



Board of Education Meeting Agenda

Date: Monday, September 14, 2020

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Gervasi
2.	Consent Agenda: -----	(Action) Chair Gervasi
	a. Approval of Agenda	
	b. Approval of July 30, 2020 Meeting Minutes	
	c. Personnel Report.....	Director Ryan
3.	Invitation for Public Comment -----	Chair Gervasi
	Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	New Business and/or focused policy discussions	
	a. Board Retreat Agenda Items	President Tomlin
	b. Facilities Master Plan and Industrial Tech Building:	President Tomlin
	c. Organization, Finance, and Legal Designations:	(Action) VP Williams
	d. Budget Guidelines and Schedule: First Reading	VP Williams
	e. TBCC COVID Response Plan Revisions.....	(Action) President Tomlin
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Guided Pathways Learning Communities.....	VP Rivenes
	b. Faculty/Staff and Student Survey Results.....	Director McCarley
	c. LT Check-in (Single Sign-on).....	Director Neu
	d. Financial Report.....	VP Williams
	e. President's Report.....	President Tomlin
6.	Board Member Discussion Items -----	Chair Gervasi
7.	Adjournment -----	(Action) Chair Gervasi

Call to order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER AND ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION.....Chair Gervasi

Approval of the Consent Agenda

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION

-----Chair Gervasi

MOTION TO APPROVE THE CONSENT AGENDA FOR THE SEPTEMBER MEETING

Items for approval:

- a. Approval of Agenda
- b. Approval of July 30 Meeting Minutes
- c. Approval of the Personnel Report

APPROVAL OF THE AGENDA

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION.....Chair Gervasi

MOTION TO APPROVE THE AGENDA FOR THE SEPTEMBER 14 MEETING

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

July 30 Board of Education Meeting Minutes

Date: Thursday July 30, 2020

TBCC Special Board Meeting – Virtual Zoom Meeting – 4:00pm-4:45pm

Members in Attendance: Kathy Gervasi, Mary Jones, Pam Zweifel, Betsy McMahon, Jennifer Purcell, Mary Faith Bell and Tamra Gammon

TBCC Board Members Not in Attendance: All in Attendance

TBCC Staff in Attendance: President Ross Tomlin, Director Pat Ryan, VP Rhoda Hanson, Director Erin McCarley, VP Kyra Williams, Executive Director Heidi Luquette, Director Sheryl Neu, Faculty Member Michael Weissenfluh, and Executive Assistant Candi Merrill

Guests in Attendance: There were no guests.

Description

Resource

Call to Order • Acknowledge Guests (agenda item 1).....Chair Gervasi
Chair Gervasi called the Board meeting to order at 4:00pm.

Consent Agenda (agenda items 2, 2.a, 2.b, 2.c).....(Action) Chair Gervasi
No changes were requested to the June 1, 2020 Board Meeting Minutes or to the July 30, 2020 Board Meeting agenda. Director Ryan gave a personnel report. Candi Merrill was hired as Executive Assistant to the President and Board. Sari Colven was hired as a Nursing Instructor (in partnership with Oregon Coast Community College. Sayde Moser-Walker was hired as a Marketing Specialist.

Mary Jones made a motion to approve the Consent Agenda. Tamra Gammon seconded the motion. The motion carried.

Invitation for Public Comment (agenda item 3).....Chair Gervasi
There were no public comments.

New Business and/or focused policy discussions (agenda item 4)

TBCC Reopening Plan (agenda item 4a).....(Action) President Tomlin
President Tomlin summarized the content of the Reopening Plan and explained that the plan was updated last week to include details about TBCC's planned response in case someone on campus, whether student, staff, or faculty, gets Covid-19 or experiences any COVID symptoms while on campus. This includes shutting down to allow for deep cleaning.

Updates to the Plan also include specifics about all TBCC sites; all buildings require the sign-in process but there are some differences in how, when and by whom the various buildings can be accessed. The college remains closed to the general public.

This 7/20/20 version of the Reopening Plan is considered ready to be approved by the Board and sent to HECC, but as the situation with Covid-19 is continuously evolving, the plan may require further edits. President Tomlin requested that approval of the Reopening Plan also include approval for the College to make adjustments to the plan if needed between now and the Sept 14 board meeting, at which point it would be brought back to the Board to be approved with changes.

Tamra Gammon made a motion to approve the TBCC Reopening Plan and approval for the College to make adjustments to the plan if needed.

Mary Faith Bell seconded the motion. The motion carried.

Information-Only Items (Board members may request any item be placed on the discussion agenda) (agenda item 5)

President's Report (agenda item 5a).....President Tomlin
President Tomlin gave an update on Covid-19 status. TBCC is one of the few community colleges in Oregon that is open; most have remained closed since Spring term. TBCC is planning to hold Fall classes at approximately 50% face-to-face and 50% online. The updated TBCC reopening plan (which board members have read and approved) clarifies health precautions in process at all TBCC sites.

Enrollment for Summer 2020 is 40 FTE. Summer 2019 was 45 FTE, and Summer 2018 FTE was 35. So, enrollment is down a bit from last year, but that FTE jumped a large amount from previous years. Community Ed enrollments are down this summer and that is likely what accounts for this year's lower FTE.

To date, Fall 2020 enrollments are 49% higher than last year at this time, but new student registration has not yet begun. It will be interesting to see what happens to TBCC enrollments due to Covid-19. There has been some speculation that parents of 2020 High School graduates may be hesitant to send their child away to college this year. Perhaps more high school graduates will stay at home and attend their local community colleges instead. We just do not know what to expect this coming fall with enrollments.

Both Melissa Cribbins (D) and Dick Anderson (R), who are candidates for the State Senate, District 5 position, spent time at TBCC in the last few weeks learning about our offerings, new programs, etc. We will arrange to spend time with the candidates for the State Representative, District 32 position as well. We need to let all the candidates know how important it is that our funding not be reduced in the next biennium due to the large impact we have on employment in our communities.

The Presidents of the 3 coastal community colleges will meet with State Rep Teresa Alonso Leon on August 17. She is a supporter of community colleges and higher education in general and she wants to talk about the community college funding formula. It took a lot of time and effort to arrive at a funding formula that works for us. We prefer that the Legislature does not focus on changing the funding formula, but provides us with adequate funding to do the work we do so well.

The State Legislature has not met yet on budget adjustments for this fiscal year; that should occur in the next couple of weeks. As of now, we are being told by legislators that the current year budget for community colleges will not be reduced. However, that is not guaranteed; they can change their minds. The next biennium is likely to bring cuts. TBCC has the highest community college priority for capital construction funds in the next biennium, but there may not be any funds allocated in the budget next year for capital construction.

The Facilities Master Plan has been completed with all of the edits. We will provide board members with a copy of the plan at the September Board meeting.

TBCC is trying to get estimates for an Industrial Technology building on the lot next to PRI so we can compare with the existing building. Hopefully within the next 2-3 weeks, we'll have that information and can make a decision about how to move forward with this issue at the September 14 Board meeting.

TBCC's Leadership Team Retreat was held on Zoom on Monday July 27 and Tuesday July 28. We covered Teamwork and Leadership Team norms, Website and Logo Redesign, CARES Act Spending, Accreditation Planning and Writing, TBCC's Equity Plan and Access & Representation, Title III Grant and other grant brainstorming, Telework Policy, the Facilities Master Plan, Remaining work to be completed on the Salary Study, and developing the Fall In-Service agenda.

President Tomlin invited Executive Director Luquette to update the board on the project to redesign TBCC's logo, school colors, and the website. A new logo design is the first priority; the current one doesn't seem to relate to anything or hold any meaning for faculty, staff, or students. Additionally, it does not reproduce well, so it is problematic as a brand. Deer Island Design, a local company, will do the work. A small group (5-7 people) will form a working committee to go through the process with Deer Island. We expect to have a new look with completed colors, logo and font by Dec 31. Executive Director Luquette invited Board members to consider joining the committee. If interested, contact President Tomlin or Candi Merrill. With regard to a website redesign, discussions about requirements are starting now. An RFP will go out in September; that work can begin when the logo work is complete.

President Tomlin invited Executive Director McCarley to update the board on the efforts of the Equity Committee. A faculty/staff Equity Book club is meeting weekly to discuss the book White Fragility. A new title will be chosen quarterly. In the area of community outreach, TBCC will be renting the Coliseum Theater for showing an equity-related film for the general public. -President Tomlin will

introduce the film. The library is creating a suggested reading list. President Tomlin emphasized that TBCC needs to be a catalyst in Tillamook County for awareness of equity issues.

President Tomlin finished his report to the Board with the news that TBCC has been named the #10 best community college in the U.S. out of a total of 821 colleges. TBCC was the only college in Oregon to be listed in the top 25. The announcement came from SmartAsset, a financial technology firm who has conducted the study for the past seven years. Colleges were judged on faculty to student ratios, transfer rates and cost to students.

President Tomlin noted the date for the next Board meeting will be September 14, 2020, and again, it will probably be on Zoom. He reminded the Board that meetings in the 2020-21 year will begin at 5:00pm.

Board Member Discussion Items (agenda item 6)Chair Gervasi
There were no Board Member Discussion Items.

Adjournment (agenda item7)(ACTION) Chair Gervasi
Betsy McMahon made a motion to adjourn the Board meeting. Mary Faith Bell seconded the motion.
The motion carried. The Board meeting ended at 4:45pm.

Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION ----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Student Engagement Facilitator Career Education Advisor (Funded through 6/30/2021)		8/24/2020	Kellie McKeehan	Rhoda Hanson	
Instructor: Science Funded for 2021 Academic Year		9/14/2020	Joseph Meyer	Teresa Rivenes	
Part-time CDL Instructor			Open until filled	JoAnn Critelli	

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

Board Retreat Agenda Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Tomlin

The 2020 TBCC Board Retreat is scheduled for Monday, October 5 from 8:30am-4pm. It will be held virtually on Zoom. We want to consider potential topics for the retreat that the Board members would like to include. A preliminary list of possible topics include:

- Service Area Outcomes and Project Lists for each department
- Mission Fulfillment Report results
- Accreditation Report progress
- Board priorities, Board evaluation process and form
- President evaluation process and form
- Guided Pathways
- Logo Redesign
- Board Member Advocacy
- SBDC Helping local businesses

Once the agenda items are set, the final agenda will be developed along with the board meeting agenda items. The regular Board meeting will start at 4pm after the retreat is completed.

Facilities Master Plan and Industrial Tech Building

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION..... President Tomlin

The formal Facilities Master Plan (FMP) was completed and approved by the Board this past spring. The FMP has been printed and a copy will be sent to each Board member.

The next step is to make a decision on how to move forward with a new Industrial Technology Building, which is mentioned in the FMP with no detail since a decision had not been made when the plan was finalized last spring. At this point in time, the College is ready to make an initial recommendation to the Board on whether to purchase an existing building or build a new facility on our lot next to the Partners for Rural Innovation Building. We have obtained all the estimates for improvements needed on the existing building as well as estimates of what a new building would cost the college. We will share those costs and discuss the pros and cons of each option, getting feedback from the Board on the best option to follow. The plan will then be to ask the Board to approve a decision on the Industrial Technology Building at the October Board meeting.

Organization, Finance, and Legal Designations

RECOMMENDATION

RESOLVE TO APPROVE THE 2020-2021 ORGANIZATION, FINANCE, AND LEGAL DESIGNATIONS

BACKGROUND INFORMATIONVP Williams

Changes from the 2019-2020 designations are primarily for the fiscal year.

Other changes to the designations document that follows include:

- Change name from Tana Dillard to Candi Merrill in item 1
- Changing Chief Finance Officer to Vice President of Finance throughout the document
- Changing Chief Student Services Officer to Vice President of Student Services in item 16
- Changing Chief Academic Officer to Vice President of Instruction in item 16 and 20
- Changing Vice President to Vice President of Student Services in item 20

~~2019-2020~~2020-2021 Organization, Finance, and Legal Designations

1. Designate Clerk, Deputy Clerk, Secretary

Move that President Ross Tomlin be designated Clerk, ~~Chief Finance Officer~~Vice President of Finance Kyra Williams be designated Deputy Clerk, and ~~Tana Dillard~~Candi Merrill be designated Board Secretary for the ~~2019-2020~~2020-2021 Fiscal Year. (ORS 332.515)

2. Authorize Insuring of District Employees

Move that insurance for the ~~2019-2020~~2020-2021 Fiscal Year be purchased, which includes broad crime coverage for all employees, non-compensated officers, and directors.

3. Designate Depositories for TBCC Funds

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Umpqua Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during ~~2019-2020~~2020-2021; and that the State of Oregon investment pool is authorized as a depository for District funds during the ~~2019-2020~~2020-2021 Fiscal Year. (ORS 328.441 and 294.805 to 294.895)

4. Authorize Investment of TBCC Funds

Move that the President/Clerk as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the ~~2019-2020~~2020-2021 Fiscal Year. The Clerk may delegate this authority in writing to the ~~Chief Finance Officer~~Vice President of Finance Kyra Williams, at such times and to such extent as the Clerk determine to be necessary or desirable.

5. Authorize General Fund Borrowing

Move that the President/Clerk be authorized to borrow an amount not to exceed \$250,000 from the General Fund to meet cash flow needs of the Special Fund and Enterprise Fund.

6. Authorize Payrolls

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the ~~2019-2020~~2020-2021 Fiscal Year.



7. Authorize Accounts Payable

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the ~~2019-2020~~2020-2021 Fiscal Year.

8. Name the Budget Officer

Move that the ~~Chief Finance Officer~~Vice President of Finance/Deputy Clerk be named Budget Officer for Budget Year ~~2020-2021~~2021-2022. (ORS 294.331)

9. Grant Authority to Sign and Administer Federal and State Grant Funds

Move that the President/Clerk be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the ~~2019-2020~~2020-2021 Fiscal Year. The President/Clerk may delegate this authority at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.

10. Establish Public Contract Review Board

Move that the Board of Directors act as the Contract Review Board for the District for the ~~2019-2020~~2020-2021 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$50,000. (ORS 279A.055)

11. Establish Reimbursement Rate for Personal Car Mileage While Conducting College Business

Move that the reimbursement rate for authorized personal car mileage conform to the Internal Revenue Service rate.

12. Establish Reimbursement Rates for Meals and Lodging

Move that the reimbursement rate for lodging be established at actual cost. Move that the reimbursement rate for meals be established at the lower of actual cost or the following schedule:

Out of State Travel:	In State Travel
Breakfast \$12.00	Breakfast \$11.00
Lunch \$18.00	Lunch \$16.00
Dinner \$36.00	Dinner \$34.00

Receipts are required for all meal and lodging reimbursements.



13. Authorize Write-off of Accounts Receivables

Move that the ~~Chief Finance Officer~~Vice President of Finance be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have been exhausted in amounts not to exceed \$1,000.

14. Establish Petty Cash Accounts

Move that a Petty Cash account in the amount shown for the ~~2019-2020~~2020-2021 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office	\$ 100.00
Custodian	Kyra Williams

15. Authorize Acquisition of Federal Surplus Property

Move that the President/Clerk and ~~Chief Finance Officer~~Vice President of Finance/Deputy Clerk be authorized as representatives of Tillamook Bay Community College to acquire Federal surplus property from the Oregon State Agency for surplus property.

16. Authorize Check Signatures

Authorize the President/Clerk; Director of Facilities, Safety, and Human Resources; ~~Chief Academic Officer~~Vice President of Instruction; or ~~Chief Student Services Officer~~Vice President of Student Services be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures of the following four individuals: the President/Clerk; Director of Facilities, Safety, and Human Resources; ~~Chief Academic Officer~~Vice President of Instruction; or ~~Chief Student Services Officer~~Vice President of Student Services, be authorized/required.

17. Designation of Auditor

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for ~~2018-2019~~2019-2020 Fiscal Year audit performed during ~~2019-2020~~2020-2021.

18. Designation of Legal Counsel

Move to approve working with Oregon Community College Association as part of our annual membership dues and obtain specialized legal services as needed.

19. Designation of Insurance Agent of Record

Move to approve Tony Veltri Insurance Services as insurance agent of record.



20. Credit Cards Authorization

Move to approve use of credit cards for authorized purchases and travel expenses (unauthorized use will require reimbursement to college) for the following:

Name	Credit Limit
President	\$2,500
Vice President <u>of Student Services</u>	\$2,500
Chief Academic Officer <u>Vice President of Instruction</u>	\$2,500
Chief Finance Officer <u>Vice President of Finance</u>	\$2,500
Executive Director of the Foundation and Advancement	\$2,500
Business Office Specialist (A/P, Purchasing)	\$10,000
Small Business Development Center Director	\$2,500
Marketing Specialist	\$2,500



Budget Guidelines and Schedule

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATIONVP Williams

Budget Development Guidelines and Calendar are presented for Board review and comment.

In October, the Board will be asked to approve the Guidelines and Calendar so that orderly planning for the 2021-2022 Budget may commence.

The Proposed 2021-2022 Budget Development Guidelines are broad in scope and designed to provide policy direction for preparation of the budget. A table is provided that correlates the guidelines with our Mission and Board-approved goals.

2021-2022 Budget Development Guidelines

Guideline	Gloss ¹
Assessment and Planning: Financially support comprehensive planning and assessment activities leading to continuous improvement in fulfilling the College's mission, core themes, and strategic initiatives. Every department has Service Area Outcomes which are assessed and analyzed annually and are tied to strategic projects. Strategic projects are tied to a core theme objective and include budget requirements.	Determining the short, intermediate, and long-range goals, objectives, and activities necessary to fulfill the College's mission and core themes in a continuously improving manner is essential to meet the expectations of those TBCC is charged to serve.
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.	This guideline addresses a key principle: to remain viable, resources must be invested where they will provide the best return. It also acknowledges TBCC's roles as a comprehensive community college. There may also be a need for self-supporting courses and programs.
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.
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 2018 construction of the Partners for Rural Innovation was completed. A Facilities Master Plan was completed in 2020. Facility expansion will be budgeted as needed. TBCC submitted a capital funding request to HECC to receive funds from the State's 2021-2023 budget. If approved, State funds would likely not be available until Spring 2023. Our facilities support the institution and the students it serves and allows TBCC to fulfill its mission, goals, and strategic plans.
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.
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.
Faculty and Staff Remuneration: Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2020-2021 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.
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.



Mission, Core Themes, Vision and Values:

VISION

Tillamook Bay Community College is a local leader in educational excellence and innovation, community advancement, and economic success.

MISSION

Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.

VALUES

Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

STUDENT SUCCESS

TBCC values being keenly receptive and intentionally responsive to students and fully supports achievement of their goals.

ACADEMIC EXCELLENCE

TBCC values rigorous, relevant education and training for students and the community.

RESOURCEFUL TEAMWORK

TBCC values collaboration, effective communication, and the wise use of resources to accomplish our mission.

PERSONAL & FRIENDLY ENVIRONMENT

TBCC values and demonstrates genuine concern and respect for each other, communities we serve, and our students while helping each achieve their potential.

CORE THEMES

Educational Excellence

Economic Success

Leadership, Partnership and Community Engagement

¹ Explanation of logic supporting the implementation of Budget Development Guidelines. The gloss is meant to elucidate, not substitute for, the Guideline.



Tillamook Bay Community College 2021-2022 Budget Schedule

	Time Line	Personnel	T a s k s
1.	September 14, 2020	College Board of Education	Appoint College VPF as Budget Officer
2.	September 14 through October 5, 2020	College Board of Education	Review and Refine Budget Development Guidelines
3.	October 5, 2020	College Board of Education	Approve Budget Development Guidelines and Schedule
4.	October 6, 2020 through February 15, 2021	Budget Managers	Review processes and begin budget development.
5.	October 6, 2020 through February 15, 2021	Budget Managers	Budget Managers work with Departments to prepare recommendations for the 2021-2022 budget along with supporting information. Consult with VPF for needed information.
6.	February 1, 2021	College Board of Education	Appoint Public Budget Committee members as needed.
7.	February 19, 2021	Budget Managers	Budget Managers submit budget proposals to the Budget Officer for compiling document.
8.	February 19, 2021	Budget Officer	Deadline to complete 2021-2022 General Fund revenue projection assumptions.
9.	February 22 through March 1, 2021	Budget Officer Budget Managers	Meet to review and discuss budget proposals and work on balancing budget.
10.	February 22 through March 1, 2021	Budget Managers	Budget Managers meet with departments to discuss budget balance progress for 2021-2022 Preliminary Proposed Budget.
11.	March 1, 2021	College Board of Education	Approve 2021-2022 tuition and fee schedule.
12.	March 15, 2021	Budget Officer Budget Managers	Meet to finalize 2021-2022 Proposed Budget.
13.	March 16 through April 2, 2021	Budget Officer	Compilation of proposed budget document.
14.	April 2, 2021	Budget Officer	Publish, mail and distribute preliminary 2021-2022 Budget to Public Budget Committee Members and Budget Managers.
15.	April 12, 2021	Budget Committee Budget Officer	Public Budget Committee Meeting. Receive budget message and deliberate on content. Hold Public Hearing on Proposed Budget, review Proposed Budget and approve 2021-2022 budget and tax levy.
16.	May 19, 2021	Budget Officer	Publish Notice of Budget Hearing and Financial Summary.
17.	June 7, 2021	College Board of Education	Hold Public Hearing on 2021-2022 budget approved by Public Budget Committee. Enact Resolutions to adopt budget, make appropriations, levy property taxes and categorize property tax levy for 2021-2022.
18.	By July 15, 2021	Budget Officer	Submit Budget levy and resolutions to County Assessor.

TBCC Covid Response Plan Revisions

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATIONPresident Tomlin

Following is the Covid Response Plan for TBCC with revisions made in the month of August based on an incident with a staff person coming in contact with a COVID-19 positive person. We have now included a process for handling situations where a faculty or staff member comes in contact with a person off campus that then tests positive for the virus. Again, we are going above and beyond the CDC and OHA guidelines to ensure our faculty, staff, and students stay safe while in the building.

We will review the revisions to the TBCC Covid Response Plan and answer any questions. We will then ask the Board to approve the revised TBCC Covid Response Plan.



TBCC COVID Response Plan- September 14, 2020

Physical Distancing: Students / Staff / Visitors-General

1. TBCC is following the *Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Oregon Colleges and Universities* document from OHA dated June 12, 2020 and the Governor's Executive Order #20-28. These documents can be accessed at <https://tillamookbaycc.edu/covid-19-information/>
2. Pat Ryan, HR/Facilities/Safety Director for TBCC, will implement, enforce, and supervise the requirements in the Governor's EO 20-28.
3. Complaints brought forward by faculty or staff will follow Board Policy 317. Complaints by students will follow Administrative Rule E008.
4. College phone numbers are posted at the front entrance of each building for making appointments.
 - a. Main campus front doors will be unlocked from 8:30 am to 7:15 pm during the week in the summer with the Library open 9:00 am to 5:00 pm (resuming evening operations in the fall) and Food Pantry available in the lobby.
 - b. The main PRI Building door on the east side of the building will be open during regular business hours.
 - c. In CTE classes located outside of the main campus (e.g. THS Career Tech Building) students will sign in upon arrival to class. Sign in sheets will be turned in at least weekly. All other stipulations apply to alternative TBCC locations.
5. All persons entering TBCC facilities are required to sign in. Only faculty, staff, and students are allowed in the building unless they have an appointment with someone at the college or are otherwise given approval by college management. The college is closed to the general public. By signing in, people are indicating they have self-checked for primary COVID-19 symptoms (e.g. cough, fever, diarrhea, exposure to Covid-19 positive individuals, etc.) and are symptom free.
 - a. At the PRI Building, the sign in table is located in the east lobby.
 - b. People entering the main campus building will need to sign in at the Store window. During breaks and after normal business hours, there will be a staff member in the lobby to collect signatures of people entering the building. This person will also ensure that all people entering are wearing a face covering.

- c. Students in alternative locations are required to wear face coverings in the hallways and in any location where they are unable to socially distance.
6. Staff will wear a face covering when not in their office.
7. Staff will work to maintain 6' distance from others wherever possible. Staff will wear a face covering anytime they are in a campus building outside of their office.
8. Office spaces will be configured to maintain physical distance and/or add plastic barriers.
9. At the main campus building, plastic barriers have been installed in the Store window. The Business Office and Student Services windows will remain closed until further notice. Signage will instruct students to go to the Store window to sign in and pay bills or access other services such as advising.
10. Student Services staff will work in individual offices. Students in the main campus building can meet face to face with advisors and financial aid staff in large meeting rooms or classrooms where social distancing can easily be maintained. These rooms will be taken off line from being used as classrooms. Face coverings are required in all of these meetings.
11. Signage in the lobby will explain PPE rules and procedures and provide information that explains the steps TBCC is taking to follow OHA guidelines and the Governor's Executive Orders for reopening.
12. If a faculty or staff start to feel ill while at work and exhibit symptoms that could be related to COVID-19, or if they discover they have been in contact with anyone who has tested positive for COVID-19, they need to report it to Pat Ryan (503-842-8222 ext. 1020, patryan@tillamookbaycc.edu) and their supervisor and go home. The area will be closed for up to 72 hours. This will trigger a deep cleaning of areas where the person went in the building in accordance with CDC guidelines** (see below). They will need to either be tested for COVID-19 or self-quarantine for 14 days before returning to work if exhibiting any symptoms related to COVID-19. Anyone who has been in close contact with this person for more than 15 minutes will also be asked to stay home and not come to campus until the situation is deemed safe to return to work. If able to work, arrangements will be made to work remotely during the self-quarantine or stay at home period. An internal notification will be made.
13. If students or other visitors show signs of illness and exhibit symptoms that could be related to COVID-19, they will be asked to leave the building, monitor their symptoms, and report it to Pat Ryan (503-842-8222 ext. 1020, patryan@tillamookbaycc.edu). The area will be closed for up to 72 hours. This will trigger a deep cleaning of areas where the student went in the building in accordance with CDC guidelines** (see below). Students will need to either be tested for COVID-19 or self-quarantine for 14 days before returning to class if exhibiting any symptoms related to

COVID-19. Arrangements will be made for the student to remotely attend their classes or other arrangements will be worked out with them. An internal notification will be made.

14. If someone that has recently been in the building tests positive for the virus, this information will be submitted to the Tillamook County Health Department (503-842-3940). The area or building will be closed, as needed, until it has had a deep cleaning in accordance with CDC guidelines**. The TBCC building or area would reopen as it is determined to be safe to do so. TBCC will communicate this information as directed by the health department.
15. Faculty and staff are asked to wash hands often with soap and water for at least 20 seconds.
16. Extra hand sanitizer will be made available around the building.
17. All TBCC buildings will be sanitized daily and cleaning materials will be available in each classroom. Emphasis will be on all public and shared spaces as well as high touch points (door handles, handrails, push plates, light switches, public phones, and keyboards).
18. Most staff meetings will continue to be held on Zoom, especially for meetings with large numbers of people.

Vulnerable populations

Staff identifying themselves as being in a high risk category, as defined in the *Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Oregon Colleges and Universities* document from OHA dated June 12, 2020 should talk to their supervisor and then HR about accommodations once their relevant health conditions are verified by a physician.

Classroom Instruction

1. Responses 1-18 above all apply.
2. Students/faculty will not be allowed in class without a face covering or if not following social distancing guidelines. Students and faculty must wear a face covering the entire length of the class. It will be the responsibility of the faculty member to ensure that students in the class are following the OHA guidelines. If there are issues with a student not following guidelines, the faculty member will need to reach out to HR. Faculty will be provided a face shield for use in face to face classes.
3. All seats in classrooms will be at least 6' apart. There will be no extra chairs in classroom. This will define room capacity. Room capacity will be posted outside each classroom. Entry and exit points will be designated.
4. Classes with individually assigned PPE (Welding and Science labs, for example) will have that clearly labeled and assigned per student for the entire term.

5. The **Facility Entry Protocol for F/F and Hybrid Classes** (on TBCC Website) document details procedures and responsibilities for cleaning classrooms between classes. These will be in accordance with HECC guidelines for Instructional Activities.
6. The Vice President of Instruction will work with faculty to determine the most appropriate modality for classes based on safety concerns and ability to meet student needs.

**** CDC guidelines for cleaning and disinfecting your building or facility if someone is sick**

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfecting. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION-----Chair Gervasi

Guided Pathways Learning Communities

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONVP Rivenes

Tillamook Bay Community College has decided on it's Guided Pathways Learning Communities. A committee led by President Tomlin presented four different learning community options to students, staff, and faculty. Ultimately, the unanimously approved and supported Learning Communities are;

1. Nature & Outdoors
2. Business
3. People
4. Art & Language
5. Science & Math
6. Health
7. Industrial Technology

Each of the Learning Communities will have at least one degree and/or certificate under them and all degrees and certificates will have a common first term. This work is underway and will be approved at Curriculum Committee next year. Our hope will be to brand each Learning Community, create orientations around the Learning Community and drive a sense of belonging in each Learning Community. Students will be asked to select a Learning Community at orientation and be settled into their Learning Community by the end of the first term. The overall goal of this work is to increase belonging, retention and degree/certificate completion.

Faculty/Staff and Student Survey Results

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONDirector McCarley

Annually, the College surveys both student and staff/faculty to assess our performance. These surveys include questions about safety, technology, services and the climate. Many of these results are used as a part of department SAO's and strategic plan measures. Results from this year were quite strong with 95% of students and 85% of employees reporting that they feel safe on campus. Both students and employees report satisfaction with the technology that the College provides as well. While many students haven't used tutoring services, those that have are overwhelmingly satisfied. Also, satisfaction with both academic and financial aid advisors remains high.

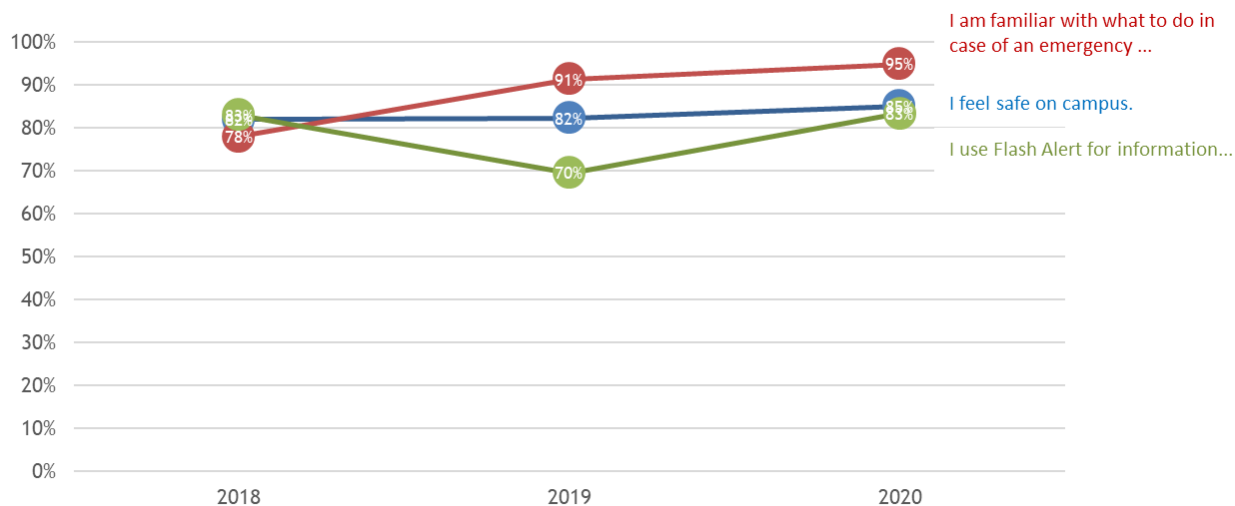
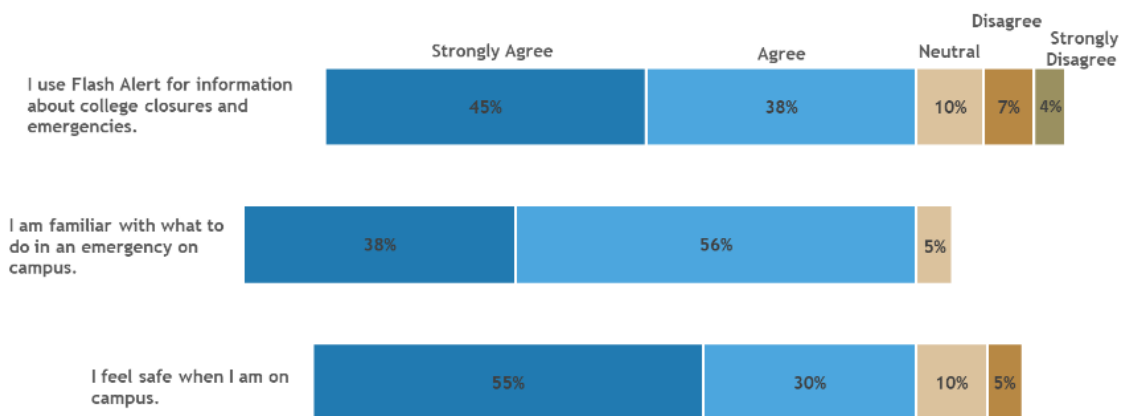
We distribute the survey in late spring, so the timing this year presented the opportunity to survey around the College's response to the pandemic and the move to online classes. The reports include these responses – most were quite satisfied with communications and the timeliness of the response to questions. Students expressed concerns with the impact of the pandemic on their academic future and their ability to succeed. Staff expressed concerns about their ability to do their jobs, their health and the health of their families.

Staff and Faculty Climate Survey 2020

44 staff and faculty completed the survey.

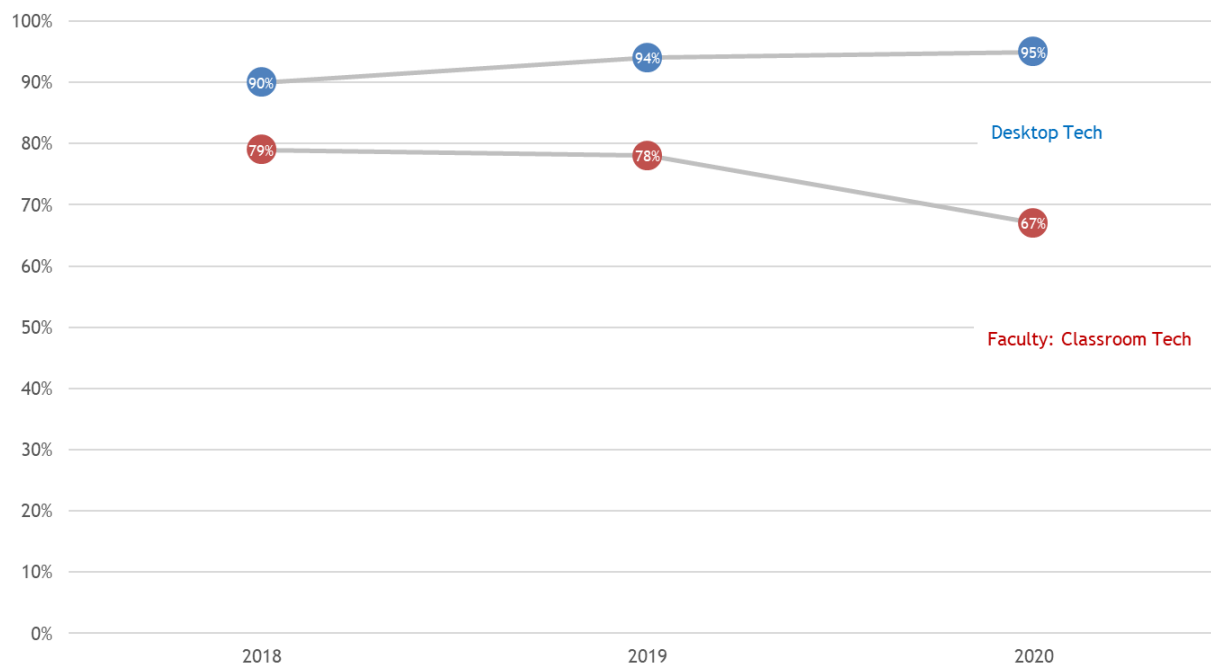
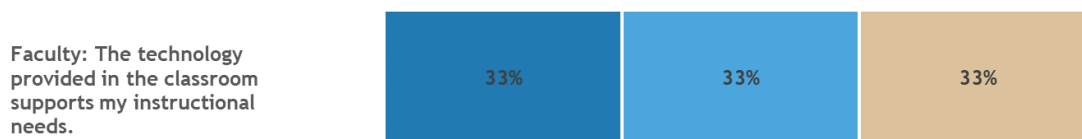
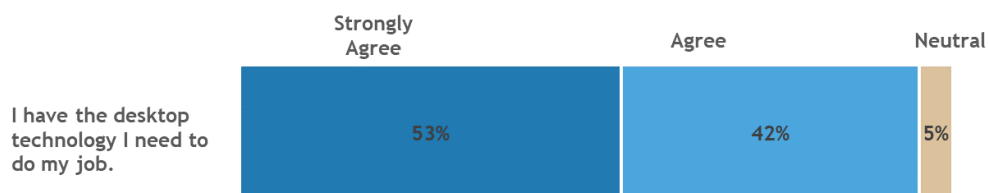
- 59% identified as women, 27% as men, and 14% chose not to identify.
- 68% were staff and 30% were faculty

College Safety and Security: Most staff and faculty report feeling safe on campus, knowing what to do in an emergency and relying Flash Alert for notifications.



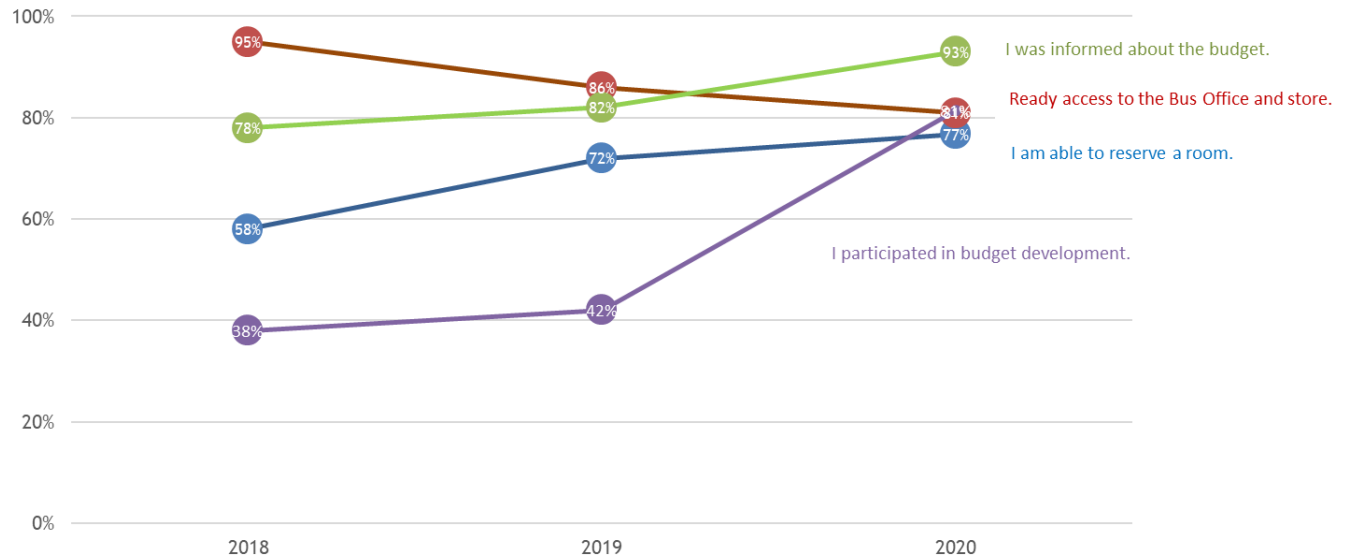
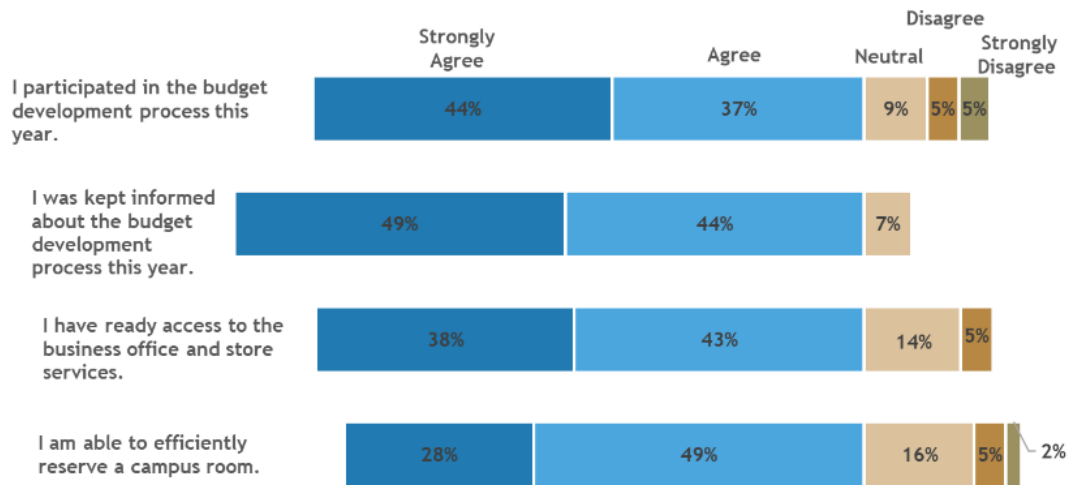
An increasing percentage of staff and faculty expressed feeling familiar with what to do in an emergency, 95% in 2020. Rates for the other two measures are comparable to rates in 2018.

IT: Staff and faculty were overwhelmingly positive in their ratings of desktop technology. Twelve faculty rated classroom technology, and 67% reported that it meets their instructional needs.



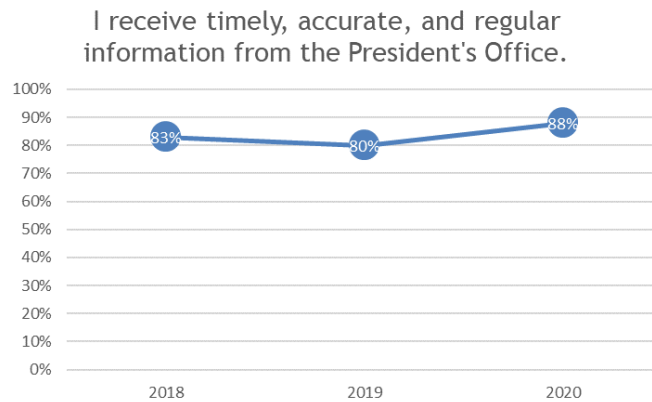
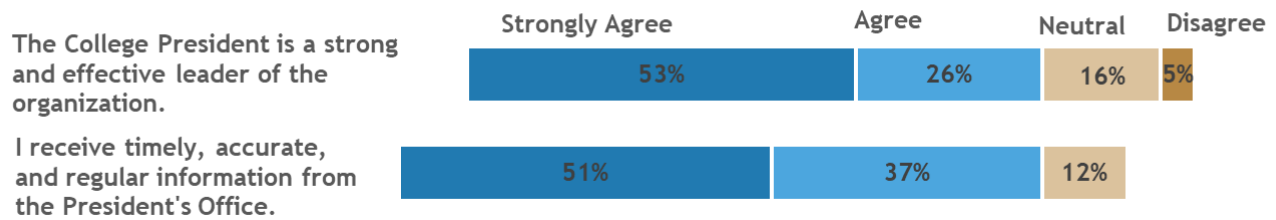
While satisfaction with desktop technology has remained high, faculty seemed less satisfied with technology in the classroom this year. Responses may have been impacted by the spring closure.

Business Office: Staff and faculty reported ready access to the business office and felt informed about the budget process.



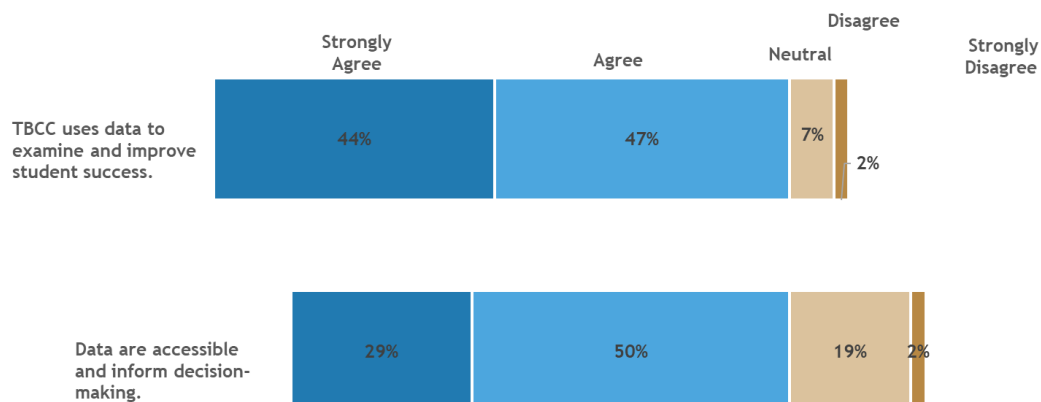
81% of staff and faculty expressed that they participated in the budget process this year, a significant increase from the 38% in 2018 when this measure originated.

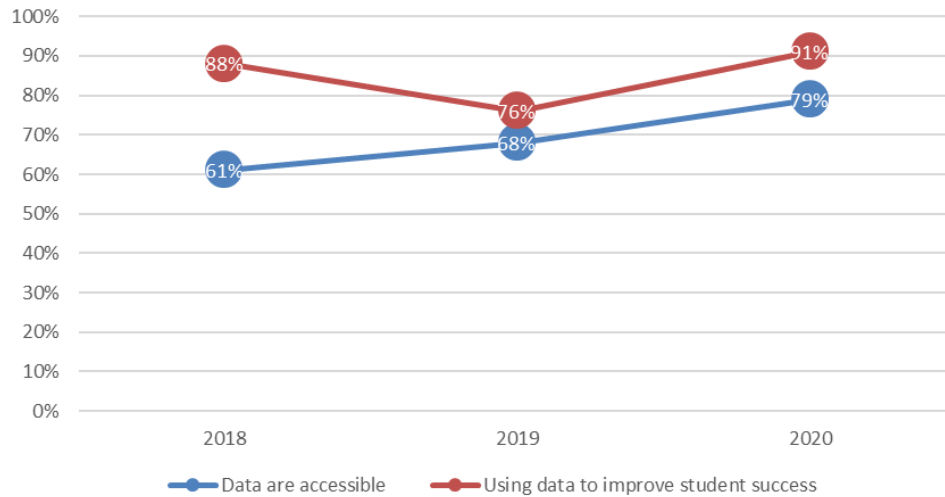
The President: Eighty-eight percent of staff and faculty are satisfied with the communications from the President's Office, up from 80% in 2019.



An increasing percentage of staff and faculty rated presidential communication positively.

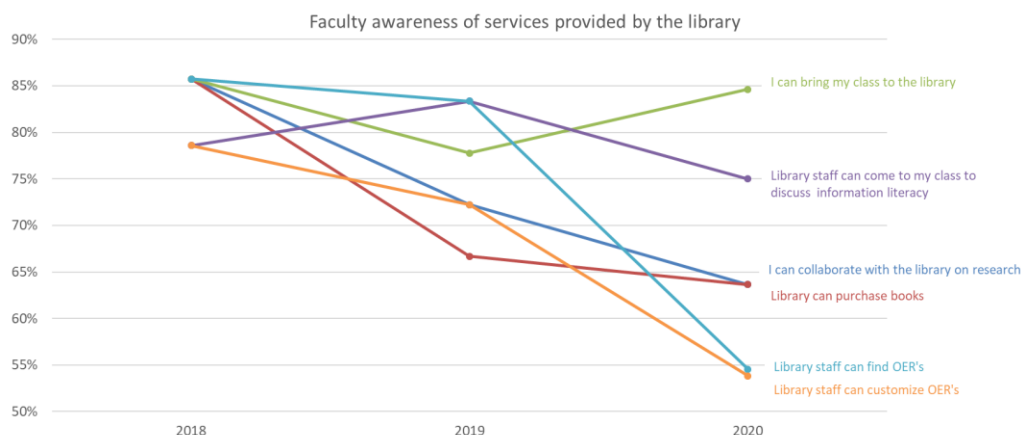
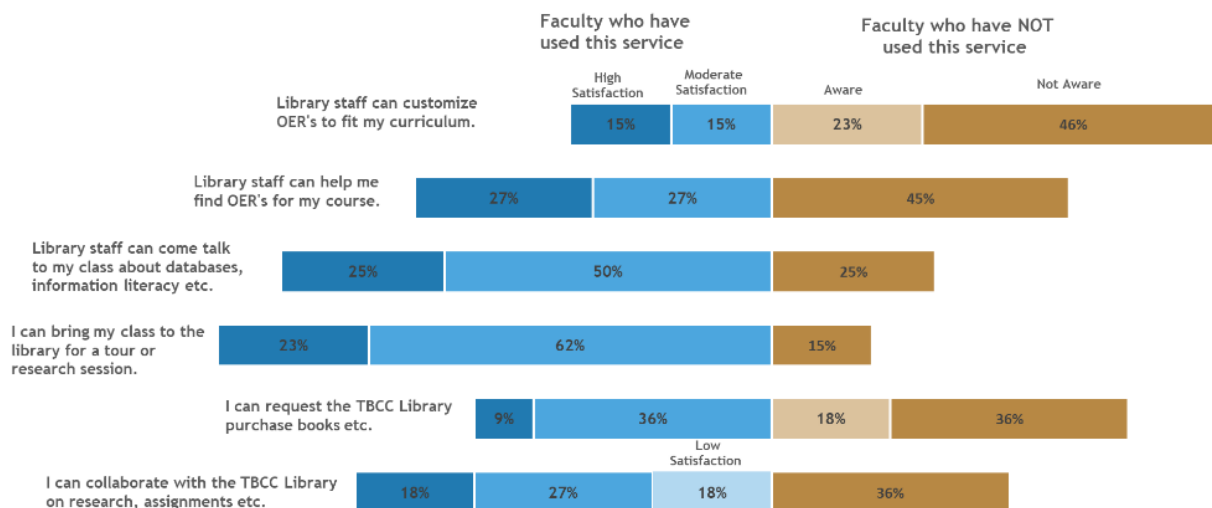
Institutional Effectiveness: Staff and faculty reported that data are accessible (79%) and are used to improve student success (91%).





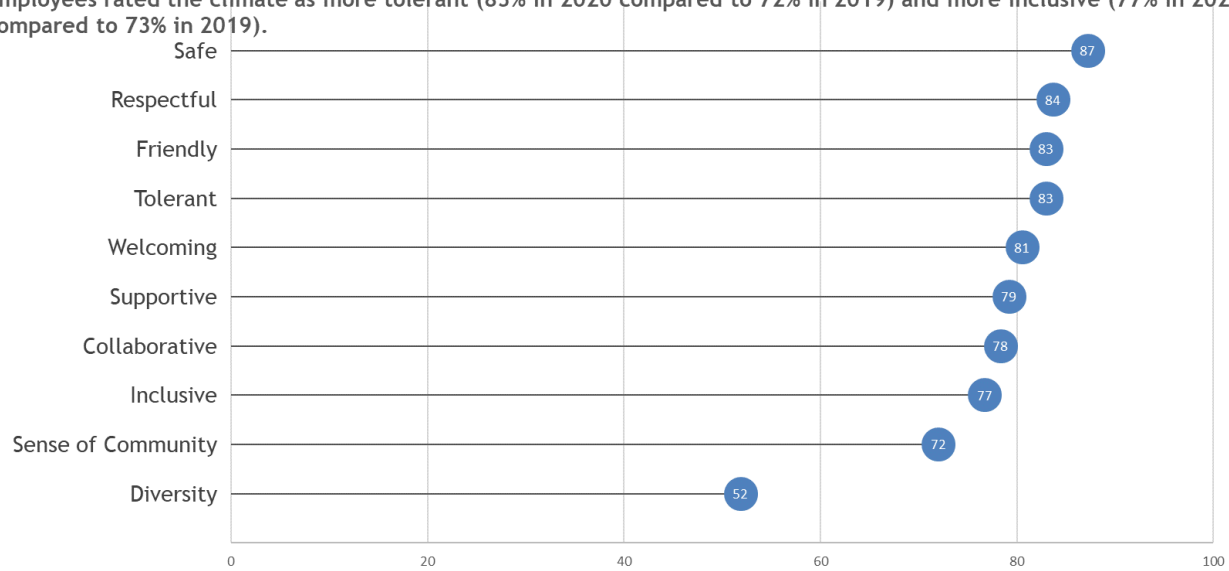
79% of staff and faculty reported that data are accessible, up from 61% in 2018. After a drop last year, more staff and faculty agreed that we are using data to improve student success.

Library Services: Thirteen faculty members shared their experiences with library services. Faculty expressed strong satisfaction with the library services which they had used.

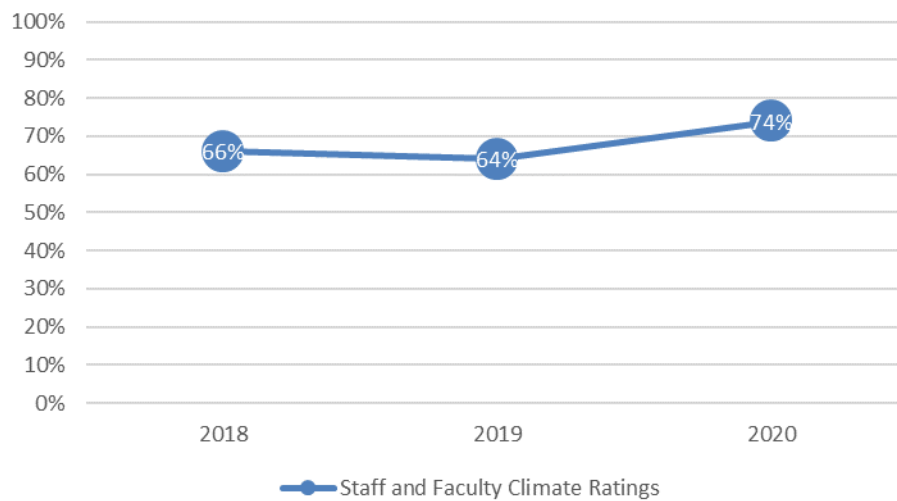


In general, awareness of the services offered by the library to faculty dropped in 2020. This may have been impacted by the spring closure.

TBCC Climate: Staff and faculty were asked to "think about your own experiences and interactions, and rate the campus' on each dimension on a 100 point scale. Overall, ratings in 2020 were comparable to those of 2019, although on average employees rated the climate as more tolerant (83% in 2020 compared to 72% in 2019) and more inclusive (77% in 2020 compared to 73% in 2019).



Staff and Faculty Climate Ratings



As a part of our strategic plan, we monitor a composite climate measure – the percentage of staff and faculty who rate the climate at 60 or higher on the four domains of welcoming, safe, supportive and inclusive. This percentage increased this year.

Please share any suggestions for improving TBCC:

- We need to follow through on threat assessment strategies and continue to have drills (fire, shooter, etc).
- Too many people on campus during COVID19 made me feel vulnerable to the virus.
- Things that long-term staff take for granted should be relayed to new staff more efficiently and without disparagement and judgement.
- There is always room for improvement, that is the nature of a process. I think we need to not exclude traditional student groups (white males) in our student success work since they are the poorest performing group in the college.

- TBCC consistently works toward improving each of these items. Each year I answer these higher. I think we need to keep the work going, but that we are doing a great job.
- No suggestions. I need to download flash alert :).
- Need armed security.
- More indoor plants/pots-containers
- More communication on an accessible platform
- Making communication, respect and professional training part of the company culture. Training all staff to display excellent customer service skills, not only with the public but beginning with coworkers, showing gratitude from the top.
- Make more serious efforts in the future to diversify our faculty. We have a good age range, but we are very mono-cultured in terms of nationality and ethnicity. We are doing better in the area with our adjunct faculty.
- Increased orientation supports to working with Moodle platforms and creative manners to use online platforms.
- I understand we are working on diversity and inclusion/equity, but I sometimes feel we overlook the "standard population group" student/person. By trying to accept all, we actually end up excluding some.
- I say this understanding full well the additional burdens everyone is shouldering, but it would be nice for adjuncts to know how secure their positions are, based on lower enrollment numbers.
- Ethics Training for Government Workers - Do not have any more politically driven training
- Departments keep to themselves, no one seems to be on the same page, communication between departments isn't shared
- Better directions for where to go when you enter the foyer. It feels large and a little overwhelming. Directional signage might help.
- better communication, more collaboration, more acceptance of others, more professional development
- Add more needed positions

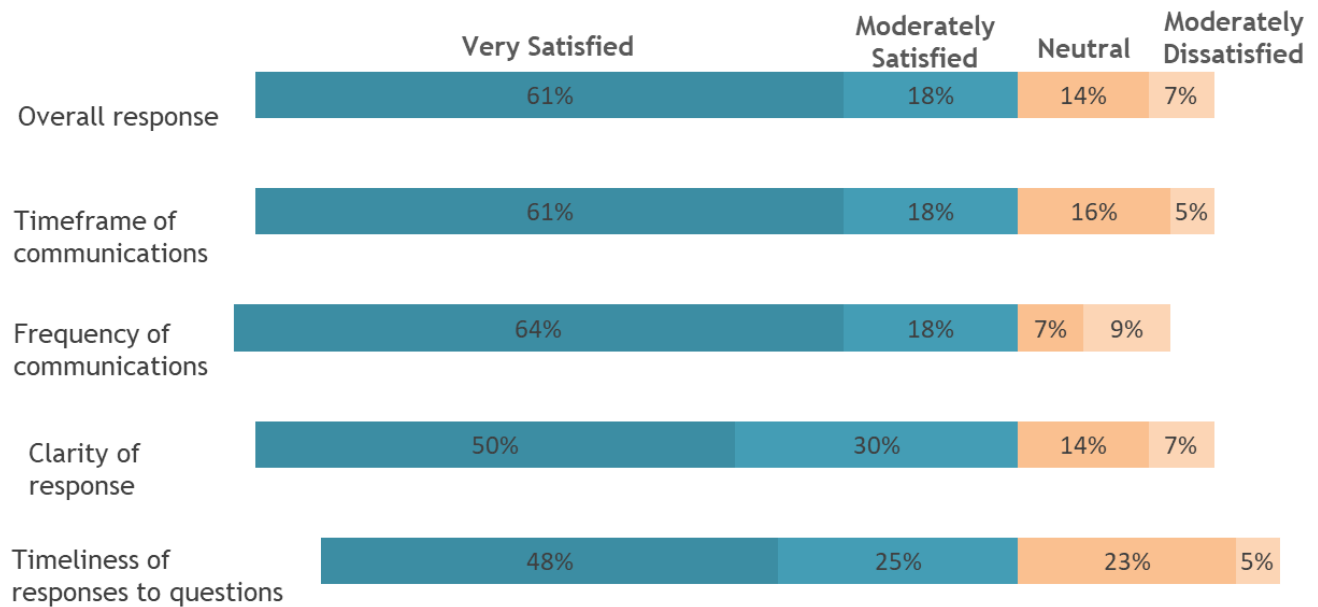
During the last year, what is a highlight of your experience here at TBCC?

- Working with struggling students who make it through with confidence.
- Working as a team to collaborate on student success strategies.
- The Equity and Inclusion trainings with Josh (? I think that was his name?)
- The ability to change and provide education with COVID-19
- Thanksgiving event, the flag-pole circle of shrubs, and the PRI tour.
- Seeing students being proud of their successes.
- meeting really great people.
- I think the people are the highlight... particularly the Office of Instruction. It is warm, welcoming, fun and high energy. Things do not always go right, but even when they go wrong there is community. That is the highlight.
- helping students
- Graduation (x2)
- Darryl's promotion.
- Completing the first term of online classes.
- Collaborating with co-workers
- Celebrating students graduation/awards ceremonies.
- Being respected and appreciated by staff members who showed enthusiasm in working to help grow the art department.
- Being part of a strong, effective team
- Being listened to. That didn't happen at my old college.
- Always my interactions with the students.
- A quiet student brought me a drawing to say thank you.

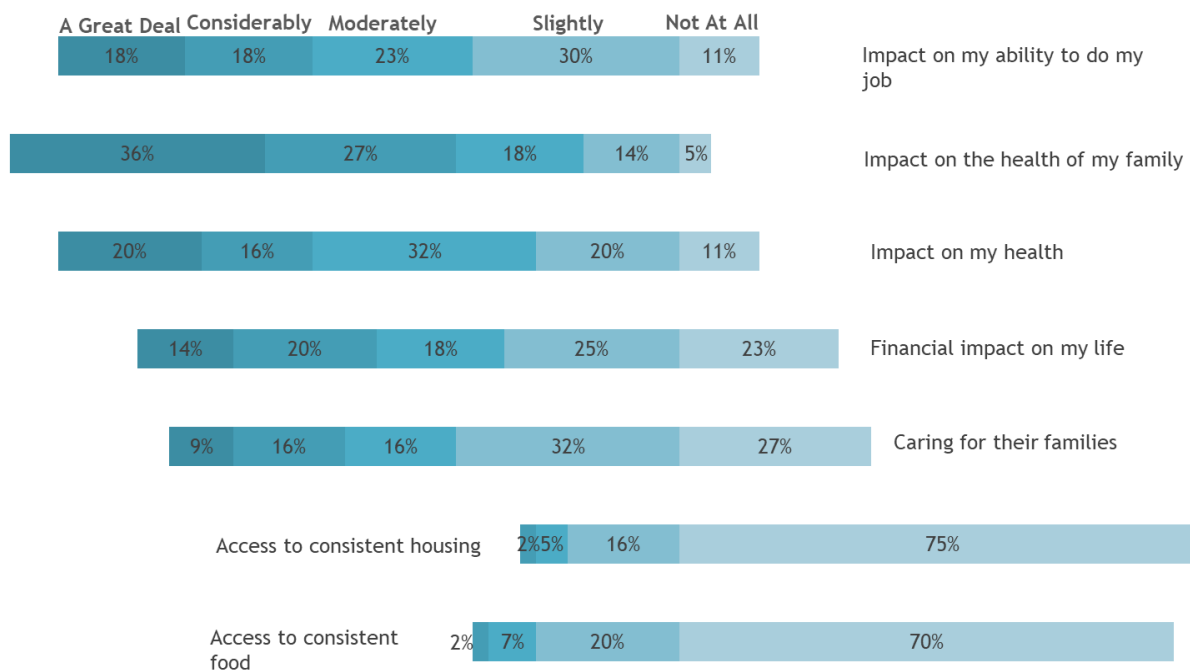
Appendix: Satisfaction with the College's Response to the Pandemic

Staff and faculty were also surveyed to assess their experiences with the spring closure, and their satisfaction with the College's response.

Staff/Faculty satisfaction with the College response to the pandemic



Staff and Faculty expressed concern about the impact of the pandemic on their ability to do their jobs, their health and the health of their families



Staff/Faculty: How could TBCC's response been better?

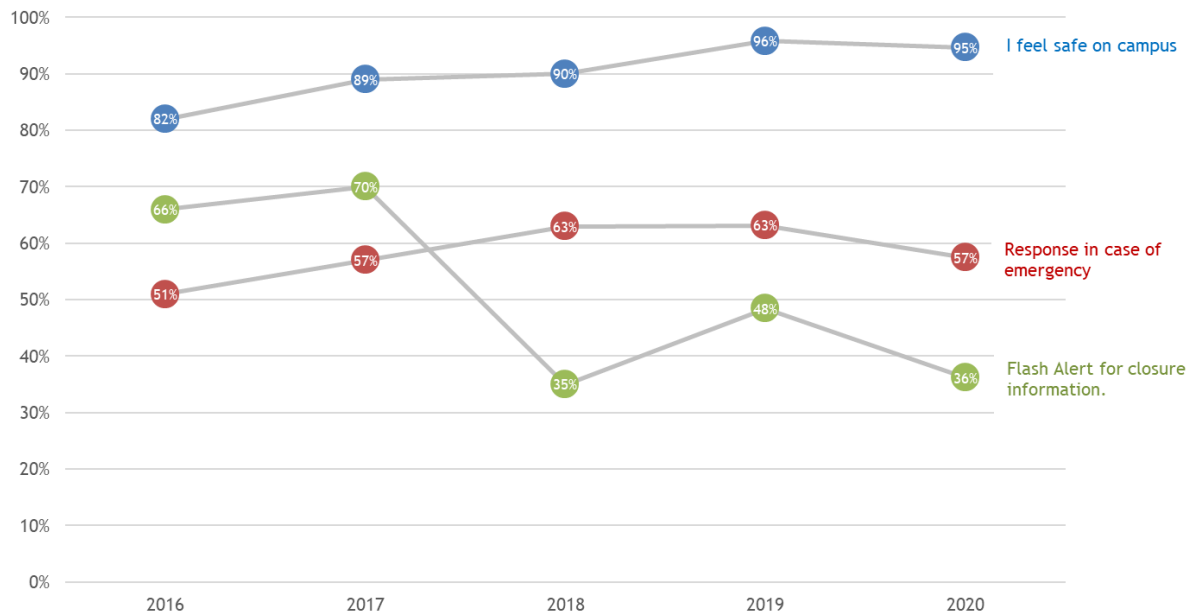
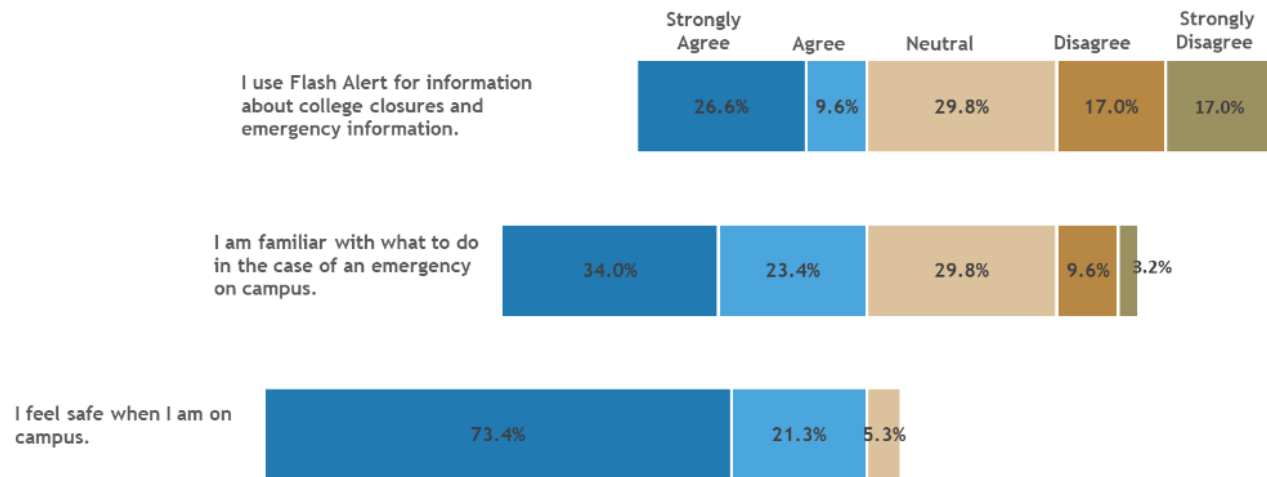
- Known the future
- There seemed to be some confusion of what role everyone was supposed to do.
- I think we did really well. I believe that my personal opinion and advice was taken into account.
- As one of the few public still on campus who interact with people on a daily basis, I would have appreciated some guidance on or the availability of masks.
- more communication
- I think more trust that the staff could work from home and allowing that sooner would have made me feel safer.
- I feel like I was clear on what was happening for students and classes and that the campus was closed to the public. As an employee, I do not feel like we receive the same level of support.
- More explanation needed of safety procedures
- More communication with employees or a better understanding of how and why things are what they are
- We heard quite a bit about the academic response the college was taking. I feel like I was clear on what was happening for students and classes and that the campus was closed to the public. As an employee, I do not feel like we receive the same level of support. We had to clean our own space but not given guidelines on how to use the products. We were told to social distance but it wasn't taken all that seriously. For instance, it was weeks before there was signage up. There was not explanation of how to properly distance in meetings and in the break rooms etc. Our hand sanitizer did not meet the specifications for use.
- My experience has been positive with TBCC's response and communication with me. The orientation as an adjunct instructor could have been a bit smoother but communication and clarification has been supportive.
- I think everyone did the best they could with the changing information and resources.
- n/a
- I think it was great. I saw other colleges and they seem more disjointed and confusing. I do not think the state's messages have been great, but appreciate all TBCC has done to keep everyone informed during a tough time.
- I'm not sure. We're very, very small and I know that just presents it's own set of challenges.
- It seemed there were several different answers given to different people.
- Preference given to those working from home vs those not. Explanation of this decision was not made clear initially and felt discriminatory. Many times I felt the environment was unsafe due to too many people in the bldg. A number of walkways and several situations did not allow for social distancing. EVERYONE should have been provided the opportunity to work from home without the threat of losing their job.
- More communication with employees or a better understanding of how and why things are what they are
- I would have appreciated it a bit quicker but I understand it was all new and scary.

Student Climate Survey 2020

99 students completed the survey.

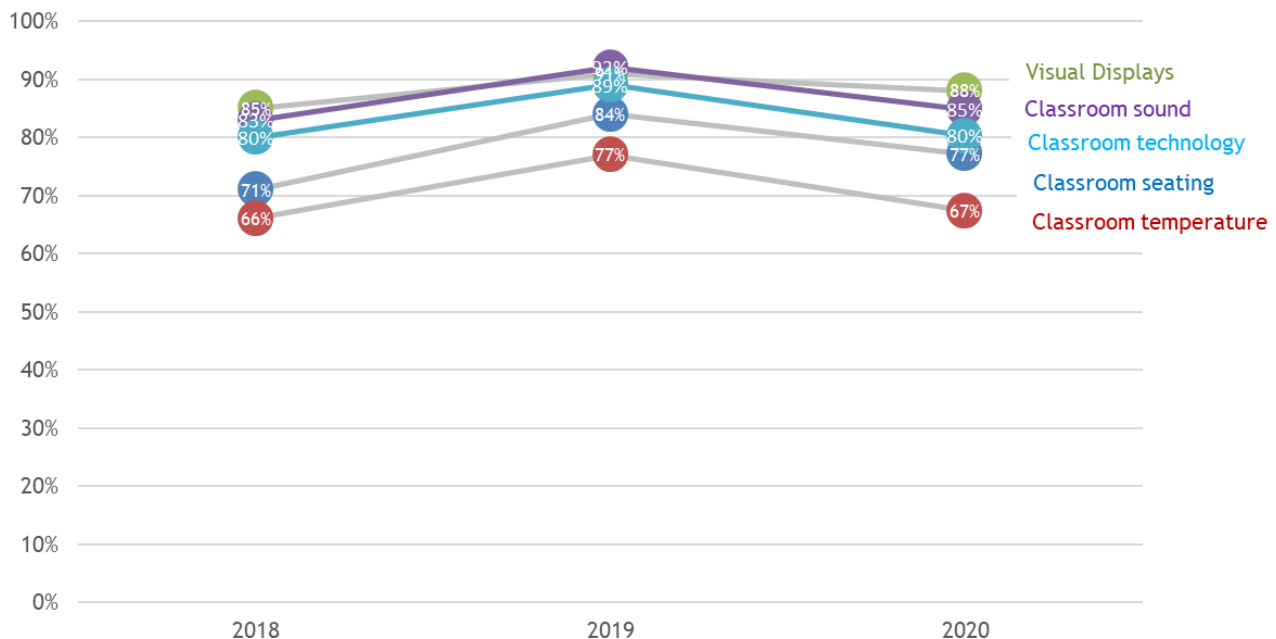
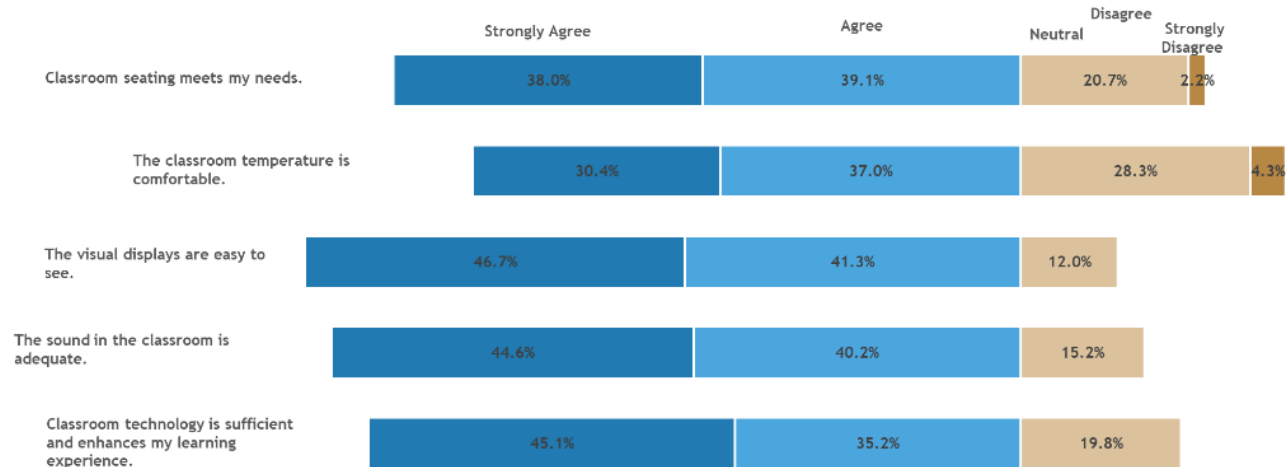
- 67% identified as women, 20% as men, 2 % as non-binary and 11% chose not to identify.
- 38% were 21 years of age and under, 36% were 22-29 and 25% were over 29.
- 37% identified as transfer students, 34% aren't sure.

Safety and Security: 96% of students report feeling safe on campus, with 63% agreeing that they are familiar with what to do in case of an emergency.



An increasing percentage of student report feeling safe on campus. Only a small proportion of students indicate that they use Flash Alert.

Technology & Environment: Most students rated the classroom experience positively, with 89% reporting that classroom technology enhances their learning.



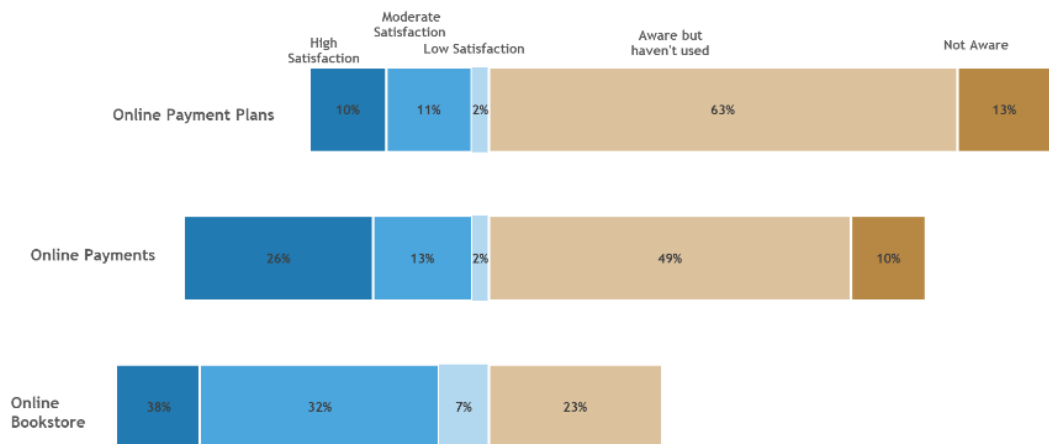
Satisfaction with each of these areas dropped slightly in 2020, but its hard to know the impact that the spring closure had on these ratings.

Please share any specific concerns:

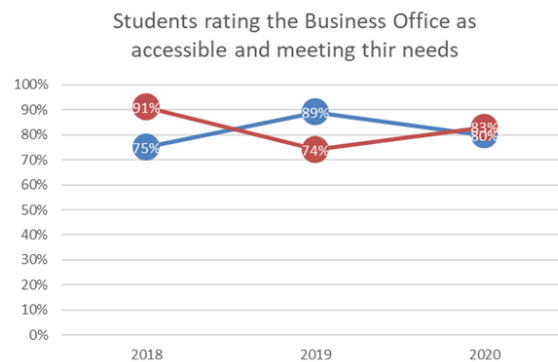
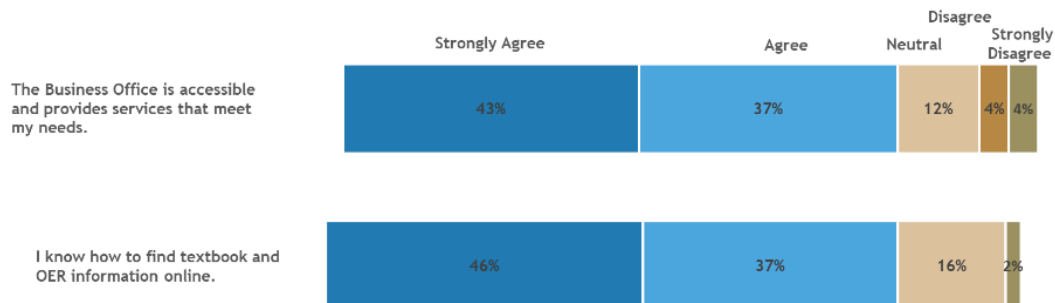
- The chairs have a slight tendency to squeak at the most inconvenient times.
- The chairs do not provide back support, hard to sit on for lectures that last hours.
- Sometimes it's very cold in the classroom
- Sometimes during evening classes the classrooms get too cold.
- Sometimes classrooms are cold
- I like to fidget when I work and I don't know that the classes on campus are conducive to those individuals that need more physical stimulation while studying.

- I have found that room temperatures are highly inconsistent depending on the room and time of day.
- Downstairs classrooms are too cold and upstairs ones are too hot.
- Classroom 101(I think? Downstairs next to elevator) has issues with projector and computer connections.
- chairs were a little hard after 4 hours.

Online Business Services: 87% of students indicated that they are aware of online payment plans, but only 23% had used this service. 41% had made online payments, and most indicated that they were satisfied.

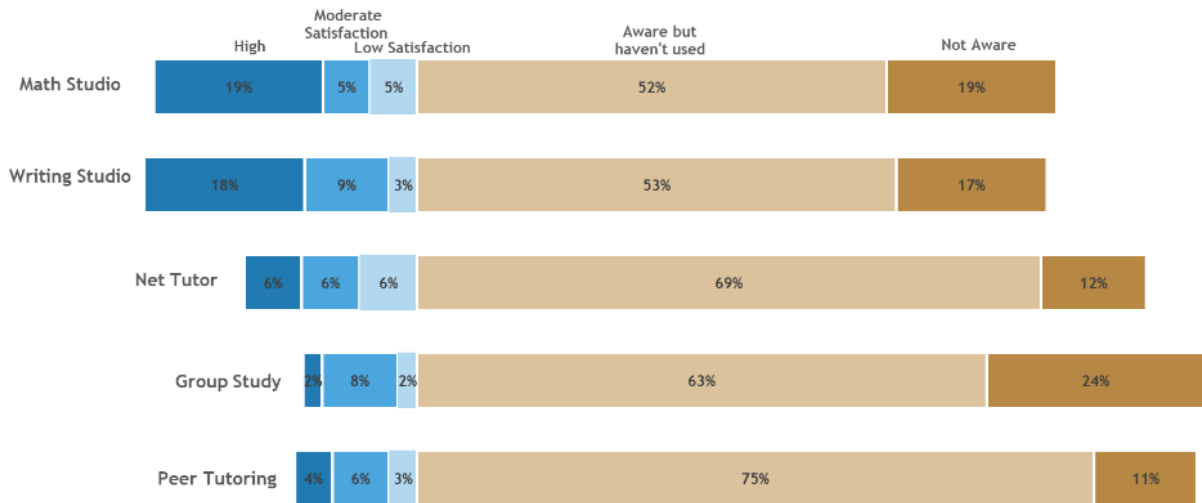


Business Office: Student positive ratings of the Business Office dropped from 89% in 2019 to 80% in 2020.

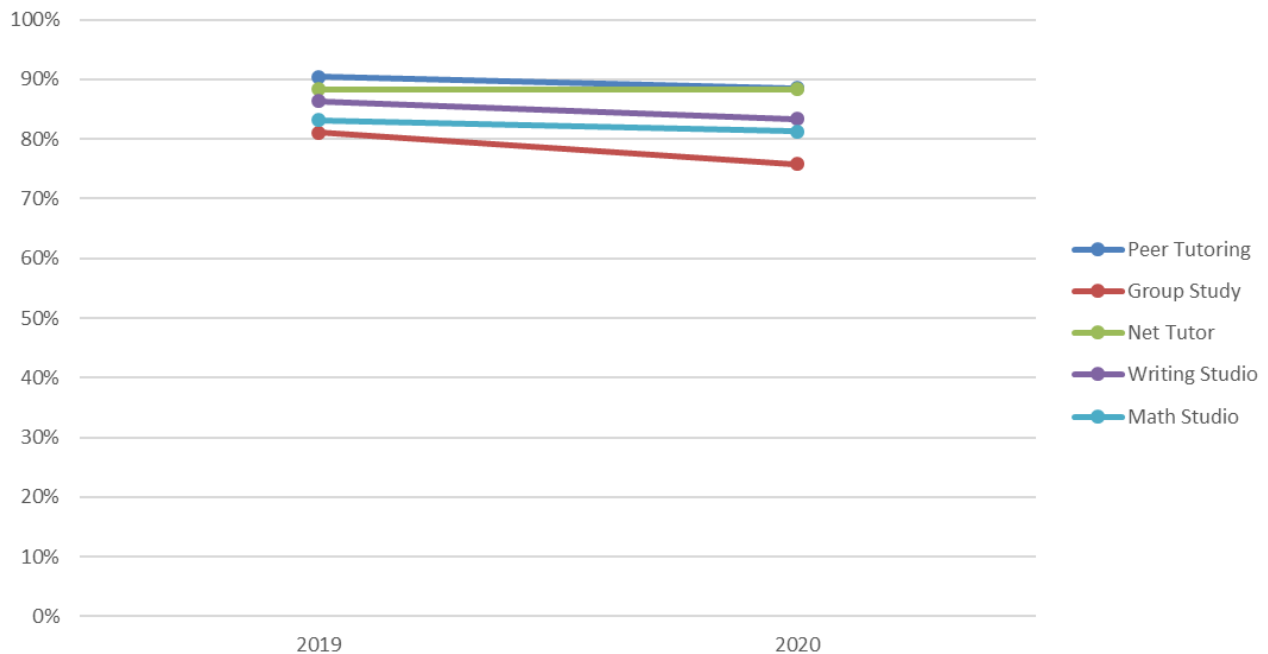


Fewer students rated the Business Office as accessible in 2020, but this may reflect the spring closure. An increasing number of students reported that they found OER and textbook info online.

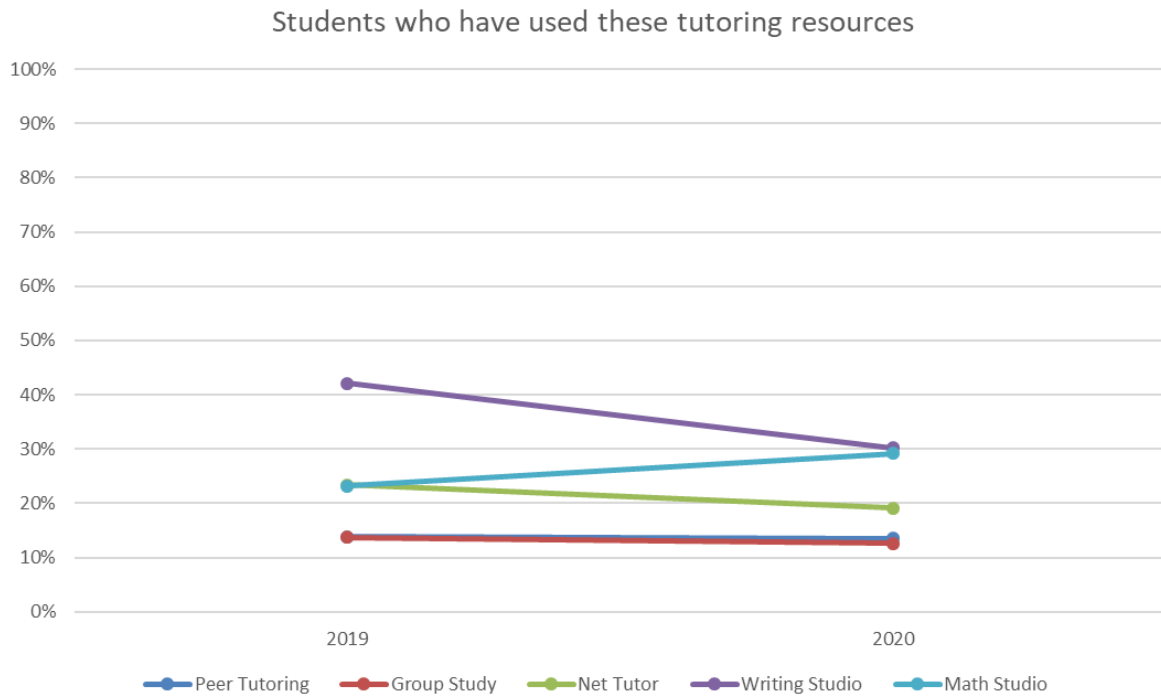
Tutoring: While many students were aware of the various tutoring services provided, most had not used them.



Percentage of students indicating they are aware of each of these tutoring resources

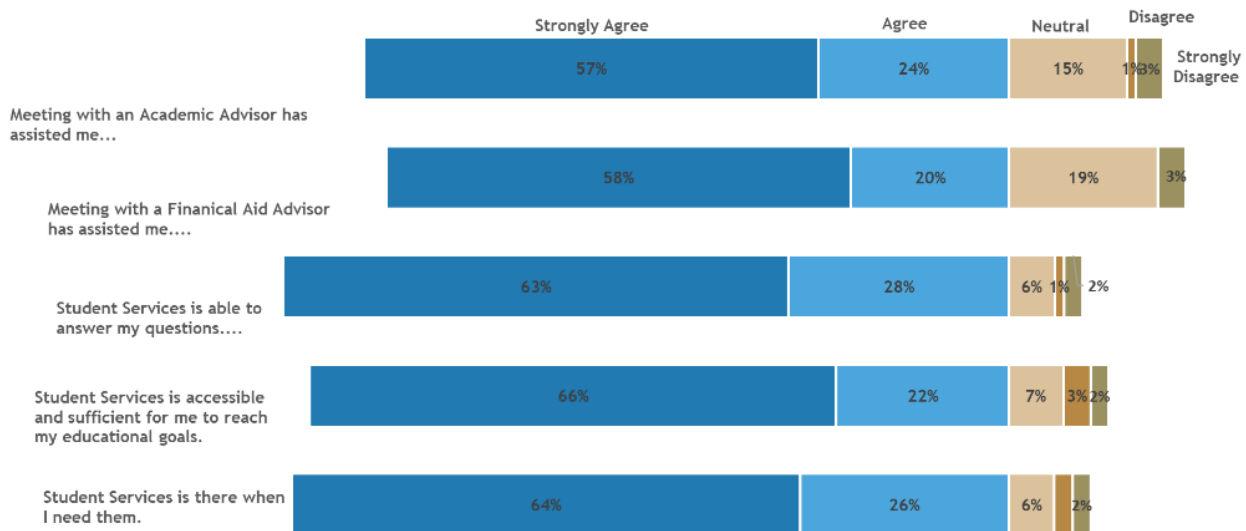


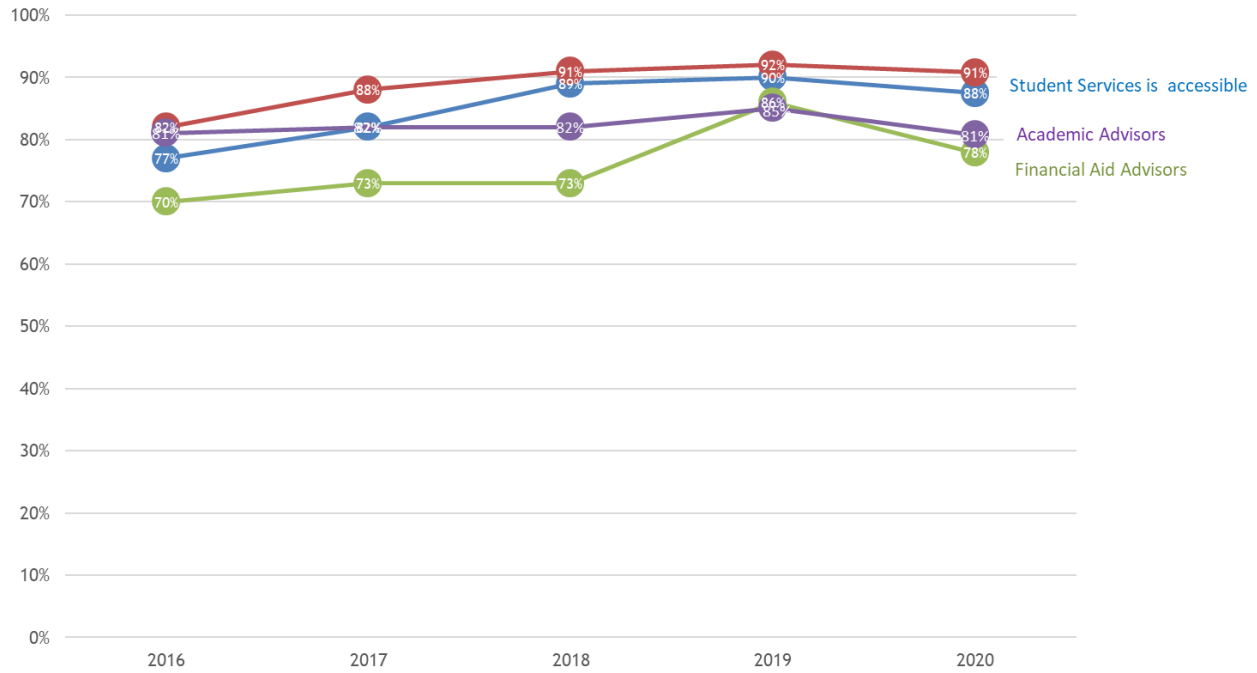
This chart displays the percentage of students indicating that they are aware of each tutoring resource. Awareness dropped slightly for each resource except for Net Tutor. Awareness of on-campus tutoring may have been impacted by the spring closure and these resources being less available (they were available online, but students may not have known this).



This chart shows the percentage of students indicating they had used each tutoring resource. The Writing Studio showed a drop in use, which may have been impacted by the spring closure.

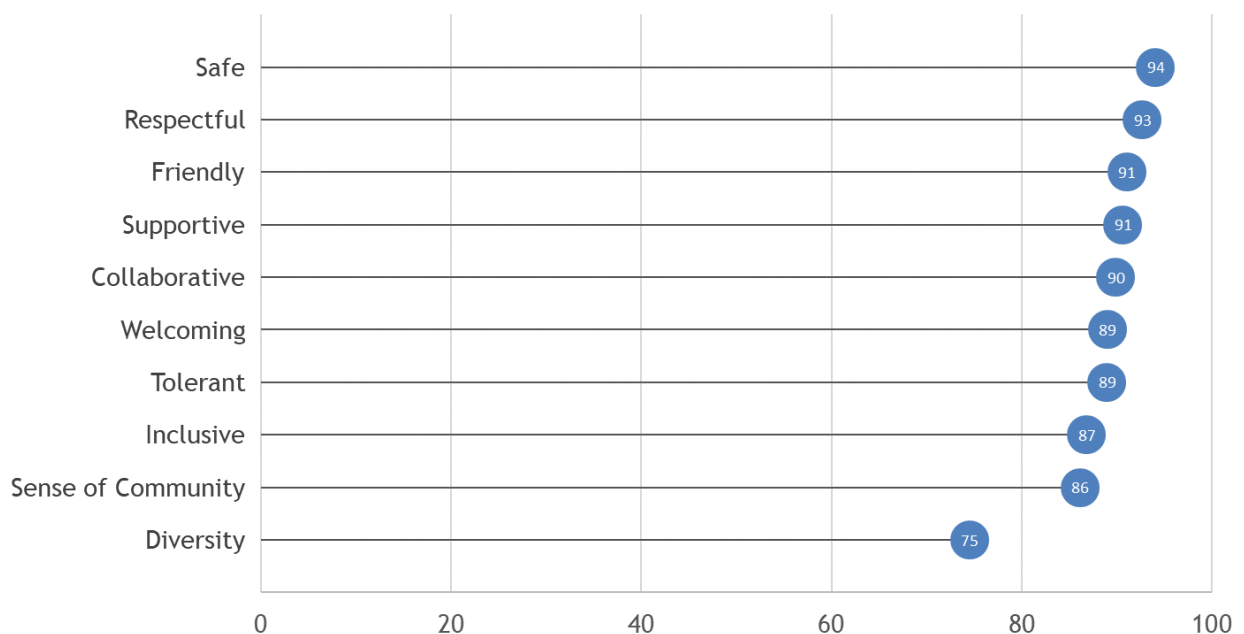
Student Services: Overall, students rated this team very positively.

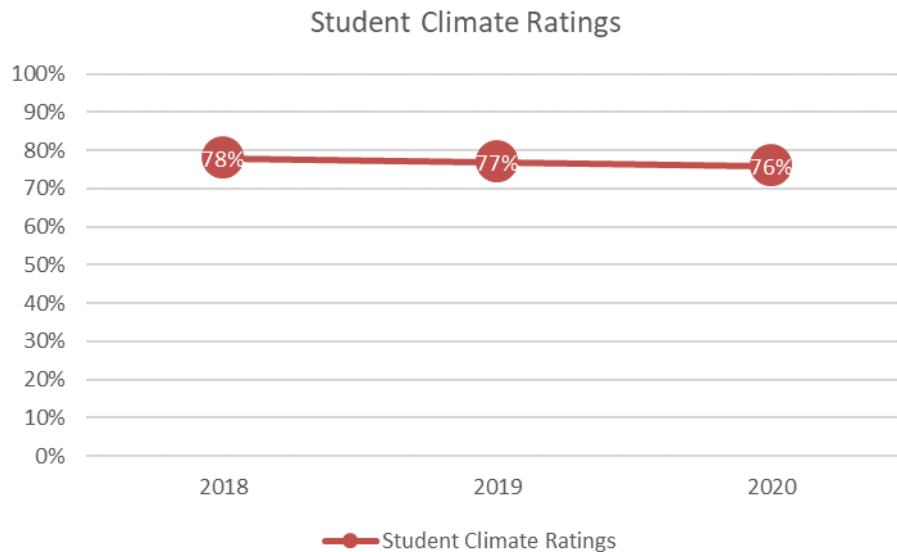




Overall, ratings of Student Services remain high. The ratings for academic advisors and financial aid advisors both dipped slightly this year, which may reflect changes in availability or perceived availability due to the spring closure.

TBCC Climate: Students were asked to "think about your own experiences and interactions, and rate the campus' on each dimension on a 100 point scale. Overall, ratings in 2020 were comparable with those of previous years.





As a part of our strategic plan, we monitor a composite climate measure – the percentage of students who rate the climate at 60 or higher on the four domains of welcoming, safe, supportive and inclusive. This percentage stayed steady this year.

If you could change one thing about TBCC what would it be?

Courses and programs:

- Variety of educational supplies available
- The frequency of classes. It has been difficult when a particular class that I need is only offered once a year
- the course diversity. i would like to be able to learn everything and not be guided by degree plans
- Public speaking to be an in person class
- photography
- Offer more core classes in the evening such as human development. Also, expand PE opportunities into the evening.
- More structure and consistency with the classes offered for each term
- More classes, covering more topics.
- More class options/more career options
- It would be nice to have other degrees and certificates and other classes. For example, graphic design, interior design, early childhood development, and classes such as intro to food for the community to learn to cook. It would also be nice if Tillamook bay community college had other languages such as Chinese and sign language.
- It seems that a lot of the online classes, have they due dates and times messed up, seems to cause confusion on the students end.
- I would say maybe add more online class? I am working full time.and the schedule does not match my day off so I really like when there is an online for. Like for example the PSY 201, the schedule is does not fit my work so I was going to give up my 11 hours ship, but because of covid -19, it switched to online. And I am thankful for that.
- I understand that we are a small school, but more class options would be great. I understand that that is hard with a limited number of students and funding. I would also love to see food carts.
- Having a more classes on campus and having more opportunities of classes on Fridays.
- Have the ability to offer more online classes consistently throughout the year.
- Could add more careers.
- Add more in classroom face to face jobs.
- Add more degrees in the computer science division. Also on the automobile fields.

Faculty:

- I'd prefer later office hours just because I work about 30 minutes from Tillamook and trying to get there before things close is hard. I usually have to use my own personal vacation time to make it there.
- I would change work load on classes based on the credits that they are worth
- I have had a couple bad experiences with instructors and two times there have been mistakes with what classes I needed to take. I am not upset about it, though. I know that people make mistakes, and it got fixed.

Advising and Processes:

- My previous academic advisor had no file on me when I had been at the college for more than three years. She also kept sending me out of date info on graduation when I had already graduated. She didn't seem to be up to par on the nursing program at the time. I had to keep asking for John Souza to get the correct answers to my questions. She wasn't very helpful to my goals but she has since left.
- More help in Spanish.
- More emails and more help with housing
- I didn't receive a response that my application had been accepted so it was relatively difficult for me to setup a MyTBCC account and when I reached out for help, the responders were not sure how to help me get access - the MyTBCC process could be improved and perhaps automatic application approval emails if qualified.
- For advisors know what classes people need
- A cohesive flow through EVERY interaction. There are too many portals of communication, too many steps that are never set out in a linear pattern, too many places where a student can fall through the cracks.
- More Financial Aid and help for single parents

Amenities:

- We need to have more fun on campus and become a place our student body wants to spend more time at instead of just showing up for class, I would like to have something fun happening at least once a month. It will take some time to get people on board but it could be great!
- More student lounge areas
- More availability to meals while on campus as many people are there all day (ex. sandwiches).
- Keep it a little warmer in the classrooms
- I would make more clubs.
- I would add more food options.
- Activities aren't as accessible to those who work, so it would be cool to have some things in the evening or during lunch hours, like 12-3 or so.
- Childcare will always be my suggestion. I am a single mother with little to no help, so having any type of help with childcare is always a necessity.
- childcare for students that have children with disabilities
- make it larger
- Bigger campus with more classes on campus and coffee bar!

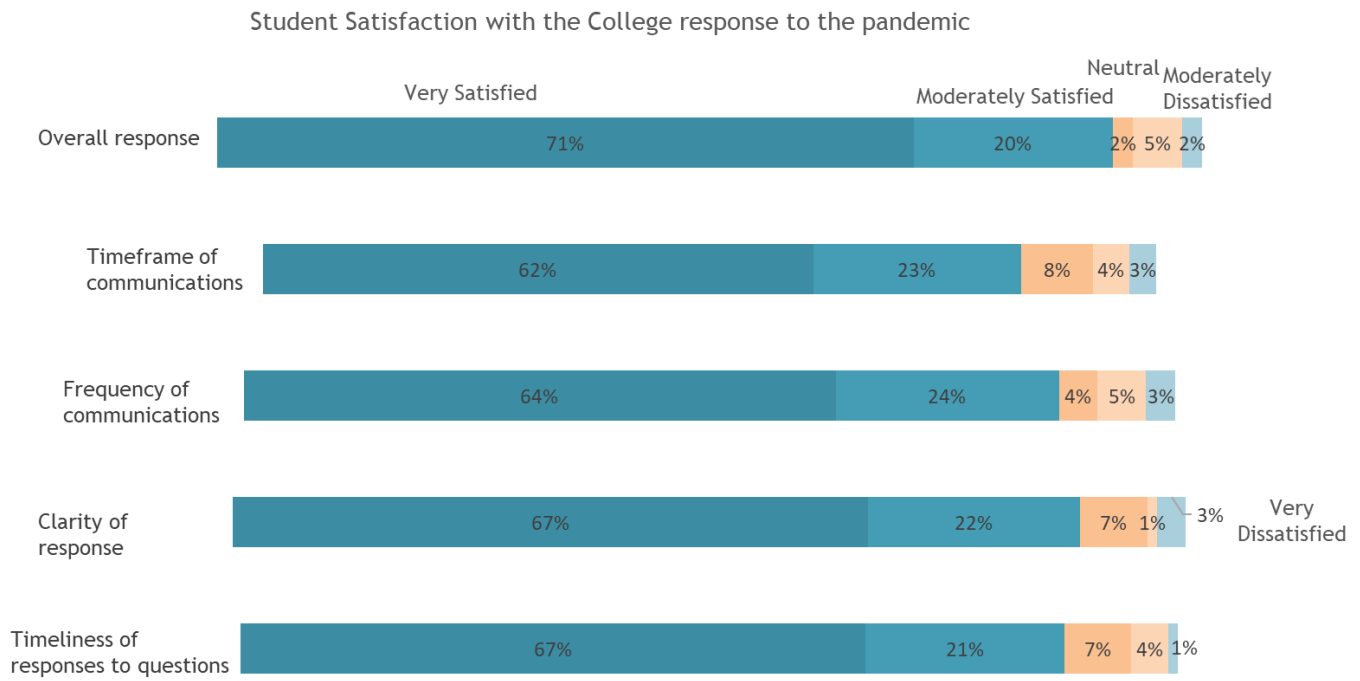
What is the most rewarding experience you have had this year at TBCC?

- WR254
- Working with Terry Niemann
- Working with all the teachers and students.
- When I volunteered at the fair booth. I met some really amazing people that work in TBCC and received a lot of great information and guidance. It was also fun to talk to people in our community and inform them of all the great programs and opportunities TBCC offers..
- Welding with the Instructor Ron. I learn so much but he somehow removes all of the pressure attached to trying something new. It is a great environment to learn in.
- They help out to keep this college experience successful

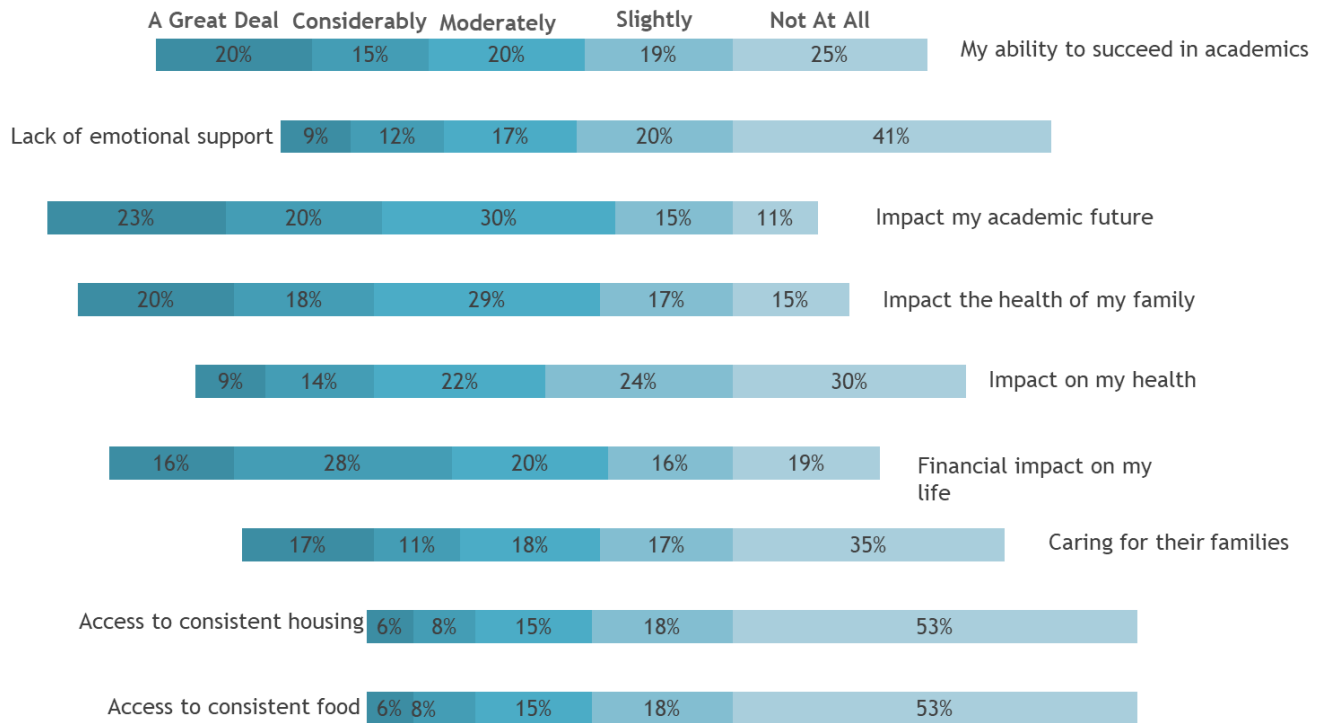
- The TBCC has the best wifi connection on the parking lot, so I have been going there to do the zoom video. Our internet at home is very slow.
- The staff at the college is fantastic! Without them I don't think I can do as well as I have been. It crushes a student's demeanor and well being when you have uncaring and unsupportive staff.
- The online options have made it a lot easier to take and pass classes.
- The most rewarding experience for me this year would have to be working with Kelsey in the financial aide office. She took the time to help me figure out what paperwork I needed to fill out, what paperwork I was missing, helped me get my FAFSA done and approved so that I could go to school with a little bit less of a worry about how I was going to pay for it. She even directed in applying for scholarships. She never gave up on my situation and looked for help from others to help me get the end result.
- The forestry classes are awesome. The class members know each other, we get along together and with our teachers. The labs are very educational and also very fun. We get to do hands-on learning in the field and it was a great time.
- The flexibility
- The ability to message my teacher
- Taking a painting class, which allowed me to be creative and also socialize with my peers in the classroom
- Returning back to TBCC it was rewarding to have an advisor counselor who really worked well with explaining my career pathway and my progresses in my degree.
- Recognizing my academic achievements so far and how close I am to transferring. :)
- Receiving my general associates degree.
- Receiving a scholarship when I didn't think I could.
- Reaching my goal, having instructors that have help[ed every step of the way and even going above and beyond by doing independent studies to help me finish my degree in the goal I set myself.
- Psychology Class ROCKS!!! Dustin Young is quite awesome.
- Passing my classes so far
- Passing all my classes
- OER
- Nothing so far.
- None
- N/a
- My writing studio and math studio
- My most rewarding experience was to speak with representative Gomberg in salem in representation of the MIT program for our college
- My financial aid advisor Kelsey went above and beyond to help me get the aid I needed to get through schooling this year.
- Meeting new people and being able to work with them via web.
- Making one new friend in class
- Making new friends and enjoys my time spent in class.
- just being able to continue
- It's very rewarding to learn under my teacher Daryl S. He makes going to school better.
- It will be Graduating
- Instructor's genuine caring about student success.
- I was able to give my first speech ever and overcome my stage fright
- I so appreciate the scholarship and it has been amazing to see the high school kids come in and get a jump start on their future.
- I like all the study help that is provided.
- I got help applying to OSU and was accepted. I was also helped with finding scholarships to apply to and have received some that I wouldn't have otherwise.
- I got a better grade than I thought I would.
- I enjoy my classes and follow students
- Hopefully graduating
- Helpful instructor
- Having a high GPA both terms I have been back.
- Growing as a person, and learning important skills.
- Great teachers helping me

- Graduating with my associates degree(s) and a 4.0 GPA!!! Thank you TBCC!
- graduating
- Getting to continue my education even though we are experiencing history with the pandemic.
- Getting school work done from home.
- Getting my stuff squared away
- getting my award for having a good GPA, meeting new students and teachers.
- Getting good grades.
- Getting good grades and seeing what other people can do with their work.
- Getting almost all A's
- Education
- Easy to use online payment. I work full time and am not able to make it to campus within the business office open hours
- Earning all of the financial aid support and the Work Study program. Very proud to have earned all that and proud to do a good job.
- Completing my nutrition class and EMT class with an A.
- Classroom face to face learning.
- building friendships within the classroom
- Being payed to learn.
- Being in a club !
- Being able to take required classes in the comfort of my own home and time.
- Being able to obtain my degrees with the right amount of credits with help from Student Services. It was a difficult process to figure out but Cara, Sara H., John, Kelsey, and Sally helped me with everything from the financial to figuring out course requirements.
- Being able to meet with my counselor and have her walk through my degree options
- Being able to join classes while in high school to get both college and high school credits.
- Being able to get into classes.
- All the activity's provides by the staff.
- all of it

Appendix: Satisfaction with the College's Response to the Pandemic



Students expressed concern about the impact of the pandemic on their academic future and their ability to succeed



Students: Do you have access to the technology you need to succeed academically?

92% responded 'Yes' and 8% responded 'No'. Please Describe what you need:

- steady internet connection wherever i roam.
- Sometimes my internet is too slow. It would be nice to be able to learn in a classroom again.
- printer/scanner
- My internet is to slow.
- My internet connection at home is poor so it does get difficult sometimes having to travel for better connections sometimes.
- I struggle with having WiFi
- I do not have any welding tools at this time.
- I am having trouble accessing a book

How could TBCC's response be better?

- unsure at this time
- TBCC's responses are already good. For me they don't need to be any better.
- I think they are handling things very well!
- n/a
- I believe they did everything they could to make sure we are all safe.
- I think the e-mail's were send in a timely manner and constant communication was kept
- Was perfectly fine
- I don't see a way that it could have done better
- I am satisfied with the results that TBCC has provided.

- I don't think anyone knows how to prepare for a pandemic, but TBCC has done a great job at making sure their students are doing good and getting everything they need.
- I think TBCC did a great job of responding. It may have felt different if I had actually classes on campus to take but I do online so it did not affect me much.
- I believe staff at TBCC is taking the information as they get it, and confirm the accuracy to relay it to students for understanding of what is happening
- Nothing better could have been done. I was very satisfied to see the updates before spring term even began.
- N/A
- They did fine, I don't think there's anyway for them to have done it differently.
- More emails and reaching out to students.
- Informing us about the situation overall.
- it's great! for me at least
- I honestly think that there are no changes, there are many grant, scholarships, emergency fund opportunities that every student who qualifies can apply for. Communication is great, emails weekly is awesome and every teacher is quick to respond back within a week at the latest.
- N/A
- I believe that TBCC has done very well with the change in learning, I haven't been apart of any other class through the college prior to this springs semester so I am not sure as to how it was ran before.
- I would've liked to see more announcements on the MyTBCC website.
- Everyone is doing great!
- They did a good job
- TBCC is doing great
- I think TBCC took many great steps in assisting students during this time.
- Once everything started going downhill, tbcc could have been s little more proactive instead of reactive. Once k-12 closed it became pretty clear what everyone would be doing.... Now that we are here, instead of jumping the gun to get open and putting people at risk, keep everything online for a while. What are we really going to learn if a medium sized class is split into multiple groups to keep numbers down? It breaks up continuity of teaching. Online class completely sucks, no doubt about it. If the guidelines are saying September before things really start to go to normal maybe it would be a good idea to look ahead that far and start making long term plans. The world is forever changed and there will be no quick fix.
- I believe that TBCC has done a good job of informing students what they plan to be doing for the following term. Though I believe TBCC will need to share more information with students about summer term. I am sure that more information is going to be given to students as the spring term nears the finish line, but I hope that TBCC can give students information as soon as it becomes available to allow students to prepare for the summer term.
- I believe overall, TBCC is doing well, but I think there is confusion in communication to students and instructors.
- being able to act on your own instead of waiting for government
- I can't think of a way, they seem to be pretty good.
- More emails
- it was fine the way it was.
- I am very satisfied with all the TBCC faculty and teachers, they inspires me to be a better person and student and helps me in everything i need to become successful someday.
- Many of the practices at TBCC are cumbersome: enrolling, Moodle, Financial Aid, etc. These items are tough to navigate in the best of times. During the initial changes advisors could have been MORE available to answer questions and guide people through. Instead, some were on vacation, or difficult to reach. We probably got was is the usual availability at this time, but in a crisis MORE is required to keep things flowing.
- The rate at emails that are checked (on the teachers part) could be a little more frequent.
- I feel with the given circumstances, TBCC has done an incredible job throughout this crisis.
- I think TBCC's responses were great. My only concerns that made it relatively difficult was when you have meetings or plans or information that you can only access in person it makes it really makes it hard to find were to get that information. I think that if they gave more info on who to talk to, to get stuff like official transcripts, councilor meetings, meetings in general and stuff of that nature. I think TBCC had overall a good response.
- They're doing great to me !
- I have not heard anything since the first week of this pandemic about clinicals or anything starting.
- When I looked on the website to see if classes will be online for the full term, I couldn't find any information.
- Nothing to comment about it.
- They did great, I think they are handing everything really professionally

- TBCC has fully been communicative in their efforts to handle the campus and communicate to the students and public in my opinion. Even staff has been their ready to answer questions. Thank you!
- I feel that TBCC responded well under the circumstances and I can't think of any way they could have done better.
- I'm not sure! I appreciate all that TBCC is doing to keep students on track both at the college and in our community!
- The user interface of the moodle is very awkward. I have yet to be able to get in to my email. I find it hard to communicate with other students in my class on the forums because many of them seem not to participate, or do so rarely.
- By not letting some of the classes go back on the 28th. This pandemic is still a big problem and we should not be in school.
- Occurred sooner so can better prepare for online classes (had to obtain laptop - IT also had a lot of trouble downloading Zoom for me on the laptop which is needed for my class)
- I think TBCC did a great job at handling this situation.
- I don't think you could of changed anything.
- Both my parents work for the college and the measures I've seen taken have been amazing
- They did great!
- They did just fine. I would just like clarity on whats going to happen to the courses that were cancelled this Spring term? Are they mandatory credits still? Will they be offered in Fall term?
- Perhaps increase the accuracy. So a plan doesnt change immediately after implementation. However that could just be from the matter at hand.
- I think TBCC did a great job with there response to covid and the transition for all classes to be available online.
- I was very uncomfortable attending classes on campus during Winter Term finals week. This was the beginning of the pandemic and I had to choose between attending classes to pass and my family's health and safety. I felt like the college was more concerned with finishing the term than everyone actual well-being. There could have been a number of other ways to finish the term that were less stressful during a finals week. I cried every single day I had to come to campus. I don't know if I'll ever take anymore on campus classes here.
- It was fine
- I think TBCC did and outstanding job adapting to all the rapid-fire changes that resulted from the Covid-19 pandemic.
- I just thought it was strange that TBCC kept open for the finals beginning of the outbreak. Maybe a little more information and options would have been a good thing.
- Encouraging people to wash their hands
- "they could have been in person or i should have a cell phone.
- "
- Better communication with the teachers!
- Everything was fine.
- I can't think of any ways in which TBCC could have responded better to this crisis
- I have been really satisfied with the communication between me and the staff. They have been friendly, informative and respond in a timely manner.
- None
- They are doing great
- nope, perfect response as far as I can tell!
- Everything was done in a good matter of time and communicated very well. I do not feel they could've done any better!
- I personally feel like TBCC's response was great! I felt up to date with everything that was going on regarding with the college.
- better cohesion during registration, and more attention paid to the accuracy of the information online, and in the mailed home book.
- I think it was handled very well.
- Courses that should not be online are online. Rather than having detailed notes or video explanations, there is a large amount of work that needs to be done. Not enough teachers are taking advantage of Zoom or other video conference programs in order to have discussions.
- Well the college has excellent communication to me.
- Everything was good! Handled it very well.
- I can't think of anything that would've been better.
- I would have appreciated more of an effort to engage with students about their needs earlier in the health crisis. I appreciate the outreach that did occur later on!
- I believe that TBCC is doing everything that they can getting us the information as fast as they can.
- When I imagined college I thought It would be hard to stay communicated with my teachers and advisors of but it was the opposite they stay in touch frequently which is amazing.
- N/A

- Nothing really good
- Involve students on how they feel they could be better prepared for instruction, and give teachers better resources to learn the new platforms they are using.
- I think they did a great job and has done everything in their power to do a great job!
- It was good

LT Check-In: Single Sign-on

RECOMMENDATION

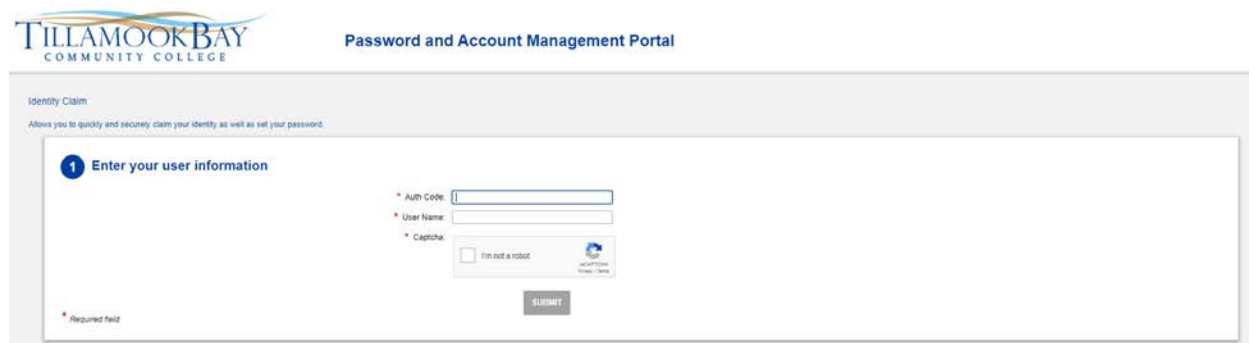
INFORMATION ONLY

BACKGROUND INFORMATIONDirector Neu

TBCC contracted with Fischer Identity to provide a Single Sign On(SSO) solution. This has been fraught with problems on both sides. While it has been an on-going frustration some pretty cool things have happened. Fischer agreed to work with us to iron out issues and allowed us an additional module – Password Management to be implemented at no additional cost. This will allow users to sign in and updated their passwords without IT having to intervene. This is a huge benefit for an already stretched thin IT Department to be able to offload some services and it allow those who forget passwords to get them reset in a more timely manner.

I am happy to say we are in the testing phase of this project. We will roll it out to Staff, Faculty and Adjunct faculty first then tackle the student population.

Here is a picture of what one of the screens will look like. This is the first step to setting up the SSO account.



The screenshot displays the 'Password and Account Management Portal' for Tillamook Bay Community College. The page is titled 'Identity Claim' and includes a sub-header: 'Allows you to quickly and securely claim your identity as well as set your password.' The main content area is labeled '1 Enter your user information'. It contains three required fields: 'Auth Code', 'User Name', and 'Captcha'. The 'Captcha' field includes a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. A 'SUBMIT' button is located at the bottom right of the form. A legend at the bottom left indicates that an asterisk (*) denotes a 'Required field'.

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONVP Williams

The report for the month of July 2020 is available for your review.

Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended July 2020
 8.33% of fiscal year elapsed

	FY 2019-2020			FY 2020-2021		
	Annual Budget	07/31/19 Actual	Percentage of Budget	Annual Budget	07/31/20 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 1,592,675	\$ 1,629,913.19	102.34%	\$ 1,600,000	\$ 1,812,105.95	113.26%
State	\$ 1,979,868	\$ -	0.00%	\$ 2,419,566	\$ 606,016.46	25.05%
Property Taxes	\$ 1,336,834	\$ -	0.00%	\$ 1,402,498	\$ -	0.00%
Local Contracts	\$ 74,000	\$ -	0.00%	\$ 74,000	\$ 9,600.00	12.97%
Tuition	\$ 973,507	\$ 76,735.00	7.88%	\$ 942,100	\$ 90,581.06	9.61%
Fees	\$ 191,406	\$ 18,525.00	9.68%	\$ 231,377	\$ 26,713.00	11.55%
Sale of Goods	\$ 4,500	\$ 99.75	2.22%	\$ 4,500	\$ -	0.00%
Interest	\$ 100,000	\$ 10,364.29	10.36%	\$ 115,000	\$ 5,455.22	4.74%
Rental	\$ 18,000	\$ 105.00	0.58%	\$ 18,000	\$ -	0.00%
Miscellaneous	\$ 10,000	\$ 6.30	0.06%	\$ 30,000	\$ 0.50	0.00%
Transfers	\$ 423,175	\$ 2,138.42	0.51%	\$ 412,816	\$ 1,185.60	0.29%
Total resources	\$ 6,703,965	\$ 1,737,886.95	25.92%	\$ 7,249,857	\$ 2,551,657.79	35.20%
Expenditures						
Instruction	\$ 1,939,492	\$ 89,182.09	4.60%	\$ 2,092,856	\$ 141,283.06	6.75%
Instructional Support	\$ 542,330	\$ 45,194.00	8.33%	\$ 679,872	\$ 54,477.29	8.01%
Student Services	\$ 544,135	\$ 40,218.32	7.39%	\$ 608,847	\$ 47,802.35	7.85%
College Support	\$ 1,685,232	\$ 165,257.06	9.81%	\$ 1,824,031	\$ 188,533.03	10.34%
Plant Operation	\$ 396,855	\$ 46,722.05	11.77%	\$ 383,607	\$ 39,256.02	10.23%
Transfers	\$ 288,000	\$ 12,879.44	4.47%	\$ 293,000	\$ 13,445.05	4.59%
Contingency	\$ 107,921	\$ -	0.00%	\$ 167,644	\$ -	0.00%
Total expenditures	\$ 5,503,965	\$ 399,452.96	7.26%	\$ 6,049,857	\$ 484,796.80	8.01%
Ending fund balance	\$ 1,200,000	\$ 1,338,433.99	111.54%	\$ 1,200,000	\$ 2,066,860.99	172.24%

Agenda Item 5.D. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended July 2020

	Fund No.	Beginning Fund Balance	2020-2021 Revenue	2020-2021 Expenditures	Ending Fund Balance	2020-2021 Spendable Budget	2019-2020 Prior Year Expenditures 7/31/2019
Nursing Program Agreement	2010	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Tillamook Works	2030	\$ 14,611.42	\$ -	\$ 5,920.06	\$ 8,691.36	\$ 80,342	\$ -
Dollar General Grant	2150	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 1,423.66
Pathways Grant	2250	\$ -	\$ -	\$ 2,836.07	\$ (2,836.07)	\$ 29,707	\$ 1,554.15
Industrial Maintenance Tech	2260	\$ 32,305.73	\$ -	\$ 2,200.92	\$ 30,104.81	\$ 34,904	\$ 150.00
SBDC Federal Grant	2300	\$ -	\$ -	\$ 2,373.08	\$ (2,373.08)	\$ 33,000	\$ 2,868.28
SBDC State Grant	2310	\$ -	\$ -	\$ 2,808.33	\$ (2,808.33)	\$ 72,000	\$ 6,193.12
SBDC Program Income	2320	\$ 98,346.67	\$ 3,730.00	\$ 2,718.63	\$ 99,358.04	\$ 70,337	\$ 2,637.78
SBDC Rural Outreach Grant	2330	\$ 30,302.65	\$ -	\$ 400.00	\$ 29,902.65	\$ 10,000	\$ -
SBDC CARES Act	2331	\$ -	\$ -	\$ 2,834.21	\$ (2,834.21)	\$ -	\$ -
EDC Contract	2350	\$ -	\$ -	\$ 12,258.75	\$ (12,258.75)	\$ 155,055	\$ 9,433.91
Visit Tillamook Coast Contract	2370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,483.56
TEC Vocational Education Grant	2400	\$ -	\$ -	\$ -	\$ -	\$ 52,078	\$ -
Food Pantry	2480	\$ 1,233.69	\$ -	\$ -	\$ 1,233.69	\$ -	\$ -
Connect2Complete	2530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,394.85
ASPIRE Program	2540	\$ 3,444.32	\$ -	\$ -	\$ 3,444.32	\$ -	\$ -
Student Success Grant	2560	\$ -	\$ -	\$ 14,573.29	\$ (14,573.29)	\$ 70,000	\$ 12,139.18
STEP Grant	2580	\$ 16,703.56	\$ -	\$ 3,160.40	\$ 13,543.16	\$ 42,176	\$ 2,432.94
Pathways to Opportunity	2590	\$ 9,126.35	\$ -	\$ 3,684.50	\$ 5,441.85	\$ 18,750	\$ 55.00
Guided Pathways Implementation	2610	\$ 20,810.45	\$ -	\$ -	\$ 20,810.45	\$ 18,000	\$ -
Partners for Rural Innovation Operations	2890	\$ 15,123.52	\$ -	\$ 7,058.30	\$ 8,065.22	\$ 39,900	\$ 7,300.08
Capital Depreciation & Maintenance Fund	2900	\$ 875,802.68	\$ 848.06	\$ -	\$ 876,650.74	\$ 35,000	\$ -
Timber Tax Reserve Fund	2910	\$ 3,616,304.28	\$ -	\$ -	\$ 3,616,304.28	\$ 480,200	\$ -
PRI Capital Maintenance Fund	2920	\$ 40,861.59	\$ 39.57	\$ -	\$ 40,901.16	\$ 20,000	\$ -
Strategic Investment Fund	2950	\$ 1,336,565.22	\$ 1,294.23	\$ -	\$ 1,337,859.45	\$ 353,054	\$ -
Total Special Fund		\$ 6,111,542.13	\$ 5,911.86	\$ 62,826.54	\$ 6,054,627.45	\$ 1,664,503	\$ 72,066.51
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 7/31/2020		
Total of Grants that borrow from the General Fund		\$ 20,335.37	\$ 41,097.04	\$ -	\$ (20,761.67)		
Total of Grants & Reserves that are not borrowing from the General Fund		\$ 6,034,292.08	\$ 165,413.02	\$ -	\$ 5,868,879.06		
Total Special Fund		\$ 6,054,627.45	\$ 206,510.06	\$ -	\$ 5,848,117.39		
	Fund No.	Beginning Fund Balance	2020-2021 Revenue	2020-2021 Expenditures	Ending Fund Balance	2020-2021 Spendable Budget	2019-2020 Prior Year Expenditures
Community Education	3100	13,219.72	381.00	735.07	\$ 12,865.65	21,402	1,576.96
Driver Education Program	3110	5,790.45	-	-	\$ 5,790.45	5,790	288.00
Summer Term Fund	3120	-	-	-	\$ -	-	-
TBCC Store	3200	8,922.43	30.25	57.98	\$ 8,894.70	4,550	39.50
Customized Training Projects	3300	12,771.29	600.00	300.00	\$ 13,071.29	32,595	670.56
Truck Driving Program	3310	(14,412.06)	26,700.00	9,300.75	\$ 2,987.19	223,875	11,654.48
Truck Driving Simulator	3320	(3,965.21)	-	-	\$ (3,965.21)	29,177	57,500.00
TBCC Vending	3400	3,560.40	86.55	-	\$ 3,646.95	8,500	116.05
Total Enterprise Fund		\$ 25,887.02	\$ 27,797.80	\$ 10,393.80	\$ 43,291.02	325,889	\$ 71,845.55
PERS Pension Bond Fund	4100	19,189.21	12,916.17	1,600.00	\$ 30,505.38	161,190	1,600.00
General Obligation Bond Fund	4200	112,905.07	107.68	-	\$ 113,012.75	742,524	-
Total Debt Service Fund		\$ 132,094.28	\$ 13,023.85	\$ 1,600.00	\$ 143,518.13	\$ 903,714	\$ 1,600.00
Local Match Fund	5250	230,332.03	223.04	-	\$ 230,555.07	60,791	-
Grant Construction Fund	5550	(225,008.57)	-	-	\$ (225,008.57)	-	-
Total Capital Projects Fund		\$ 5,323.46	\$ 223.04	\$ -	\$ 5,546.50	\$ 60,791	\$ -
Associated Students of TBCC	7100	3,949.13	535.20	166.10	\$ 4,318.23	9,000	195.88
Phi Theta Kappa Honorary Society Fund	7200	1,954.09	-	46.00	\$ 1,908.09	3,800	-
Total Agency Fund		\$ 5,903.22	\$ 535.20	\$ 212.10	\$ 6,226.32	\$ 12,800	\$ 195.88
PELL Grant	8010	-	58,757.00	58,757.00	\$ -	751,150	59,070.00
Supplemental Education Opportunity Grant	8020	-	-	800.00	\$ (800.00)	16,875	1,260.00
CARES Act for Students	8090	-	26,000.00	26,000.00	\$ -	-	-
Direct Loans	8100	-	10,888.00	10,888.00	\$ -	350,000	20,376.00
Federal Work Study	8190	-	-	577.98	\$ (577.98)	16,944	-
Oregon Opportunity Grant	8210	-	-	-	\$ -	250,000	-
Chafee Grant	8220	-	-	-	\$ -	15,000	-
Oregon Promise Grant	8230	3,862.00	-	-	\$ 3,862.00	90,000	-
Tuition Waivers	8310	4,405.39	-	-	\$ 4,405.39	10,000	300.00
Board Scholarships	8320	88,679.81	-	18,972.00	\$ 69,707.81	170,000	9,000.00
Institutional Work Study	8330	42,929.16	-	-	\$ 42,929.16	10,072	-
Foundation Scholarships	8340	-	-	4,374.11	\$ (4,374.11)	85,000	2,285.00
Student Employees	8350	-	-	-	\$ -	-	-
Non-Institutional Scholarships	8400	261.88	3,789.50	1,524.00	\$ 2,527.38	53,328	-
Total Financial Aid Fund		\$ 140,138.24	\$ 99,434.50	\$ 121,893.09	\$ 117,679.65	\$ 1,818,369	\$ 92,291.00

Agenda Item 5.D. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended July 2020

8.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,916,450			\$ 5,848,921			\$ 18,132			\$ 123,588	
Beginning Fund Balance	\$ 1,600,000	\$ 1,812,106	113.26%	\$ 6,035,908	\$ 6,111,542	101.25%	\$ 57,491	\$ 25,887	45.03%	\$ 50,900	\$ 132,094	0.00%
Resources												
State Aid	\$ 2,419,566	\$ 606,016	25.05%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 74,000	\$ 9,600	0.00%	\$ 598,108	\$ -	0.00%	\$ 26,500	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,173,477	\$ 117,294	10.00%	\$ 40,150	\$ 3,730	9.29%	\$ 229,000	\$ 27,681	12.09%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,402,498	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 695,724	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 612,438	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,500	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 6,000	\$ 117	1.95%	\$ -	\$ -	0.00%
Interest	\$ 115,000	\$ 5,455	4.74%	\$ 53,550	\$ 2,182	4.07%	\$ -	\$ -	0.00%	\$ 13,000	\$ 114	0.88%
Rental	\$ 18,000	\$ -	0.00%	\$ 22,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 30,000	\$ 1	0.00%	\$ 85,700	\$ -	0.00%	\$ 52,000	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 412,816	\$ 1,186	0.29%	\$ 60,791	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 155,000	\$ 12,910	8.33%
Total Revenues	\$ 5,649,857	\$ 739,552	13.09%	\$ 1,472,737	\$ 5,912	0.40%	\$ 313,500	\$ 27,798	8.87%	\$ 863,724	\$ 13,024	1.51%
Expenditures												
Salaries and Wages	\$ 4,509,600	\$ 305,519	6.77%	\$ 423,430	\$ 30,623	7.23%	\$ 164,969	\$ 6,107	3.70%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 1,049,613	\$ 165,833	15.80%	\$ 321,520	\$ 31,047	9.66%	\$ 105,957	\$ 4,258	4.02%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 30,000	\$ -	0.00%	\$ 15,000	\$ -	0.00%	\$ 35,000	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 902,114	\$ -	0.00%
Transfers	\$ 293,000	\$ 13,445	4.59%	\$ 397,553	\$ 1,157	0.29%	\$ 12,763	\$ 29	0.23%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 167,644	\$ -	0.00%	\$ 6,248,935	\$ -	0.00%	\$ 7,200	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 6,049,857	\$ 484,797	8.01%	\$ 7,406,438	\$ 62,827	0.85%	\$ 325,889	\$ 10,394	3.19%	\$ 903,714	\$ 1,600	0.18%
Ending Fund Balance	\$ 1,200,000	\$ 2,066,861		\$ 102,207	\$ 6,054,627		\$ 45,102	\$ 43,291		\$ 10,910	\$ 143,518	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 260,395			\$ 206,510			\$ 1,669			\$ 41,664	
Inventories		\$ 855			\$ -			\$ 994			\$ -	
NET EFFECT ON CASH		\$ (261,250)			\$ (206,510)			\$ (2,663)			\$ (41,664)	
Liabilities												
Accounts Payable		\$ 62,890			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 67,673			\$ -			\$ -			\$ 38,368	
Payroll		\$ 132,186			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 262,749			\$ -			\$ -			\$ 38,368	
NET ADJUSTMENTS		\$ 1,499			\$ (206,510)			\$ (2,663)			\$ (3,296)	
ENDING CASH BALANCE		\$ 2,068,360			\$ 5,848,117			\$ 40,628			\$ 140,222	

Agenda Item 5.D. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended July 2020

8.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 5,323			\$ 5,903			\$ 138,031	
Beginning Fund Balance	\$ 5,791	\$ 5,323	91.92%	\$ 2,800	\$ 5,903	210.82%	\$ 125,828	\$ 140,138	111.37%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,483,150	\$ 95,645	6.45%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ 5,000	\$ 223	4.46%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 50,000	\$ -	0.00%	\$ 3,000	\$ -	0.00%	\$ 135,000	\$ 3,790	2.81%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 535	6.69%	\$ 130,000	\$ -	0.00%
Total Revenues	\$ 55,000	\$ 223	0.41%	\$ 11,000	\$ 535	4.86%	\$ 1,748,150	\$ 99,435	5.69%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 6,185	\$ -	0.00%	\$ 26,341	\$ 578	2.19%
Operating Expenditures	\$ -	\$ -	0.00%	\$ 6,615	\$ 212	3.20%	\$ 1,789,528	\$ 121,315	6.78%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 60,791	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 2,500	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 60,791	\$ -	0.00%	\$ 12,800	\$ 212	1.66%	\$ 1,818,369	\$ 121,893	6.70%
Ending Fund Balance	\$ -	\$ 5,546		\$ 1,000	\$ 6,226		\$ 55,609	\$ 117,680	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables		\$ -			\$ -			\$ 1,661	
Inventories		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ (1,661)	
Liabilities									
Accounts Payable		\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ -			\$ (1,661)	
ENDING CASH BALANCE		\$ 5,546			\$ 6,226			\$ 116,019	

\$ 8,225,118

Cell: A33

Comment: Note 1. Contingency in the General Fund and Enterprise Fund and Reserves in Special Fund.

Cell: A47

Comment: Note 2. Assessed but unreceived property taxes and deferred tuition and fees when applicable.

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Tomlin

Upcoming Dates:

- TBCC Fall In-service is scheduled on Zoom for Monday and Tuesday mornings, 8am-12pm, September 14-15. Board members are welcome to log in and join us. You should have received log in information and agenda for both days.
- The Board retreat is scheduled for Monday, October 5 from 8:30am-4pm on Zoom. The regular Board meeting will then start at 4pm.
- The OPC virtual meeting will be held on October 8 and the OCCA Board meeting on Friday, October 9.

Updates:

- Political Activities Quick Reference (follows on next page)
- Equity and Inclusion Committee partnership with the Tillamook Coleseum Theater
- Initial review of potential 2021-23 Biennium Budget
- OPC retreat overview- OPC priorities for 2020-21
- Helping High School students- free classes, room for junior and senior high students
- FTE for summer term and fall term, comparison with last year



ORS 260.432 Quick Reference— Restrictions on Political Campaigning for Public Employees

Generally, ORS 260.432 states that a public employee* may not, while on the job during working hours, promote or oppose election petitions, candidates, political committee or ballot measures. Additionally, no person (including elected officials) may require a public employee (at any time) to do so.

*A “public employee” includes public officials who are not elected, whether they are paid or unpaid (including appointed boards and commissions).

As used in this Quick Reference

We use the phrase “advocate(s) a political position” to mean—

promote or oppose an initiative, referendum or recall petition, candidate, political committee or ballot measure.

The term “impartial” means equitable, fair, unbiased and dispassionate.

See the Secretary of State’s detailed manual on ORS 260.432 for specific factors to assist in ensuring impartiality in communications about ballot measures. It is posted on the website under Election Laws, Rules and Publications, Manuals and Tutorials.

For more detailed information about ORS 260.432 and information about other election laws, contact:

Elections Division	phone	503-986-1518
Secretary of State	fax	503-373-7414
255 Capitol St NE, Suite	tty	1-800-735-2900
Salem, OR 97310	web	www.oregonvotes.gov

Prohibited Activities

A public employee, while on the job during work hours may not:

- prepare or distribute written material, post website information, transmit emails or make a presentation that advocates a political position
- collect funds, prepare filing forms or correspondence on behalf of candidates or political committees
- produce or distribute a news release or letter announcing an elected official’s candidacy for re-election (except for an elections official doing so as an official duty) or presenting an elected official’s political position
- make outgoing calls to schedule or organize campaign events or other political activity on behalf of an elected official or political committee (however, a scheduler may, as part of official duties, take incoming calls about the official’s availability and add an event to the schedule)
- grant unequal access to public facilities to candidates or political committees
- direct other public employees to participate in political activities, when in the role of a supervisor
- draft, type, format or edit a governing body’s resolution that advocates a political position (except to conform the resolution to a standard format)
- prepare or give recommendations to the governing body urging which way to vote on such a resolution
- sign such a resolution, except if the signature is only ministerial and clearly included to attest the board took the vote
- announce the governing body’s position on such a resolution to the media
- include the governing body’s position or vote on such a resolution in a jurisdiction’s newsletter or other publication

A public employee who provides voter registration assistance under the federal National Voter Registration Act (NVRA) must not, when performing voter registration services, influence a client’s political choices. This means no display of political preferences, including a restriction that no political buttons may be worn. ORS 247.208(3)

Allowable Activities

A public employee, while on the job during working hours may:

- prepare and distribute impartial written material or make an impartial presentation that discusses election subjects (using the guidelines provided in the Secretary of State's detailed manual on ORS 260.432.)

The Secretary of State's Elections Division is also available for an advisory review of draft material about ballot measures produced by government agencies.

- perform standard job duties, such as taking minutes at a public meeting, maintaining public records, opening mail, inserting a proposed resolution into a board agenda packet, etc.
- impartially advise employees about possible effects of a measure, but not threaten them with financial loss to vote a particular way
- address election-related issues while on the job, in a factual and impartial manner, if such activity is legitimately within scope of employee's normal duties
- as staff of an elected official, handle incoming calls about the official's availability for political events
- prepare neutral, factual information for a governing body to use in determining what position to take on an issue (planning stage of a governing body's proposed issue before certified as a measure to a ballot is not subject to ORS 260.432)
- in a clerical manner, incorporate amendments into a finalized version of a governing body's resolution on an issue respond to public records request for information, even if the material advocates a political position
- wear political buttons subject to applicable employer policies unless the public employee is providing voter registration services under NVRA, where additional restrictions apply - see note on previous page about ORS 247.208(3)

A public employee, on their own, off duty time, may send letters to the editor that advocate a political position and may participate in any other lawful political activity.

It is advised that a salaried public employee keep records when appropriate in order to verify any such political activity that occurs while off duty.

Prohibited and Allowable Activities for Elected Officials*

*includes a person appointed to fill a vacancy in an elective public office

Elected officials may:

- advocate a political position at any time. Elected officials are not considered a "public employee" for purposes of ORS 260.432. ORS 260.432(4)(a).
- vote with the other elected officials of a governing body (such as a school board, city council or county commission) to support or oppose a measure, and publicly discuss such a vote—but must not use the public employee staff time to assist in this, except for ministerial functions
- perform campaign activity at any time, however must take caution not to involve any public employee's work time to do so

Elected officials may not:

- in the role of a supervisor, request a public employee—whether the public employee is on or off duty—to perform any political activity
A request made by a person in a position of supervisor or superior is viewed as a command for purposes of this election law.
- have an opinion piece or letter advocating a political position published in a jurisdiction's newsletter or other publication produced or distributed by public employees

Board Member Discussion Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- Chair Gervasi

Adjournment

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION

MOTION TO ADJOURN THE MEETING

-----Chair Gervasi