developing and maintaining a technological infrastructure to support information technologies is a paramount objective of progressive institutions of higher education. To serve the best interests of students, and to meet the information and accountability demands of the public, TBCC must establish a long-term financial commitment to this objective.<br>1. Funding is provided for campus and instructional technology.<br>2. Funds are also provided to continue software and hardware improvements and enhancements.<br>3. Funding is being sought at the state level and may be allocated to a cybersecurity initiative. |
| **Faculty and Staff Development**: Encourage faculty and staff development and training. | The professional staff is the single most consequential resource of the College. Maintaining this resource by supporting a process that encourages renewal of professional development and training is essential.<br>1. Continue faculty and administrative staff participation in State meetings.<br>2. Continue funding for Faculty and Staff attendance at selected regional or national professional development opportunities.<br>3. Continue funding support for professional development of faculty and staff through credit coursework and degrees.<br>4. Fund professional development activities for enhancing student relations and student engagement.<br>5. Participation and attendance at meetings and professional development opportunities may continue to be remote as a result of COVID-19 and budget limitations. |

| | |
|---|---|
| **Faculty and Staff Remuneration**: Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2022-2023 salary levels after accounting for inflation. | A key to attracting and keeping outstanding professional staff is to maintain remuneration at levels competitive with those offered by other similar community college employment opportunities in Oregon. TBCC is also conducting a compensation study through Portland State University to determine our competitiveness amongst similar organizations.<br>1. Step movements are proposed for eligible staff and faculty in FY 23-24.<br>2. PERS Employee Contribution Pickup continued.<br>3. 3% Cost-of-Living adjustment is proposed.<br>4. Benefit rates are being adjusted as needed.<br>5. A Wellness Initiative is being proposed and discussed and funding for this initiative is estimated and included in the 2023-2024 proposed budget. |
| **Student Tuition and Fees**: Within the constraints imposed by fiscal and other limitations, target movement of general tuition and fees to a level generally equivalent to those of Oregon's other community colleges. | Community colleges are colleges of the people. Providing access to TBCC's educational offerings is a concept intrinsic to the foundation of the College's mission. Targeting tuition and fees to level reflective of neighboring and statewide institutions ensures maintenance of this objective.<br>1. Credit Tuition increased from $106 to $108 per credit.<br>2. Credit Fees increased from $20 to $22 per credit.<br>3. No additional increases to student costs are proposed except for course and lab fees. |

## Basic Budget Assumptions

In preparing the budget the following basic assumptions were employed:

1. Per credit tuition and fee rates are proposed to increase for 2023-2024.
2. The staff salary schedule continues to reflect a 249 day contract year and the regular faculty salary schedule continues to reflect a 173 day contract year.
3. Eligible staff and regular faculty will receive pay step increases. Leadership reviewed three CPI measures for 2022. The average was approximately 3%. For FY23-24, a cost of living adjustment of 3% is planned.
4. No increase in the allowance to pay healthcare insurance premiums and opt-out stipends for eligible employees is planned.
5. Benefit rates are being adjusted based on information provided by various providers.
6. Property tax assessed values will increase by approximately 3% based on Oregon property tax laws.
7. Appropriation amounts from the State's Community College Support Fund are based on the Department of Community Colleges and Workforce Development funding formula calculated distribution of an estimated $760M 2023-2025 state appropriation.

8. TBCC was informed by the Tillamook County Treasurer that its timber revenue will decrease by approximately $100,000 from 2022-2023 levels based on a State Forester forecast of the timber harvest.
9. The budget plans for $141,677 Operating Contingency and $665K for Ending Fund Balance in the General Fund. Ending Fund Balance represents approximately 8% of the General Fund budgeted expenditures and transfers. Operating Contingency includes 2% of the General Fund budgeted expenditures and transfers.
10. The budget contains the ongoing repayment of funds leveraged from the Capital Depreciation and Maintenance fund for construction of the Partners for Rural Innovation building.
11. The budget contains capital construction projects for the renovation of the Center for Industrial Technology and construction of a healthcare education building on the main campus.

## Conclusion

Presented here is the proposed budget for FY2023-2024. Adoption of the approved budget by the Board of Education is scheduled for June 5, 2023.

## Acknowledgements

Preparation of a budget involves the entire staff of the College along with the Board and the Public Budget Committee. My sincere appreciation is expressed to all who have, and will participate in the process and by so doing, contribute to the current and future success of Tillamook Bay Community College.

Kristin Reagan, Associate Vice President of Finance

Budget Officer

# College Tuition and Fees

**RECOMMENDATION**

ACTION ITEM – SECOND READING

**BACKGROUND INFORMATION** ……..…..…… AVP Reagan

The proposed 2023-2024 schedule of Tuition and Fees are presented for the Board's approval of this second reading. No changes have been made since the first reading on February 6th, where a $2 increase of tuition and a $2 increase in the Universal fee were proposed.

The current average in-state tuition rate for Community Colleges in Oregon is $115.44. TBCC currently has the third least expensive tuition per credit hour, behind Chemeketa ($99) and Southwestern ($105). However, when considering fees, TBCC is the least expensive in Oregon at $126 per credit, while Chemeteka is $136 ($99 tuition plus a universal fee of $37) and Southwestern is at $141 ($105 plus a universal fee of $36).

# College Tuition and Fees: Second Reading

| Tuition or Fee Item | 2021-2022 | 2022-2023 | 2023-2024 |
|---|---|---|---|
| *Tuition* | | | |
| In-State Tuition per Credit Hour for the first 15 credits per term | $104 | $106 | $108 |
| Out-of-State Tuition per Credit Hour for the first 15 credits per term | $124 | $126 | $128 |
| | | | |
| *Fees* | | | |
| Universal Fee (per credit) | $17 | $20 | $22 |
| Online Course Fee (per course) | $0 | $0 | $0 |
| Hybrid Course Fee (per course) | $0 | $0 | $0 |
| Adult Basic Skills Instructional Course Fee (includes ABE/GED/ESOL courses) | $15 | $15 | $15 |
| Late Payment Fee | $50 | $50 | $50 |
| Placement Test for non-TBCC students or staff | $30 | $30 | $30 |
| Placement Test Retest | $30 | $30 | $30 |
| Proctored Testing per test for non-TBCC credit students or staff | $30 | $30 | $30 |
| | | | |
| *Credit for Prior Learning:* | | | |
| College Level Exam Program (CLEP) Administration Fee | $25 | $25 | $25 |
| Challenge Exam | $50 | $50 | $50 |
| Department of Public Safety Standards and Training (DPSST) Credits | $75 | $75 | $75 |
| | | | |
| Official Transcript Fee (per transcript) (one free when degree or certificate is mailed) | $5 | $5 | $5 |
| Expedited Transcript Fee (per transcript) | $30 | $30 | $30 |
| Return Check Fee | $25 | $25 | $25 |

# XI-G State Bond Sale for the $8M Matching Funds

**RECOMMENDATION**
**ACTION ITEM**

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

In the 2021 Legislative session, TBCC was authorized to receive an $8 Million state match for the construction of a Career Technical Education Building on the TBCC Campus. This February, TBCC was notified by the Oregon State Department of Adminstrative Services (DAS) that they are planning a May 2023 XI-G bond sale to meet this obligation. In order to participate, TBCC was asked to verify that they would be able to spend, or have a binding commitment to spend, 5% of the proceeds within 6 months of the issuance, and the remaining amount of proceeds within 36 months after the bonds have been issued. TBCC AVP Reagan verified a spending plan with the Wenaha Group that demonstrated the college could meet this requirement in addition to the same requirement for our own bond sale scheduled for May 2023. With this requirement verified, we are asking the board to grant President Tomlin the authority to obligate the College by participating in the DAS May 2023 XI-G bond sale.

Motion:
I move to authorize president Tomlin to notify the Department of Administrative Services that Tillamook Bay Community College will participate in the May 2023 XI-G Bond sale.

# OCCA Legislative Priorities Board Resolution

**RECOMMENDATION**
**ACTION ITEM**

**BACKGROUND INFORMATION** ---------- Chair Gervasi

OCCA developed a legislative priorities board resolution and are asking community college boards to approve the resolution which indicates our college supports the three main legislative priorities for community colleges in this legislative session.

These three priorities include our CCSF ask of $855M for the biennium, the increase to the Oregon Opportunity Grant, and the passing of SB 523 regarding community colleges being able to offer Bachelor of Science in Nursing degrees. The OCCA board has approved these priorities and we are now asking our TBCC Board to formally approve them for the record as a show of support for these legislative efforts.

Oregon Community College Association

# Board Resolution March 6, 2023 Community College Legislative Priorities

Whereas Community Colleges are the only sector of public post-secondary education that serve any student regardless of education and skill level,

Whereas community colleges serve the largest number of underrepresented and first-generation students of any sector of Oregon post-secondary education,

Whereas reducing educational, economic and social inequities depends on having successful, student-ready community colleges across Oregon,

Whereas community colleges are critical providers of Career and Technical Education, workforce training, and short-term certificates,

Whereas community colleges serve as a bridge between high schools and a 4-year degree,

Whereas community colleges provide GED programs and are major partners in offering college-level courses to high school students,

Whereas further training or certification for adults in the workforce with some post-secondary education but no degree or certification will be necessary for meeting the needs of Oregonian employers,

Whereas community colleges educate and train the skilled workforce that local businesses and job seekers alike need to thrive,

Whereas the Oregon Community College Association Board adopted a request of a minimum of $855 million in ongoing funding and $50 million in one-time funding for the Community College Support Fund in the 2023-25 biennium,

Whereas Oregon currently does not have a robust enough financial aid system to make it possible for many adult learners and students directly out of high school to attain post-secondary education and training,

Whereas access to sufficient need-based financial aid is essential to narrowing inequitable gaps in educational attainment,

Whereas, at a minimum, doubling the Oregon Opportunity Grant would expand access to post-secondary education and training to students coming from high school as well as working adults,

Whereas, applied baccalaureate degrees are an essential tool and access point for students to continue their career and technical 2-year degrees at their community college

Whereas, there are acute workforce shortages in healthcare across the state, especially in nursing, and community colleges are a critical workforce provider in healthcare, including nursing,

And Whereas, further legislation is required to clarify that colleges may offer a Bachelor of Science in Nursing degree through the legislation that empowered colleges to offer applied baccalaureate degrees;

Be it Resolved that the TBCC Board of Education supports the Oregon Community College Association legislative priorities of $855 million in ongoing funding and $50 million in onetime funding for the Community

College Support Fund, a minimum increase of $200 million for the Oregon Opportunity grant, and legislation clarifying colleges may offer Bachelor of Science in Nursing degrees.

_____ _____

Board of Education Chair Date

# Information Only Items

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ---------- Chair Gervasi

# CTE Month

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ……..…… VP Jarrell/Dean Cook

Vice President Paul Jarrell and CTE Sherry Cook will discuss Career Technical Education at TBCC and highlight TBCC's presentation for "CTE Day at the Capitol".

TILLAMOOK BAY COMMUNITY COLLEGE

# Career Technical Education at TBCC

Board of Education

March 6, 2023



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## COMMUNITY COLLEGE MISSION

- Transfer
- Career Technical Education
- Developmental Education
- Community Education/Lifelong learning



2

# CAREER TECHNICAL EDUCATION

- Career Technical Education (CTE) provides students of all ages with the academic and technical skills, knowledge, and training necessary to succeed in future careers and to become lifelong learners.

- CTE programs use industry standard technology to support students in acquiring the technical skills, professional practices, and academic knowledge critical for career success in high-wage, in-demand careers.

TILLAMOOK BAY COMMUNITY COLLEGE

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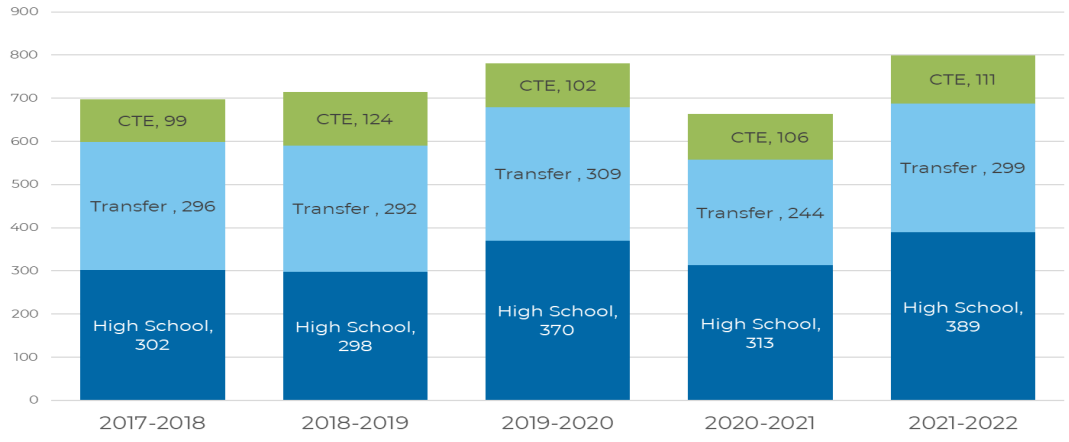
# ENROLLMENTS – 12 MILLION HS AND COLLEGE STUDENTS NATIONWIDE

**TBCC Students**

Credit Trend: The number of credit students was impacted by the pandemic, but has bounced back to 799 unduplicated students.




TILLAMOOK BAY COMMUNITY COLLEGE

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## CTE PROGRAMS AT TBCC

- Business
  - Business (transfer), AAS Business Administration
  - Certificates in Accounting Clerk, Office Supervision
- Manufacturing and Industrial Technology
  - AAS Manufacturing and Industrial Technology
  - Certificates in Electrical, Machining, Millwright, Welding, Structural Maintenance and Construction
  - AAS Agricultural Technology
- Criminal Justice
  - AAS Criminal Justice and Public Safety
  - Certificates in Law Enforcement, Corrections
- Healthcare
  - AAS Healthcare Administration
  - AAS Nursing (in development)
  - Certificates in EMS, Nurse Assisting, Medical Assisting, Phlebotomy
  - Various partnership programs

TILLAMOOK BAY COMMUNITY COLLEGE

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## CTE DAY AT THE CAPITOL

Sherry Cook, Dean

Ron Carlbom, Faculty

Emma Warren, Student

Cale Simpson, Student

TILLAMOOK BAY COMMUNITY COLLEGE

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## FUTURE DIRECTIONS

- CTE Needs Assessment – Program Gap Analysis
- Stronger alignment with HS CTE
  - Dual Credit/Expanded Options
- "Micro-badging"
- Career Pathways Development
- Stronger connections with ESOL, GED
- More opportunities for work-based learning
  - Internships
  - Pre-Apprenticeship
  - Apprenticeship

TILLAMOOK BAY COMMUNITY COLLEGE

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## QUESTIONS ?????

- Paul Jarrell, VP Instruction and Student Services
  - pauljarrell@tillamookbaycc.edu
- Sherry Cook, Dean CTE
  - sherrycook@tillamookbaycc.edu

TILLAMOOK BAY COMMUNITY COLLEGE

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# Nursing Program Update

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ……...…… VP Jarrell

Vice President Paul Jarrell will provide a brief update on the Nursing Program approval process.

# ASTBCC Report

**RECOMMENDATION**

INFORMATION ONLY

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

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

# Financial Report

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ……..…...……..AVP REAGAN

The report for the month of January 2023 is available for your review.

Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended January 2023
58.330% of fiscal year completed

| | FY 2021-2022 | | | FY 2022-2023 | | |
|---|---|---|---|---|---|---|
| | Annual Budget | 1/31/2022 Actual | Percentage of Budget | Annual Budget | 1/31/2023 Actual | Percentage of Budget |
| **Resources** | | | | | | |
| Beginning Fund Balance | $ 1,600,000 | $ 1,824,498.87 | 114.03% | $ 1,800,000 | $ 1,755,414.01 | 97.52% |
| State | $ 2,784,406 | $ 2,187,788.29 | 78.57% | $ 3,066,186 | $ 2,502,095.96 | 81.60% |
| Property Taxes | $ 1,410,834 | $ 1,333,496.02 | 94.52% | $ 1,473,213 | $ 2,106,973.84 | 143.02% |
| Local Contracts | $ 40,640 | $ 44,285.04 | 0.00% | $ 40,640 | $ 28,712.00 | 70.65% |
| Tuition | $ 942,100 | $ 583,983.26 | 61.99% | $ 942,100 | $ 559,164.73 | 59.35% |
| Fees | $ 225,077 | $ 132,235.00 | 58.75% | $ 230,577 | $ 132,517.00 | 57.47% |
| Sale of Goods | $ 5,000 | $ 2,854.00 | 57.08% | $ 5,000 | $ 1,230.39 | 24.61% |
| Interest | $ 50,000 | $ 16,968.18 | 33.94% | $ 45,000 | $ 31,228.82 | 69.40% |
| Rental | $ 18,000 | $ 6,555.00 | 36.42% | $ 18,000 | $ 13,114.74 | 72.86% |
| Miscellaneous | $ 30,000 | $ 21,012.84 | 70.04% | $ 30,000 | $ 12,389.98 | 41.30% |
| Transfers | $ 718,774 | $ 89,659.35 | 12.47% | $ 774,816 | $ 2,847.59 | 0.37% |
| Total resources | $ 7,824,831 | $ 6,243,335.85 | 79.79% | $ 8,425,532 | $ 7,145,689.06 | 84.81% |
| **Expenditures** | | | | | | |
| Instruction | $ 2,255,758 | $ 1,047,760.60 | 46.45% | $ 2,463,532 | $ 1,431,734.47 | 58.12% |
| Instructional Support | $ 819,275 | $ 401,176.69 | 48.97% | $ 757,033 | $ 377,756.57 | 49.90% |
| Student Services | $ 629,173 | $ 314,936.76 | 50.06% | $ 648,400 | $ 330,086.42 | 50.91% |
| College Support | $ 2,117,254 | $ 1,151,057.01 | 54.37% | $ 2,451,261 | $ 1,493,098.50 | 60.91% |
| Plant Operation | $ 378,180 | $ 191,095.06 | 50.53% | $ 455,629 | $ 255,698.94 | 56.12% |
| Transfers | $ 298,000 | $ 98,471.34 | 33.04% | $ 308,000 | $ 106,183.42 | 34.48% |
| Contingency | $ 127,191 | $ - | 0.00% | $ 141,677 | $ - | 0.00% |
| Total expenditures | $ 6,624,831 | $ 3,204,497.46 | 48.37% | $ 7,225,532 | $ 3,994,558.32 | 55.28% |
| Ending fund balance | $ 1,200,000 | $ 3,038,838.39 | 253.24% | $ 1,200,000 | $ 3,151,130.74 | 262.59% |

# President's Report

**RECOMMENDATION**
INFORMATION ONLY

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

Upcoming Dates:

- The next Board meeting is Monday, April 3rd at 5:00 pm on campus. This meeting will be Hybrid.
- The Legislative Summit is this week in Salem. Kathy, Betsy, Shannon, and Andrea will attend with Ross, Heidi, Paul, and McKenzie. We will be meeting with the four legislators on Thursday at the Capitol, and having some meetings and a get together on Wednesday with Legislators.
- OPC meets on Friday, March 10.
- Spring Break on campus the last week of March.

Updates:

- CCSF Formula update.
- TEC update.

# 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.

The TBCC Board of Education calls this executive session to order at (time) March 6, 2023 pursuant to:

*ORS 192.660(2)(a): To consider the employment of a public officer, employee, staff member or individual agent.*

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced.