



Board of Education Meeting Agenda

Date: Monday, May 3, 2021

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 April 5, 2021 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. OCCA/Legislative Update	Cam Preus, Executive Director of OCCA
	b. Alumni Association: Second Reading	(Action) Director Lawrence
	c. Board Meeting Schedule 2021-22: Second Reading	(Action) President Tomlin
	d. Revised Facilities Master Plan	(Action) President Tomlin
	e. Review of 2020-21 Board Goals	President Tomlin
	f. Revision of Policy 431: First Reading	VP Rivenes
	g. Revision of Policies 311 and 407: First Reading	Director Ryan
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Program Review: SBDC	Director Soto
	b. LT Check-In: HyFlex Classrooms: Faculty Perspective	VP Rivenes
	c. Financial Report.....	VP Finance Williams
	d. 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 & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION.....Chair Gervasi

Guest: OCCA Exec. Director, Cam Preus

Approval of the Consent Agenda

RECOMMENDATION

ACTION ITEM

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

Items for approval:

- a. Approval of Agenda
- b. Approval of April 5, 2021 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE MAY MEETING

Board of Education Meeting Agenda

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April 5, 2021 Board of Education Meeting Minutes

Date: Monday, April 5, 2021

TBCC Board Meeting Zoom – 6:00pm – 8:00pm

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

Members Not in Attendance: All were in attendance.

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

Guests in Attendance: TBCC Staff Members Britta Lawrence, Kelly Woodke, George Hastings, JoAnn Critelli

Call to Order • Acknowledge Guests ----- **Chair Gervasi**
Chair Gervasi called the meeting to order at 5:00pm.

Consent Agenda: (Agenda Item #2) ----- (Action) Chair Gervasi
a. Approval of Agenda
b. Approval of March 1, 2021 Meeting Minutes
c. Personnel Report Director Ryan

No changes or corrections were made to the March Board minutes or to the April 5, 2021 Board Agenda.

Director Ryan gave the personnel report. Lindsey Gann was hired as SBDC Advisor. Nikole Clark was hired as AV/Instructional Support Specialist. Joe Meyer was hired as Science Instructor. Ron Neu was hired as Assistant Registrar. Current open positions include a Career Education Advisor, SBDC Director, SBDC Office Support Specialist, and part-time Commercial Truck Driving Instructor.

Tamra Perman motioned to approve the consent agenda. Pam Zweifel seconded. **The motion carried.**

Invitation for Public Comment (Agenda Item #3) ----- Chair Gervasi
There were no comments from the public.

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

Proposed Alumni and Friends Association for 2021-2024 (First Reading) (Agenda Item #4.a)
..... **Director Lawrence**

The proposal for a TBCC Alumni and Friends Association has been reviewed by its advisory committee, the Leadership Team, and College Council. The organization will go live in June, 2021, tying in to TBCC's 40th anniversary celebration. Board members are encouraged to become members.

The board expressed their interest in an alumni association and their thanks to Director Lawrence for the work she's put in to create an alumni association for TBCC.

Staff Recognition (Agenda Item #4.b) Director Ryan

Director Ryan called the Board's attention to George Hastings, Facilities and Maintenance Specialist, Kelly Woodke, Evening Facilities Specialist, Lynn Stein, Weekend Custodian and Shannon Sisco, Business Office Specialist, and highlighted the excellent work they've done over the past year to make sure that the TBCC campus was kept safe and healthy during the COVID pandemic. This has been a crazy year with recommendations, and weekly, even daily changes to those recommendations from the health department. These staff members implemented those recommendations along with the spacing in classrooms needed for social distancing, deciding where barriers would be needed, and finding places to store excess furniture in order to keep the maximum number of students in any given space kept within recommended limits. Shannon became the point of contact for every person that walked in our door. She flagged down everyone to sign in and, in some cases, chased people down to get them to sign in, sanitized all the surfaces and pens and pencils after each use. Kelly can probably tell us how many doorknobs and how many feet of handrails are in the building; they all had to be sanitized every night. Lynn Stein took over that responsibility on the weekends. In turn, Kelly Woodke and George Hastings thanked Pat for his leadership in this effort.

There were no questions. The board offered their appreciation along with a round of applause, and suggested we provide the four staff members mentioned with a certificate and small gift. A certificate of recognition was given to them the next day along with a \$25 prepaid Visa card.

2021-2022 Board Meeting Schedule: First Reading (Agenda Item #4.c) ... President Tomlin

We will need to have a Board meeting in July this year in order to swear in and install the four board members who are up for election. Boards are required to meet in July during election years.

President Tomlin suggested and Board members agreed to have the board retreat in September this year because of the Accreditation visit happening in early October. The dates for regular board meetings were presented. The board had no questions or concerns about the meeting schedule. The schedule will be presented again at the May meeting and a vote will be taken then.

2021-2022 Tuition/Fee Changes: Second Reading (Agenda Item #4.d) VP Williams

A tuition increase of \$2 per credit and a \$3 per credit increase to the universal fee has been proposed. Online and hybrid course fees will be discontinued and the late payment fee will be decreased from \$75 to \$50. The board had no questions or concerns. Tamra Perman motioned

to approve the Tuition/Fee Changes for 2021-2022. Mary Faith seconded the motion. **The motion carried.**

Preliminary TBCC Budget for 2021-2022 (Agenda Item #4.e) VP Williams

VP Williams said that Proposed Budgets were mailed out on Friday. Not all board members had received them as of today, Monday, April 5. The budget is getting closer to completion, but new information is still coming in. More Timber Tax funds were budgeted to be transferred than in previous years, but to date, we have never actually spent Timber Tax dollars even when they have been budgeted. We should get comfortable with the idea of actually using some Timber Tax money as that may happen this year, even though the account would still continue to grow.

The board appreciated VP William's efforts to make the budget "knowns" and "unknowns" clear. She clarified that the budget can be changed even after it is approved and adopted with some caveats. At that point, it would required publishing the budget in the newspaper and going back to the Board for approval again.

The Budget Committee meeting will be next Monday, April 12, 2021, at 5:00pm, on Zoom.

**President's 2020-2021 Evaluation and Contract (Agenda Item #4.f)
(Action) President Tomlin**

The compilation of Board member's evaluations of the President had been presented in executive session prior to this meeting. There were no further questions or discussion. Mary Faith Bell motioned to approve the President's evaluation and contract. Pam Zweifel seconded. **The motion carried.**

President's 2021-2022 Goals (Agenda Item #4.g) (Action) President Tomlin
Discussion of the President's goals for the year 2021-2022 took place in executive session prior to this meeting, There were no further questions or discussion about it here. Betsy McMahon motioned to approve the President's goals as presented. Mary Faith Bell seconded. **The motion carried.**

**Changes to the TBCC Facilities Master Plan (Agenda Item #4.h)
(Action) President Tomlin**

The decision to add a nursing program and other healthcare programs at TBCC drove the decision to propose adding 6-7000 square feet to the plans for the new building. The architectural firm worked on an updated plan to incorporate those changes. In doing so, the price went up to \$30M. The college decided to make some compromises in the sizes of the spaces to get the needed extra space at a lower cost. The revised drawing was shown to the board. The building cost is now estimated at \$25M, which seems more within our reach. The additional space will be about 3000 sq. ft. for a new total of 28,000 sq. ft. The bond for TBCC's current building will be paid in 2027. If TBCC goes out for a continuation bond, we can promote it as not raising taxes, but keeping them at the same level for the next 20 years. If we can get a \$10M bond, we would need to raise \$7.2M from the community. We have a meeting with the Ways and Means committee in a couple of weeks and we will ask them for \$8M in capital construction funds. We ask the board to approve this revised concept-so that we can move forward. We plan to bring the fully revised FMP back to the Board in May for approval.

The board had no further questions or comments. Betsy McMahon motioned to approve the revised Facilities Master Plan as presented. Pam Zweifel seconded. **The motion carried.**

Information-Only Items (Agenda item 5)

Student Success Grant (Agenda Item 5.a) VP Hanson

VP Hanson gave an update on the Student Success grant. This is our fifth year of participating in the Student Success Grant. We were approved at \$69,494. This year, the state is focusing specifically on credit momentum and gateway-college math/writing completion within the student's first 12 months. The grant enables TBCC to offer scholarships (to new, incoming students) that cover the cost of tuition, fees and textbooks for up to three classes. These funds have also been used for Small Balance payoffs, enabling students with small past due accounts to continue from one term to the next. Students in this program get involved in a variety of group activities as well, resulting in a stronger sense of connection to the college.

The board appreciated hearing about this grant and thanked VP Hanson for her presentation.

Program Review: Non-Credit Courses and Programs (Agenda Item 5.b) VP Rivenes

Staff Member JoAnn Critelli presented the program review for Non-Credit Courses and Programs which includes classes for personal enrichment, interest, fitness, or to enhance work skills such as commercial truck driving. Participation in non-credit classes sometimes sparks an interest in registration for credit classes. Strong partnerships exist with YMCA, NCRD and Adventist Health. COVID restrictions has made offering these types of courses difficult. The program was going strong until COVID hit, then enrollments dropped off significantly. TBCC staff are planning for a rebound once restrictions are lifted. These are popular courses so enrollments are expected to come back up.

The Board thanked JoAnn for her presentation and expressed appreciation for having this program available to the public. They had no questions or concerns.

Accreditation Prep (Agenda Item #5.c) President Tomlin

This month's accreditation prep question is in regard to TBCC's budget:

The board is not involved in the day-to-day, month-to-month management of the budget, but is involved with the policy that determines how the budget comes about and how it is managed, as well as approving the final budget each June. The board has not had to sound the alarm, because the budget is carefully considered and well-managed.

What is your role in determining tuition and fees?

When a change is proposed, we ask questions to make sure we understand the need and any potential ramifications. We talk about tuition and fees, compare ours to other colleges, and talk about what makes sense for our community. We might make suggestions. For example, the board suggested this year that the online and hybrid course fees be removed, which was done. Finally, we approve any change.

What is your role in resource allocation and budget?

The board weighs in on how and when to use reserves.

The board weighs in on the assumptions we use to build the budget.

The board approves the final budget in June each year.

What do you know about the budget development process?

All department heads develop their own budgets initially and then meet with the VP of Finance and the President to answer questions and sometimes budgets are adjusted at that point. The VP of Finance compiles all the department budgets and builds what can be assumed about revenue to arrive at a proposed budget for the upcoming year.

At the same time the budget is being developed, department heads are also creating their project lists for the upcoming year so that any funding needed for projects is budgeted.

Board members and other community members come together to form a Budget Committee, which meets to review every aspect of the budget and approve it.

Adjustments are made to the budget throughout the year when something is different than was projected. For example, if revenue is lower than projected, then expenditures must be reduced as well or additional money taken from reserves.

Every department is in charge of managing their budget throughout the year to make sure they don't overspend. The leadership team looks over their expenditure updates monthly. The President's office tracks it throughout the year.

TBCC spends conservatively and doesn't "count chickens before they are hatched." Even if budgeted, funds are not spent unless they are needed. The college has consistently underspent its annual budget by an average of 9% over the past several years.

Financial Report (Agenda Item #5.d) VP Williams

VP Williams presented the Financial Report as of February 28, 2021 that is included in the packet for this meeting. VP Williams added we are slightly ahead in revenues and slightly below budgeted spending for the year. Once again, it looks as though TBCC will not spend its entire budget for the year. The general fund is looking really healthy. The board had no comments or questions.

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

Upcoming Dates:

- The next Board meeting is scheduled for Monday, May 3 at 5pm on Zoom.
- The Budget Committee meeting is scheduled for Monday, April 12 at 5pm on Zoom.
- Next Extended Staff Meeting is scheduled for Friday, April 16 at 8:30am. We will send you all the Zoom link.
- Oregon Legislative Summit is scheduled for Friday, April 16. The invitation/registration link will be forwarded to board members.

Updates:

- President Tomlin is chairing a virtual accreditation visit at Renton Technical College this month. This experience with the detail of the new NWCCU standards will be beneficial to TBCC as our accreditation visit date approaches.
- Update from HECC Board meeting
 - SB 1 to allow the merger of colleges and universities is concerning as the two institutions have completely different missions. This may lead to a study rather than a mandate. If it becomes more concerning, Board members may be asked to write letters to our representatives. Most of the bills that were concerning us died; there are a few remaining and we'll keep our eyes on those.
- President Tomlin is teaching a Forest Surveying class this term.
- Update on the Equity Lens Project
 - Later this month we'll have our third and final workshop as a group. Later we'll meet with the Equity and Inclusion committee and decide how best to share out what we've learned with TBCC as a whole.
- On June 8, we want the Board of Education to meet with the Foundation Board. We will be planning a fund-raising campaign for the new building. The time will probably be 1:30 – 4:00pm.
- Title III grant
 - We are moving forward with our grant writers. We are focusing on three things in this grant: starting our nursing program, developing a career center, and building fundraising capacity for the capital campaign. This grant would be \$2.25M over five years and would start in October.
- American Rescue Act Funding
 - \$831K will come to TBCC from the various American Rescue Acts Funds. It will be hard to spend it all because of the restrictions on how those funds can be spent, but it will definitely allow us to help out our students in need.

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

Adjournment (Agenda Item #7) ----- (Action) Chair Gervasi
Jennifer Purcell motioned to adjourn the meeting. Betsy McMahon seconded the motion. **The motion carried.** The meeting was adjourned at 7:50pm.

Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Science Instructor	March 1, 2021	Fall 2021	Joe Meyer hired	Teresa Rivenes	
EDC/SBDC Office Support Specialist	March 22, 2021	May 3, 2021	Donna Fox hired	Terre Cooper Arlene Soto	
Director of SBDC	April 5, 2021	TBD	Open until filled Position reposted	Ross Tomlin	
Assistant Registrar			Currently filled on as temporary position	Rhoda Hanson	
Business Office Specialist (Cashier and Store)	April 30, 2021	TBC	Open until filled	Kyra Williams	
Career Education Advisor		TBD	Open until filled	Rhoda Hanson	
Fulltime Writing Instructor	May 3, 2021	Fall 2021	Open until filled	Teresa Rivenes	
Part-time Commercial Truck Driving Instructors			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

OCCA/Legislative Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONCam Preus, Executive Director of OCCA

Dr. Preus will give an overview of what is happening at OCCA, along with an update on the Legislative process affecting community colleges, including the budget outlook for the next biennium.

OCCA Update

Cam Preus, Executive Director
Oregon Community College Association

April 21, 2021

2021 Legislative Session Preparation & Commitment to Racial Equity

November-December 2020

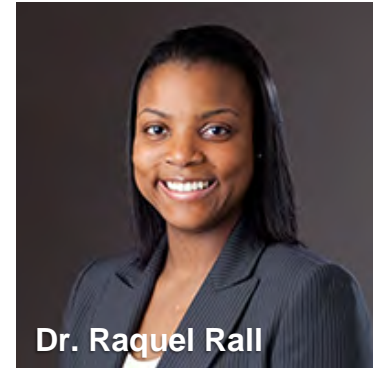
Virtual OCCA Annual Conference

- ▶ November 4-6, 2020 – “When nothing is certain, all things are possible”
- ▶ Record-breaking attendance: ~150 participants
- ▶ Schedule themes: DEI, Workforce & the New Economy, Coping in the Time of COVID
- ▶ Legislative Panel & Advocacy Strategy



December 2020 Board Meeting

- ▶ Governing Boards Should Weigh in on Racial Issues – Dr. Raquel Rall
- ▶ Board approved amendment to OCCA Bylaws & Board Policies to include new DEI Committee
- ▶ Board approved Board DEI Statement in commitment to racial equity and supporting systemically marginalized students



Dr. Raquel Rall

CTE Month

February 2021



Workforce Wednesdays

- ▶ Weekly Zoom session with legislators, legislative staff, college representatives
- ▶ Highlight CTE programs at all colleges, particularly those relating to COVID-19 response or adjustments
- ▶ Weekly CTE Month e-newsletter sent to Board members, presidents, advocates and all legislators



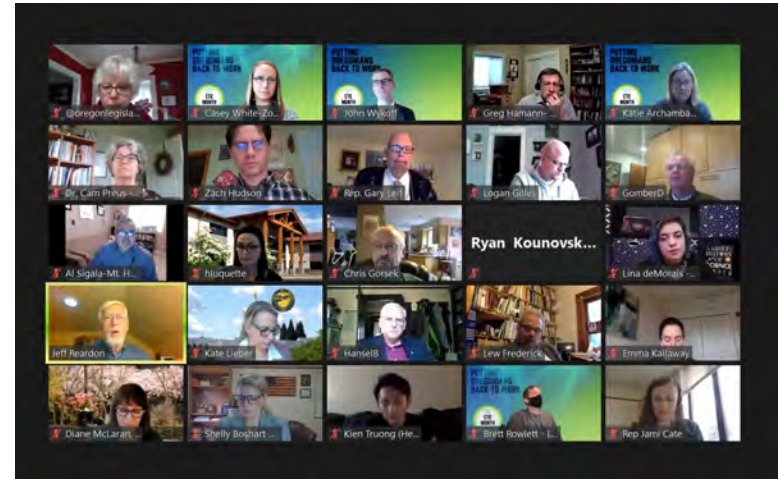
Workforce Wednesdays

- ▶ **Week 1: Health/Biomedical Sciences**
- ▶ **Week 2: Business, Management, Arts, Info, Communications**
- ▶ **Week 3: Industrial Engineering, Transportation, Apprenticeship**
 - ▶ TBCC – Transportation/Truck Simulator
- ▶ **Week 4: Agriculture, Food, Natural Resources**



Community College Caucus

- ▶ Met for the first time in 2021 on Feb. 11
- ▶ Strongest attendance ever by legislators and legislative staff at a CC Caucus meeting
- ▶ More than 50 people in attendance
- ▶ Spoke about CC budget ask & CTE Month



Voter Voice

- ▶ Grassroots campaign/advocacy platform
- ▶ App & website-based versions
- ▶ Sends emails, Tweets direct to legislators based on address; talking points for phone calls
- ▶ Currently 349 advocates/contacts in system

National Legislative Summit

- ▶ February 8-10, 2021
- ▶ Usually in Washington, DC
- ▶ Met via Zoom with Oregon's federal delegation
- ▶ Great participation by colleges



March Call-in Week

March 8-12, 2021



Central Oregon CC

Call-In Week: Budget Advocacy

- ▶ Two Simultaneous Campaigns:
 - ▶ Board Member/Community Member
 - ▶ Student
- ▶ Advocacy for \$702 million budget request for CCSF
- ▶ All messages sent via email through Voter Voice

Community College Month

April 2021



OCCA Virtual Legislative Summit



- ▶ April 16, 2021 – “Advocating in a Virtual Landscape”
- ▶ Around 60 participants/advocates
- ▶ Welcome from **Sen. Rob Wagner** (Senate Majority Leader), Interviews with **Sen. Michael Dembrow** (Chair, Senate Committee on Education) and **Rep. Dan Rayfield** (Co-Chair, Joint Committee on Ways & Means), Advocates Panel, Virtual Advocacy Tips

All-Oregon Academic Team 2021

- ▶ 45 students selected from 17 community colleges
- ▶ In coordination with Phi Theta Kappa honor society
- ▶ Outstanding student scholars are selected for their academic excellence, leadership & community service



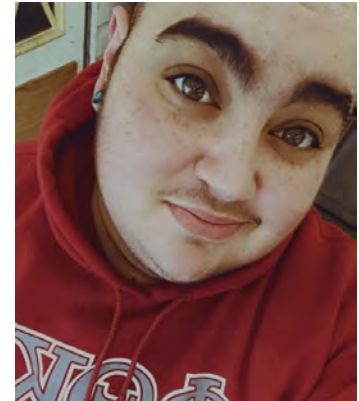
All-Oregon Academic Team 2021

Four Featured Student Scholars

- ▶ Casey Dudek, Portland CC
- ▶ Nora Jackson, Lane CC
- ▶ Dava Nimmo, Rogue CC
- ▶ Natasha Robinson, Rogue CC

TBCC All-Oregon Academic Team Scholar

- ▶ Dylan Bringuel



Ways & Means Budget Presentation

Subcommittee on Education

April 26, 2021



Community Colleges: Oregon's Road to Economic Recovery

- ▶ Putting Oregonians **back to work**
 - ▶ Short-term programs = **fast re-entry** into workforce
 - ▶ Colleges are **nimble** & can **react quickly** to employer & job-seeker needs
- ▶ **Partner** with business/industry for work-ready employees



Community Colleges: Oregon's Road to Economic Recovery

- ▶ Community colleges serve the communities most affected by pandemic
 - ▶ CCs serve more **systemically-marginalized students** than any other sector of higher ed
 - ▶ CCs serve students **regardless of education & skill level** – primary access point to **economic opportunity**



Rural & Non-Rural: A Tale of Contrasts

- ▶ Rural communities **are in all 36** Oregon counties
- ▶ When compared to non-rural, rural communities have:
 - ▶ **Higher poverty rates**
 - ▶ **Lower college enrollment rates**, which have increased over time
 - ▶ Only 42% HS grads **enroll directly** in college (2018-19)



Rural & Non-Rural: A Tale of Contrasts

- ▶ Lower college persistence & completion rates
 - ▶ **Less than half** of rural college enrollees complete a degree within 6 years
- ▶ Most rural high school graduates **enroll in community college**
 - ▶ **57%** of rural students enrolled in community college (2019-20)



OREGON'S ROAD TO RECOVERY BEGINS WITH COMMUNITY COLLEGES

\$702 MILLION

2021-2023 BIENNIUM

Agenda Item 4.a.1

May 3, 2021

FULLY FUNDED \$702 MILLION

COMMUNITY COLLEGES

TO MAINTAIN
PROGRAMS & SERVICES



COMMUNITY COLLEGES:

CRITICAL TO OREGON'S ECONOMIC RECOVERY

RESPONDING TO THE NEEDS OF LOCAL BUSINESS/INDUSTRY
& PUTTING OREGONIANS BACK TO WORK



TECHNICAL SKILLS TO GET
BACK TO WORK FAST



KEEP AVG TUITION
INCREASES STATEWIDE
TO

3.5%

ADDRESS INEQUITIES
TO STUDENTS IMPACTED
BY PANDEMIC & WILDFIRES

\$35

MILLION

17occa
Oregon Community College Association

Questions?

Cam Preus, OCCA Executive Director
cam@occa17.com

Alumni Association: Second Reading

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION Director Lawrence

This Alumni and Friends Association proposal has been reviewed, and edited based on feedback provided by the temporary Advisory Committee, the Leadership Team, College Council and, in its current form, was presented to the Board last month. We would like to go live with an Alumni and Friends Association in June to tie-in with the 40th anniversary celebration of TBCC. We ask for the Board's approval to move forward with initiating a TBCC Alumni and Friends Association.



Proposed Alumni and Friends Association for 2021-2024

Alumni and Friends Association: TBCC Alumni and Friends Program connects our alumni with the College, current students, industry, and other alumni. Connections like these make our current students, alumni, and our community stronger and more successful.

- Our Alumni have: taken college courses – one or many; received a certificate or degree; received a GED, ELA; attended a seminar, continuing-education class or professional development training.
- Our Friends are: family members that have utilized TBCC resources through a college event (presentation, social events, arts or cultural exhibit or performance). They are employees or community members that love TBCC.

How to track Alumni and Friends Association Members:

We would invite members to opt in via a web form. This would ensure we are not sending unwanted material. Upon opt in, a personalized letter and ID card would be mailed to the new association member – in this letter our graduates, alumni, would be differentiated from our friends.

We have multiple options to track association members – utilizing our current software Jenzabar, or using the Customer Relationship Management (CRM) software that the Foundation adopts.

Create ID cards by utilizing the supplies the library currently uses for staff/faculty ID cards. These identification cards would be put to use at events to disburse the 'swag/discount' for members that attend/participate.

Alumni Fee Structure:

Free. Many Alumni Associations use a free structure. Justification behind this is to build a valuable network, and garner community support.

Budget Proposal \$3,500 Annually:

I have requested a \$3,500 annual budget for the TBCC Alumni and Friends Association.

Item	Cost	Use
Water Bottles	\$6.49/bottle + setup fee \$380-\$500	Graduation Token

Stickers	\$0.33/sticker \$165	Swag
Lapel Pin	\$3.95-\$4.45/pin + setup fee \$500	Graduation Token/SWAG
Marketing/advertising (especially high budget allocation in year one)	~\$700	Facebook boosted posts, advertising, mailers, invitations, welcome packet to members who opt in etc.
Digital Assets	~\$500	Photography, videography
Misc.	~\$300	Event supplies, tokens for fair booth handouts etc.
Events	~\$835	Digital/in person dependent on restrictions. Food, postage for invitations etc.
ID Cards	\$0.45/card ~\$90	Identify AA members



Draft Alumni Association Logo

Year at a Glance:

Quarterly events/activities would be my initial goal. Based on attendance, and feedback from advisory committee, I would adjust from there. Current advisory committee is; Pat Bening, Foundation Board Member, Monica Valencia, IT/alum, Joanna Stelzig TPUD/alum and Brooke Bennett, Instruction.

Date Range	Activity	Fee for Alum	Cost	Notes
Quarter 1	MLK Day of Service	Free	T-shirt provided ~\$15/pp customized to identify as alum	Piggybacking on existing MLK Day of Service allows for large community impact, and keeping alumni engaged with college.
Quarter 2	North Coast Throwdown	Discounted rate	~\$10/pp	Discounted registration fee, alumni don't wait in line to enter event
Quarter 3	Fair Booth	Free	Beer/drink ticket or ice	Invite alumni to stop by TBCC fair booth

			cream scoop \$7/pp	for a complimentary drink/ice cream token/ticket and custom sticker.
Quarter 4	Alumni feature in Foundation Newsletter	Free	N/A,	Alumni highlighted in Foundation newsletter, a "how they're doing now".

Potential Alumni and Friends Association Events/Perks:

- Trivia night at Pelican/Werner's – coupon for discount on beverage/food.
- Entered to win a prize for updating contact information with us annually.
- Discount at local retailer for a designated time period.
- Networking opportunity – mixer/business social to meet with other alumni, and staff members. Short "presentations" from staff/faculty or other alum featuring specific industries.
- Digital/in person trainings;
 - how to advocate for pay raises in a review
 - resume refining
 - financial health – saving for retirement
 - discount on SBDC classes

Long Term Goals:

- Build the alumni and friends association – garner community support. These supporters would then spread the good work the college is doing and has been doing in times of need – i.e. fundraising for the Facilities Master Plan, passing a bond etc.
- A Distinguished Alumni Award – a web form where alumni can either nominate themselves or others to shine light on their accomplishments. A special mailing could be released to publicize this information, along with having stories featured on the alumni web page home.

Board Meeting Schedule 2021-2022: Second Reading

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION President Tomlin

The Board normally meets on the first Monday of the month (at 5 pm) except where the first Monday falls on a Holiday. Then the Board meets on the following Monday. There are **NO Board meetings in the months of July or August, except in Special Election years**. We will need to have a meeting this coming July to install newly elected board members and elect officers for the coming academic year. This is a second reading on this item. In April, the Board liked the idea of having the Board retreat in September, prior to the October accreditation visit.

DATE	YEAR	TIME	NOTE
July 12	2021	5:00PM	
August	2021	-	No Board Meeting
September 13	2021	9:00AM-5:00PM	The first Monday in September is a holiday. Annual Board Retreat all day.
October 11	2021	5:00PM	Accreditation Visit happens on the first Monday in October
November 1	2021	5:00PM	
December 6	2021	5:00PM	
January 3	2022	5:00PM	
February 7	2022	5:00PM	
March 7	2022	5:00PM	
April 4	2022	5:00PM	
May 2	2022	5:00PM	
June 6	2022	5:00PM	

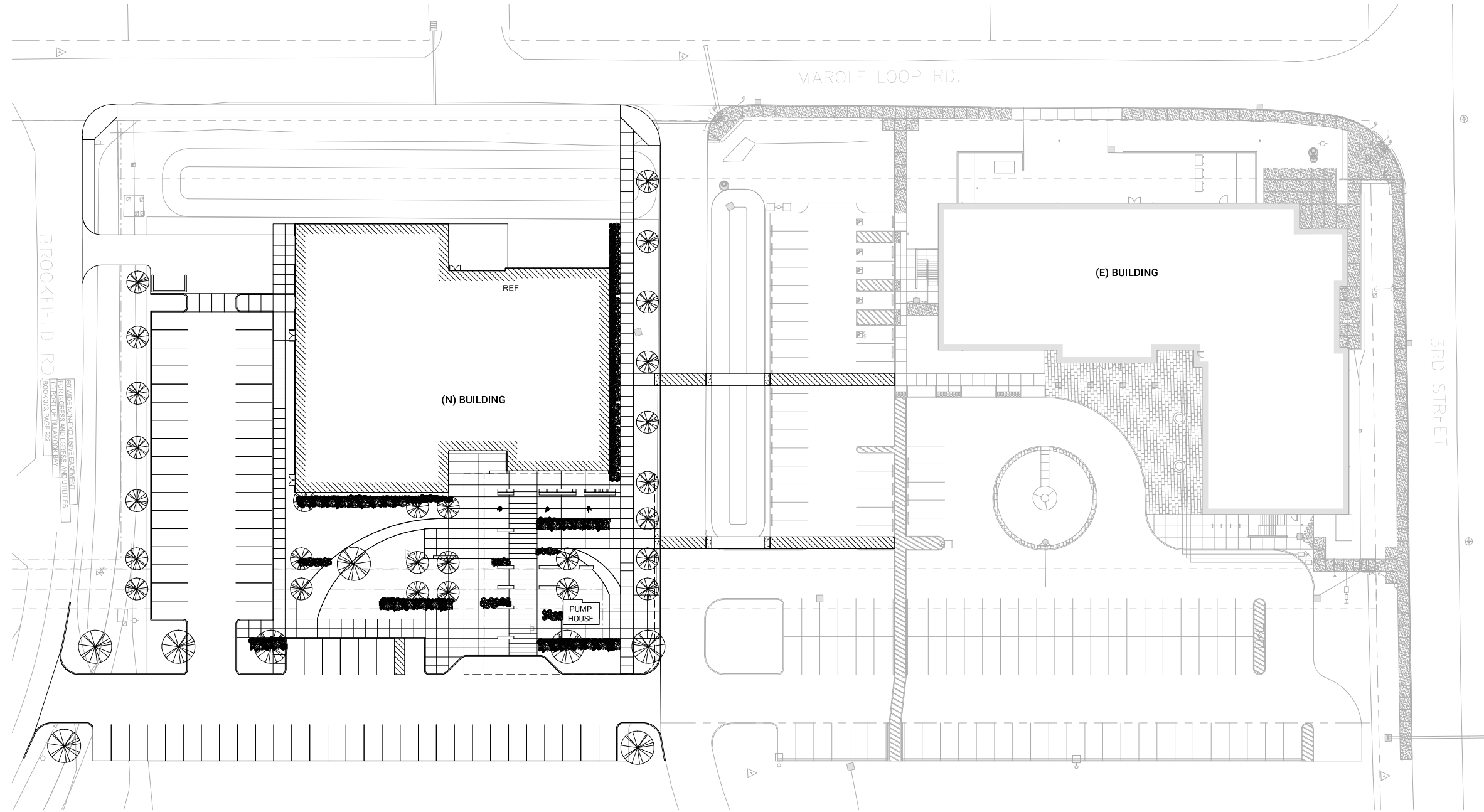
Revised Facilities Master Plan

RECOMMENDATION

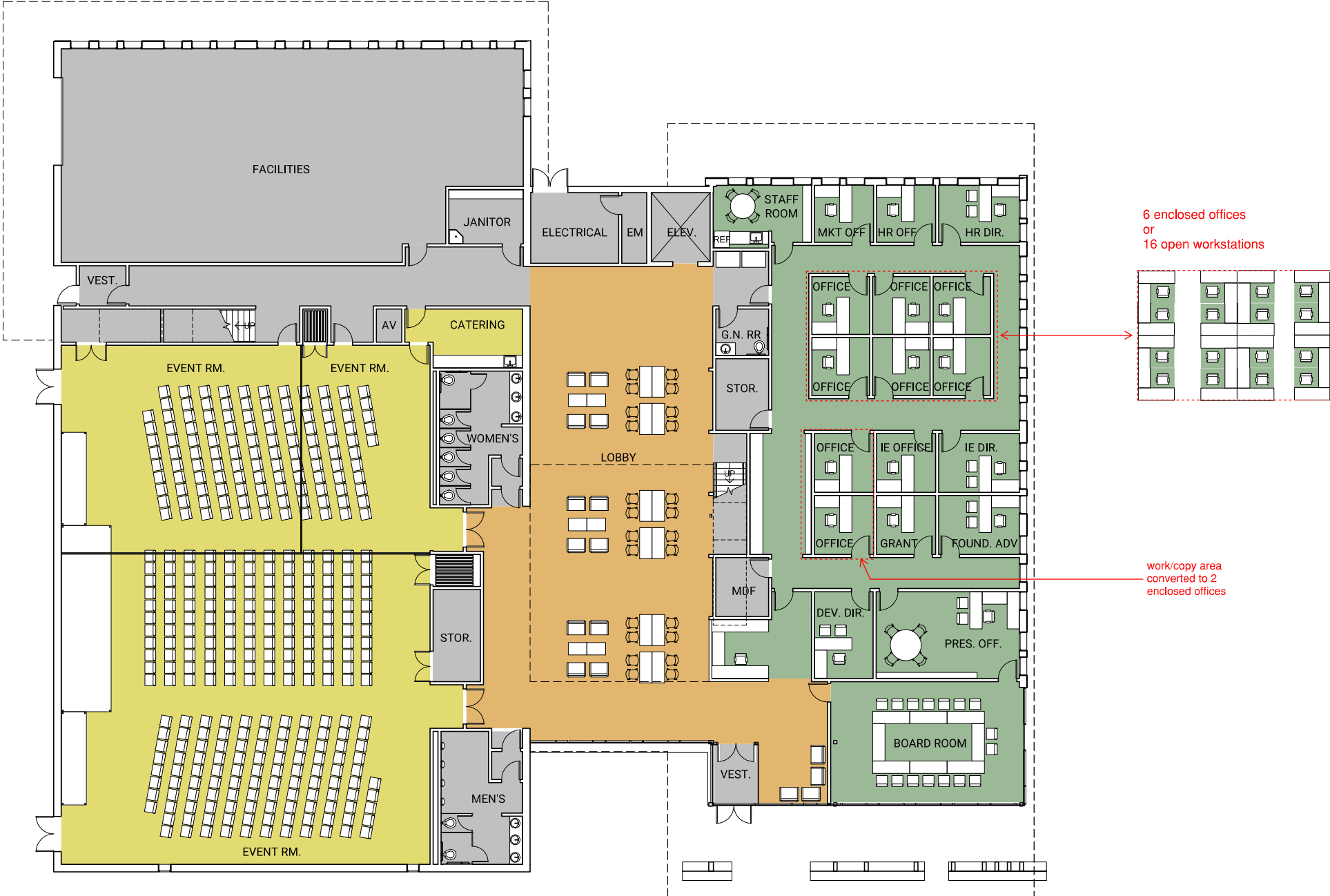
ACTION ITEM

BACKGROUND INFORMATION President Tomlin

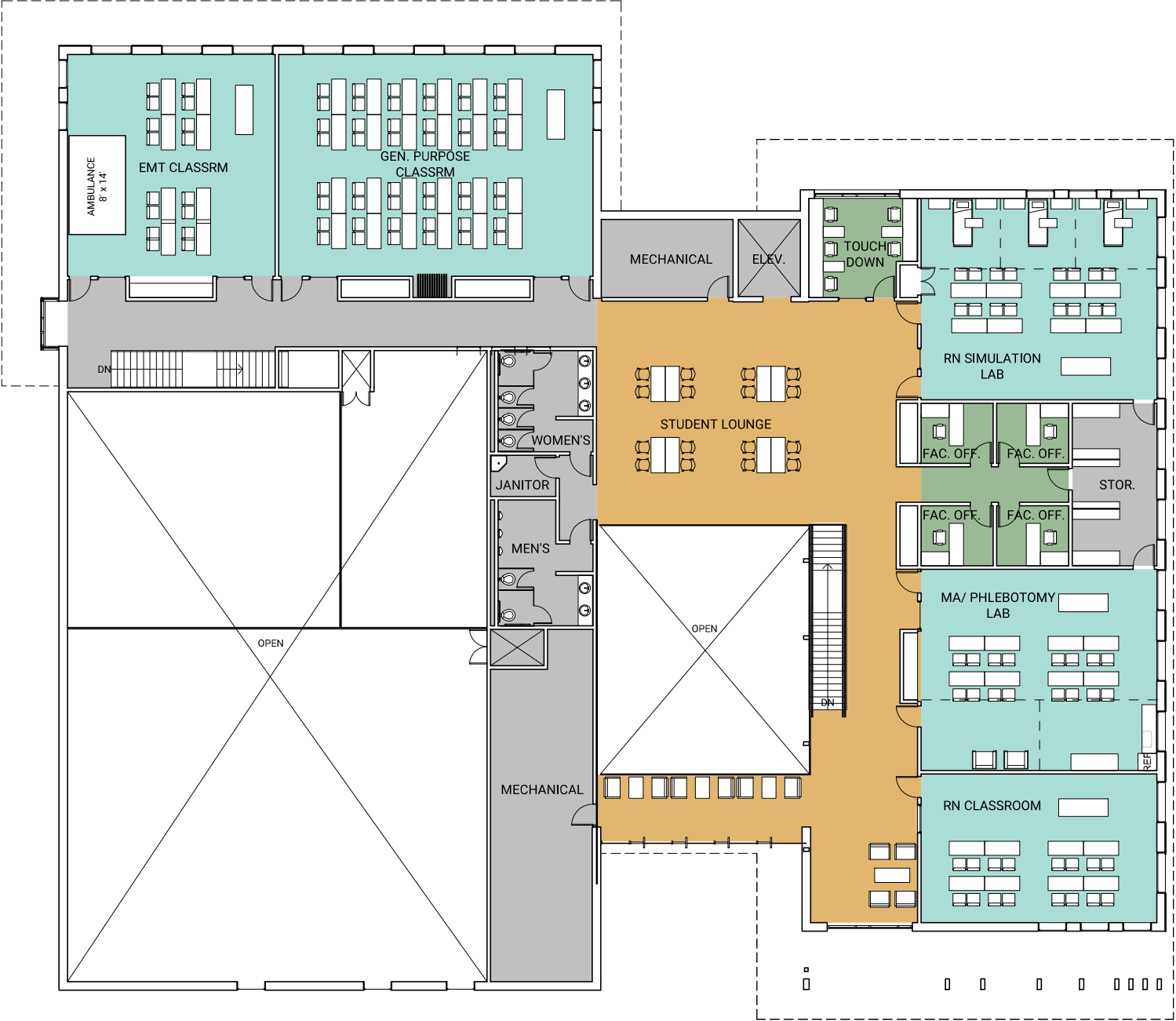
In a follow-up from the FMP discussion at the April Board meeting, the CTE Space Needs Committee met one more time to review the detailed drawings of the revisions to the new building design. The committee approved the changes. These were then shared at the all-staff meeting and no one had any concerns. FFA then incorporated the design changes into the FMP, along with the revisions to the cost spreadsheets. Heidi and I revised the narrative to match the changes in the design and that has now been incorporated into the FMP. So the newly revised FMP is now ready for the Board to review and consider approving. Once approved, the revised FMP will be sent to the HECC and OCCA. We are then ready to start work on a capital campaign once we have approval from the Legislature for our \$8M match.



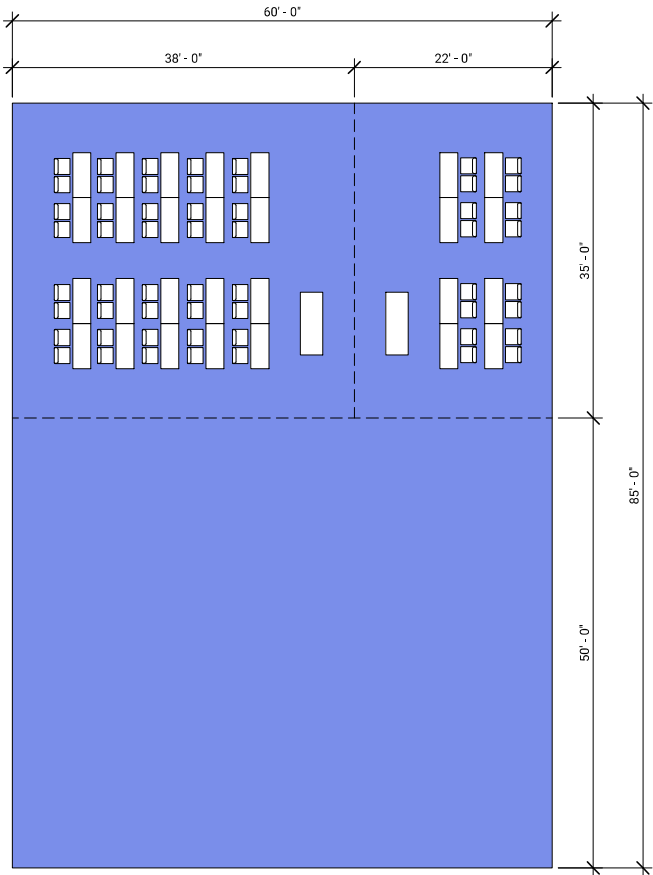
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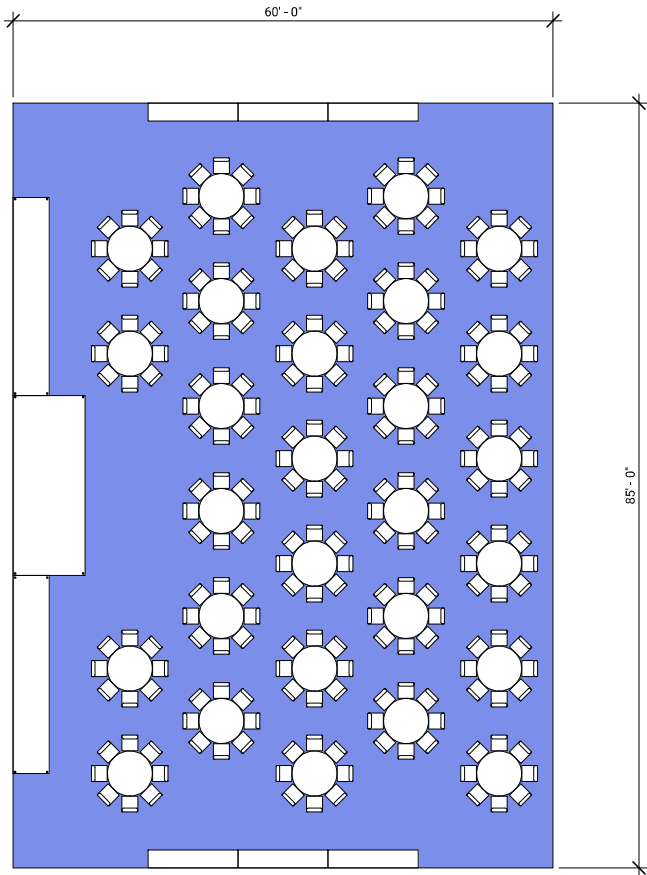
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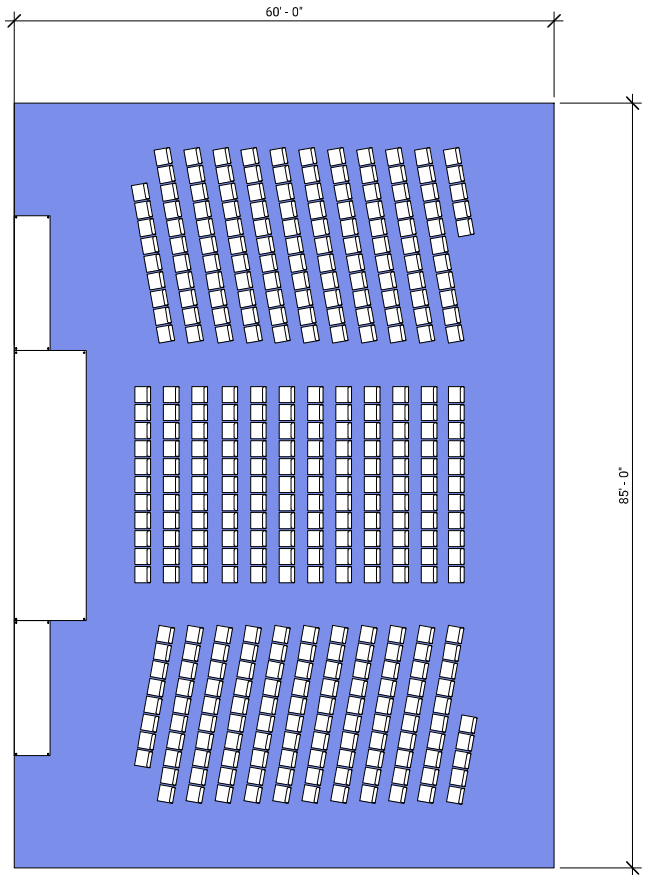
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FLEXIBLE CLASSROOMS- (16) & (40) CAPACITY



BANQUET- (28) 8-TOPS, 224 CAPACITY TOTAL



LARGE EVENT SPACE- 360 CAPACITY

Review of 2020-2021 Board Goals

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION President Tomlin

The Board developed a set of goals to work on for the 2020-21 academic year back at the October retreat. Following this page are the list of goals along with the results of achieving each goal. We will go through the progress made on achieving the goals and decide on a rating for each goal achievement. In addition, we will update the information for some of the goals where we have not yet captured all the data.

We will need to decide how the board members want to rate each goal on the scale of 1-5. The board members could come to consensus on one rating for each goal, or each board member could rate each goal achievement on the 1-5 scale, and the scores could be averaged to come up with one rating for each goal. These results will then be incorporated into our accreditation report, along with the self-evaluation results from the last several years using the old method.

TBCC BOARD GOALS COMPLETED 2020-2021

Core Theme: Educational Excellence		Deadline / date of completion	Accomplished	Not Accomplished
1. Goal: Board Members will be trained in board operations				
Actions:				
1.a. A Quorum of Board members will attend at least 1 training during the year.		By June 2021	Accomplished	Not Accomplished
Betsy McMahon	Attended: OCCA Board Training (2 hours)	10/20/20		
Kathy Gervasi	Attended: OCCA Board Training (2 hours)	10/20/20		
Betsy McMahon	Viewed recording of OCCA 10/20/20 Board Training (2 hours)	11/15/20		
Kathy Gervasi	Attended OSBA (Oregon School Board Association) webinar on Board Self-Assessment	1/25/21		
Betsy McMahon	Serves as TBCC's Liaison with OCCA			
Betsy McMahon	Attended OCCA Virtual Legislative Summit	4/16/21		
1.b. A Quorum of Board members will attend OCCA Convention via Zoom and report out at Dec Board meeting		Nov 4-6 2020	Accomplished	Not Accomplished
Kathy Gervasi	Attended the OCCA Conference November 4-6, 2020.			
Betsy McMahon	Attended the OCCA Conference November 4-6, 2020.			
2. Goal: Board Members will be prepared for accreditation visit				
Actions:				
2.a. Learn about the process at the October 2020 Board Retreat from President Tomlin and VP Rivenes		By Oct 5 2020	Accomplished	Not Accomplished

TBCC BOARD GOALS COMPLETED 2020-2021

All Board members were present.	TBCC Board Retreat Agenda Item 4.d	10/5/20		
2.b. Attend an accreditation training session at each TBCC Board meeting until the Oct 4-6 Accreditation visit		By June 2021	Accomplished	Not Accomplished
All board members were present	November TBCC Board meeting	11/2/20		
All board members were present	December TBCC Board meeting	12/7/2020		
All board members were present	January TBCC Board meeting	1/4/2021		
Kathy Gervasi, Mary Faith Bell, Pam Zweifel, Betsy McMahon, Jennifer Purcell were present	February TBCC Board meeting	2/1/2021		
All board members were present	March TBCC Board meeting	3/1/2021		
All board members were present	April TBCC Board meeting	4/5/2021		
3. Goal: Board Members will use an Equity Lens in making decisions for TBCC students.		Deadline / date of completion		
Actions:				
3.a. At least two board members will attend Equity Lens training at the College.		By June 2021	Accomplished	Not Accomplished
Kathy Gervasi, Mary Faith Bell, Jennifer Purcell, Betsy McMahon		2/12/2021		
Kathy Gervasi, Mary Faith Bell, Jennifer Purcell, Betsy McMahon	Session 1 (1.5 hours)	2/23/2021		
Kathy Gervasi, Mary Faith Bell, Jennifer Purcell, Betsy McMahon	Session 2 (1.5 hours)	3/16/2021		

TBCC BOARD GOALS COMPLETED 2020-2021

Kathy Gervasi, Mary Faith Bell, Jennifer Purcell, Betsy McMahon	Session 3 (1.5 hours)	4/20/2021		
	Joint Final Session (1.5 hours)	5/18/2021		
Betsy McMahon	Attended webinar, "A Conversation About How To Be an Antiracist" with Ibram X Kendi	4/14/2021		
3.b. At least two board members will attend the Equity Lens training session at the 2020 OCCA Convention.		Nov 4-6 2020	Accomplished	Not Accomplished
Kathy Gervasi	Attended the Equity session at OCCA Conference	November, 2020		
3.c. Apply the Equity Lens process in some decision-making.		By June 2021	Accomplished	Not Accomplished
In January 2021, the board asked Rhoda to revise new student services policies 502, 503 and 504 to include Equity Lens language. She made the revisions and the policies were approved at the February 2021 board meeting.		Jan 4 and Feb 1, 2021		
3.d. Identify a Board member to be the Equity champion on the Board who brings up Equity Lens process in decisions.		By June 2021	Accomplished	Not Accomplished

Core Theme: Economic Success	Deadline / date of completion	Accomplished	Not Accomplished
4. Goal: Board Members will be involved in the adjustments to the TBCC Facilities Master Plan (FMP) Actions:	By Jan 2021		
4.a. Identify at least 2 Board members to be part of the FMP Committee to discuss adjustments to the FMP, and keep board informed of progress being made.		Accomplished	Not Accomplished

TBCC BOARD GOALS COMPLETED 2020-2021

5. Goal: Board Members will be proactive regarding State Legislation for Community College Funding				
Actions:				
5.a. Communicate with Legislators during the 2021 session about TBCC and community college needs, sharing stories and accomplishments.		Winter-Spring 2021	Accomplished	Not Accomplished
Betsy McMahon	Attended the OCCA Virtual Legislative Summit (Advocating in a Virtual Landscape)	April 16		
5.b. Build relationships with the legislators (ie. Attend town halls, College visits, etc.)		Winter-Spring 2021	Accomplished	Not Accomplished
Core Theme: Leadership, Partnership and Community Engagement		Deadline / date of completion	Accomplished	Not Accomplished
6. Goal: Board Members will support the Foundation's Plan to raise money for the future buildings				
6.a. Schedule a joint board meeting with the Foundation Board to discuss next steps for implementation of the FMP.		June 2021	Accomplished	Not Accomplished
6.b. Meet with the Foundation Board members during the year to discuss their work and become familiar with what they are doing.		June 2021	Accomplished	Not Accomplished
Tamra Perman	Serves as the TBCC Board of Education Liaison to the Foundation Board.			

TBCC BOARD GOALS COMPLETED 2020-2021

7. Goal: Board Members will support and participate in College activities.				
7.a. Document all the College activities board members attend during the year.		Monthly	Accomplished	Not Accomplished
Mary Jones	Served on the TBCC logo redesign committee			
Betsy McMahon	Participated in the Equity Book Club during Fall Term			
All board members	Served on TBCC's Budget Committee	April 12, 2021		
7.b. Inform the Board about College activity opportunities.		Monthly	Accomplished	Not Accomplished
7.c. Board members will attend at least two different activities (ie. Graduation, extended staff meetings, in-service sessions, Mildred Davy luncheon, etc.)		By June 2021	Accomplished	Not Accomplished
Betsy McMahon	TBCC In-Service (4 hours)	09/21/20		
Kathy Gervasi	TBCC In-Service (4 hours)	09/21/20		
Betsy McMahon	TBCC Extended Staff Meeting (2 hours)	10/16/20		
Betsy McMahon	TBCC Extended Staff Meeting (2 hours)	11/13/20		
Tamra Perman	TBCC Extended Staff Meeting (2 hours)	1/22/21		
Betsy McMahon	TBCC Extended Staff Meeting (2 hours)	2/19/21		

Revision of Policy 431: First Reading

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION VP Rivenes

This is the first reading of a revision to Policy 431. Policy 431 has been amended slightly, to make it clear in what circumstances an Incomplete (I) grade will be awarded. The changes to the policy are in red.

The accompanying Administrative Rule (D15) is just there for your information as it more clearly explains the process that this policy is addressing.

GRADING SYSTEM

Article Number: 431

Approved: May 6, 2019

Reference:

Page 1 of 3

431.1 Grading System

The traditional grading system uses “A,” “B,” “C,” “D,” “F,” “P,” “NP,” and “I” as defined under Grade Definitions. A change to the student’s enrollment option is available at any time before the published deadlines for the quarter by completing the approved process. The Faculty Curriculum Committee specifies grading options for courses, degrees and certificates. Transfer students should be aware that four-year institutions limit the number of pass/no pass credits that may be applied to a degree and frequently recalculate the student’s grade point average by weighing each “P” as if it were a “C” or “D,” and each “NP” as if it were an “F” from the traditional enrollment option.

Grade definitions;

A Superior. Honor grade-indicating excellence. Earned as a result of a combination of some or all of the following as outlined by the Faculty in the course syllabus: superior examination scores, consistently accurate and prompt completion of assignments, ability to deal resourcefully with abstract ideas, and/or superior mastery of pertinent skills. Additional considerations include probable success in a field relating to the subject and/or probable continued success in subsequent courses.

B Above average. Honor grade indicating competence. Earned as a result of a combination of some or all of the following as outlined by the Faculty in the course syllabus: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills. Additional considerations include probable continued success in subsequent courses.

C Average. Standard college grade indicating successful performance earned as a result of a combination of some or all of the following as outlined by the Faculty in the course syllabus: satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills. Additional considerations include sufficient evidence of ability to succeed in subsequent courses.

D Substandard but receiving credit. Substandard grade indicating the Student has met only minimum requirements as outlined by the Faculty in the course syllabus. Earned as a result of some or all of the following: low examination scores, generally inaccurate, incomplete or late assignments, inadequate grasp of abstract ideas, barely acceptable mastery of pertinent skills, insufficient evidence of ability to succeed in subsequent courses. Does not satisfy requirements for entry into courses where prerequisites are specified.

GRADING SYSTEM

Article Number: 431

Approved: May 6, 2019

Reference:

Page 2 of 3

F Failure. Non-passing grade indicating failure to meet minimum requirements as defined by the Faculty in the course syllabus. Earned as a result of some or all of the following: non-passing examination scores, inaccurate, incomplete or late assignments, failure to cope with abstract ideas, inadequate mastery of pertinent skills. Does not satisfy requirements for entry into courses where prerequisites are specified. Faculty must record the last date attended for students who earn an "F."

P Pass. Acceptable performance. A grade of "P" represents satisfactory achievement which would have been graded "C" or better on the traditional grading scale. The "P" grade is disregarded in the computation of Tillamook Bay Community College grade point average. This grade is available only when a student has selected the pass/no pass option prior to the published drop or withdrawal deadlines for the quarter.

NP No Pass. Unacceptable performance. A grade of "NP" represents unsatisfactory achievement which would have been graded "D" or lower under the traditional grading system. The "NP" grade is disregarded in the computation of the grade point average. Faculty must record the last date attended for students who earn an "NP." This grade is available only when a student has selected the pass/no pass option prior to the published drop or withdrawal deadlines for the quarter.

SC Satisfactory completion. Mark used when a student satisfactorily completes continuing education units (CEUs).

NSC Not satisfactory completion. Mark used when a student does not satisfactorily complete continuing education units (CEUs).

I Incomplete. At the time the final course grades are recorded, the Faculty may, with the consent of the student; record an "I" mark and grant additional time for the completion of a minor but essential requirement for the student who is otherwise making satisfactory progress. If no replacement grade for an "I" mark is provided within three complete terms, the "I" mark will automatically be changed to an "F" or "NP" (depending on the grade option chosen by the student). This mark does not entitle a student to repeat a course without paying tuition. **In order to qualify for the "I" grade, a student must have completed a significant portion of the course and have explicit instructor permission. If an "I" grade is awarded, it will follow the process outlined in Administrative Rule D 15. Dual credit classes are not eligible for "I" grades.**

W Withdrawal. This mark is to be used only by Student Services when the student has completed the official withdraw process prior to the published drop or withdrawal deadlines for the quarter.

CIPR Course in Progress, Re-Register. A mark used only for designated classes. This may include courses in modular or self-paced programs. This mark may also be used in a skills based course to indicate that the student has not attained the skills required to advance to the next level. If the course is not completed within a year, the "CIPR" changes to an "AUD" (Audit) on the transcript unless the course was repeated and a grade earned.

GRADING SYSTEM

Article Number: 431

Approved: May 6, 2019

Reference:

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CIP Course in Progress. A mark used only for designated classes in modular or self-paced programs that do not conform to the normal academic calendar. If the course is not completed within a year, the "CIP" changes to an "F" or "NP" (based on the student's prior enrollment option choice) on the transcript unless the course was repeated and a grade earned. A student does not need to re-register for the course.

AUD Audit. This mark may be used only by Student Services. The "AUD" mark, when allowed, permits a student to attend a course without receiving a grade or credit for the course even though tuition and fees must be paid. To be assigned an "AUD" mark, a student must obtain permission from the Faculty and notify Student Services prior to the published drop deadlines. The Faculty Curriculum Committee may specify whether this mark is available for each course. The "AUD" mark does not satisfy requirements for entry into courses where prerequisites are specified.

NS No Show. This mark may be assigned by Faculty during the first week of the quarter to indicate that a student has never attended class. These students will be dropped by Student Services. If Faculty fail to assign an NS mark to students who never attend class, and if those students fail to drop or withdraw before the published deadlines, a grade of F or NP will be assigned according to the enrollment option they selected at registration.

R Repeated. This mark may only be used by Student Services. See "Repeated Courses." All grades earned will appear on the transcript. The highest grade earned for a course will be calculated into the GPA; all other grades earned for that course will be excluded from the GPA. If a course can be taken more than once for credit, the oldest grade for that course will be excluded only when the repeat limit is exceeded.

A student's grade point average is calculated in the following way:

The point value for a grade is multiplied by the number of credit hours earned for that course. Total grade point values are divided by the total number of credit hours taken by the student.

Grades of "P" and "NP" and marks of "SC," "NSC," "I," "W," "X" (no longer available for use), "CIP," "CIPR," "R," "NS," and "AUD" are disregarded in the computation of the grade point average.

ADMINISTRATIVE MANAGEMENT RULES FOR CHANGES OF GRADE

Administrative Rule Number: D015

Last Approved: December 2, 2008, January 06, 2016

Related to Policy Series Number: 400

Page 1 of 2

D015.1 - GRADE DISPUTES

If a student is unable to resolve a grade -dispute with the instructor, no grade will be changed until the dispute has been resolved through the student grievance procedure. Refer to Student Rights and Responsibilities, Student Grievance Procedures.

In the event that through the student grievance procedure, a grade change is indicated, this change can be initiated only by the instructor, the ~~Chief Academic Officer~~Vice President of Instruction or College President as appropriate to the grievance procedure and organizational structure of the college.

In the event the instructor is no longer employed by the college, grade changes can be made by the ~~Chief Academic Officer~~Vice President of Instruction providing there is sufficient evidence to make a change and that the instructor is not readily available for consultation.

D015.2 - PROCEDURES FOR GRADE CHANGE

1. If, as a result of the student grievance procedure at any step, it is determined that a grade should be changed and the faculty member involved agrees to such change, the faculty member shall initiate the grade change form and provide a copy to the administrator responsible for resolving the grievance so that it can be incorporated into the grievance file. The administrator should notify the student.
2. If, as a result of a student grievance procedure at the level of the ~~Chief Academic Officer~~Vice President of Instruction, it is determined that a grade should be changed and the faculty member involved disagrees, the following steps shall be followed:
 - a. The student will be notified that a final decision regarding the grade change is pending an appeal by the faculty member and that the student grievance procedure timelines will need to be extended by twenty (20) business days.
 - b. The faculty member shall be so notified by the Vice President of Instruction ~~Chief Academic Officer~~ and given five (5) business days in which to respond in writing with reasons why the grade should not be changed
 - c. If the Vice President of Instruction ~~Chief Academic Officer~~ decides that the grade still must be changed upon receipt of the written reasons from the faculty member, the faculty member should be notified and given five (5) calendar days to appeal to the Vice President of Instruction ~~Chief Academic Officer~~. If no appeal is filed, the Vice President of Instruction ~~Chief Academic Officer~~ shall initiate the grade change and so notify the

ADMINISTRATIVE MANAGEMENT RULES FOR CHANGES OF GRADE

Administrative Rule Number: D015

Last Approved: December 2, 2008, January 06, 2016

Related to Policy Series Number: 400

Page 2 of 2

instructor.

- d. If appealed to the college president, the president shall meet with the faculty member within ten (10) business days and render a final decision.
3. If an instructor is no longer employed by the college, a student request for a grade change is to be made to the Vice President of Instruction~~Chief Academic Officer~~. If there is sufficient evidence to make a change and if reasonable attempts fail to produce a response from the instructor, the Vice President of Instruction~~Chief Academic Officer~~ will authorize a grade change by completing and forwarding a grade change request to the registrar for processing into the student's permanent grade transcript record.
4. If a student requests a grade change after three (3) academic terms following receipt of a grade, the request will be denied. However, any special circumstances are to be directed by the student to the Vice President of Instruction~~Chief Academic Officer~~ who may authorize the processing of the request. The instructor has the responsibility for authorizing any such grade change.

D015.3 - PROCEDURES FOR INCOMPLETE GRADE

1. If a student has successfully completed a significant portion of the course, they may petition their faculty for an Incomplete (I) grade. This is to be done through the use of the Incomplete Grade Request form.
2. A faculty is under no obligation to grant an incomplete grade (I), and in fact, it may be preferable to award the grade *currently earned* and allow the student to work towards increasing that grade without the use of an incomplete grade (I). This is particularly true if the grade is a "D" or higher.
3. If both the faculty and student are in agreement about an incomplete grade (I), the Incomplete Grade Request form should be completed by the faculty member. The form must explicitly state what work needs to be completed and in what time frame this must be completed.
4. The faculty member must also document how they are ensuring that material is available to student after the end of the term. For example, it may be necessary to speak with the Online Instruction Coordinator to ensure the Learning Management System (LMS) has been made available following the term. Courses that use specialty products may need to make special arrangements.
5. The instructor and the student should each keep a copy of this form.
6. The original form, with signatures, needs to be submitted to the TBCC Student Services Office within five business days of the end of the term in which the Incomplete (I) grade has been given. Attached emails of agreement and "electronic signatures" will be accepted.
7. Faculty must track incomplete (I) grades through to resolution.

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ADMINISTRATIVE MANAGEMENT RULES FOR CHANGES OF GRADE

Administrative Rule Number: D015

Last Approved: December 2, 2008, January 06, 2016

Related to Policy Series Number: 400

Page 3 of 2

8. Student Services will also run Incomplete reports each term and visit with faculty about the status in order to verify that all in-completes are progressing as contracted.

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9. When contract work has been completed, the faculty member must log on to MYTBCC and complete the Grade Change Request to submit a new grade. (This is located on the faculty tab of MYTBCC).

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10. If the contract work is not completed a grade of "F" is automatically awarded on either the fourth term start date following the award of Incomplete or at the expiration of the Incomplete contract, whichever occurs first.

4.

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Revision of Policies 311 and 417: First Reading

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION Director Ryan

In 2015 the College implemented Two-Year Employment Agreements for employees 0.5 FTE or more, with a minimum of five years continuous service. These are initiated and renewed only in the year of the Oregon Legislature biennium funding cycle.

Upon review, and in light of expanded employee evaluation procedures, it is recommended the years of continuous service be changed from a minimum of five years to a minimum of two years continuous service. The changes to the two policies are in red.

The agreements would continue to be initiated and renewed only in the year of the Oregon Legislature biennium funding cycle. This is a first reading of the changes to these two policies.

Enclosed:

Drafts of Policies 311 and 417 with new language
Details for Policy 417 are included in AR D017
Draft of revised Two-Year Employment Agreement

NON-FACULTY JOB COMPENSATION

Page 1 of 6

Article No.: 311

Approved: January 4, 2009, June 3, 2013, May 2, 2016, February 5, 2018

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

311.1 PAY

A. Salary Schedule/Placement

- 1.1 Salary schedules and placement for all positions exclusive of the College President are contained in Appendix A-1, A-2, C-1, and C-3 and shall be reviewed and adopted each fiscal year by the Board of Education.
2. Initial salary placement of each new position shall normally be on the first longevity step of the grade at which the position is classified. The College President has the prerogative to authorize initial salary placement on a higher step.
3. Step movement may occur once each year and increments at the beginning of each new fiscal year provided the employee has completed at least three months of service in the prior fiscal year. Steps are maintained by the College, but may not reflect the salary step, when an employee is promoted, reclassified, transferred, or reassigned. Salary steps reflect position and pay for the fiscal year. Salary steps may not align with years of longevity based on fiscal budget.
4. Temporary full-time or temporary part-time employees shall be paid at the Salary Step 1 rate for their classification on the salary schedule and no movement shall be granted for longevity.
5. Executive and Management, and Administrative Support Staff positions are classified as Grade 17 or higher and are exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time.
Professional
Support Staff positions classified as Grade 16 or lower are non-exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time.

NON-FACULTY JOB COMPENSATION

Page 2 of 6

Article No.: 311

Approved: January 4, 2009, June 3, 2013, May 2, 2016, February 5, 2018

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

6. In acknowledgement of employment with Tillamook Bay Community College, 0.5 or more FTE employees with a minimum of two years of service will be employed under a two-year agreement. Two-year agreements will only be offered once a biennium to employee who are eligible to participate at the beginning of the Oregon Legislature biennium cycle.

B. Work Schedule

1. Non-Exempt Employees.

For full-time employees, the work year shall equal 249 days over 12 months with 12 equal payments (1992 hours). From September through June, the workweek

shall be Monday through Sunday, consisting of forty hours during five consecutive days, with eight hours of work each day. With approval of the immediate supervisor and the College President, an employee may work forty hours on four consecutive working days, with ten hours of work each day. Parttime employees shall work a schedule designated by their immediate supervisor and be prorated based on FTE.

2. Exempt Employees.

For full-time employees, the normal workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days. A workweek in excess of forty hours is exempt from overtime compensation. Part-time employees shall work a schedule designated by their immediate supervisor.

3. Rest Periods

The working day for all employees will include either one fifteen minute rest period during each four-hour work period and an unpaid meal period of not less than one-half hour for each eight hours of work; or three ten

NON-FACULTY JOB COMPENSATION

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Article No.: 311

Approved: January 4, 2009, June 3, 2013, May 2, 2016, February 5, 2018

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

minute rest periods and an unpaid meal period of not less than one-half hour for each ten hours of work.

C. Overtime Compensation

1. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.

D. Paying to teach a class

1. Exempt staff teaching a TBCC class will not be compensated for teaching the class. Their supervisor needs to approve the teaching of the class, they must be qualified to teach the class and approved by the Chief Academic Officer, and agree they can get their non-teaching work completed satisfactorily while teaching the class, and it will not interfere with their main job.

Non-exempt staff teaching a TBCC class will receive compensation for teaching the class at the appropriate adjunct faculty rate. Their supervisor needs to approve the teaching of the class and they must be qualified to teach the class and approved by the Chief Academic Officer. If the class is taught during their regular work hours, arrangements will be made to flex their hours to get all their work hours into each week.

311.2 BENEFITS

A. Health Insurance Coverage

1. Tillamook Bay Community College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B1, with a monthly stipend, defined in Appendix A-2 and C-1

NON-FACULTY JOB COMPENSATION

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Article No.: 311

Approved: January 4, 2009, June 3, 2013, May 2, 2016, February 5, 2018

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

2. which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for insurance in excess of the cost of the employee-only coverage may be applied to dependent insurance coverage effective July 1, 2009.
 3. Eligible employees as described in A.1. above, may elect to waive or opt-out of College sponsored health insurance plans coverage. When an employee opts out, Tillamook Bay Community College shall provide a monthly cash payment. This cash payment, defined in Appendix A-2 and C-1, shall be reviewed and adopted each fiscal year by the Board of Education. . The option to waive or opt out of the College's health insurance plan is limited to 25% of eligible employees – once that threshold is reached employees will be added to a waiting list and will be allowed to opt-out only as space within the threshold becomes available. In order to waive coverage, employees will be required to complete a "Declination of Coverage" form (available from the Director of Facilities, Safety and Human Resources and provide proof of other equivalent health insurance coverage.
- B. Tillamook Bay Community College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.
 - C. Tillamook Bay Community College will maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees.
 - D. Tuition Waiver/Tuition Assistance Policy
 1. The Board agrees to waive tuition for classes for any eligible employee in accordance with policy in Appendix B-1. An employee's spouse and dependent or unmarried children up to age 24 may also be eligible for tuition waivers as described in the Summary of Employee Benefits Chart and the Tillamook Bay Community College Tuition Waiver/Tuition Assistance Policy in Appendix B-1. In circumstances when federal financial aid is provided in the form of grants, the federal financial aid grant funds shall be expended

NON-FACULTY JOB COMPENSATION

Page 5 of 6

Article No.: 311

Approved: January 4, 2009, June 3, 2013, May 2, 2016, February 5, 2018

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

- first. Additional tuition shall be waived in accordance with policy in Appendix B-1.
2. Enrollment in a class by an employee shall not interfere with the employee's regular duties and responsibilities. When job-related courses require absence from work, supervisor approval is required.
 3. Employees may petition in writing to their supervisor for reimbursement of book cost and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.
 4. Tuition, fees, and admission charges for non-reimbursable or Agency and for other college functions are not included in this policy statement. Exceptions may be petitioned in writing to the College President.
 5. Community partner and other college or university courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Subject to available funds, Tillamook Bay Community College will provide up to \$200 per semester hour tuition and fees reimbursement for each hour earned to a maximum of ten (10) credit hours annually and thirty (30) credits cumulative. Regular full-time and regular part-time staff may petition their supervisors, in writing, for assistance with tuition, fees, and related costs for courses, conferences, and training for staff and professional development. Staff applications for assistance will be forwarded to Director of Facilities, Safety and Human Resources for approval. Application and approval for reimbursement must be made, in advance of enrollment, on the Tillamook Bay Community College Professional Development Application Form. Applications should be submitted as early as possible prior to the actual class or training. Scheduled review of requests will take place twice in the current academic year. Applications received by September 10 will be considered in the first review; applications received by January 10 will be considered in the second review.

NON-FACULTY JOB COMPENSATION

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Article No.: 311

Approved: January 4, 2009, June 3, 2013, May 2, 2016, February 5, 2018

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

E. Leave (See Articles 312, 313)

1. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.
2. All non-exempt, regular employees will take overtime in compensatory time off, provided that no more than 24 hours of compensatory time is carried forward from one month to the next. A maximum of 24 hours of compensatory time may be carried over from one fiscal year to the next. Hours beyond the maximum and overtime hours for non-exempt hourly (i.e., temporary, on-call) employees will be paid to the employee. Supervisor approval must be obtained before compensatory time is taken.
3. Non-exempt employees shall receive overtime compensation for time worked on a holiday as defined in Article 312.2.

FACULTY WORKLOADS AND COMPENSATION

Page 1 of 2

Article Number: 417

Approved May 6, 2019

Reference:

Tillamook Bay Community College (TBCC) recognizes that quality of learning is dependent upon the quality of the faculty. Therefore, a continued endeavor is made to discover, attract, and retain the best teaching talent available. TBCC recognizes that attracting and retaining qualified faculty requires a multiple pronged approach;

- **Compensation:** Consistent with this policy, a regular and adjunct faculty salary schedule is adopted (see Appendix C-1), with the Board of Education reserving the right to consider and modify this schedule annually.
- **Benefits:** TBCC provides employee benefits as required by current laws. TBCC shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education for health insurance. TBCC shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules. TBCC will also maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees. Eligible employees also have access to tuition waivers as defined in college procedure.
- **Professional Development:** TBCC will provide funds, as budget allows, for faculty professional development on an annual basis. The term professional development may be used in reference to a wide variety of specialized training, formal education, or advanced professional learning intended to help administrators, faculty, and others working in the field of education to improve their professional knowledge, competence, skill, and effectiveness. To be done well, professional development should be; tied to an annual professional development plan, realistic, relevant, monitored, agreed and reviewed, evidence based, and aligned to institutional and/or personal goals that help further

FACULTY WORKLOADS AND COMPENSATION

Page 2 of 2

Article Number: 417

Approved May 6, 2019:

Reference:

increased student success. Faculty wishing to access professional development funding should first complete a professional development plan with their supervisor.

- Voice: TBCC endeavors to give faculty a voice on college committees and leadership opportunities so that their voice is heard, recognized, and acknowledged as an important part of college governance.
- **Faculty two-year employment agreements will be in accordance with AR D017.**

FACULTY WORKLOAD AND COMPENSATION

Page 1 of 8

Administrative Rule Number: D017

Last Approved: December 2, 2008, May 29, 2019

Related to Policy Series Number: 400

1. Regular faculty
 - a. Work a 173-day work year as specified by the annual Faculty Employment Agreement.
 - b. A full-time work load for regular faculty consists of 15-17 instructional credit hours per term (45-51 annually). Instructional credit hours are defined as follows: Lecture 1:1, Lecture/Lab: 2:1, and Lab 3:1.
 - c. Regular faculty work a 40-hour work week, with a minimum of 30 hours on campus and includes; instructional credit hours, course preparation and grading hours, assessment, student learning improvement, office/student advising hours, curriculum/faculty meetings/hiring committees, and professional growth. Job responsibilities are outlined further in Administrative Rule D430.
 - d. Faculty employee agreements greater than or equal to .5FTE and less than 1 FTE has a workload based on the percentage of FTE applied to the 40-hour work week and includes the work identified in c (above).
2. Adjunct Faculty
 - a. Adjunct faculty are faculty teaching credit courses and employed on a term by term basis as college need and budget allow.
 - b. Adjunct faculty can refuse any course offered and may teach no more than 49% (or 7-8 instructional credit hours per term). Instructional credit hours are defined as follows: Lecture 1:1, Lecture/Lab: 2:1, and Lab 3:1.
 - c. Adjunct faculty are responsible for fulfilling their job as outlined in Administrative Rule D430.
 - d. Adjunct faculty are paid at meeting rate for substitute teaching, meetings and professional development, these activities do not count towards workload/instructional contact hours.
 - e. All adjunct faculty will be paid for instruction regardless of position within the college (exempt or non-exempt employee status). It is understood that accepting the teaching assignment requires permission of the employee's immediate supervisor. Once approved, the teaching hours can then be taken as leave from their regular job schedule, flexed within the current work schedule, or may occur during their "off" duty hours. This must be agreed upon between the adjunct and their supervisor, with final notification to the Chief Academic Officer prior to accepting the teaching assignment.
3. Tuition Waiver/Tuition Assistance Policy
 - A. The Board agrees to waive tuition for classes for any: eligible employee in accordance with policy in Appendix B-1, dual credit instructor, and/or that employee's spouse, and dependent or unmarried children up to age 24 as described in the Summary of Employee Benefits Chart and the Tillamook Bay Community College Tuition Waiver/Tuition Assistance Policy in Appendix B-1. In circumstances when federal

FACULTY WORKLOAD AND COMPENSATION

Administrative Rule Number: D017

Last Approved: December 2, 2008, May 29, 2019

Related to Policy Series Number: 400

financial aid is provided in the form of grants, the federal financial aid grant funds shall be expended first. Additional tuition shall be

A. waived in accordance with policy in Appendix B-1.

A. Enrollment in a class by an employee shall not interfere with the employee's regular duties and responsibilities. When job-related courses require absence from work, supervisor approval is required.

B. Employees may petition in writing to their supervisor for reimbursement of book cost and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.

C. Tuition, fees and admission charges for community non-reimbursable or agency classes and other College functions are not included in this policy statement. Exceptions may be petitioned in writing to the College President.

D. Courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Subject to available funds, Tillamook Bay Community College will provide up to \$200 per semester hour tuition and fees reimbursement for each hour earned to a maximum of ten (10) credit hours annually and thirty (30) credits cumulative. Regular faculty may petition the Chief Academic Officer, via the Professional Development form, for assistance with tuition, fees and related costs for courses, conferences, and training for staff and professional development. Application and approval for reimbursement must be made, in advance of enrollment, on the Tillamook Bay Community College Professional Development Application Form. Applications should be submitted as early as possible prior to the actual class or training. Scheduled review of requests will take place twice in the current academic year. Applications received by September 10 will be considered in the first review; applications received by January 10 will be considered in the second review.

4. Initial Placement on the Salary Schedule

a. Education and CTE Experience

- i. New career-technical education (CTE) faculty without a Bachelor's degree will be placed on the salary schedule at the BA Step 1 Level upon presentation of an Associate's degree or at least sixty-four (64) semester hours and, in addition, five years of approved and verified CTE experience.
- ii. New CTE faculty with a Bachelor's degree must also document 4 years of recent, fulltime, non-teaching work experience in the field for initial placement

FACULTY WORKLOAD AND COMPENSATION

Administrative Rule Number: D017

Last Approved: December 2, 2008, May 29, 2019

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on BA Step 1.

- i. New faculty with a Master's degree in the field to be taught and no teaching or CTE experience are initially placed on MA Step 1.
 - ii. New faculty with a terminal degree and no-post secondary teaching experience in the field to be taught are initially placed on the terminal degree, Step 1.
- iii. New faculty with a PhD or EdD and no-post secondary teaching experience in the field to be taught are initially placed on the PhD/EdD, Step 1.

5. Initial Placement on the Salary Schedule

a. Education and CTE Experience

- i. New career-technical education (CTE) faculty without a Bachelor's degree will be placed on the salary schedule at the BA Step 1 Level upon presentation of an Associate's degree or at least sixty-four (64) semester hours and, in addition, five years of approved and verified CTE experience.
- ii. New CTE faculty with a Bachelor's degree must also document 4 years of recent, fulltime, non-teaching work experience in the field for initial placement on BA Step 1.
- iii. New faculty with a Master's degree in the field to be taught and no teaching or CTE experience are initially placed on MA Step 1.
- iv. New faculty with a terminal degree and no-post secondary teaching experience in the field to be taught are initially placed on the terminal degree, Step 1.
- v. New faculty with a PhD or EdD and no-post secondary teaching experience in the field to be taught are initially placed on the PhD/EdD, Step 1.

6. Longevity Credit for Teaching Experience and CTE Experience Beyond Initial Step

- a. New faculty may receive additional credit for steps on the salary schedule beyond CTE experience in the field to be taught. After initial placement on the salary schedule, applicable teaching or CTE experience may be credited for additional steps as follows:

Prior Teaching Experience Step

Placement 0 to .9 year 1

1 to 1.9 years 2

2 to 2.9 years 3

3 to 4.9 years 4

5 to 6.9 years 5

7 or more years 6

Prior CTE Experience Step
Placement

FACULTY WORKLOAD AND COMPENSATION

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0 to .9 year	1
1 to 1.9 years	2
2 to 2.9 years	3
3 to 4.9 years	4
5 to 6.9 years	5
7 or more years	6

- b. Education Credit for Professional Growth Beyond Initial Placement
 - i. New faculty who hold a Bachelor's or Master's degree may receive additional credit on the salary schedule for approved and verified graduate semester credits and/or CTE experience. Verified graduate semester credits (or quarter hours divided by 1.5) in the field to be taught will be credited on a one for one basis.
 - ii. New faculty will normally be placed on the schedule through Step 6.
 - iii. The College President may, at the request of the Chief Academic Officer, place new faculty at any point on the payment schedule.

7. Advancement Through the Salary Schedule for Professional Growth

- a. Limitations to advancement through the salary schedule;
 - i. Movement on the salary schedule will not be approved in fields other than that for which faculty are employed at TBCC. Exceptions may be granted by the Chief Academic Officer for an outlined sequence of specific courses leading to a degree or instructor qualification to teach in same, different or current discipline (e.g. Master's in Teaching for CTE faculty). Official transcripts must be furnished to the head of Human Resources to verify successful completion.
- b. Conditions for Advancement Through the Salary Schedule
 - i. All credits for advancement through the salary schedule must be approved via the professional development plan, in advance, by the Chief Academic Officer.
 - ii. Graduate credit courses in the major teaching area will be awarded provided the courses are completed. An official transcript must be furnished to Human Resources to verify successful completion.
 - iii. Faculty must notify the Chief Academic Officer by January 15 of intent to submit transcripts for completed coursework for salary advancement for the next academic year. Coursework must be completed, and verified, prior to June 30th of the current year to count for the next academic year.
 - iv. Continuing Education Units (CEU) will not be considered for advancement on the salary schedule.

FACULTY WORKLOAD AND COMPENSATION

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Administrative Rule Number: D017

Last Approved: December 2, 2008, May 29, 2019

Related to Policy Series Number: 400

c. Publications and Other Printed Material

- i. Types of Printed Material: Items printed for use at TBCC are excluded. Printed material must be published in refereed journals, magazines and other sources recognized and used by faculty in the field or with significant numbers of subscribers. The publication must be appropriate to the faculty person's discipline.
 - ii. Documentation: A copy of the printed material.
 - iii. Credits: One credit for each sixty (60) hours of documented activity for a maximum of three (3) credits per activity and six (6) total credits over the course of employment.
 - iv. Limitations: Credits will not be given for unpublished manuscripts or for manuscripts outside the faculty's discipline.
 - v. Providing conditions have been appropriately met, payment for approved salary credits will be reflected on the next regular employment agreement.
- d. Unsatisfactory Performance: Pay increases will be withheld for unsatisfactory performance appraisals in accordance with Administrative Rule. Pay increases may be granted upon return to satisfactory status without retroactive compensation.

8. Pay Increases for Adjunct Faculty and Tutors

- a. Adjunct faculty initial salary placement is Tier 1 of the Adjunct Faculty Salary Schedule. With approval of the TBCC President, based upon sufficient funding and satisfactory performance as determined by Administrative Rule, adjuncts will advance in tier based on the following;
- b. Tutor initial salary placement is Tier 1 of the Tutor Salary Schedule. With approval of the TBCC President, based upon sufficient funding and satisfactory performance, tutors will advance in tier based on the following;

Teaching Contact Hours (must be completed by end of Spring Term of the current academic year. Tier

500 hours	Tier 2
1000 hours	Tier 3
1500 hours	Tier 4
2000 hours	Tier 5
2500 hours	Tier 6
3000 hours	Tier 7

FACULTY WORKLOAD AND COMPENSATION

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Administrative Rule Number: D017

Last Approved: December 2, 2008, May 29, 2019

Related to Policy Series Number: 400

Workloads:

The college recognizes that there is a significant amount of work outside of the classroom that must be accomplished. Regular faculty are expected to contribute to this work under the direction of the Chief Academic Officer. Regular faculty shall be given the opportunity to personalize their workload in cooperation with the Chief Academic Officer via the Professional Development Plan created annually. Faculty will carry a maximum workload of 15-17 instructional credit hours. However, this workload may be adjusted as low as 10-14 instructional credit hours (defined as follows: Lecture 1:1, Lecture/Lab: 2:1, and Lab 3:1) if supplemented by additional duties below. Other duties will consist of a selection of choices from the list;

- a. Department Chair: Acts as a liaison between the community and educational programs, coordinates CTE advisory meetings, assists in student recruitment events, assists in department budget preparation, approves dual credit faculty, onboards new adjuncts, serves as a mentor for new faculty, and conducts peer evaluations (maximum of 5 per term).
- b. Curricula review to include program maps, CCOGs, and using results of department wide RFI assessments for curricula improvement of CLO's, PLO's and ILO's.
- c. New curriculum development.
- d. Articulation work with university partners.
- e. Participates on 1 committee responsible for institutional governance (e.g. Leadership, Guided Pathways) or 2 subject specific committees (e.g. College Council, Equity/Diversity, Data, Safety, Web, and other subject specific committees). Note: Hiring Committees, Curriculum Committee, Faculty Staff meetings and Faculty Senate meetings are not included as they are part of the regular faculty workload.
- f. Program review (to be used year program review is written).
- g. Dual Credit Sponsorship of up to 4 courses per term.
- h. Special projects as requested by the Chief Academic Officer. This category may count for variable credit and will be defined together between the faculty member and Chief Academic Officer.

2. Letters of Intent

In May of each year, letters of intent to rehire or not to rehire will be sent to instructors who do not have a current two (2) year employment agreement. The decision to rehire will be based on satisfactory performance, recommendation of the Chief Academic Officer, and availability of funding.

FACULTY WORKLOAD AND COMPENSATION

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Administrative Rule Number: D017

Last Approved: December 2, 2008, May 29, 2019

Related to Policy Series Number: 400

3. **Faculty Employment Agreements**

In May of every other year, the college will send regular faculty their two-year employment agreement. These notifications are done every other year or years that end in an odd number (during the years that the Oregon Legislature is budgeting); however, for the first two years of employment, full-time faculty are notified annually (see Letters of Intent above). The decision to extend the two-year employment agreement will be based on the performance appraisal, the recommendation of the Vice President of Instruction (aka Chief Academic Officer) and the availability of funding.

4. **Course Cancellation and low/high enrollment**

Faculty are not paid for cancelled courses. However, if a course is set to be cancelled, the following apply;

- a. Regular faculty must maintain a full-time load. If a full-time faculty's course is cancelled, they may be given an additional assignment or will bump an adjunct faculty from a course they are qualified to teach (in order to meet load). Additional assignments will be agreed upon in advance by the regular faculty and Chief Academic Officer.
- b. If a course does not meet enrollment numbers adjunct faculty may be offered the course for 50% of the pay that would normally apply to the course. They have the right to refuse this offer. In order to qualify for this, the course enrollment must be enough as to ensure the college reaches the break-even point and does not lose money (typically 3-4).
- c. Courses on the guaranteed degree maps will run and be paid at the regular rate.
- d. Courses that exceed 30 students (or 25 for writing courses) may be split into additional sections and paid as such.
- e. The Chief Academic Officer will look at class enrollment the week prior to the close of registration. Classes with 0-1 enrollment will be cancelled no later than Thursday of the week prior to the close of registration. The purpose of this is to increase enrollment in low enrolled courses. No later than Monday, after the close of registration, will decisions be made about low enrolled classes as they pertain to workload. Exceptions to this rule may be made at the discretion of the Chief Academic Officer and, if made, these will be documented in writing.

5. **Overload**

- a. Regular faculty teaching in overload status will be compensated at the adjunct rate for which they qualify. All regular faculty overloads must be approved by the Chief Academic Officer.
- b. Adjunct faculty may only work overload with permission of the college President, at the request of the Chief Academic Officer.

FACULTY WORKLOAD AND COMPENSATION

Page 8 of 8

Administrative Rule Number: D017

Last Approved: December 2, 2008, May 29, 2019

Related to Policy Series Number: 400

6. CWE and Independent Study
 - a. Independent Studies (IS) will be paid, and will count toward load, at 1/2 lecture credit per IS agreement. IS must be pre-approved by the Chief Academic Officer and will only be approved in unusual circumstances (e.g. needed for graduation).
 - b. CWE's for individual students will be paid at the IS rate above. If more students enroll, the class may run according to 2.b., 2.c., and 2.d. above.
7. Summer Term

Regular faculty have first right of refusal for courses offered in the summer. No classes taught in the summer term count towards teaching load for the purpose of longevity or pay, other than as applies to the adjunct Tier system. All instruction done in the summer occurs under the adjunct faculty status regardless of typical (regular/adjunct) status.
8. Noncredit courses, workshops, trainings, and summer credits do not count toward faculty load unless agreed upon in writing by the Chief Academic Officer in advance.

Agenda Item 4.g.4
May 3, 2021

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Two Year Employment Agreement

In acknowledgement of employment with Tillamook Bay Community College, .5 or more FTE employees with a minimum of ~~five~~two years continuous service will be employed under a ~~two~~year two-year agreement. ***Two year agreements will only be offered once a biennium to employees who are eligible to participate at the beginning of the Oregon Legislature biennium funding cycle.***

This employment agreement between Tillamook Bay Community College, hereafter referred to as College and _____, hereafter referred to as Employee, may be for the period beginning July 1, _____ and ending June 30, _____. Employment is 249 days/year (staff), 173 days/year (faculty).

During this period the College agrees to pay Employee for services rendered that are performed faithfully and well in accordance with board policy. Step increases and Cost of Living Adjustment (COLA), as determined by the Board, will be effective July 1 of each year. Increases and adjustments are subject to budget constraints and Board approval. Employee will participate in an annual performance review in accordance with board policy prior to any increase or adjustment in compensation.

Employee agrees to perform faithfully and well the duties of the assigned position in accordance with the law and policies, rules and regulations adopted by the College Board.

Employee acknowledges that assignment or reassignment of duties within the College shall be and shall remain the prerogative of the College provided such assignment is consistent with the qualifications of the employee.

It is the policy of Tillamook Bay Community College and its Board that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age, disability, height/weight ratio, organizational affiliation, or political affiliation in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Director of Facilities, Safety and Human Resources at TBCC, 4301 Third Street, Tillamook, Oregon, Room 122, Phone (503) 842-8222, ext. 1020 or TDD (503) 842-2467.

TILLAMOOK BAY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER 4301 Third Street ☐ Tillamook, Oregon 97141 ☐ (503) 842-8222 x1000 ☐ Fax: (503) 842-8334 ☐ www.tillamookbaycc.edu

Agenda Item 4.g.4
May 3, 2021

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No assurance of employment is given beyond this two year agreement. Employment may be discontinued as a result of: 1) violation of Board Policy; 2) funding has not been authorized in the annual budget approved by the Board of Education; 3) fluctuation in workloads; 4) *changes to state policy*; 5) *poor performance review*.

In the event of a separation of employment, the terms of separation shall comply with Board Policy and be dependent on the reason for the separation of employment.

Employee	Date	TBCC Representative	Date
----------	------	---------------------	------

It is the policy of Tillamook Bay Community College and its Board that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age, disability, height/weight ratio, organizational affiliation, or political affiliation in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Director of Facilities, Safety and Human Resources at TBCC, 4301 Third Street, Tillamook, Oregon, Room 122, Phone (503) 842-8222, ext. 1020 or TDD (503) 842-2467. .

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97141 ☎ (503) 842-8222 x1000 ☎ Fax: (503) 842-8334 ☎ www.tillamookbaycc.edu

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Gervasi

Program Review: SBDC

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION Director Soto

The key focus of the Tillamook Bay Community College Small Business Development Center (SBDC) is helping build Tillamook County businesses through no cost business advising and low cost business training. The Small Business Management (SBM) program is a key deliverable providing TBCC with 1 FTE for each business that participates. Our SBDC team participates in ongoing training to meet the needs of the business community. COVID 19 led to a 70% increase in the number of clients served with much of the work dedicated to helping local businesses access federal, state and local pandemic assistance.

The Tillamook Bay Community College Small Business Development Center (SBDC)

Tillamook SBDC Update 2021

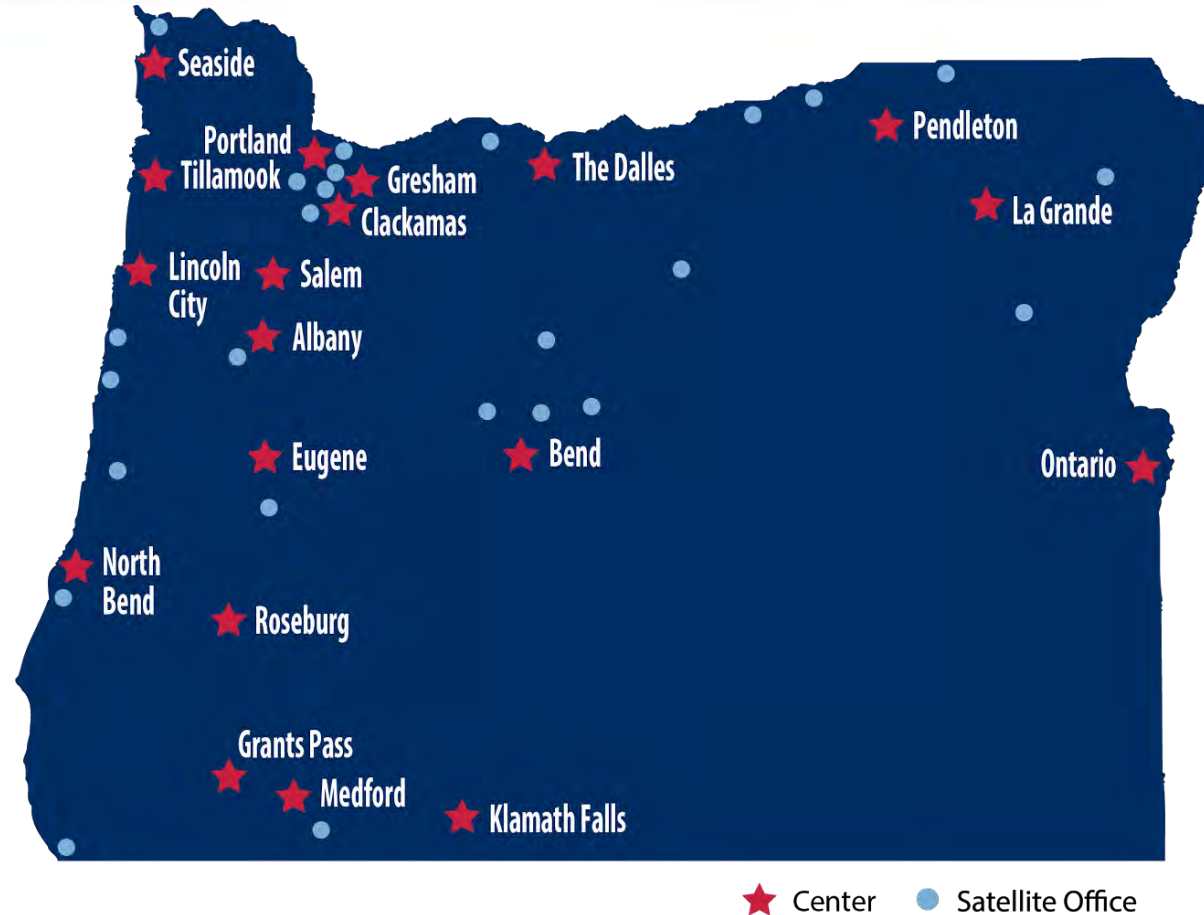


About the Oregon SBDC Network

The Oregon Small Business Development Center Network is a unique and well-established partnership with 17 community colleges, two state universities, the U.S. Small Business Administration, and Business Oregon. The Tillamook office is hosted at Tillamook Bay Community College.



19 Centers, More than 40 Locations



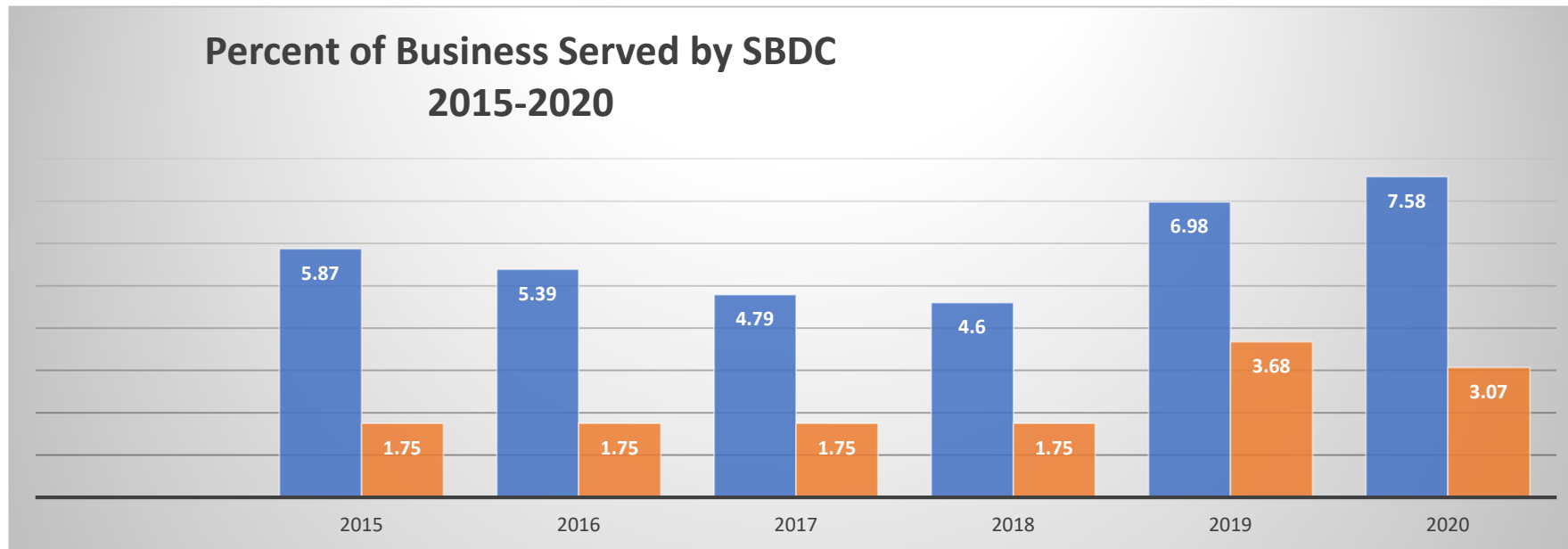
Tillamook SBDC Team

- Arlene Soto, Director arlenesoto@tillamookbaycc.edu
- Donna Fox, Administrative Assistant
donnafox@tillamookbaycc.edu
- Lindsey Gann, Adviser/Instructor
lindseygann@tillamookbaycc.edu
- Plus 4 outside contract advisers
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- 503-842-8222 x1420

Small Business Management (SBM)

- Spring 2018 held a focus group to determine the topics to be covered by SBM
- SBM I and SBM II offered October - June
- Restarted in Tillamook fall 2018 with 12 participants
- Fall 2019 grew to 15 participants
- Fall 2020 17 registered but the classes now have 15 participants due to 2 dropping out

Percentage of local businesses served compared to SBDCs nationally



Year	2015	2016	2017	2018	2019	2020
Local (3 Year Average)	5.87	5.39	4.79	4.6	6.98	7.58
National	1.75	1.75	1.75	1.75	3.68	3.07

Impact metrics for Tillamook County

Year	Capital Formation	Jobs Created	Jobs Retained Sum	Business Starts	Sales Increase Amount
2020	\$881,203	6	55	0	\$800,000
2019	\$190,000	11	16	3	\$416,000
2018	\$884,000	10	4	7	\$0
2017	\$5,063,406	16	7	10	\$548,500
2016	\$2,024,879	38	16	9	\$200,000
2015	\$361,200	20	21	6	\$1,650,000

SBDC training programs

	2016	2017	2018	2019	2020
# of Participants	157	96	158	174	115
Income for SBDC	\$2,635	\$6,610	\$14,015	\$19,550	\$19,360

North coast capital access team

- Assist businesses in Tillamook, Clatsop and Lincoln Counties to find funding
- Develop relationships with lenders
- Provide guidance in loan package development
- For COVID guide businesses with grants, PPP and EIDL

Tillamook SBDC goals

- Focus group or survey to determine post COVID business training needs
- Increase participation in SBM program to 20
- Rebuild SBDC advisory committee post COVID
- Serve 150 businesses with advising
- Provide 25 training programs with 100 participants

Thank You



Questions?

Visit us online at OregonSBDC.org

LT Check-In: HyFlex Classrooms: Faculty Perspective

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONVP Rivenes

The government recognized during COVID that colleges were not all equally prepared to deal with a seamless transition to online classes in the event of an emergency. As a result they have provided a significant amount of money to colleges to better equip them for the future. Tillamook Bay has invested a great deal of CARES money into technology to support alternative instructional modes such as hyflex instruction.

Michele DeGraffenreid, full time faculty in Writing/Communication, and Nikole Clark, our new Instructional Technology Support Specialist, are joining us from a hyflex classroom to demonstrate this technology and how it works.

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONVP Williams

The report for the month of March 2021 is available for your review.

Agenda Item 5.C. Attachment #1
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended March 2021
75.00% of fiscal year elapsed

	FY 2019-2020			FY 2020-2021		
	Annual Budget	03/31/20 Actual	Percentage of Budget	Annual Budget	03/31/21 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 1,592,675	\$ 1,626,567.03	102.13%	\$ 1,600,000	\$ 1,840,987.35	115.06%
State	\$ 1,979,868	\$ 2,242,923.61	113.29%	\$ 2,419,566	\$ 1,877,012.37	77.58%
Property Taxes	\$ 1,336,834	\$ 1,277,458.02	95.56%	\$ 1,402,498	\$ 1,330,165.14	94.84%
Local Contracts	\$ 74,000	\$ 73,334.00	0.00%	\$ 74,000	\$ 47,100.00	63.65%
Tuition	\$ 973,507	\$ 646,336.35	66.39%	\$ 942,100	\$ 697,727.95	74.06%
Fees	\$ 191,406	\$ 138,853.20	72.54%	\$ 231,377	\$ 184,137.00	79.58%
Sale of Goods	\$ 4,500	\$ 3,184.02	70.76%	\$ 4,500	\$ 4,981.96	110.71%
Interest	\$ 100,000	\$ 91,600.20	91.60%	\$ 115,000	\$ 35,739.79	31.08%
Rental	\$ 18,000	\$ 10,480.00	58.22%	\$ 18,000	\$ 8,000.00	44.44%
Miscellaneous	\$ 10,000	\$ 42,795.75	427.96%	\$ 30,000	\$ 34,373.14	114.58%
Transfers	\$ 423,175	\$ 135,588.34	32.04%	\$ 412,816	\$ 112,281.56	27.20%
Total resources	\$ 6,703,965	\$ 6,289,120.52	93.81%	\$ 7,249,857	\$ 6,172,506.26	85.14%
Expenditures						
Instruction	\$ 1,939,492	\$ 1,296,220.77	66.83%	\$ 2,092,856	\$ 1,471,914.98	70.33%
Instructional Support	\$ 542,330	\$ 411,106.21	75.80%	\$ 679,872	\$ 463,139.45	68.12%
Student Services	\$ 544,135	\$ 365,715.24	67.21%	\$ 608,847	\$ 393,442.47	64.62%
College Support	\$ 1,685,232	\$ 1,121,289.71	66.54%	\$ 1,824,031	\$ 1,252,039.19	68.64%
Plant Operation	\$ 396,855	\$ 281,622.09	70.96%	\$ 383,607	\$ 238,364.21	62.14%
Transfers	\$ 288,000	\$ 116,408.74	40.42%	\$ 293,000	\$ 130,754.28	44.63%
Contingency	\$ 107,921	\$ -	0.00%	\$ 167,644	\$ -	0.00%
Total expenditures	\$ 5,503,965	\$ 3,592,362.76	65.27%	\$ 6,049,857	\$ 3,949,654.58	65.29%
Ending fund balance	\$ 1,200,000	\$ 2,696,757.76	224.73%	\$ 1,200,000	\$ 2,222,851.68	185.24%

Agenda Item 5.C. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended March 2021

	Fund No.	Beginning Fund Balance	2020-2021 Revenue	2020-2021 Expenditures	Ending Fund Balance	2020-2021 Spendable Budget	2019-2020 Prior Year Expenditures 3/31/2020
Nursing Program Agreement	2010	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 53,462.00
Reser Foundation MIT Expansion	2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,469.35
Tillamook Works	2030	\$ 14,611.42	\$ 40,074.60	\$ 54,763.38	\$ (77.36)	\$ 80,342	\$ -
Dollar General Grant	2150	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 3,500.00
United Way Literacy Grant	2160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266.00
Pathways Grant	2250	\$ -	\$ 26,845.17	\$ 26,845.17	\$ -	\$ 29,707	\$ 8,708.71
Industrial Maintenance Tech	2260	\$ 32,305.73	\$ 43,750.00	\$ 52,163.12	\$ 23,892.61	\$ 34,904	\$ 6,685.34
SBDC Federal Grant	2300	\$ -	\$ 16,500.00	\$ 24,905.84	\$ (8,405.84)	\$ 33,000	\$ 34,338.78
SBDC State Grant	2310	\$ -	\$ 29,404.05	\$ 47,423.34	\$ (18,019.29)	\$ 72,000	\$ 43,060.83
SBDC Program Income	2320	\$ 98,346.67	\$ 30,914.00	\$ -	\$ 129,260.67	\$ 70,337	\$ 27,081.86
SBDC Rural Outreach Grant	2330	\$ 30,302.65	\$ -	\$ 19,465.23	\$ 10,837.42	\$ 10,000	\$ 6,972.35
SBDC CARES Act	2331	\$ -	\$ 17,044.66	\$ 25,656.47	\$ (8,611.81)	\$ -	\$ -
EDC Contract	2350	\$ -	\$ 74,980.15	\$ 113,413.04	\$ (38,432.89)	\$ 155,055	\$ 86,321.44
Visit Tillamook Coast Contract	2370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,340.38
TEC Vocational Education Grant	2400	\$ -	\$ 28,468.76	\$ 28,468.76	\$ -	\$ 52,078	\$ 8,960.06
Food Pantry	2480	\$ 1,233.69	\$ -	\$ 883.66	\$ 350.03	\$ -	\$ 65.73
Connect2Complete	2530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,214.45
ASPIRE Program	2540	\$ 3,444.32	\$ -	\$ -	\$ 3,444.32	\$ -	\$ 1,016.94
Student Success Grant	2560	\$ -	\$ 79,739.45	\$ 52,824.59	\$ 26,914.86	\$ 70,000	\$ 59,820.05
STEP Grant	2580	\$ 16,703.56	\$ 31,865.12	\$ 33,381.65	\$ 15,187.03	\$ 42,176	\$ 27,439.11
STEP 100% Grant	2581	\$ -	\$ 18,673.00	\$ 5,265.16	\$ 13,407.84	\$ -	\$ -
Pathways to Opportunity	2590	\$ 9,126.35	\$ -	\$ 25,420.85	\$ (16,294.50)	\$ 18,750	\$ 14,471.50
ONWIB Student Success Coach	2595	\$ -	\$ -	\$ 14,074.39	\$ (14,074.39)	\$ -	\$ -
Guided Pathways Implementation	2610	\$ 20,810.45	\$ -	\$ -	\$ 20,810.45	\$ 18,000	\$ 2,836.92
CARES Act Institutional - Section 1	2701	\$ -	\$ 56,714.62	\$ 73,442.39	\$ (16,727.77)	\$ -	\$ -
CARES Act Institutional - Section 2	2702	\$ -	\$ 8,106.08	\$ 8,131.38	\$ (25.30)	\$ -	\$ -
CARES Act Institutional - Section 3	2703	\$ -	\$ 11,973.04	\$ 80,948.96	\$ (68,975.92)	\$ -	\$ -
GEER Institutional Grant	2704	\$ -	\$ -	\$ 38,148.12	\$ (38,148.12)	\$ -	\$ -
Strong Start Grant	2771	\$ -	\$ 10,000.00	\$ 11,833.52	\$ (1,833.52)	\$ -	\$ -
Partners for Rural Innovation Operations	2890	\$ 15,123.52	\$ 15,363.87	\$ 24,420.03	\$ 6,067.36	\$ 39,900	\$ 24,865.45
Capital Depreciation & Maintenance Fund	2900	\$ 875,802.68	\$ 61,642.91	\$ -	\$ 937,445.59	\$ 35,000	\$ 6,000.00
Timber Tax Reserve Fund	2910	\$ 3,616,304.28	\$ 230,977.73	\$ -	\$ 3,847,282.01	\$ 480,200	\$ -
PRI Capital Maintenance Fund	2920	\$ 40,861.59	\$ 40,372.92	\$ -	\$ 81,234.51	\$ 20,000	\$ -
Strategic Investment Fund	2950	\$ 1,336,565.22	\$ 8,344.23	\$ 61,636.06	\$ 1,283,273.39	\$ 353,054	\$ 74,500.00
Total Special Fund		\$ 6,111,542.13	\$ 881,754.36	\$ 823,515.11	\$ 6,169,781.38	\$ 1,664,503	\$ 646,397.25
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 3/31/2021		
Total of Grants that borrow from the General Fund		\$ (187,230.40)	\$ 8,973.69	\$ -	\$ (196,204.09)		
Total of Grants & Reserves that are not borrowing from the General Fund		\$ 6,357,011.78	\$ 555.00	\$ -	\$ 6,356,456.78		
Total Special Fund		\$ 6,169,781.38	\$ 9,528.69	\$ -	\$ 6,160,252.69		
	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	15,259.72	2,662.00	6,939.32	\$ 10,982.40	21,402	7,233.17
Driver Education Program	3110	5,790.45	-	5,790.45	\$ -	5,790	3,048.50
Summer Term Fund	3120	-	-	-	\$ -	-	31,582.82
TBCC Store	3200	9,227.27	2,250.35	278.67	\$ 11,198.95	4,550	848.45
Customized Training Projects	3300	12,771.29	5,270.00	1,580.35	\$ 16,460.94	32,595	17,015.32
Truck Driving Program	3310	(14,412.06)	121,700.00	59,030.48	\$ 48,257.46	223,875	82,669.46
Truck Driving Simulator	3320	(3,965.21)	49,892.98	57,564.18	\$ (11,636.41)	29,177	119,215.21
TBCC Vending	3400	4,754.71	3,859.66	1,090.57	\$ 7,523.80	8,500	4,765.97
Total Enterprise Fund		\$ 29,426.17	\$ 185,634.99	\$ 132,274.02	\$ 82,787.14	325,889	\$ 266,378.90
PERS Pension Bond Fund	4100	19,257.20	126,691.11	28,895.15	\$ 117,053.16	161,190	31,100.58
General Obligation Bond Fund	4200	112,905.07	623,657.81	44,752.63	\$ 691,810.25	742,524	50,021.62
Total Debt Service Fund		\$ 132,162.27	\$ 750,348.92	\$ 73,647.78	\$ 808,863.41	\$ 903,714	\$ 81,122.20
Local Match Fund	5250	230,332.03	1,318.17	56,000.00	\$ 175,650.20	60,791	50,000.00
Grant Construction Fund	5550	(225,008.57)	50,000.00	-	\$ (175,008.57)	-	-
Center for Industrial Technology Fund	5551	-	238,089.06	523,492.00	\$ (285,402.94)	-	-
Total Capital Projects Fund		\$ 5,323.46	\$ 289,407.23	\$ 579,492.00	\$ (284,761.31)	\$ 60,791	\$ 50,000.00
Associated Students of TBCC	7100	3,949.13	4,059.00	2,184.11	\$ 5,824.02	9,000	3,262.86
Phi Theta Kappa Honorary Society Fund	7200	1,954.09	1,754.00	2,176.21	\$ 1,531.88	3,800	1,262.97
Economic Development Council	7300	-	-	-	\$ -	-	138,222.51
Economic Development Council - USDA Grant	7310	-	-	-	\$ -	-	25,505.29
Visit Tillamook Coast	7400	-	-	-	\$ -	-	704,843.28
Visit Tillamook Coast - Non-TLT Funds	7410	-	-	-	\$ -	-	61,583.30
Visit Tillamook Coast - RTM Grant	7420	-	-	-	\$ -	-	15,922.60
Total Agency Fund		\$ 5,903.22	\$ 5,813.00	\$ 4,360.32	\$ 7,355.90	\$ 12,800	\$ 950,602.81
PELL Grant	8010	-	436,983.00	435,033.00	\$ 1,950.00	751,150	484,448.00
Supplemental Education Opportunity Grant	8020	-	10,500.00	10,500.00	\$ -	16,875	9,660.00
CARES Act for Students	8090	-	72,272.00	72,272.00	\$ -	-	-
GEER funds for Students	8091	-	23,001.00	23,001.00	\$ -	-	-
CARES Act Inst for Students	8092	-	10,036.00	10,036.00	\$ -	-	-
CRRSA Act for Students	8093	-	6,278.00	14,000.00	\$ (7,722.00)	-	-
Direct Loans	8100	-	58,033.00	58,033.00	\$ -	350,000	96,836.00
Federal Work Study	8190	-	3,918.80	4,617.21	\$ (698.41)	16,944	8,289.29
Oregon Opportunity Grant	8210	-	146,800.00	150,568.00	\$ (3,768.00)	250,000	135,000.00
Chafee Grant	8220	-	-	-	\$ -	15,000	-
Oregon Promise Grant	8230	-	70,200.00	51,245.00	\$ 18,955.00	90,000	43,014.00
State CARES Support	8231	-	3,334.00	-	\$ 3,334.00	-	-
Tuition Waivers	8310	4,405.39	-	114,026.00	\$ (109,620.61)	10,000	6,150.00
Board Scholarships	8320	88,679.81	-	108,780.00	\$ (20,100.19)	170,000	94,878.10
Institutional Work Study	8330	42,929.16	-	274.31	\$ 42,654.85	10,072	3,216.87
Foundation Scholarships	8340	-	56,832.21	58,137.21	\$ (1,305.00)	85,000	52,783.09
Non-Institutional Scholarships	8400	261.88	42,741.50	35,225.55	\$ 7,777.83	53,328	13,760.89
Total Financial Aid Fund		\$ 136,276.24	\$ 940,929.51	\$ 1,145,748.28	\$ (68,542.53)	\$ 1,818,369	\$ 948,036.24

Agenda Item 5.C. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended March 2021

75.00% 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	\$ 1,840,987	115.06%	\$ 6,035,908	\$ 6,111,542	101.25%	\$ 57,491	\$ 29,426	51.18%	\$ 50,900	\$ 132,162	0.00%
Resources												
State Aid	\$ 2,419,566	\$ 1,877,012	77.58%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 74,000	\$ 47,100	0.00%	\$ 598,108	\$ 470,302	78.63%	\$ 26,500	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,173,477	\$ 881,865	75.15%	\$ 40,150	\$ 30,864	76.87%	\$ 229,000	\$ 94,182	41.13%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,402,498	\$ 1,330,165	94.84%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 695,724	\$ 621,330	89.31%
Timber	\$ -	\$ -	0.00%	\$ 612,438	\$ 230,978	37.71%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,500	\$ 4,982	110.71%	\$ -	\$ -	0.00%	\$ 6,000	\$ 2,039	33.98%	\$ -	\$ -	0.00%
Interest	\$ 115,000	\$ 35,740	31.08%	\$ 53,550	\$ 14,360	26.82%	\$ -	\$ -	0.00%	\$ 13,000	\$ 2,337	17.98%
Rental	\$ 18,000	\$ 8,000	44.44%	\$ 22,000	\$ 4,200	19.09%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 30,000	\$ 34,373	114.58%	\$ 85,700	\$ 75,050	87.57%	\$ 52,000	\$ 51,056	98.18%	\$ -	\$ -	0.00%
Transfers	\$ 412,816	\$ 112,282	27.20%	\$ 60,791	\$ 56,000	92.12%	\$ -	\$ 38,359	0.00%	\$ 155,000	\$ 126,682	81.73%
Total Revenues	\$ 5,649,857	\$ 4,331,519	76.67%	\$ 1,472,737	\$ 881,754	59.87%	\$ 313,500	\$ 185,636	59.21%	\$ 863,724	\$ 750,349	86.87%
Expenditures												
Salaries and Wages	\$ 4,509,600	\$ 3,173,784	70.38%	\$ 423,430	\$ 345,749	81.65%	\$ 164,969	\$ 41,016	24.86%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 1,049,613	\$ 645,117	61.46%	\$ 321,520	\$ 229,001	71.22%	\$ 105,957	\$ 33,605	31.72%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 30,000	\$ -	0.00%	\$ 15,000	\$ 107,550	717.00%	\$ 35,000	\$ 49,803	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 902,114	\$ 72,048	7.99%
Transfers	\$ 293,000	\$ 130,754	44.63%	\$ 397,553	\$ 141,215	35.52%	\$ 12,763	\$ 7,850	61.51%	\$ -	\$ -	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	\$ 3,949,655	65.29%	\$ 7,406,438	\$ 823,515	11.12%	\$ 325,889	\$ 132,274	40.59%	\$ 903,714	\$ 73,648	8.15%
Ending Fund Balance	\$ 1,200,000	\$ 2,222,851		\$ 102,207	\$ 6,169,781		\$ 45,102	\$ 82,788		\$ 10,910	\$ 808,863	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 228,396			\$ 9,529			\$ 32,039			\$ 35,594	
Inventories		\$ 698			\$ -			\$ 932			\$ -	
NET EFFECT ON CASH		\$ (229,094)			\$ (9,529)			\$ (32,971)			\$ (35,594)	
Liabilities												
Accounts Payable		\$ 86,473			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 65,782			\$ -			\$ -			\$ 35,594	
Payroll		\$ 254,145			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 406,400			\$ -			\$ -			\$ 35,594	
NET ADJUSTMENTS		\$ 177,306			\$ (9,529)			\$ (32,971)			\$ -	
ENDING CASH BALANCE		\$ 2,400,157			\$ 6,160,252			\$ 49,817			\$ 808,863	

Agenda Item 5.C. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended March 2021

75.00% 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	\$ 136,276	108.30%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,483,150	\$ 841,343	56.73%
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	\$ 1,318	26.36%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 50,000	\$ 288,089	0.00%	\$ 3,000	\$ 1,754	58.47%	\$ 135,000	\$ 99,574	73.76%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 4,059	50.74%	\$ 130,000	\$ 13	0.01%
Total Revenues	\$ 55,000	\$ 289,407	526.19%	\$ 11,000	\$ 5,813	52.85%	\$ 1,748,150	\$ 940,930	53.82%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 6,185	\$ 939	15.18%	\$ 26,341	\$ 4,706	17.87%
Operating Expenditures	\$ -	\$ -	0.00%	\$ 6,615	\$ 3,421	51.72%	\$ 1,789,528	\$ 1,139,466	63.67%
Capital Outlay	\$ -	\$ 523,492	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 60,791	\$ 56,000	92.12%	\$ -	\$ -	0.00%	\$ 2,500	\$ 1,576	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 60,791	\$ 579,492	953.25%	\$ 12,800	\$ 4,360	34.06%	\$ 1,818,369	\$ 1,145,748	63.01%
Ending Fund Balance	\$ -	\$ (284,762)		\$ 1,000	\$ 7,356		\$ 55,609	\$ (68,542)	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables		\$ -			\$ -			\$ -	
Inventories		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
Liabilities									
Accounts Payable		\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ -			\$ -	
ENDING CASH BALANCE		\$ (284,762)			\$ 7,356			\$ (68,542)	

\$ 9,073,141

Cell: A33

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

Cell: A47

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

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Tomlin

Upcoming Dates:

- The next Board meeting is scheduled for Monday, June 7 at 5pm on Zoom.
- OPC meets on May 13. OCCA Board meets on May 14 from 9am to noon.
- Next Extended Staff Meeting is scheduled for Friday, May 21 at 8:10am. We will send you all the Zoom link. We will be recognizing the service of faculty and staff at this meeting.

Updates:

- Graduation ceremony plans
- Legislative Summit overview- Betsy and Heidi
- Capital Construction Hearing with Ways and Means subcommittee
- Budget hearing with Ways and Means
- TBCC Statement on Discrimination of Asian Americans

We stand up against hate and discrimination

We are disheartened that there continues to be widespread discrimination against people of color and not enough is being done to curb it. It is utterly unacceptable that we continue to witness acts of hatred in this country. When will we learn that we are all human beings deserving of respect and acceptance? When will we learn that we should be celebrating our differences instead of criticizing them? When will we learn that love is so much stronger than hate? We have to continue working diligently and tirelessly to strip away prejudices and acts of discrimination and infuse into our culture that these are totally unacceptable. With recent events, it is hard to see much progress being made. Between the continued attacks on Asian Americans and Pacific Islanders and the blatant attack on voting laws by multiple state legislatures focused on reducing voting access for minorities, we are clearly still in an all-out war to fight these injustices. The Tillamook Bay Community College Leadership Team fully supports efforts to fight all acts of discrimination. We stand in solidarity with Asian Americans and Pacific Islanders, who have continually experienced many forms of discrimination since the founding of this country. We condemn these acts and implore others to also publicly condemn these acts. We have to stand together united against these discriminatory attitudes and actions and continue to actively work to move our culture toward acceptance and love. As an institution of higher education in Tillamook County, we accept this responsibility and hope even more people throughout our county will join us.

Board Member Discussion Items

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION Chair Gervasi

Adjournment

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION (Action) Chair Gervasi

MOTION TO ADJOURN THE MEETING