



Board of Education Meeting Agenda

Date: Monday, March 4, 2024

TBCC Board Meeting Rooms 214/215 Hybrid 5:00pm –7:00pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Bell
2.	Consent Agenda -----	(Action) Chair Bell
	a. Approval of Agenda	
	b. Approval of February 5, 2024 Meeting Minutes	
	c. Personnel Report.....	Senior Manager Poklikuha
3.	Invitation for Public Comment -----	Chair Bell
	<i>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 will call on people who indicate they want to provide public comment. They will have up to 3 minutes to speak. If a speaker has further comments, they can provide those in writing and the comments will be shared with all board members.</i>	
4.	New Business and/or focused policy discussions	
	a. Tuition and Fees for 2024-2025 (Second Reading) (ACTION).....	CFO Shari Montazeri
	b. Budget Assumptions	CFO Shari Montazeri
	c. Legislative Update	President Jarrell
	d. College Council Update	Michele DeGraffenreid
	e. Building Project Update	Director Jason Lawrence
	f. Organizational, Legal, and Financial Designations (ACTION).....	CFO Shari Montazeri
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Strategic Plan project/SAO Sharing	Mia Gibson
	b. Staff Recognition- George Hastings.....	Director Jason Lawrence
	c. Program Reivew: HS Connections/Accelerated Learning	VP Rhoda Hanson
	d. ASTBCC Report	ASTBCC President
	e. Financial Report	CFO Shari Montazeri
	f. President’s Report	President Jarrell
6.	Board Member Discussion Items -----	Chair Bell
7.	Adjournment -----	(Action) Chair Bell

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

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION.....Chair Bell

Approval of the Consent Agenda

RECOMMENDATION

ACTION ITEM

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

Items for approval:

- a. Approval of Agenda for the March meeting
- b. Approval of February 5, 2024 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

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this time Chairman Bell asked Interim Vice President of the Office of Instruction, Peter G. Williams, Ph.D. to introduce himself. Peter briefly shared his experience and personal life.

Additional Agenda Items Chair Bell

Andrea Goss motioned to approve the Consent Agenda and make corrections to the minutes. Shannon Hoff seconded the motion. **The motion carried.**

Invitation for Public Comment (Agenda Item 3) Chair Bell

No members of the public wished to make comment

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

Tillamook County School District Superintendents- TEC (Agenda Item 4.a)VP Jarrell

President Jarrell introduced the Superintendents Mark Ellis of Tillamook School District and Tyler Reed, Superintendent of the Neahkahnne School District. They are guests at the board meeting to present the Tillamook Education Consortium (TEC) work being done in the area. They each gave a brief explanation of how they came to the coast and the work they are engaged in as Superintendents in Tillamook County. They each spoke of the value of TEC work for students in the area and the goals the consortium has for the area.

Approval of low-impact pesticides List for use in IPM plan (Agenda Item 4.b) (ACTION)

.....**Director J. Lawrence**

Facilities Director Lawrence brought before the board the pesticide list that has to be approved by the board annually. The list is in the packet for review. Director Lawrence requested the board approve the pesticide list for 2024.

Mary Jones made a motion to approve the pesticide list for 2024, Betsy McMahon seconded the motion to approve the list. **The motion carried.**

Budget Committee Membership (Agenda Item 4.c) (ACTION) CFO Montazeri

Budget Committee members have three-year terms. Two members of the Budget Committee, Justin Aufdermauer and Christi Clark, had terms that expired in 2023 and both have expressed their willingness to serve again. We also have one new applicant; Richard Conti and he has expressed willingness to serve in Zone 2 in place of Janet Reidel.

Betsy McMahon made a motion to approve Richard Conti and the reappointment of Justin Aufdermauer and Christi Clark for three-year terms; Andrea Goss seconded the motion. **The motion carried.**

Discussion of Tuition and Fees for 2024-2025 (First Reading) (Agenda Item 4.d)

.....**CFO Montazeri**

CFO Montazeri shares a PowerPoint with the request of the board for approval to increase Tuition by \$2.00 per credit and Universal fees to \$4.00 per credit. The benefit will be that with the increase, the college will be supplying all students with their books on the first day of the term. This will not include the Nursing program textbooks. This request will be brought back for a second reading and requested to approve the increase.

Authorization for Removal of Check Signer (Agenda Item 4.e) (ACTION).....CFO Montazeri

CFO Montazeri brings before the board the request to remove Ross Tomlin as of the of February 9, 2024, from being a check signer for the college.

Shannon Hoff moves to remove Ross Tomlin as a check signer, and Betsy McMahon seconds that motion. The motion was carried.

Outgoing President Requests (Agenda Item 4. f) (ACTION)..... President Tomlin

Outgoing President Ross Tomlin is asking the board to approve his request for 3 items. One that he be given the honorary title of President Emeritus, second that he receive a payout for the unused portion of his vacation pay, and keep the iPad he was given several years ago.

Kathy Gervasi made a motion to approve President Tomlin's requests, and Mary Jones seconded the motion. **The motion carried.**

Information – Only Items (Agenda Item 5)

Strategic Plan project/SAO Sharing (Agenda 5.a) Director Sobotka

Director Sobotka shared her presentation for Library Services with the board. She explained the three SAOs that Library Services is working on as she went through her presentation. Director Sobotka went over the statistics and the work that is being done around the Library SAOs in detail.

ASTBCC Report (Agenda 5.b) ASTBCC President

Vice President Poklikuha brought the ASTBCC report to the board this month. She shared that ASTBCC is planning some fun and family-friendly fundraisers in the coming month. She also shared their marketing strategies.

Financial Report (Agenda 5.c) CFO Montazeri

CFO Montazeri brought the financial report before the board with an update on last month's numbers. She went through the numbers on the current month's report and explained to the board how the numbers were arrived at. CFO Montazeri brought the board up to date on the back work that is taking place in the Business Office. CFO Montazeri also shared that we have hired a former employee as a consultant to assist the Business Office for added support. There were no questions.

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

Upcoming Dates:

- The next Board meeting will be Monday, March 4, 2024, at 5 pm in Room 214/15, led by new President Jarrell
- Extended Staff Meeting on Friday, Feb 9 at 8:15 am All are welcome. It will be President Tomlin's last Staff meeting and last day as the president.
- TBCC Board Retreat, February 26, 2024, 12:00 pm – 2:00 pm. – New President Jarrell will be discussing goals and additional work and expectations the board will have for President Jarrell.
- All Staff meeting, March 1, 2024, 9:00 am – 10:30 am will be President Jarrell's first staff meeting since coming to the office.

President Tomlin shared some recent updates with the board. President Tomlin gave the updates from the recent OPC and OCCA meetings to the board. He shared some concerns that the President's council had for some upcoming mandatory reporting items that would be cumbersome for colleges to manage. There would be a President's Council workgroup created with business officers to make sure that the mandates do not impact colleges negatively. He shared that the Transfer Council was having continued challenges with universities wanting to have a variance in credits for courses. Community college presidents will send a letter to the Transfer Council to request no variances between courses. President Tomlin also shared that Cyber Security is a big concern for all colleges. Board member Betsy McMahan is on the Executive Committee for the OCCA and will give updates from the OCCA to the board. She will be sharing legislative updates as well, and she encouraged all the board members to attend the OCCA 'Lunch and Learn' events. Also, President Tomlin gave kudos to the Foundation for the success of their Foundation Throwdown held in January. In closing he thanked the board for the opportunity to work with them and shared it was an honor and pleasure to do so.

Board Member Discussion Items (Agenda Item 6) Chair Bell

The board shared their appreciation for the work that President Tomlin has done over the last 7 years for the college.

Adjournment (Agenda Item 7) (Action) Chair Bell
Besty McMahon made a motion to adjourn the board meeting and it was seconded by Mary Jones. **The motion carried and the meeting was adjourned at 6:52 pm**

Personnel Report

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION-----Senior Manager Poklikuha

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair
VP of Administration		TBD	Failed Recruitment	President Jarrell
FT Math Faculty		Fall Term	Jennifer Fleming hired.	President Jarrell
Healthcare Program Coordinator	Open Until Filled	TBD	Interviews being scheduled	VP Williams
Senior Accountant	Open Until Filled	TBD	Accepting applications	CFO Montazeri
Temp Business Office Clerk	Open Until Filled	TBD	Accepting applications	CFO Montazeri

Invitation of Public Comment

RECOMMENDATION

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 WILL CALL ON PEOPLE WHO INDICATE THEY WANT TO PROVIDE PUBLIC COMMENT. THEY WILL HAVE UP TO 3 MINUTES TO SPEAK. IF A SPEAKER HAS FURTHER COMMENTS, THEY CAN PROVIDE THOSE IN WRITING AND THE COMMENTS WILL BE SHARED WITH ALL BOARD MEMBERS.

BACKGROUND INFORMATION.....Chair Bell

NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Bell

Discussion of Tuition and Fees for 2024-2025

RECOMMENDATION

SECOND READING- ACTION

BACKGROUND INFORMATION CFO Montazeri

For the 2023-2024 Academic Year, TBCC is among the 5 least expensive schools out of the 17 Community Colleges in Oregon. Moreover, TBCC only has two different fees, a per credit Universal Fee and a Class Fee for certain courses. Other schools have additional fees such as Technology Fee, Transcript Fee, Late Fee, etc.

The community college Business Officers are in the early stages of discussing new rates for the 2024-2025 academic year. We believe that most community colleges in Oregon will approve an increase for the next year. Most Community Colleges in Oregon are recommending tuition and fee increases to their Boards.

For 2023-2024, the Board approved increased per-credit Tuition of \$2 per credit and increased per-credit Universal Fees of \$2 per credit. We are following the Board's directive to continue to increase the Universal Fee structure and Tuition modestly to avoid large increases in the future.

At this point, the Leadership Team is recommending a \$2/credit increase to Tuition and a \$4/credit increase to the Universal Fee for 2024-2025.

Budget Assumptions

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION CFO Shari Montazeri

These are the start of the budget assumptions being discussed by the Leadership Team for the 2024-25 fiscal year budget. They will be finalized by mid-March in order to draft a proposed budget.

1. Beginning Fund Balance

- Estimate \$1.2 million for the 2024-25 fiscal year

2. Community College Support Fund

- CCSF 2023-2025 Biennial budget \$800 million
- TBCC allocation approximately \$4 million per year

3. COLA and STEP Increases

- COLA increase to be determined based on review of budget and cost of living indices
- Step increase = 3%

4. Health Insurance Premiums

- Increase college contribution from \$1342/month to \$1382/month (3% increase)

5. Credit Tuition Rate for 2024-2025

- Recommending increase of \$2 per credit capped at 15 credits

6. Universal Fees for 2024-2025

- Recommending increase fees of \$4 per credit capped at 15 credits

7. Estimated Revenue from FTE Growth

- Estimated 5% growth of FTES for 2024 – 2025 (relative to 2023 – 2024)

8. Timber Revenue

- Expecting a reduced amount based on information from the state forester
- Estimated to receive around \$400,000 for the current fiscal year

Legislative Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION President Jarrell

President Jarrell will present an update on legislation that may impact community colleges. The update is based upon review and recommendations from the Oregon Community College Association (OCCA).

Activity Report

Report Date: February 20, 2024

Bill #	Client/Affinity Group / Position	Client/Affinity Group / Priority	Last Three Actions	Next Hearing
HB 4154 A	OCCA: Support	OCCA: 2	2/19/2024 - Referred to Ways and Means by prior reference. 2/19/2024 - Recommendation: Do pass with amendments, be printed A-Engrossed, and be referred to Ways and Means by prior reference. 2/15/2024 - Work Session held.	
Establishes the Semiconductor Talent Sustaining Fund and subaccounts of the fund.				
HB 4162 A	OCCA: Support	OCCA: 2	2/15/2024 - Referred to Ways and Means by prior reference. 2/15/2024 - Recommendation: Do pass with amendments, be printed A-Engrossed, and be referred to Ways and Means by prior reference. 2/13/2024 - Work Session held.	
Appropriates moneys to the Higher Education Coordinating Commission for the purpose of carrying out Oregon's Open Educational Resources (OER) Program. Appropriates moneys to the Higher Education Coordinating Commission for the purpose of the establishment and awarding of grants for basic needs programming at public institutions of higher education.				
HB 4163 INTRO	OCCA: Support	OCCA: 2	2/15/2024 - Referred to Ways and Means by order of Speaker. 2/15/2024 - Recommendation: Do pass and be referred to Ways and Means. 2/13/2024 - Work Session held.	
Requires the Higher Education Coordinating Commission to establish a grant program for the purpose of supporting organizations to expand the scope and community reach of college access and success programs.				
HB 4164 A	OCCA: Support with amendments	OCCA: 2	2/20/2024 - Second reading. 2/19/2024 - Recommendation: Do pass with amendments and be printed A-Engrossed. 2/15/2024 - Work Session held.	
Removes the condition on reimbursement for expenses for nonlegislative members of the Sexual Misconduct Survey Council.				
SB 1502 A	OCCA: Under Review	OCCA: 2	2/20/2024 - Second reading. 2/19/2024 - Subsequent referral rescinded by order of the President. 2/19/2024 - Recommendation: Do pass with amendments and subsequent referral to Ways and Means be rescinded. (Printed A-Eng.)	
Requires the governing bodies of school districts, education service districts, community college districts and public universities to live stream governing body meetings, if technically practicable, and to post the recordings of the meetings on				

Activity Report

Report Date: February 20, 2024

Bill #	Client/Affinity Group / Position	Client/Affinity Group / Priority	Last Three Actions	Next Hearing
their official public body websites or social media sites.				
SB 1551 A	OCCA: Support	OCCA: 2	2/16/2024 - Referred to Ways and Means by prior reference. 2/16/2024 - Recommendation: Do pass with amendments and be referred to Ways and Means by prior reference. (Printed A-Eng.) 2/13/2024 - Work Session held.	
Waives the requirement that an otherwise eligible Oregon Promise grant recipient must have completed high school within six months of enrolling in certain community college courses for those individuals who completed high school or its equivalent in 2020 or 2021 during a specified period.				
SB 1552 A	OCCA: Under Review	OCCA: 2	2/16/2024 - Referred to Ways and Means by prior reference. 2/16/2024 - Recommendation: Do pass with amendments and be referred to Ways and Means by prior reference. (Printed A-Eng.) 2/13/2024 - Work Session held.	
Establishes a youth advisory council group.				
SB 1577 A	OCCA: Not Reviewed	OCCA: 2	2/19/2024 - Referred to Ways and Means by prior reference. 2/19/2024 - Recommendation: Do pass with amendments and be referred to Ways and Means by prior reference. (Printed A-Eng.) 2/15/2024 - Work Session held.	
Extends automatic voter registration to applicants for admission to public institutions of higher education.				

Bill Hearing Report

Report Date: February 23, 2024

Bill #	Next Hearing	Current Committee	Sponsor	Client/Affinity Group (Category)/Priority
SB 1502 A	3:00 PM 02/26/2024 House Committee Education Public Hearing HR B	Education(H)	Rep McIntire; Rep Ruiz; Rep Walters; Sen Manning Jr; Sen Patterson; Sen President Wagner; Sen Sollman; Sen Thatcher; Sen Weber	OCCA (Operations;): 2
<p>Relating to public meetings of educational institution boards. Requires the governing bodies of school districts, education service districts, community college districts and public universities to live stream governing body meetings, if technically practicable, and to post the recordings of the meetings on their official public body websites or social media sites.</p>				
HB 4117 INTRO	3:00 PM 02/27/2024 Senate Committee Rules Work Session HR D	Rules(S)	Rep Fahey; Rep Hudson; Rep Neron; Rep Sosa; Sen Campos; Sen Manning Jr (Pre-session filed)	OCCA (Operations;): 3
<p>Relating to public meetings; declaring an emergency. Authorizes the Oregon Government Ethics Commission to issue advisory opinions on the application of the public meetings law to actual or hypothetical circumstances.</p>				
HB 4164 A	3:00 PM 02/27/2024 Senate Committee Education Possible Work Session HR B	Education(S)		OCCA (Campus Safety; Personnel;): 2
<p>Relating to sexual misconduct at institutions of higher education; declaring an emergency. Removes the condition on reimbursement for expenses for nonlegislative members of the Sexual Misconduct Survey Council.</p>				

College Council Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION Michele DeGraffenreid

College Council continues to strengthen its role in shared governance. It functions as a recommending body to the president, but it is independently chaired by Faculty Michele DeGraffenreid and Dean Selena Castro. College Council is in the process of transitioning to a new chair as Michele’s term will end this June, and Selena has taken a new position with a university in Washington. The council recently voted to restructure to ensure equal representation of members between the two divisions of Instruction and Administration. In addition to approving ARs, College Council assesses Program Reviews and offers feedback for improvement by utilizing a rubric based on NWCCU standards. College Council is also developing a schedule for all committees to regularly update the college on the valuable work occurring within each committee. Members of College Council have expressed interest in engaging in equity and inclusion work by participating in training to apply an equity lens to all decision-making. Finally, members are encouraged to bring concerns and areas for improvement within the college to College Council meetings, and these meetings continue to be open to the public so that all stakeholders can actively engage in shared governance.

Building Project Update

RECOMMENDATION

INFORMATION ITEM

BACKGROUND INFORMATION Director Jason Lawrence

Our Facilities and Safety Director, Jason Lawrence, will provide an update on the Healthcare Education Building project's budgets, timelines, and costs.

DESIGN / CONSTRUCTION SCHEDULE

2024

- Feb 16th: 80% Construction Documents – Scheduled Issue Date
- Feb 16th: Interior Finishes workshop
- Feb 19th : General Contractor Request for Qualifications Issued.
- March 1st: General Contractor RFQ Submittals Due.
- March: Commissioning & Exterior Building Envelope Consultant Procurement.
- March 8th: General Contractor Qualified list issued.
- Last week March: Submit Project Documents for Permit Review.
- April 1st : Tentative date for Bid Document Release.
- April 23rd: Tentative Bid Date
- Mid May/Early June : Groundbreaking – (Water Table dependent)

2025

- End of July: Construction Substantial Completion.
- August: Furniture and Equipment Install / Move in
- End of August: Final Completion

001 -Healthcare Educational Building							
Area	Description	Original Allocation	Allocation Changes	Modified Allocation	Cost To Date	Forecast Total	Original vs. Forecast
BOND & LEGAL RELATED							
521	● Bond Sales	\$150,000	(\$120,000)	\$30,000	\$21,000	\$30,000	\$0
522	● Bond Counsel	\$50,000	(\$50,000)	\$0		\$0	\$0
523	● Insurance - Builder's Risk	\$100,000	(\$20,000)	\$80,000		\$80,000	\$0
524	● Other Legal Costs	\$50,000	(\$25,000)	\$25,000	\$1,422	\$25,000	\$0
	Subtotal	\$350,000	(\$215,000)	\$135,000	\$22,422	\$135,000	\$0
ADMINISTRATION & APPROVALS							
531	● Travel	\$0		\$0		\$0	\$0
532	● College Project Staff Costs	\$200,000	(\$100,000)	\$100,000		\$100,000	\$0
	● Pre-Bond Planning	\$0		\$0		\$0	\$0
533	● Testing & Inspection / Special Inspections	\$80,000		\$80,000		\$80,000	\$0
534	● Plan Check, Building Permits (1.5% OF 41 AND 42)	\$250,000		\$250,000		\$250,000	\$0
	● Other AHJ Fees	\$0		\$0		\$0	\$0
535	● Electrical / Utility Fees	\$40,000		\$40,000		\$40,000	\$0
536	● Printing, Reprographics and Postage	\$10,000		\$10,000		\$10,000	\$0
537	● Other Admin Costs	\$10,000		\$10,000	\$519	\$10,000	\$0
	Subtotal	\$590,000	(\$100,000)	\$490,000	\$519	\$490,000	\$0
OFF-SITE RELATED COSTS							
541	● Temporary Classrooms/Offices	\$0		\$0		\$0	\$0
542	● Other Off-site Costs	\$40,000		\$40,000		\$40,000	\$0
	Subtotal	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0
PROFESSIONAL FEES							
571	● Project Management	\$418,758		\$418,758	\$131,443	\$418,758	\$0
572	● Architectural & Engineering Fees	\$1,500,000	\$160,000	\$1,660,000	\$665,706	\$1,660,000	\$0
573	● Survey	\$75,000	(\$75,000)	\$0		\$0	\$0
574	● Geotechnical Engineer	\$50,000	(\$50,000)	\$0		\$0	\$0
575	● Hazardous Materials Consultants	\$0		\$0		\$0	\$0
576	● Bldg. Envelope Consultant	\$100,000	(\$50,000)	\$50,000		\$50,000	\$0
577	● Commissioning	\$90,000	(\$25,000)	\$65,000		\$65,000	\$0
578	● FF&E and Move Consultant	\$25,000		\$25,000		\$25,000	\$0
579	● Other Professional Fees (Estimating)	\$60,000		\$60,000	\$41,764	\$60,000	\$0
	Subtotal	\$2,318,758	(\$40,000)	\$2,278,758	\$838,913	\$2,278,758	\$0
BUILDING CONSTRUCTION							
581	● CMGC Pre-construction Fees	\$0		\$0		\$0	\$0
582	● Construction Costs	\$15,615,000	\$1,619,148	\$17,234,148		\$17,234,148	\$0
583	● Escalation	\$1,600,000		\$1,600,000		\$1,600,000	\$0
	● Field Work	\$0		\$0		\$0	\$0
	Subtotal	\$17,215,000	\$1,619,148	\$18,834,148	\$0	\$18,834,148	\$0
FURNISHINGS AND EQUIPMENT							
591	● Furniture	\$750,000	(\$200,000)	\$550,000		\$550,000	\$0
592	● Playground	\$0		\$0		\$0	\$0
593	● Equipment & Technology	\$200,000	\$380,000	\$580,000		\$580,000	\$0
594	● Moving Expenses	\$20,000		\$20,000		\$20,000	\$0
	● Other FF&E Costs	\$0		\$0		\$0	\$0
	Subtotal	\$970,000	\$180,000	\$1,150,000	\$0	\$1,150,000	\$0
Program Contingency							
599	● Program Contingency	\$916,242		\$916,242		\$916,242	\$0
	Subtotal	\$916,242	\$0	\$916,242	\$0	\$916,242	\$0
	ORIGINAL BOND BALANCE:	\$22,400,000	\$1,444,148	\$23,844,148	\$861,854	\$23,844,148	\$0

ALLOCATION OF FUNDING SOURCES		Original Funding Allocation	Funding Adjustments	Current Funding Allocation
Bond Proceeds -		14,400,000	0	14,400,000
State Matching Grant -		8,000,000	0	8,000,000
Bond Premium - \$		0	894,148	894,148
EDA Grant		0	0	0
College matching funds		0	0	0
Energy Incentives - \$0		0	0	0
Interest Income - \$0		0	550,000	550,000
Funding per Location		22,400,000	0 1,444,148	23,844,148

TBCC New Healthcare Educational Building Tillamook, Oregon Wenaha Group Portland, Oregon DD Probable Cost Estimate 1.1	ACC Cost Consultants, LLC Seth J. Psczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 www.archcost.com		Estimate Date: 14-Dec-23 Document Date: 17-Nov-23 Print Date: 14-Dec-23 Print Time: 4:39 PM Constr. Start: June 2024
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<h2 style="margin: 0;">DIRECT CONSTRUCTION COST SUMMARY</h2>

Component	Area	\$ / SF	Total	
Building Estimate	29,290 sf	\$510.95 /sf	\$14,965,639	based on budget
Site Work Estimate		\$120.85 /sf bldg	\$3,539,608	
Right-Of-Way Work Estimate			\$241,920	
1.5% GET, solar array			\$285,000	
TOTAL DIRECT CONSTRUCTION COST	29,290 sf	\$649.78 /sf	\$19,032,167	
Budget			\$19,000,000	
Indicated Surplus / (Deficit)			(\$32,167)	
<u>ALTERNATES</u>				
01a Wood Flooring at Community Rooms		Add ±	\$87,155	
01b Polished Concrete at Community Rooms		Add ±	\$12,176	
02 Porcelain Tile Flooring at Level 1 Hallways		Add ±	\$53,279	
03 Skylights - Translucent in lieu of Metal/Glass		Deduct ±	(\$64,375)	
04 DAS System		Add ±	\$27,516	

The above estimates are for direct construction cost only. They do not include furnishings & equipment, architect and engineer design fees, consultant fees, inspection and testing fees, plan check fees, state sales tax, hazardous material testing and removal, financing costs, owners contingency, nor any other normally associated development costs.

The above estimates assume a competitively bid project, with at least three qualified bidders in each of the major sub-trades as well as the general contractors.

The above estimates assume a construction start date of: June 2024. If the start of construction is delayed beyond the date above, the estimates must be indexed at a rate of 4% to 6% per year compounded.

This is a probable cost estimate based on in-progress documentation provided by the Architect. The actual bid documents will vary from this estimate due to document completion, detailing, specification, addendum, etc. The estimator has no control over the cost or availability of labor, equipment, materials, over market conditions or contractor's method of pricing, and contractor's construction logistics and scheduling. This estimate is formulated on the estimator's professional judgment and experience. The estimate makes no warranty, expressed or implied, that the quantities, bids or the negotiated cost of the work will not vary from the estimator's opinion of probable construction cost.

TBCC New Healthcare Educational Building Tillamook, Oregon Wenaha Group Portland, Oregon DD Probable Cost Estimate 1.1	ACC Cost Consultants, LLC Seth J. Psczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 www.archcost.com		Estimate Date: 14-Dec-23
			Document Date: 17-Nov-23
			Print Date: 14-Dec-23
			Print Time: 4:39 PM
			Constr. Start: June 2024

SUMMARY	Base Building	Site Work	ROW Work	Total
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DIRECT CONSTRUCTION COSTS	\$/sf	Cost	Cost	Cost	
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Area	29,290 sf					
02 EXISTING CONDITIONS	\$0.00	\$0	\$96,065	\$24,325	\$120,390	
03 CONCRETE	15.36	450,011			450,011	
04 MASONRY	0.00	0			0	
05 METALS	8.34	244,326			244,326	
06 WOOD, PLASTICS & COMPOSITES	53.73	1,573,650			1,573,650	
07 THERMAL & MOISTURE PROTECTION	50.10	1,467,540			1,467,540	
08 OPENINGS	40.36	1,182,066			1,182,066	
09 FINISHES	47.91	1,403,327			1,403,327	
10 SPECIALTIES	23.51	688,510			688,510	
11 EQUIPMENT	6.80	199,070			199,070	
12 FURNISHINGS	5.73	167,732			167,732	
13 SPECIAL CONSTRUCTION	0.00	0			0	
14 CONVEYING EQUIPMENT	5.12	150,000			150,000	
21 FIRE SUPPRESSION	5.72	167,562			167,562	
22 PLUMBING	17.48	511,864			511,864	
23 HVAC	36.65	1,073,600			1,073,600	
26 ELECTRICAL	51.14	1,498,030			1,498,030	
27 COMMUNICATIONS	12.74	373,070			373,070	
28 ELECTRONIC SAFETY & SECURITY	5.57	163,048			163,048	
31 EARTHWORK	21.69	635,339	412,367	32,067	1,079,773	
32 EXTERIOR IMPROVEMENTS			1,266,450	122,758	1,389,208	
33 UTILITIES			1,051,182	14,000	1,065,182	
SUB-TOTAL	\$407.95	\$11,948,745	\$2,826,064	\$193,150	\$14,967,959	
Estimating / Design Contingency	7.00%	28.56	836,413	197,825	13,521	1,047,759
Escalation To Construction Start	2.30%	10.02	293,549	69,429	4,746	367,724
General Conditions / Insurance / Bond	9.50%	42.42	1,242,478	293,866	20,085	1,556,429
General Contractor OH & Profit	4.50%	22.00	644,454	152,424	10,418	807,296
TOTAL DIRECT CONSTRUCTION COST		\$510.95	\$14,965,639	\$3,539,608	\$241,920	\$18,747,167

Number doesn't include
1.5% GET

2023-24 Organizational, Finance, and Legal Designations

RECOMMENDATION

AUTHORIZE CHANGES TO THE ORGANIZATIONAL, LEGAL, AND FINANCIAL DESIGNATIONS FOR FY 2023-2024 – ACTION ITEM

BACKGROUND INFORMATION CFO Montazeri

Changes from the 2023-2024 designations are primarily for the fiscal year and to clarify the deputy clerks for the college.

The only other changes requested:

- Add one new credit card

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- Chair Bell

Strategic Plan Project/SAO Sharing

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONMARKETING COORDINATOR MIA GIBSON

As TBCC enters year two of our strategic plan, we will invite service areas/departments to report on the work they are doing to achieve their Service Area Outcomes (SAOs). This month, we'll hear from Marketing Coordinator Mia Gibson on behalf of the Office of Advancement on how the marketing department focuses on communicating clearly and consistently with all of the college's audiences.

Staff Recognition: George Hastings

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONDIRECTOR JASON LAWRENCE

Each term, the Leadership Team chooses an employee to recognize for outstanding work and contributions to the college. The recipient for the Winter term is George Hastings. George was unanimously chosen by Leadership for this recognition.

I am excited to take a moment to recognize the outstanding efforts and achievements of George Hastings. It is also with great pleasure and deep gratitude that we extend our warmest congratulations to George on his well-deserved retirement. George has been with TBCC for 10 years.

George has consistently demonstrated exceptional dedication, hard work, and a commitment to excellence. George's contributions to TBCC has significantly impacted our employees and also played a pivotal role in the success of TBCC students. It is truly inspiring to witness the positive impact George has had on TBCC. His hard work and dedication are a testament to his professionalism and commitment to our success.

As you embark on this new chapter of your life, we want to take a moment to reflect on the incredible journey you have had with TBCC. Your 10 years of dedicated service have left a permanent mark on TBCC, and your contributions have been nothing short of exemplary. While we will miss your daily presence in the office (and Jokes), we hope your retirement brings you the joy, relaxation, and fulfillment you deserve. May this new chapter be filled with exciting adventures, well-deserved leisure, and the opportunity to pursue your passions.

Please stay in touch and know that your TBCC family will always welcome you back with open arms. We wish you health, happiness, and all the best in your future endeavors.

Once again, congratulations on your retirement!

High School Connections/Accelerated Learning Program Review

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONVP Hanson

The Accelerated Learning Program Review is attached for your review. Accelerated Learning includes educational experiences that provide high school students with the opportunity to earn college credit while in high school. For the purposes of this review, only Dual Credit and Expanded Options were evaluated.

- Dual Credit- College courses taught in high school by qualified high school instructors. These courses meet both high school graduation requirements and requirements toward a college degree or certificate.
- Expanded Options- College courses taught at the high school by TBCC faculty or high school students enrolling in college courses at TBCC.

Tillamook Bay Community College's Accelerated Learning Programs strive to provide equitable opportunities for high school students to earn early college credit. We know that students with accelerated learning credit are more likely to graduate high school and go to college.



**Five-Year Program Review
June 30, 2023**

Program Name: Accelerated Learning Programs

Date of Submission: June 30, 2023

Signatures:

A handwritten signature in black ink, appearing to read "Selena M. Berto".

Dean, Student Success & Academic Partnerships

A handwritten signature in black ink, appearing to read "Paul J. Javel".

Vice President of Instruction & Student Services

Program Description

Accelerated Learning includes educational experiences that provide high school students with the opportunity to earn college credit while in high school. For the purposes of this review only Dual Credit and Expanded Options were evaluated.

Tillamook Bay Community College's Accelerated Learning Programs strive to provide equitable opportunities for high school students to earn early college credit. We know that students with accelerated learning credit are more likely to graduate high school and go to college. Further, students with more than 10 accelerated credits finish college earlier than students with fewer than 10 credits.

Accelerated Learning Programs Include:

-*Dual Credit* - College courses taught in high school by qualified high school instructors. These courses meet both high school graduation requirements and requirements towards a college degree or certificate.

-*Expanded Options* - College courses taught at the high school by TBCC faculty or high school students enrolling in college courses at TBCC.

1.0 Mission and Goals

1.1 Relationship of Accelerated Learning Programs to the college's Mission and Vision.

College Mission & Vision

Mission: Tillamook Bay Community College serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

-High School students participating in Accelerated Learning Programs (ALP) are bridging their pathway to a college degree or certificate. Additionally, ALP aims to increase equity and encourage a high school-to-college culture by removing barriers to college access and academic achievement while also reducing the cost of higher education.

Vision: Tillamook Bay Community College is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

-The Dean of Student Success & Academic Partnerships and the TBCC Advising Team work closely with high school leaders and counselors to coordinate and plan educational opportunities for students. A large part of this plan imbeds the advising team at the high schools during key registration periods and prior to students graduating. This model ensures that high school students are taking college credit for a specific academic pathway or a Career & Technical Education, program of study.

2.0 Accelerated Learning Program: Dual Credit - Program Data and Trends Analysis

2.1 Dual Credit High School Comparison

Dual Credit Enrollment

High School	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Neah-Kah-Nie	209	193	193	259	390
Nestucca	0	13	63	84	108
Tillamook	446	496	439	259	491
Other Schools Served	21	3	33	65	62

Dual Credit Pass Rates

High School	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Neah-Kah-Nie	94%	94%	94%	93%	89%
Nestucca	N/A	91%	100%	69%	88%
Tillamook	90%	91%	92%	78%	93%

Analysis:

Pre-COVID THS experienced declining enrollment in Dual Credit (DC) but increased substantially, by 50%, post-COVID. In comparison, NKN's enrollment had slightly dipped pre-COVID through 2020 and steadily increased from 2020 to 2022. Similarly, schools outside of our district had increased enrollment (these numbers are small by school, so they are aggregately reported). NVHS's DC enrollment maintained a steady increase, even during the pandemic. Further, pass rates dropped during the pandemic at THS and NVHS whereas pass rates at NKN remained high but dipped post-COVID.

2.2 Student Dual Credit Enrollment by Gender

Dual Credit:

Row Labels	Female		Male		Unidentified		Total N
	N	%	N	%	N	%	
Tillamook							
2019	113	53.6%	98	46.4%		0.0%	211
2020	111	58.4%	78	41.1%	1	0.5%	190
2021	85	68.5%	38	30.6%	1	0.8%	124
2022	104	49.8%	99	47.4%	6	2.9%	209
Nea-Kah-Nie							
2019	37	53.6%	32	46.4%		0.0%	69
2020	44	50.6%	43	49.4%		0.0%	87
2021	49	57.0%	37	43.0%		0.0%	86
2022	53	53.0%	43	43.0%	4	4.0%	100
Nestucca							
2019	9	60.0%	6	40.0%		0.0%	15
2020	34	54.0%	29	46.0%		0.0%	63
2021	31	63.3%	18	36.7%		0.0%	49
2022	24	57.1%	18	42.9%		0.0%	42
Other							
2019	1	33.3%	1	33.3%	1	33.3%	3
2020	12	48.0%	13	52.0%		0.0%	25
2021	30	61.2%	19	38.8%		0.0%	49
2022	20	62.5%	11	34.4%	1	3.1%	32
Grand Total	757	55.9%	583	43.1%	14	1.0%	1354

Analysis:

It is interesting to note that there are more females than males enrolled in Dual Credit at THS and NKN every year. The only school that males outnumber females is one of our outside school districts with males exceeding females by 1 student. Total DC enrollment at all high schools included 757 females and 538 males between 2019-2022, over a four-year period. It would be worth exploring this further to determine whether females are unconsciously given more opportunities to enroll in early college credit, alluding to unconscious bias. With our historical model of high school counselors determining which students can enroll in Dual Credit, there is an inherent risk of selection-bias for early college credit opportunities. The table below demonstrates this trend, and it is worth exploring further.

2.3 Student Dual Credit Enrollment by Race/Ethnicity

Dual Credit:

Row Labels	White		Latinx		Other identities		Unknown/unreported		Total N
	N	%	N	%	N	%	N	%	
Tillamook									
2019	138	65.4%	58	27.5%	14	6.6%	1	0.5%	211
2020	124	65.3%	53	27.9%	10	5.3%	3	1.6%	190
2021	70	56.5%	43	34.7%	8	6.5%	3	2.4%	124
2022	139	66.5%	56	26.8%	13	6.2%	1	0.5%	209
Nea-Kah-Nie									
2019	54	78.3%	5	7.2%	10	14.5%		0.0%	69
2020	64	73.6%	10	11.5%	12	13.8%	1	1.1%	87
2021	69	80.2%	10	11.6%	7	8.1%		0.0%	86
2022	79	79.0%	14	14.0%	6	6.0%	1	1.0%	100
Nestucca									
2019	4	26.7%	9	60.0%	1	6.7%	1	6.7%	15
2020	39	61.9%	16	25.4%	7	11.1%	1	1.6%	63
2021	32	65.3%	10	20.4%	6	12.2%	1	2.0%	49
2022	32	76.2%	7	16.7%	3	7.1%		0.0%	42
Other									
2019		0.0%		0.0%		0.0%	3	100.0%	3
2020	20	80.0%	2	8.0%	3	12.0%		0.0%	25
2021	33	67.3%	10	20.4%	5	10.2%	1	2.0%	49
2022	26	81.3%	4	12.5%	2	6.3%		0.0%	32
Grand Total	923	68.2%	307	22.7%	107	7.9%	17	1.3%	1354

Analysis:

Historically, White students enroll in early college credit at a higher rate as demonstrated in the above table. Research finds that Dual Credit (DC) programs lead to inequitable outcomes for low-income or diverse students. When program purpose and outcomes align between high schools and colleges biases are reduced. Tillamook County high schools have historically had low diverse enrollment in DC. As such it will be important to work closely, and differently, with our high school partners to develop a common understanding of the purpose of DC and to define shared outcomes to achieve equitable enrollment and outcomes of our diverse students.

3.0 Accelerated Learning Program: Expanded Options - Program Data and Trends Analysis

3.1 Expanded Options High School Comparisons

Expanded Options Enrollments

School	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
NVHS	34	61	124	46	34
NKN	13	15	97	120	112
THS	49	56	94	127	97

Expanded Options Pass Rates

School	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
NVHS	100%	97%	76%	48%	82%
NKN	100%	100%	87%	82%	68%
THS	85%	81%	84%	77%	84%

Analysis:

The number of Expanded Options (EOP) enrollments in TBCC courses jumped dramatically during the pandemic. While this has remained high for THS and NKN, enrollment for NVHS has dropped to pre-pandemic level. Additionally, pass rates dropped during the pandemic at all three high schools however, Nestucca and Tillamook are rebounding. As enrollment in EOP has increased over the years at NKN it is interesting to note that their EOP enrollment has not rebounded as well. Since the pandemic the bulk of Expanded Options enrollments have been at the college. An assumption could be made that due to TBCC having imbedded instructors at THS and NVHS, long term (more than 1 term) in Math and Writing, the experience and success of these students might be very different that those from NKN where they did not have imbedded courses and instead only enrolled at the college for EOP courses.

3.2 Expanded Options Enrollment by Gender

Expanded Options:

	Female		Male		Unidentified		Total	Total
	n	%	n	%	n	%	n	%
Tillamook High School	163	69.1%	69	29.2%	4	1.7%	236	100.0%
2018	28	75.7%	9	24.3%		0.0%	37	100.0%
2019	25	73.5%	9	26.5%		0.0%	34	100.0%
2020	41	74.5%	12	21.8%	2	3.6%	55	100.0%
2021	36	72.0%	14	28.0%		0.0%	50	100.0%
2022	33	55.0%	25	41.7%	2	3.3%	60	100.0%
NKN	83	56.5%	63	42.9%	1	0.7%	147	100.0%
2018	6	54.5%	5	45.5%		0.0%	11	100.0%
2019	5	50.0%	5	50.0%		0.0%	10	100.0%
2020	25	53.2%	22	46.8%		0.0%	47	100.0%
2021	24	61.5%	15	38.5%		0.0%	39	100.0%
2022	23	57.5%	16	40.0%	1	2.5%	40	100.0%
Nestucca	66	59.5%	45	40.5%		0.0%	111	100.0%
2018	7	43.8%	9	56.3%		0.0%	16	100.0%
2019	14	66.7%	7	33.3%		0.0%	21	100.0%
2020	25	55.6%	20	44.4%		0.0%	45	100.0%
2021	15	83.3%	3	16.7%		0.0%	18	100.0%
2022	5	45.5%	6	54.5%		0.0%	11	100.0%
Other	3	100.0%	0.0%			0.0%	3	100.0%
2020	2	100.0%	0.0%			0.0%	2	100.0%
2022	1	100.0%	0.0%			0.0%	1	100.0%
Grand Total	315	63.4%	177	35.6%	5	1.0%	497	100.0%

Analysis:

Like Dual Credit students there are far greater numbers of females than males enrolled in Expanded Options courses. Again, the same concern exists regarding how students are selected and/or given permission by the high school to enroll in Expanded Options courses. More research into this is necessary to understand the complexity of this issue within the high schools.

Of note, concerning Expanded Options, the high schools elect whether to fund a student fully to take EOP courses at the college. It has been known that the high schools will determine who they are funding fully or partially, often based on free and reduced meal plans. One goal next year is to work with school districts to fund any student, if funds are available, and ensure there is equity between the three high schools. For example, currently the EOP policy for who can take EOP courses, and those that receive funding support, are very different at each high school. It would be more equitable to have the same policy at all three.

3.3 Expanded Options Enrollment by Race/Ethnicity

Row Labels	White		Latinx		Other identities		Unknown		Total n
	n	%	n	%	n	%	n	%	
TSD9	162	68.6%	48	20.3%	22	9.3%	4	1.7%	236
2018	28	75.7%	3	8.1%	5	13.5%	1	2.7%	37
2019	23	67.6%	7	20.6%	4	11.8%		0.0%	34
2020	36	65.5%	14	25.5%	3	5.5%	2	3.6%	55
2021	34	68.0%	12	24.0%	4	8.0%		0.0%	50
2022	41	68.3%	12	20.0%	6	10.0%	1	1.7%	60
Nea-Kah-Nie	120	81.6%	11	7.5%	16	10.9%		0.0%	147
218	9	81.8%		0.0%	2	18.2%		0.0%	11
2019	8	80.0%		0.0%	2	20.0%		0.0%	10
2020	38	80.9%	3	6.4%	6	12.8%		0.0%	47
2021	34	87.2%	2	5.1%	3	7.7%		0.0%	39
2022	31	77.5%	6	15.0%	3	7.5%		0.0%	40
Nestucca	76	68.5%	22	19.8%	11	9.9%	2	1.8%	111
2018	12	75.0%	1	6.3%	3	18.8%		0.0%	16
2019	15	71.4%	6	28.6%		0.0%		0.0%	21
2020	29	64.4%	10	22.2%	5	11.1%	1	2.2%	45
2021	12	66.7%	3	16.7%	2	11.1%	1	5.6%	18
2022	8	72.7%	2	18.2%	1	9.1%		0.0%	11
Other	2	66.7%	1	33.3%		0.0%		0.0%	3
2020	2	100.0%		0.0%		0.0%		0.0%	2
2022		0.0%	1	100.0%		0.0%		0.0%	1
Grand Total	360	72.4%	82	16.5%	49	9.9%	6	1.2%	497

Analysis:

As with Dual Credit, a trend of low enrollment of diverse students is evident with Expanded Options. High schools determine approval to take these courses and whom to fund. It would be interesting to see if there is a difference between those that are funded by the high school and those that enroll on their own through self-pay.

4.0 Strengths, Weaknesses, Opportunities, Challenges (SWOC)

4.1 What are the strengths of your program as indicated in the above data?

Accelerated Learning Programs provide opportunities for early college credit. Barriers to college access through these programs *should* be minimal or nonexistent. If a student truly can commit to a more rigorous course of study they should be given the opportunity to take early college credit courses. Giving equitable access to all students removes barriers and has proven to narrow or remove equity gaps. In many states, many high school students are already college students before they graduate high school, and this trend shows no signs of slowing down. For example, in Oregon, the average number of college credits earned via dual enrollment increased from 6.8 in 2010-2011 to 10.4 in 2017-2018.

4.1a Enrollment in Expanded Options courses by LatinX students have steadily increased for all three high schools. Both THS and NVHS saw a slight dip during the pandemic, and NVHS seems to be rebounding much more quickly than THS. This difference may be, in part, to the size difference between the two schools with THS as the largest and NVHS the smallest, and even slight changes at NVHS would have a large impact.

4.2 What are the weaknesses of your program as indicated in the above data?

4.2a There are nuances that are difficult to explain such as why LatinX student enrollment is low. While we can postulate the reasons, this needs much more intrusive investigation to better understand. This kind of data may be difficult to access due to inherent restrictions on current data sharing practices with the high schools. Additionally, this goes beyond tangible data. We must better understand, and be a part of, the recruitment and promotional strategies that the high school counselors and teachers use to enroll students into accelerated credits. How are these students selected and encouraged to enroll?

4.2b There are currently two types of Expanded Options for students, and it may be difficult to drill down to determine if there are significant differences. For example, TBCC faculty have taught courses at the high school as a 1 time offering (i.e., Criminal Justice for 1 term), and two other faculty taught at THS and NVHS in a long-term model (i.e., Math and Writing respectively), so they were much more like Dual Credit.

- High school students that enroll directly through the college is the second option.

Each option may have quite different experiences and therefore may be difficult to understand the nuances between them.

4.3 What are the opportunities for your program as indicated in the above data?

4.3a We have an opportunity to better understand the facilitation of high school to college pipeline. Relationships with our high school partners has positively increased over the past year to include sharing minimal data with us, this work will continue. Additionally, increasing Dual Credit General Education course offerings, and instructors will better serve students.

4.3b Continued collaboration and developing a data sharing plan will provide more opportunity to collaborate with our high school partners with developing a plan for reaching underserved populations, to include students of color, male students, students with disabilities, low income, and first generation.

4.4 Known challenges that exist for your program?

4.4a We currently know that students are enrolling in Dual Credit courses out of interest rather than completing a requirement towards a college credential. For example, Welding courses are extremely popular, and the instructor encourages all their students to enroll in Dual Credit. However, not all these students are planning to transfer to college after high school or do not have a clear academic and career plan that would guide them in the courses they should take. We are beginning to collaborate with the high school counselors on better

understanding the intent of their students through advising. Beginning in 2023-2024 the TBCC advising team will work intentionally with college-bound students to ensure that 1) they are enrolling in appropriate Dual Credit courses according to a program map, and 2) all college-bound students will work with the advising team in their junior/senior years for guidance on planning for college and to complete necessary steps in a timely manner (i.e., FAFSA/ORSAA completion, Oregon Promise application, etc.).

4.4b In addition to the above we know the high schools are not currently offering many Dual Credit courses that would be most beneficial to students on a college pathway. For example, English options for both juniors and seniors, History, Art, Music, etc. Ideally offering more Social Science and Arts & Letters options will be planned for the 2024-2025 year. These course offerings will be guided by Dual Credit program maps adapted from TBCC program maps. The goal will be to have Dual Credit students complete their first year of college by the time they graduate high school. To do this the right course mix will need to be available in the high schools and supplemented with Expanded Options when appropriate.

5.0 Program Goals (five-year cycle) - In alignment with the Higher Education Coordinating Commission and Oregon Department of Education.

5.1a Develop a process that ensures intentional alignment of accelerated credits/courses with college pathways and plans for all college-bound high school students. This must include providing strong *advising* structures with tools, supports, and information to help students develop their individual career and education plans. In addition, develop a mechanism in which parents/guardians receive clear information about how accelerated college credit fits into a student's college plan.

5.1b Ensure that college credits earned count towards a college credential.

5.1c Develop a process to ensure that our Accelerated Learning Programs are focused on equity outcomes to reduce disparities in access and success. To achieve this goal our partners must collaborate and agree to use data and evidence of student success to guide program improvements with the purpose of changing and improving equity outcomes.

6.0 Student Services Service Area Outcomes 1.1.1 - An improved relationship with high school counselors will produce better communication and collaboration and will increase high school to college transition.

6.1 Action Plan for 2023-2024

- a. Schedule regular meetings each term with high school counselors to continue nurturing these relationships.
- b. Finalize Dual Credit program maps.
- c. Success Coaches, in collaboration with high school counselors, advise students at each high school and at strategically planned times each term.
- d. Schedule Dual Credit information sessions for LatinX families.

7.0 Executive Summary

As this review demonstrates, there has been excellent work happening with our Accelerated Learning Programs through Dual Credit and Expanded Options. Opportunities have been identified to more intentionally support students, reduce early credit program barriers, and increase equity. Important findings show:

- Dual Credit and Expanded Options continue to grow and expand with more students, instructors, and course offerings.

- Female students far exceed male students enrolling in early college credit.
- LatinX student enrollment has increased but there is still a wide gap between White student enrollment and LatinX student enrollment in both Dual Credit and Expanded Options.
- Dual Credit course offerings have increased, however, courses that fulfill General Education requirements for degrees and certificates have not. These courses are good options for completing requirements for a college credential and high school graduation requirements.
- A coordinated and shared purpose between the high schools and TBCC is needed. This work has begun and will be strengthened over the next year.
- Students are not being intentional in the courses they are selecting for college credit; and the high schools plan Dual Credit courses based on instructor load, interest, and availability. Program maps are being created and collaboration is underway to offer specific courses during specific terms. This planning will help schools better understand and plan for Dual Credit offerings and assist students in selecting the right courses at the right time.

ASTBCC Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONASTBCC PRESIDENT MITCHELL

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

Financial Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONCFO Shari Montazeri

The report for the month of January 2024 is available for your review.

Please note the following considerations:

- 1) Revenue:
 - a. We have actualized roughly 80% of budgeted revenue. This is mostly because of:
 - i. Elevated property taxes received in the months of November and December. Usually within these two months we receive more property taxes than in other months of the year.
 - ii. 3 out of 4 payments received from CCSF.
 - iii. Greater than expected tuition and fee revenue, partly due to the nursing program and overall growth in our enrollment.

- 2) Expenses:
 - a. Issues in Jenzabar are causing benefits to not be recorded accurately.
 - b. Despite problems with pre-made reports in Jenzabar, we were able to download a raw dataset from Jenzabar and have summarized into this Financial Report.
 - c. There may be some expenses not recorded or not correctly booked in Jenzabar.
 - d. I have confidence that if anything is missing in this report cannot be more than 10%. This confidence will grow as we continue to reconcile our expenses and complete our PERS uploads. Expenses are also down due to numerous budgeted, unfilled positions.

Agenda Item 5 Attachment XX
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date, Ended January 2024
7 months of the fiscal year completed

1/31/2024

	FY 2022-2023			FY 2023-2024		
	Annual Budget	1/31/2023 Actual	Percentage of Budget	Annual Budget	1/31/2024 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$1,800,000	\$1,755,414	97.52%	\$1,200,000	\$1,567,993	130.67%
State	\$3,066,186	\$2,502,096	81.60%	\$4,038,496	\$3,122,271	77.31%
Property Taxes	\$1,473,213	\$2,106,974	143.02%	\$1,565,146	\$1,415,415	90.43%
Local Contracts	\$40,640	\$28,712	70.65%	\$40,640	\$-	
Tuition	\$942,100	\$559,165	59.35%	\$939,000	\$685,282	72.98%
Fees	\$230,577	\$132,517	57.47%	\$226,277	\$217,633	96.18%
Interest	\$45,000	\$31,229	69.40%	\$360,000	\$185,884	51.63%
Other (sales of goods, rental, Misc.)	\$53,000	\$26,735	50.44%	\$50,700	\$11,718	23.11%
Transfers	\$774,816	\$2,848	0.37%	\$509,664	99,620	19.55%
Total resources	\$8,425,532	\$7,145,689	84.81%	\$8,929,923	\$7,305,816	81.81%
Expenditures						
Instruction	\$2,463,532	\$1,431,734	58.12%	\$2,400,453	\$1,155,003	48.12%
Instructional Support	\$757,033	\$377,757	49.90%	\$840,751	\$383,707	45.64%
Student Services	\$648,400	\$330,086	50.91%	\$845,364	\$405,321	47.95%
College Support	\$2,451,261	\$1,493,099	60.91%	\$2,622,255	\$1,301,955	49.65%
Plant Operation	\$455,629	\$255,699	56.12%	\$558,867	\$313,512	56.10%
Transfers	\$308,000	\$106,183	34.48%	\$320,556	\$99,620	31.08%
Contingency	\$141,677	0	0.00%	\$141,677	\$-	
Total expenditures	\$7,225,532	\$3,994,558	55.28%	\$7,729,923	\$3,659,118	47.34%
Ending fund balance	\$1,200,000	\$3,151,131		\$1,200,000	\$3,646,698	

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Jarrell

Upcoming Dates:

- The next Board meeting will be Monday, April 1, 2024 at 5pm in Room 214/15
- Spring Break: March 25 – March 29
- TBCC Open House: Saturday, April 13th, 2-5pm

Updates:

- Building construction
- Lightwave discussion
- TEC – CTE Updates
- Employee Engagement Committee update
 - Employee Recognition program
- Community Presentations on new building and TBCC updates
 - Pacific City Chamber of Commerce – Feb 6, 2024
 - AAUW – Feb 17, 2024
- Legislative Day of Action – Feb 13, 2024
- Chamber Business After Hours – Feb 23, 2024
- National Center for Inquiry and Improvement – Feb 29, 2024, and March 1, 2024

Board Member Discussion Items

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION.....Chair Bell

Adjournment

RECOMMENDATION
ACTION ITEM

BACKGROUND INFORMATION..... (Action) Chair Bell

MOTION TO ADJOURN THE MEETING