



## Board of Education Meeting Agenda

**Date:** March 7, 2016

### Executive Session – TBCC Room 214 -6:00 - 6:45pm

Pursuant to O.R.S. § 192.660 (2)(a)(b) and (e) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of employee evaluation and real property on March 7, 2015 at 5:15 p.m. in Room 214 at the TBCC Central Campus, 4301 Third Street, Tillamook Oregon.

### Regular TBCC Board Meeting --6:45 -8:00 pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Lincoln
2.	<b>Consent Agenda:</b> -----	(Action) Chair Lincoln
	a. Approval of Agenda	
	b. Approval of February 1, 2016 Minutes	
3.	<b>Invitation for Public Comment</b> -----	Chair Lincoln
	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.	<b>New Business and/or focused policy discussions</b>	
	a. Program Partner Highlight and Policy Conversation: Industrial Maintenance Technician Program changes -----	Chief Academic Officer Hovey
	b. Courses and Curriculum -----	(Action) Chief Academic Officer Hovey
	c. Proposed 2016-2017 Tuition and Fees -----	Chief Finance Officer Williams
	d. Update on Capital Construction Bonds-----	(Action) Chief Finance Officer Williams
	e. Presidential Evaluation-----	Chair Lincoln
	f. Presidential goals-----	Chair Lincoln
	g. OCCA Legislative Update-----	President Green and Andrea Henderson
	h. Partners for Rural Innovation Center Update -----	(Action) President Green
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b>	
	a. Financial Report -----	Chief Finance Officer Williams
	b. Personnel -----	Director Ryan
	c. Announcements and General Information -----	President Green
6.	<b>Board Member Discussion Items</b> -----	Chair Lincoln
7.	<b>Adjournment</b> -----	(Action) Chair Lincoln



## Executive Session Agenda

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1.	Call to Order -----	Chair Lincoln
2.	Adjournment -----	Chair Lincoln

## Call to Order • Acknowledge Guests

**RECOMMENDATION**

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

**BACKGROUND INFORMATION**

----- Chair Lincoln



## Approval of the Consent Agenda

### RECOMMENDATION

MOTION TO APPROVE THE CONSENT AGENDA FOR THE MARCH MEETING.

**BACKGROUND INFORMATION** ----- Chair Lincoln

Items for approval:

- a. Approval of Agenda
- b. Approval of Feb. 1, 2016 Minutes



## Approval of the Agenda

**RECOMMENDATION**

MOTION TO APPROVE THE AGENDA FOR THE MARCH MEETING.

**Regular TBCC Board Meeting --6:45 -8:00 pm**

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7.	<b>Adjournment</b> -----	(Action) Chair Lincoln



Approval of February 1, 2015 Minutes

**RECOMMENDATION**

MOTION TO APPROVE THE FEB. 1, 2015 BOARD MINUTES.

**BACKGROUND INFORMATION** -----

Chair Lincoln



**Board of Education Minutes  
Feb. 1, 2015**

TBCC Board Attending: Deborah Lincoln, Robert Weitman, Craig Wakefield, Kathy Gervasi, Danell Boggs, Mary Faith Bell and Billy Schreiber.

TBCC Staff: Heidi Luquette, Sheryl Neu, Ray Hoyt, Kyra Williams, Rhoda Hanson, and Connie Green.

**Regular Board Meeting**

**Call to Order • Acknowledge Guests** (agenda item 1)

The meeting was called to order by Chair Lincoln at 6:01 p.m.

**Approval of Consent Agenda** (agenda item 2)

Craig Wakefield moved to approve the consent agenda. Mr. Schreiber seconded. The motion carried.

**Invitation of Public Comment** (agenda item 3)

There was no public comment at this time.

**New Business**

**Program Partner Highlight: ASTBCC/PTK** (agenda item 4.A)

President Green introduced Sheryl Vanselow, PTK advisor; John Sandusky, ASTBCC advisor; and Cody Sampson, President of ASTBCC. Ms. Vanselow spoke about PTK's participation and membership decline over the years. The chapter is currently in a rebuilding year with 18 PTK members attending winter term. She noted their accomplishments in two blood drives and a silent auction as well as having a table at Oregon Transfer Days last week. They're working on their website and the possibility of getting alumni involved.

Mr. Sandusky explained the differences between PTK and ASTBCC, which he has advised for more than 6 years. Cody Sampson briefed the board on what ASTBCC has planned for the rest of the year, including raising \$500 or more for a scholarship. He spoke about community building and getting the



community more involved with the college and letting them know what TBCC is doing. The ASTBCC is working with President Green to finalize events and fundraising ideas for the year.

Program Partner Highlight: Medical Assisting (agenda item 4.B)

President Green gave an update on the Medical Assisting program with Clatsop Community College. It will be back next year in the Fall. Applications will be out in the Spring. There is an eight person quota because there are only eight places for students to complete their practicum. There is a potential to expand it if more practicum spots were to open up.

Academic Calendar (agenda item 4.C)

President Green presented the proposed calendar, approved by College Council. Classes begin Jan. 9 for Winter Term to align with the university system's spring break. Fall classes will begin on a Monday, versus the middle of the week like the previous year. TBCC will be closed on Fridays in July and August again. Mr. Weitman moved to approve the academic calendar. Mr. Schreiber seconded. The motion carried.

Courses and Curriculum (agenda item 4.D)

In December Chief Academic Officer Hovey mentioned upcoming changes to the Business Administrative Program, adding a BA 210 class. Faculty made the decision to change the number to BA 214. This course is currently in the college course catalog as IMT 222. LEAD 242 was also added, which coincides with OSU. The Chief Academic Officer anticipates bringing, for the Board's approval in March, PE 142B, Zumba II. Mr. Wakefield moved to approve the curriculum classes. Mrs. Gervasi seconded. The motion carried.

Enhanced Advising (agenda item 4.E)

President Green updated the board on new efforts being made in Enhanced Advising. In January TBCC's College Council participated in a LEAN planning session that yielded a framework for enhanced advising at TBCC. College Council meets later this week for a chance to refine the process, then move forward. The target population for this effort will be incoming, first year students.

Participants in the LEAN session identified the strategic points during the quarter when contacts would be initiated, first by faculty who will take the lead in establishing regular, personalized contact with their students. Faculty will then, based on their conversation with the student, refer the student to appropriate personnel within the college or to external agencies within the community for assistance in locating resources or counseling services.

There was a discussion about how adjunct faculty will fit into this framework.

Partners for Rural Innovation Center Update (agenda item 4.F)

President Green updated the Board on the partners for Rural Innovation Center. She said they are currently working on easements and a road permit. The building permits were requested on January 14 but cannot be processed until storm, and water agreements with the city can be finalized. Construction will begin sometime in February 2016.



She noted that a grant letter of interest was submitted to the Reser Foundation, and a grant to the Ford Foundation is underway and will be submitted by the end of February. There was a discussion about other possible grants and financial leads. President Green informed the Board there will be an executive session at the March meeting to discuss the financial status of the building.

### **Information Only Items**

#### Community College and Workforce Development (agenda Item 5.B)

President Green noted that the session has begun. House Bill 4076 is proposed to spend \$2.5 million over four years to improve student success at the 17 Community Colleges.

President Green said OCCA is looking for feedback from its colleges as they evaluate what to include in their core services and what services should be offered for an additional fee. There was discussion about what services TBCC might utilize and what they'd like to see paid for in their dues. President Green will share their thoughts with OCCA as a board submission. There was also discussion about shared services, board trainings and board evaluations.

#### Personnel (agenda item 5.D)

President Green noted that Carla Lyman with EDC and SBDC resigned today. There will be an opening for her position soon.

#### Announcements and General Information (agenda item 5.E)

President Green reminded the Board that she will be in New Zealand in February. Chief Finance Officer Kyra Williams and Dr. Hovey will be assisting in her absence. There is an event on March 31<sup>st</sup> to celebrate the College's 35<sup>th</sup> birthday; the OCCA All Stars Recognition in Salem is April 20; and In Service is April 29<sup>th</sup> and Graduation is June 10<sup>th</sup>.

### **Board Member Discussion Items** (Item 6)

Chair Lincoln reminded everyone to pass her their Presidential evaluations.

### **Adjournment** (Item 7)

The meeting was adjourned by Chair Lincoln at 8:10 p.m.





## 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 Lincoln



## NEW BUSINESS

### RECOMMENDATION

### BACKGROUND INFORMATION----- Chair Lincoln

- a. Program Partner Highlight and Policy Conversation: Industrial Maintenance Technician Program changes ----- Chief Academic Officer Hovey
- b. Courses and Curriculum -----(Action) Chief Academic Officer Hovey
- c. Proposed 2016-2017 Tuition and Fees ----- Chief Finance Officer Williams
- d. Update on Capital Construction Bonds----- (Action) Chief Finance Officer Williams
- e. Presidential Evaluation-----Chair Lincoln
- f. Presidential goals-----Chair Lincoln
- g. OCCA Legislative Update-----President Green and Andrea Henderson
- h. Partners for Rural Innovation Center Update ----- (Action) President Green



# Program Partner Highlight and Policy Conversation: IMT Program Changes

## RECOMMENDATION

INFORMATION ONLY.

## BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

The Industrial Maintenance Technology (IMT) Consortium, comprised of industry and educational representatives, was established to provide technical training and apprenticeship for employees, high school students, and the community to support local manufacturing. Representatives from three manufacturing companies (Hampton Affiliates, Stimson Lumber, and Tillamook County Creamery Association), Tillamook K-12 school district, and Tillamook Bay Community College (TBCC) meet quarterly to discuss program enrollment, program needs, and curriculum.

In meetings over the course of the last year it became evident that the needs of the industry partners, the community, and our students could be better met through a review and potential revision of the program. The decision was made to undertake a full review of the skills needed for employment in the industry cluster, program offerings, and apprenticeship requirements as a foundation for program restructuring. An outside consultant with extensive expertise in curriculum design, working with industry representatives in manufacturing, was hired to undertake this review.

Over a three-month period, Dr. Eileen Casey White (President, Connections Consulting Inc.) worked with TBCC leadership to conduct a comprehensive program assessment of the IMT and Apprenticeship program. Dr. White spent over 20 hours interviewing 15 individuals representing high schools, employers, state agencies, and other community colleges, met regularly with TBCC staff, and attended meetings of the IMT Consortium Oregon Community College Apprenticeship Consortium (OCCAC), and Oregon State Apprenticeship and Trades Council (OSATC). All IMT curriculum files were reviewed. The consultant visited classrooms and work sites to observe and gather additional existing materials, and reviewed other state and national IMT programs and models.

A summary of the outcome of this project is presented for your information in the Courses and Curriculum Board docket item. The program changes are outlined and will be ready for Board approval in the April meeting. The program redesign includes the new Manufacturing and Industrial Technology two-year degree, supported by five pathway certificates in focus areas, and a certificate which supports the pre-Engineering pathway at Tillamook High School. The five certificates embedded in the MIT AAS degree are all less than one year, and provide multiple options for students to explore aspects of the industry. Four Career Pathways certificates are part of a Manufacturing Technician sequence, which has a core of 25 credits in safety, maintenance, tools, blueprint reading, and manufacturing processes.



The fifth certificate, Certified Production Technician, is based on the national industry standards of the Manufacturing Skill Standards Council (MSSC). These courses and assessments can be incorporated into the local high school curriculum, providing an additional opportunity for students to earn credentials prior to graduation. The redesign also includes a Pre-Engineering Exploration and Transfer Pathway. As a series of technical and academic courses, this pathway will provide high school students and job-seekers with opportunities to explore a variety of aspects of the manufacturing industry. Some courses may be accepted as electives at OSU, OIT, or other universities; others may ignite new interests and career options.

**Data to Dive Deeper**

IMT Enrollments 2013-2014						IMT Enrollments 2014-2015					
Fall 2013		Winter 2014		Spring 2014		Fall 2014		Winter 2015		Spring 2015	
APR 121	7	APR 125	8	APR 122	4	APR 121	7	APR 122	7	APR 123	7
APR 124	4	APR 225	5	APR 126	8	APR 123	7	APR 124	6	APR 125	7
APR 224	6	IMT 204	10	APR 226	5	APR 221	3	APR 222	3	APR 223	3
DRF 270	7	MCH 121	4	DRF 270	3	APR 223	1	DRF 270	13	ELT 126	0
IMT 103	5	WLD 111	10	IMT 222	10	IMT 102	14	ELT 125	1	IMT 220	4
IMT 118	13			MCH 220	4	IMT 103	6	IMT 105	13	WLD 111	3
				WLD 111	3	IMT 104	15	WLD 111	11	WLD 112	3
				WLD 112	2	WLD 102	12				

Since Fall 2012, TBCC has provided 51 sections of 30 different IMT and Apprenticeship (APR) courses to nearly 400 students (duplicated count) through Spring 2015. As the Fall 2015 term ended, 28 students were enrolled in eight additional courses around the region, and up to eight courses are scheduled to be offered during Winter term. While some courses reflect strong enrollment, others have been conducted with low enrollment to support industry partner efforts to complete training requirements for apprentice programs. Enrollment fluctuates from quarter to quarter.



Meetings with industry partners indicate a strong desire to ignite interest among students at an early age in career opportunities within the industry and promote early enrollment in introductory courses. By engendering interest in the industry potential at an early age, industry partners have the opportunity to mentor young students and increase recruitment into the industry, reducing hiring and recruitment costs.

Policy Conversation: This program change was driven by industry and a desire to build more options for the community. The Board has already committed to reviewing Career Technical Education (CTE) programs every three years and for looking for grants to enhance CTE programs. The Board has also committed to active advisory /consortium support for CTE. The proposed redesign reflects this commitment. Is there any additional policy insights that should be considered?



## Courses and Curriculum

### **RECOMMENDATION**

INFORMATION AND APPROVAL

**BACKGROUND INFORMATION**----- Chief Academic Officer Hovey

### **I. Courses for the Board's Approval: PE 142B**

PE 142B (Zumba II). This course is a continuation of Zumba I, a popular physical education course for the college. There have been many student requests for the instructor to offer an advanced version of Zumba.

#### **PE 142B Course Description and Prerequisites:**

Expands knowledge, application and skills of Zumba Fitness. Continues fundamental techniques learned in Zumba Fitness I. Promotes continued improvement of cardiorespiratory conditioning, muscle endurance, and flexibility through the safe and proper skill of rhythmic exercise. Prerequisite: PE 142A or instructor permission. Audit available.

#### **Addendum to Course Description:**

Course activities and design should facilitate:

- Continued improvement of overall physical conditioning through Zumba Fitness participation, including but not limited to improvements in cardiorespiratory fitness, muscle fitness, balance, agility and flexibility.
- Performance of safe and effective Zumba fitness exercises.
- Identification of different rhythms, step patterns and the techniques associated with those rhythms.
- Development of lifelong fitness, health, and wellness.

#### **PE 142B Course Outcomes:**

Upon successful completion of this course, students should be able to:

1. Apply the benefits of cardiorespiratory fitness and muscular endurance as attained in Zumba.
2. Apply skills from Zumba II to continue lifelong fitness.
3. Continue to practice fitness principles started in Zumba II.



## II. Courses for the Board's Information:

Chief Academic Officer Ann Hovey anticipates bringing forward for the Board's approval at the April meeting two new courses. Currently these courses are slated to be offered as special topics courses. Under state regulations special topics courses are numbered either 199 or 299, and may be offered for two terms before they need to either be adopted as part of TBCC's official course catalog (and thus go through approval), or be discontinued.

### **HST 299 (Special Topics class) History of Sexuality in America.**

**Course description:** A historical approach to sexuality and gender relations in North America from the pre-colonial period to the present day. Key themes in the course will include the relationship between medical knowledge and sexual ethics; the evolution of social perceptions and communal regulation of normal and aberrant sexual behavior; and changing degrees of freedom and constraint in accepted practice and gender roles.

#### **Course Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. Articulate the main characteristics and trends in sexuality in America from the mid-18<sup>th</sup> century to the present.
2. Analyze causal relationships between social, economic, scientific, and political factors and sexuality in the United States.
3. Analyze primary and secondary sources related to sexuality in America to derive historical narrative and causal relationships.
4. Organize information and analysis coherently to articulate an argument and present it in written and oral form.

### **EMS 299A and 299B (Special Topics Class): Advanced EMT (Two-term class)**

**Course Description:** This course prepares students for successful completion of Advanced EMT licensure. Develops skills for recognizing symptoms of illness and injuries. Covers proper procedures of emergency care at the Advanced EMT level. Requires passing criminal background check, drug screen, and current immunizations before placement into mandatory clinical and internship experience. Department permission required. Prerequisites: Current EMT licensure, and HCP CPR card, WR 115, MTH 20.



**Course Learning Outcomes:**

Upon successful completion of EMS 299A and EMS 299B, students will be able to:

1. Apply and demonstrate the knowledge and skills as outlined in the 2010 Department of Transportation Advanced Emergency Medical Technician National Standard Curriculum with supplements and/or modifications from the Oregon Department of Human Services: Emergency Medical Services division.
2. Explain orally and in written form:
  - a. the procedures of patient care to other members of the health care delivery system;
  - b. how to properly conduct radio communications and complete a written patient care form;
  - c. how to effectively communicate with team members, family members, bystanders, public safety officials, and patients.
3. Aware of cultural/social differences with respect to treatment, pain, death and dying, age, gender, and diseases. Students will also gain an appreciation of teamwork.

**III. Program for the Board's Information:**

Tillamook Bay Community College's current Industrial Maintenance Technology (IMT) program has undergone significant restructuring in response to the needs of industry and educational partners. Originally designed to serve as a bridge to local apprenticeship programs and to meet local employer needs, it was no longer meeting the requirements needed for students and employers to be successful in a changing industrial environment.

The proposed Manufacturing and Industrial Technology (MIT) Program will take the place of the IMT program. It will:

- Provide a pathway for high school students, employees of local companies, and community job-seekers to explore career options;
- Build cross-cutting skills in areas such as welding, machining, manufacturing production, and pre-engineering;
- Allow high school students to earn college certificates and gain valuable workplace-based experience prior to graduation;
- Is based on industry standards and certifications; and
- Ensure a strong workforce for local employers and opportunities for advancement for individuals at every stage of their careers.





**PROGRAM COMPONENTS:**

The redesigned Industrial Maintenance Technology (IMT) program, to be renamed the Manufacturing and Industrial Technology (MIT) program, will be presented for your approval at the April Board meeting. It includes the following components:

**1. Associate of Applied Science (AAS) in Manufacturing & Industrial Technology:**

This two year degree is the culmination of one or more certificates that allow students to explore multiple aspects of the manufacturing industry. Graduates will be able to demonstrate skills in:

- electricity/electronics
- mechanical systems
- pneumatics and hydraulics
- programmable logic controllers (PLCs)
- sensors
- robotics
- machining
- welding
- maintenance
- manufacturing processes

Career opportunities for these graduates can be found in local and regional wood products mills, food processing companies, welding and machine shops, and any company needing maintenance or production technicians.

The majority of courses in the proposed MIT degree and certificates already exist within the current IMT degree. However some courses will need development or revision. These courses are bolded in the spreadsheet for your reference:

New Courses: Core

IMT 106 Hand Tool/Power Tool Use Safety	1 credit
IMT 100 Exploring Manufacturing & Apprenticeship	1 credit
MCH 102 Intro to Manufacturing	3 credits
MCH 135 Basic Measuring and Layout Tools	3 credits

New Courses: Electives

MCH 245 Metallurgy	2 credits
MCH 130 Machine Shop Trigonometry	3 credits
ELT 110 Electricity for the Non-Electrician	2 credits



Courses to be Revised (add outcomes to meet MSSC certification)

ELT 201 Electrical Motor Control	2 credits
IMT 102 Industrial Safety; OSHA	4 credits
GT 106 Green Production Practices	3 credits
IMT 222 Lean Mfg and Process Control	3 credits
IMT 230 Preventative Maintenance	3 credits
IMT 102 Intro to Manufacturing	3 credits

**2. Career Pathways Certificates are an integral part of the degree.**

There are five certificates embedded in the MIT AAS degree. They are all less than one year, and provide multiple options for students to explore aspects of the industry. All credits earned in any of the certificates apply to the AAS degree requirements.

**a. Certified Production Technician (column coded “a” on the spreadsheet below)** is based on the national industry standards of the Manufacturing Skill Standards Council (MSSC). The MSSC-CPT assesses competency in four critical production functions: Safety, Quality & Continuous Improvement, Manufacturing Processes & Production, and Maintenance Awareness. These courses and assessments can be incorporated into the local high school curriculum, providing an additional opportunity for students to earn credentials prior to graduation

**b. The four Manufacturing Technician certificates (column coded “b” on the spreadsheet)** have a shared core of 25 credits in safety, maintenance, tools, blueprint reading, and manufacturing processes. Once students complete the 25-credit core, they have the option of specializing in one of four areas: Welding, Machining, Millwright or Electrical, and earning a certificate in that focus area. Courses associated with each certificate focus area are noted in column b.

**c. Pre-Engineering Exploration and Transfer Pathway (column coded “c” on the spreadsheet):** As a series of technical and academic courses, this pathway will provide high school students and job-seekers with opportunities to explore a variety of aspects of the manufacturing industry. Some courses may be accepted as electives at OSU, OIT, or other universities; others may ignite new interests and career options.

The Following Summary of the degree is provided for your reference.



Course #	Course Name	Credits	1. Manufacturing and Industrial Technology AAS (Revised IMT)	a. Certified Production Technician	b. Manufacturing Technician certificates: Welding, Millwright, Machining, Electrical (4 certificates total)	c. Pre-Engineering Exploration / Transfer Courses
IMT 106 (new)	Hand Tool/Power Tool Use & Safety	1	1		1	E
DRF 270	SolidWorks Fundamentals	3	3		Machining	E
ELT 110 (new)	Electricity for the Non-electrician	2	E		Electrical	
ELT 125	Basic Programmable Controllers (PC based)	2	2		Electrical	E
ELT 126	Intermediate Programmable Controllers (PC based)	2	2			
ELT 201	Electrical Motor Control (to be revised)	2	E		Electrical	
ELT 225	Adv Prgr Controllers (PC)	2	E			
IMT 100 (new)	Exploring Manufacturing & Apprenticeship	1	1		1	E
IMT 102	Industrial Safety; OSHA (MSSC - Safety) (to be revised)	4	4	4	4	E
IMT 103	Industrial Math	4	4		4	
IMT 104	Rigging	3	3		Millwright	
IMT 105	Industrial Hydraulics 1	3	3		Millwright	
GT 106	Green Production Practices (MSSC - Green Production) (to be revised)	3	E	3	E	E
IMT 118	Bearings, Seals, and Lubricants	3	3			
IMT 120	Drive Systems	3	3			
IMT 200	Pumps and Valves	3	3			
IMT 204	Intro to Pneumatics	2	2			
IMT 209	Pipefitting	3	E			
IMT 220	Proportional Hydraulics	3	E			
IMT 222	Lean Mfg and Process Control (MSSC - Quality Practices & Measurement) (to be revised)	3	3	3	3	E
IMT 230	Preventative Maintenance (MSSC - Maint Awareness) (to be revised)	3	3	3	3	E
MCH 102 (new)	Introduction to Manufacturing (MSSC - Mfg Processes & Production)	3	3	3	3	E



MCH 121	Manufacturing Processes 1	4	4			
<b>MCH 130</b>	<b>Machine Shop Trigonometry (new)</b>	3	E		Machining	
<b>MCH 135 (new)</b>	<b>Basic Measuring &amp; Layout Tools</b>	3	3		Machining	
<b>MCH 245</b>	<b>Metallurgy (new)</b>	2	E		Machining	
WLD 102	Blueprint Reading	4	4		4	E
WLD 111	SMAW/Oxy-acel Cutting	4	4		Welding	E
WLD 112	SWAW (7018)	4	4		Welding	
COMM111	Public Speaking*	4	4			4
MTH 65	Intro to Algebra I	4	4			4
MTH 095	Intermediate Algebra*	4				4
MTH 111	College Algebra*	5				5
MTH 112	Elementary Functions*	5				5
MTH 243	Statistics I	4				4
MTH 251	Calculus I*	4				4
MTH 252	Calculus II*	4				4
PHY 101	Fundamentals of Physics I	4	4			4
PSY 101	Psych and Human Relations	4	4			4
PSY 216	Social Psychology	4				4
SOC 204	Sociology in Everyday Life	4				4
WR 121	English Composition I*	4	4			4
WR 122	English Composition II	4				4
WR 227	Technical & Professional Writing	4				4
CH 221	General Chemistry	5				5
Gen Ed Elec	EC or HST Recommended		4			
	<i>ELECTIVES (E on columns)</i>		10		8	
	<b>TOTALS</b>		<b>96</b>	<b>13</b>	<b>31</b>	<b>67</b>

\*Meets OSU requirements



#### IV: Program changes for 2016/2017 catalog

<b>Approval Schedule for Curriculum Changes</b>	<b>Board (Info Item)</b>	<b>Board (Approval)</b>
Manufacturing and Industrial Technology	Monday, March 7	Monday, April 4
Criminal Justice/Public Safety	Monday, April 4	Monday, May 2
Developmental Math Classes	Monday, May 2	Monday, June 6



## Proposed 2016-2017 Tuition and Fee Schedule

### RECOMMENDATION

FIRST READING OF THE PROPOSED 2016-2017 TUITION AND FEE SCHEDULE.

### BACKGROUND INFORMATION-----Chief Finance Officer Williams

Presented here for first reading is the proposed 2016-2017 Tuition and Fee Schedule.

Per 2016-2017 Board approved budget guidelines and to indicate TBCC's local commitment to funding the College, a credit tuition rate increase is proposed for implementation in Summer Term 2016. This recommendation is based on comparisons with the other 16 Oregon Community Colleges.

Tuition or Fee Item	Current 2015-2016	Proposed 2016-2017
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$94	<b>\$95</b>
Out-of-State Tuition per Credit Hour	\$114	<b>\$115</b>
<i>Fees</i>		
Base Course Fee (per credit)	\$4	\$4
Student Services Fee (per credit)	\$2	\$2
Technology Fee (per credit)	\$5	\$5
Adult Basic Skills Instructional Course Fee (includes ABE/GED/ESOL courses)	\$15	\$15
Self Improvement Course Fees	market or self support	market or self support
Tuition Non-Payment Fee	\$75	\$75
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
Proctored Testing per test for non-TBCC credit students or staff	\$30	\$30
EMT Practical Exams Fee for non-TBCC student, former student or staff	\$30/station	\$30/station
Printed Catalog (first copy from academic advisor free)	\$5	\$5
Official Transcript Fee (per transcript) (one free when degree or certificate is mailed)	\$5	\$5
Expedited Transcript Fee (per transcript)	\$25	\$25
Return Check Fee	\$25	\$25



# Update on Capital Construction Bonds

## RECOMMENDATION

ADOPT RESOLUTION APPROVING SALE OF GENERAL OBLIGATION BONDS.

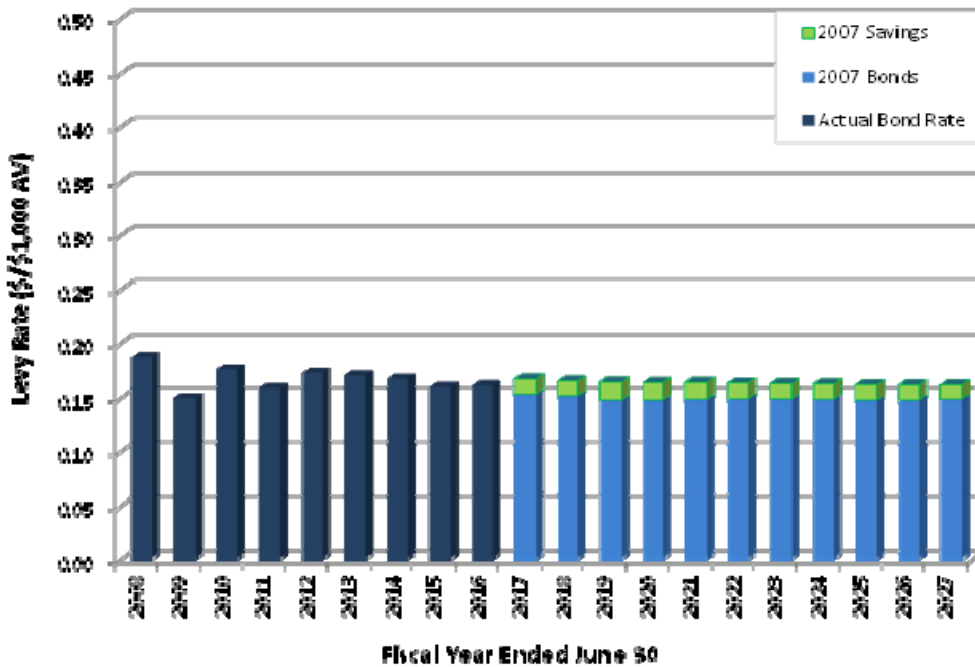
## BACKGROUND INFORMATION -----Chief Finance Officer Williams

Tillamook Bay Community College sold General Obligation Bonds in September 2007 after receiving voter approval in May 2007. The purpose of selling the Bonds was to acquire land and construct our current Tillamook Campus and construct or renovate facilities in North and South Tillamook County and provide for furnishings and equipment in the newly constructed and renovated facilities. In addition, we renovated the Career and Technical Center at Tillamook High School. And finally, in being good stewards of the proceeds of the Bonds, we had about \$1 million left and also began the Rural Innovation Center project.

As the economy has fluctuated, we have had a couple opportunities to refund or refinance the bonds. With the most recent dip in the stock market, the following opportunity has surfaced.

The refunding would save taxpayers about 1.5 cents/\$1,000 per year. The FY 2016 levy for the bonds was about 16 cents, so about 9.5% savings.

Here is what the savings looks like graphically:



The next page shows a sample debt service schedule showing the potential annual savings.

A Resolution for your approval is also in the pages following.





## SAVINGS

Tillamook Bay Community College  
Proposed Refunding of 2007 GO Bonds  
Current Market Rates (2-17-16), Placement w/ Forward  
Uniform Debt Service

Date	Prior Debt Service	Refunding Debt Service	Savings	Annual Savings	Present Value to 06/16/2016 @ 2.0058715%
12/15/2016	136,868.75	70,770.64	66,098.11	-	65,445.40
06/15/2017	136,868.75	142,734.96	-5,866.21	60,231.90	-5,750.61
12/15/2017	136,868.75	70,450.31	66,418.44	-	64,463.04
06/15/2018	621,868.75	627,887.51	-6,018.76	60,399.68	-5,783.56
12/15/2018	127,168.75	64,875.94	62,292.81	-	59,264.14
06/15/2019	647,168.75	649,061.88	-1,893.13	60,399.68	-1,783.20
12/15/2019	116,768.75	59,034.08	57,734.67	-	53,842.20
06/15/2020	676,768.75	674,103.74	2,665.01	60,399.68	2,460.66
12/15/2020	105,568.75	52,883.38	52,685.37	-	48,162.40
06/15/2021	710,568.75	702,854.43	7,714.32	60,399.69	6,982.03
12/15/2021	93,468.75	46,383.67	47,085.08	-	42,192.32
06/15/2022	743,468.75	730,154.15	13,314.60	60,399.68	11,812.57
12/15/2022	80,468.75	39,545.97	40,922.78	-	35,945.72
06/15/2023	775,468.75	755,991.86	19,476.89	60,399.67	16,938.22
12/15/2023	66,568.75	32,381.51	34,187.24	-	29,435.96
06/15/2024	811,568.75	785,356.31	26,212.44	60,399.68	22,345.37
12/15/2024	51,668.75	24,851.76	26,816.99	-	22,633.73
06/15/2025	846,668.75	813,086.06	33,582.69	60,399.68	28,062.58
12/15/2025	35,768.75	16,969.42	18,799.33	-	15,553.23
06/15/2026	885,768.75	844,168.40	41,600.35	60,399.68	34,075.41
12/15/2026	18,768.75	8,697.43	10,071.32	-	8,167.64
06/15/2027	928,768.75	878,440.39	50,328.36	60,399.68	40,410.01
	8,754,912.50	8,090,683.80	664,228.70	664,228.70	594,875.25

### Savings Summary

PV of savings from cash flow	594,875.25
Net PV Savings	594,875.25

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF TILLAMOOK BAY COMMUNITY COLLEGE DISTRICT, TILLAMOOK COUNTY, OREGON AUTHORIZING THE ISSUANCE, NEGOTIATED SALE AND DELIVERY OF GENERAL OBLIGATION REFUNDING BONDS; DESIGNATING AN AUTHORIZED REPRESENTATIVE, BOND COUNSEL AND UNDERWRITER/PLACEMENT AGENT; DELEGATING THE NEGOTIATION AND APPROVAL OF FINANCIAL DOCUMENTS AND RELATED MATTERS.**

THE BOARD OF EDUCATION (THE "BOARD") OF THE TILLAMOOK BAY COMMUNITY COLLEGE DISTRICT, TILLAMOOK COUNTY, OREGON (THE "DISTRICT") FINDS:

**SECTION 1. FINDINGS**

- a. The District previously issued its General Obligation Bonds, Series 2007 (the "2007 Bonds") for capital construction and capital improvements, which were authorized by approving vote of the electors of the District; and
- b. The District is authorized pursuant to the Oregon Constitution and Oregon Revised Statutes Chapter 287A to issue refunding bonds for the refunding of all or a portion of its outstanding 2007 Bonds (the "Refundable Bonds"); and
- c. The District has determined that it is in the best interest of the taxpayers of the District to refund all or a portion of the Refundable Bonds. The Authorized Representative shall select the portion of such Refundable Bonds to be refunded in accordance with Section 9 hereof; and
- d. The District adopts this resolution to provide the terms under which the refunding general obligation bonds may be issued.

**SECTION 2. REFUNDING BONDS AUTHORIZED**

The District hereby authorizes the issuance of General Obligation Refunding Bonds (the "Refunding Bonds") in an aggregate principal amount sufficient to refund all or a portion of the Refundable Bonds and to pay the costs related to the authorization, sale, issuance and delivery of the Refunding Bonds.

The Refunding Bonds may be subject to a book-entry only system of ownership and transfer as provided for in Section 7 hereof. The remaining terms of the Refunding Bonds shall be established as provided in Section 9 hereof.

**SECTION 3. DESIGNATION OF AUTHORIZED REPRESENTATIVES**

The Board designates the President, Chair, Chief Finance Officer (each an "Authorized Representative") or a designee of the Authorized Representative to act on behalf of the District as specified in Section 9 hereof.

#### **SECTION 4. SECURITY**

The Refunding Bonds are general obligations of the District. The full faith and credit of the District are pledged to the successive owners of each of the Refunding Bonds for the punctual payment of such obligations, when due. The District covenants with the Bondowners to levy annually a direct ad valorem tax upon all of the taxable property within the District in an amount without limitation as to rate or amount, and outside of the limitations of Sections 11 and 11b, Article XI of the Oregon Constitution, after taking into consideration discounts taken and delinquencies that may occur in the payment of such taxes and other monies available for the payment of debt service on the Refunding Bonds, to pay interest, principal and premium, if any, on the Refunding Bonds promptly when and as they become due.

#### **SECTION 5. FORM OF REFUNDING BONDS**

The Refunding Bonds may be printed or typewritten, and may be issued as one or more temporary Refunding Bonds which shall be exchangeable for definitive Refunding Bonds when definitive Refunding Bonds are available.

#### **SECTION 6. EXECUTION OF REFUNDING BONDS**

The Refunding Bonds shall be executed on behalf of the District with the manual or facsimile signature of the Chair of the Board and attested to by the manual or facsimile signature of the Authorized Representative. However, all signatures may be in facsimile form if the Refunding Bonds are authenticated by the manual signature of the Bond Registrar.

#### **SECTION 7. BOOK-ENTRY SYSTEM**

During any time that the Refunding Bonds are held in a book-entry only system (the "Book-Entry System"), the registered owner of all of the Refunding Bonds shall be The Depository Trust Company, New York, New York ("DTC"), and the Refunding Bonds shall be registered in the name of Cede & Co., as nominee for DTC. The District has entered into or shall enter into a Blanket Issuer Letter of Representations (the "Letter") wherein the District represents that it will comply with the requirements stated in DTC's Operational Arrangements as they may be amended from time to time.

#### **SECTION 8. REDEMPTION**

The Refunding Bonds may be subject to optional redemption or mandatory redemption prior to maturity as determined pursuant to Section 9 herein.

#### **SECTION 9. DELEGATION FOR ESTABLISHMENT OF TERMS AND SALE OF THE REFUNDING BONDS**

The Authorized Representative is hereby authorized, on behalf of the District and without further action of the Board, to:

- a. determine if the Refunding Bonds shall be placed with a bank or other financial institution or sold through the public markets;
- b. establish the principal and interest payment dates, principal amounts, interest rates, denominations, series designations and all other terms for the Refunding Bonds;

- c. negotiate the terms with Piper Jaffray & Co. under which the Refunding Bonds shall be sold; enter into a bond purchase agreement for the sale of the Refunding Bonds which incorporates those terms; and execute and deliver such bond purchase agreement or select a bank or other financial institution and proceed with a lender purchase of the Refunding Bonds;
- d. select the maturities of the Refundable Bonds to be refunded and cause notice of call and redemption to be given as required by law;
- e. appoint an escrow agent for the Refundable Bonds and enter into an escrow deposit agreement, if necessary;
- f. subscribe for and obtain eligible securities to be deposited in an escrow fund for the Refundable Bonds; to the extent that any such action has been taken prior to the date of this Resolution, such action is hereby ratified;
- g. appoint a registrar and paying agent for the Refunding Bonds;
- h. appoint a certified public accounting firm to act as verification agent to produce a report demonstrating the ability of the escrow account to meet all future debt service and related costs relative to the Refundable Bonds, if necessary;
- i. take such actions as are necessary to qualify the Refunding Bonds for the book-entry only system of The Depository Trust Company, if required;
- j. enter into covenants regarding the use of the proceeds of the Refunding Bonds and the projects refinanced with the proceeds of the Refunding Bonds and provide that the Refunding Bonds be issued as federally taxable or tax-exempt bonds;
- k. approve of and authorize the distribution of the preliminary and final official statements for the Refunding Bonds, if required;
- l. submit an advance refunding plan and related documents to the Oregon State Treasurer's office, if required to accomplish the refunding;
- m. obtain one or more ratings on the Refunding Bonds if determined by the Authorized Representative to be in the best interest of the District, and expend Refunding Bond proceeds to pay the costs of obtaining such rating;
- n. obtain municipal bond insurance on the Refunding Bonds if determined by the Authorized Representative to be in the best interest of the District, execute and deliver any agreement required in connection with such insurance, and expend Refunding Bond proceeds to pay any bond insurance premium;
- o. apply to participate in the Oregon School Bond Guaranty Program, if available and deemed appropriate, and expend Refunding Bond proceeds to pay any guaranty premium;
- p. approve, execute and deliver a Continuing Disclosure Certificate pursuant to SEC Rule 15c2-12, as amended (17 CFR Part 240, § 240.15c2-12), if required;
- q. approve, execute and deliver the Refunding Bond closing documents and certificates;

- r. make any clarifying changes or additional covenants not inconsistent with this Resolution; and
- s. execute and deliver a certificate specifying the action taken by the Authorized Representative pursuant to this Section 9 and any other certificates, documents or agreements that the Authorized Representative determines are desirable to issue, sell and deliver the Refunding Bonds in accordance with this Resolution.

#### **SECTION 10. DEFAULT AND REMEDIES.**

The occurrence of one or more of the following shall constitute an Event of Default under this Resolution and the Refunding Bonds:

- a. Failure by the District to pay Refunding Bond principal, interest or premium when due (whether at maturity, or upon redemption after a Refunding Bond has been properly called for redemption);
- b. Failure by the District to observe and perform any covenant, condition or agreement on its part to be observed or performed for the benefit of Owners of Refunding Bonds, for a period of sixty (60) days after written notice to the District by the Owners of fifty-one (51%) percent or more of the principal amount of Refunding Bonds then Outstanding specifying such failure and requesting that it be remedied; provided however, that if the failure stated in the notice cannot be corrected within such sixty (60) day period, it shall not constitute an Event of Default so long as corrective action is instituted by the District within the sixty (60) day period and diligently pursued, and the default is corrected as promptly as practicable after the written notice referred to in this paragraph; or,
- c. The District is adjudged insolvent by a court of competent jurisdiction, admits in writing its inability to pay its debts generally as they become due, files a petition in bankruptcy, or consents to the appointment of a receiver for the payments.

The Owners of fifty-one (51%) percent or more of the principal amount of Refunding Bonds then Outstanding may waive any Event of Default and its consequences, except an Event of Default as described in (a) of this Section.

Upon the occurrence and continuance of any Event of Default hereunder the Owners of fifty-one (51%) percent or more of the principal amount of Refunding Bonds then Outstanding may take whatever action may appear necessary or desirable to enforce or to protect any of the rights of the Owners of Refunding Bonds, either at law or in equity or in bankruptcy or otherwise, whether for the specific enforcement of any covenant or agreement contained in this Resolution or the Refunding Bonds or in aid of the exercise of any power granted in this Resolution or in the Refunding Bonds or for the enforcement of any other legal or equitable right vested in the Owners of Refunding Bonds by the Resolution or the Refunding Bonds or by law. However, the Refunding Bonds shall not be subject to acceleration.

No remedy in the Resolution conferred upon or reserved to Owners of Refunding Bonds is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under the Resolution or now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. To entitle the Owners of Refunding Bonds to exercise any remedy reserved to them, it shall not be necessary to give any notice other than such notice as may be required by this Resolution or by law.

## **SECTION 11. DEFEASANCE**

The District may defease the Refunding Bonds by setting aside, with a duly appointed escrow agent, in a special escrow account irrevocably pledged to the payment of the Refunding Bonds to be defeased, cash or direct obligations of the United States in an amount which, in the opinion of an independent certified public accountant, is sufficient without reinvestment to pay all principal and interest on the defeased Refunding Bonds until their maturity date or any earlier redemption date. Refunding Bonds which have been defeased pursuant to this Section shall be deemed paid and no longer outstanding, and shall cease to be entitled to any lien, benefit or security under this Resolution except the right to receive payment from such special escrow account.

## **SECTION 12. DESIGNATION OF BOND COUNSEL AND UNDERWRITER/PLACEMENT AGENT**

The District hereby designates Hawkins Delafield & Wood LLP as Bond Counsel for the Refunding Bonds and Piper Jaffray & Co. as Underwriter/Placement Agent for the Refunding Bonds.

## **SECTION 13. REDEMPTION OF REFUNDABLE BONDS**

Contingent solely on the issuance of the Refunding Bonds and the deposit of the net proceeds with the Escrow Agent, the District hereby irrevocably calls for redemption the Refundable Bonds which are to be refunded with the proceeds of the Refunding Bonds on the earliest date they are subject to redemption.

## **SECTION 14. APPROVAL OF POST ISSUANCE COMPLIANCE PROCEDURES**

The Board hereby approves the post issuance compliance procedures in substantially the form attached hereto as Exhibit A with such modifications as deemed desirable by the Authorized Representative to assist in the compliance with federal tax and securities law.

## **SECTION 15. RESOLUTION TO CONSTITUTE CONTRACT**

In consideration of the purchase and acceptance of any or all of the Refunding Bonds by those who shall own the Refunding Bonds from time to time (the "Owners"), the provisions of this Resolution shall be part of the contract of the District with the Owners and shall be deemed to be and shall constitute a contract between the District and the Owners. The covenants, pledges, representations and warranties contained in this Resolution or in the closing documents executed in connection with the Refunding Bonds, including without limitation the District's covenants and pledges contained in Section 44 hereof, and the other covenants and agreements herein set forth to be performed by or on behalf of the District shall be contracts for the equal benefit, protection and security of the Owners, all of which shall be of equal rank without preference, priority or distinction of any of such Refunding Bonds over any other thereof, except as expressly provided in or pursuant to this Resolution.

ADOPTED by the Board of the Tillamook Bay Community College District, in Tillamook County, Oregon this 7<sup>th</sup> day of March, 2016.

**TILLAMOOK BAY COMMUNITY COLLEGE DISTRICT,  
TILLAMOOK COUNTY, OREGON**

By: \_\_\_\_\_

Chair

**ATTEST:**

By: \_\_\_\_\_

President

**TILLAMOOK BAY COMMUNITY COLLEGE DISTRICT**

**TAX-EXEMPT BOND POST-ISSUANCE COMPLIANCE POLICY  
(adopted 03/07/16)**

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I.

PURPOSE.

The purpose of this Policy is to ensure that the Tillamook Bay Community College District (the “Issuer”) complies with applicable requirements of federal tax and securities laws that apply to any tax-exempt obligations or other debt issued by the Issuer. This Policy is designed to set forth compliance procedures so that the Issuer utilizes the proceeds of all issues of bonds, certificates of participation, bond anticipation notes, bank loans, and tax and revenue anticipation notes (collectively referred to as “Bonds”) in accordance with applicable federal tax and securities law requirements with respect to outstanding Bonds.

**The procedures described in II and III describe the federal tax laws and only apply to Bonds to the extent that they are issued as federally tax-exempt obligations. Such procedures do not apply to Bonds issued as federally taxable obligations.** To comply with applicable federal tax requirements, the Issuer must confirm that the requirements are met at the time each Bond issue is issued and throughout the term of the Bonds (until maturity or redemption). Generally, compliance should include retention of records relating to the expenditure of the proceeds of each Bond issue, the investment of the proceeds of each Bond issue, and any allocations made with respect to the use of the proceeds of each Bond issue, sufficient to establish compliance with applicable federal tax requirements, including records related to periods before the Bonds are issued (*e.g.*, in the case of reimbursement of prior expenditures) until six (6) years after the final maturity or redemption date of any issue of Bonds.

**The procedures described in IV describe the federal securities laws and only apply to Bonds to the extent that there is a disclosure document prepared in connection with a public offering or private placement of the Bonds. For example, they do not currently apply to bank loans or other debt for which an official statement or other disclosure document is not prepared.** To comply with applicable federal securities requirements, the Issuer must comply with the anti-fraud rules at the time of issuance and must maintain continuous compliance with its continuing disclosure obligations until the final maturity or redemption of the applicable issue or Bonds.



## II.

### FEDERAL TAX PROCEDURES.

A. Responsible Official. The President of the Issuer will identify the officer or other employee(s) of the Issuer (the “Bond Compliance Officer”) who will be responsible for each of the procedures listed below, notify the current holder of that office of the responsibilities, and provide that person a copy of these procedures. Upon employee transitions, the President of the Issuer will advise any newly-designated Bond Compliance Officer of his/her responsibilities under these procedures and will ensure the Bond Compliance Officer understands the importance of these procedures. If employee positions are restructured or eliminated, the President of the Issuer will reassign responsibilities as necessary.

B. Issuance of Bonds.

Bond Counsel. The Issuer will retain a nationally-recognized bond counsel law firm (“Bond Counsel”) to assist the Issuer in issuing Bonds. In connection with any tax-exempt Bond issue, Bond Counsel will deliver a legal opinion which will be based in part on covenants and representations set forth in the Issuer’s Tax Certificate (or other closing documents containing the tax representation) (the “Tax Certificate”) and other certificates relating to the Bonds, including covenants and representations concerning compliance with post-issuance federal tax law requirements that must be satisfied to preserve the tax-exempt status of tax-exempt Bonds. As described more fully below, the Issuer will also consult with Bond Counsel and other legal counsel and advisors, as needed, following issuance of each Bond issue to ensure that applicable post-issuance requirements in fact are met, so that tax-exempt status of interest will be maintained for federal income tax purposes so long as any Bonds remain outstanding.

The Bond Compliance Officer and/or other designated Issuer personnel will consult with Bond Counsel and other legal counsel and advisors, as needed, throughout the Bond issuance process to identify requirements and to establish procedures necessary or appropriate so that tax-exempt status of interest will be maintained. Those requirements and procedures shall be documented in a Tax Certificate and other certificates and/or other documents finalized at or before issuance of the Bonds. If there is no document in the transcript titled “Tax Certificate,” the Bond Compliance Officer and/or other designated Issuer personnel will consult with Bond Counsel prior to the closing of the financing to understand which document(s) in the transcript contain the tax representations and covenants. The requirements and procedures in the Tax Certificate shall include future compliance with applicable arbitrage rebate requirements and all other applicable post-issuance requirements of federal tax law throughout (and in some cases beyond) the term of the Bonds.

Documentation of Tax Requirements. The federal tax requirements relating to each Bond issue will be set forth in the Tax Certificate executed in connection with the Bond issue, which will be included in the closing transcript. The certifications, representations, expectations, covenants and factual statements in the Tax Certificate relate primarily to the restriction on use of the Bond-financed facilities by persons or entities other than the Issuer, changes in use of assets financed or refinanced with Bond proceeds, restrictions applicable to the investment of Bond proceeds and other moneys relating to the Bonds, arbitrage rebate requirements, and economic life of the Bond-financed assets.

Information Reporting. The Bond Compliance Officer and/or other designated Issuer personnel will assure filing of information returns on IRS Form 8038-G no later than the 15<sup>th</sup> day of the second calendar month in the calendar quarter following the calendar quarter in which an issue of Bonds is issued. The Issuer will confirm that the IRS Form 8038-G is accurate and is filed in a timely manner with respect to all Bond issues, including any required schedules and attachments. The IRS Form 8038-G filed with the IRS, together with an acknowledgement copy (if available) or IRS Notice CP152, will be included as part of the closing transcript for each Bond issue, or kept in the records related to the appropriate issue of Bonds.

C. Application of Bond Proceeds.

Use of Bond Proceeds. The Bond Compliance Officer and/or other designated Issuer personnel shall:

- \* monitor the use of Bond proceeds and the use of the Bond-financed assets (e.g., facilities, furnishings or equipment) throughout the term of the Bonds (and in some cases beyond the term of the Bonds) to ensure compliance with covenants and restrictions set forth in the applicable Tax Certificate;
- \* maintain records identifying the assets or portion of assets that were financed or refinanced with proceeds of each issue of Bonds;
- \* consult with Bond Counsel and other legal counsel as needed in the review of any contracts or arrangements involving use of Bond-financed facilities to ensure compliance with all covenants and restrictions set forth in the applicable Tax Certificate;
- \* maintain records for any contracts or arrangements involving the use of Bond-financed facilities as might be necessary or appropriate to document compliance with all covenants and restrictions set forth in the applicable Tax Certificate; and

\* communicate as necessary and appropriate with personnel responsible for the Bond-financed assets to identify and discuss any existing or planned use of the Bond-financed assets, to ensure that those uses are consistent with all covenants and restrictions set forth in the applicable Tax Certificate.

Timely Expenditure of Bond Proceeds. At the time of issuance of any Bonds issued to fund original expenditures, the Issuer must reasonably expect to spend at least 85% of all proceeds expected to be used to finance such expenditures (which proceeds would exclude proceeds in a reasonably required reserve fund) within three (3) years after issuance of such Bonds.<sup>1</sup> In addition, for such Bonds, the Issuer must have incurred or expect to incur within six months after issuance original expenditures of not less than 5% of such amount of proceeds, and must expect to complete the Bond-financed project (the “Project”) and allocate Bond proceeds to costs with due diligence.<sup>2</sup> Satisfaction of these requirements allows Project-related Bond proceeds to be invested at an unrestricted yield for three (3) years.<sup>3</sup> Bonds issued to refinance outstanding obligations are subject to separate expenditure requirements, which shall be outlined in the Tax Certificate relating to such Bonds. The Issuer’s finance staff will monitor the appropriate capital project accounts (and, to the extent applicable, working capital expenditures and/or refunding escrow accounts) and ensure that Bond proceeds are spent within the applicable time period(s) required under federal tax law.

Capital Expenditures. In general, proceeds (including earnings on original sale proceeds) of Bonds issued to fund original expenditures, other than proceeds deposited in a reasonably required reserve fund or used to pay costs of issuance, should be spent on capital expenditures.<sup>4</sup> For this purpose, capital expenditures generally mean costs to acquire, construct, or improve property (land, buildings and equipment), or to adapt the property to a new or different use. The property financed or refinanced must have a useful life longer than one (1) year. Capital Expenditures include design and planning costs related to the Project, and include architectural, engineering, surveying, soil testing, environmental, and other similar costs incurred in the process of acquiring, constructing, improving or adapting the property. Capital Expenditures do not include operating expenses of the Project or incidental or routine repair or

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<sup>1</sup> In the case of short-term working capital financings (*e.g.*, TRANs), the Issuer’s actual maximum cumulative cash flow deficit as of the close of the six-month period commencing on the issue date must be at least equal to 100% of the issue price of the notes (under the six-month rebate exception, excluding the reasonable working capital reserve) or 90% of the issue price of the notes (under the statutory safe harbor exception) in order for the notes to be exempt from the rebate requirements.

<sup>2</sup> These requirements do not apply to short-term working capital financings (*e.g.*, TRANs).

<sup>3</sup> Proceeds of working capital financings (*e.g.*, TRANs) may be invested at an unrestricted yield for thirteen (13) months.

<sup>4</sup> Proceeds of working capital financings (*e.g.*, TRANs) need not be spent for capital expenditures.

maintenance of the Project, even if the repair or maintenance will have a useful life longer than one (1) year.

D. Use of Bond-Financed Assets.

*Ownership and Use of Project.* For the life of a Bond issue, the Project must be owned and operated by the Issuer (or another state or local governmental entity). At all times while the Bond issue is outstanding, no more than 10% (or \$15,000,000, if less) of the Bond proceeds or the Project may be used, directly or indirectly, in a trade or business carried on by a person other than a state or local governmental unit (“Private Use”).<sup>5</sup> In addition, not more than 5% (or \$5 million, if less) of the proceeds of any Bond issue may be used, directly or indirectly, to make a loan to any person other than governmental persons. Generally, Private Use consists of any contract or other arrangement, including leases, management contracts, operating agreements, guarantee contracts, take or pay contracts, output contracts or research contracts, which provides for use by a person who is not a state or local government on a basis different than the general public. The Project may be used by any person or entity, including any person or entity carrying on any trade or business, if such use constitutes “General Public Use”. General Public Use is any arrangement providing for use that is available to the general public at either no charge or on the basis of rates that are generally applicable and uniformly applied.

*Management or Operating Agreements.* Any management, operating or service contracts whereby a non-exempt entity is using assets financed or refinanced with Bond proceeds (such as bookstore, cafeteria or dining facility, externally-managed parking facilities, gift shops, etc.) must relate to portions of the Project that fit within the allowable private use limitations or the contracts must meet the IRS safe harbor for management contracts. Any replacements of or changes to such contracts relating to Bond-financed assets or facilities, or leases of such assets or facilities, should be reviewed by Bond Counsel. The Bond Compliance Officer shall contact Bond Counsel if there may be a lease, sale, disposition or other change in use of assets financed or refinanced with Bond proceeds.

*Useful Life Limitation.* The weighted average maturity of the Bond issue cannot exceed 120% of the weighted average economic life of the Bond-financed assets. In other words, the weighted average economic life of the Project must be at least 80% of the weighted average maturity of the Bond issue. Additional state law limitations may apply as well.

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<sup>5</sup> This 10% limitation is limited to 5% in cases in which the Private Use is either unrelated or disproportionate to the governmental use of the financed facility.

G. Investment Restrictions; Arbitrage Yield Calculations; Rebate.

Investment Restrictions. Investment restrictions relating to Bond proceeds and other moneys relating to the Bonds are set forth in the Tax Certificate. The Issuer's finance staff will monitor the investment of Bond proceeds to ensure compliance with applicable yield restriction rules.

Use and Control of Bond Proceeds. Unexpended Bond proceeds (including reserves) may be held directly by the Issuer or by the trustee for the Bond issue under an indenture or trust agreement. The investment of Bond proceeds shall be managed by the Issuer. The Issuer shall maintain appropriate records regarding investments and transactions involving Bond proceeds. The trustee, if appropriate, shall provide regular statements to the Issuer regarding investments and transactions involving Bond proceeds.

Arbitrage Yield Calculations. Investment earnings on Bond proceeds should be tracked and monitored to comply with applicable yield restrictions and/or rebate requirements. Any funds of the Issuer set aside or otherwise pledged or earmarked to pay debt service on Bonds should be analyzed to assure compliance with the tax law rules on arbitrage, invested sinking funds, and pledged funds (including gifts or donations linked or earmarked to the Bond-financed assets).

Rebate. The Issuer is responsible for calculating (or causing the calculation of) rebate liability for each Bond issue, and for making any required rebate payments. Unless Bond Counsel has advised the Issuer that the Bonds are exempt from the rebate requirements described in this section, the Issuer will retain an arbitrage rebate consultant to perform rebate calculations that may be required to be made from time to time with respect to any Bond issue. The Issuer is responsible for providing the arbitrage rebate consultant with requested documents and information on a prompt basis, reviewing applicable rebate reports and other calculations and generally interacting with the arbitrage rebate consultant to ensure the timely preparation of rebate reports and payment of any rebate.

The reports and calculations provided by the arbitrage rebate consultant are intended to assure compliance with rebate requirements, which require the Issuer to make rebate payments, if any, no later than the fifth (5<sup>th</sup>) anniversary date and each fifth (5<sup>th</sup>) anniversary date thereafter through the final maturity or redemption date of a Bond issue. A final rebate payment must be made within sixty (60) days of the final maturity or redemption date of a Bond issue.

The Issuer will confer and consult with the arbitrage rebate consultant to determine whether any rebate spending exceptions may be met. Rebate spending exceptions are available for periods of 6

months, 18 months and 2 years. The Issuer will review the Tax Certificate and/or consult with the arbitrage rebate consultant or Bond Counsel for more details regarding the rebate spending exceptions.

In the case of short-term working capital financings, such as tax and revenue anticipation notes, if there is concern as to whether or not the Issuer has met its requisite maximum cumulative cash flow deficit with respect to its short-term working capital notes, the services of a rebate analyst should be engaged to determine whether either the six-month spending exception or the statutory safe harbor exception to the rebate rules is met (in which case no rebate would be owed) or whether the proceeds of the notes are subject, in whole or in part, to rebate.

Copies of all arbitrage rebate reports, related return filings with the IRS (*i.e.*, IRS Form 8038-T), copies of cancelled checks with respect to any rebate payments, and information statements must be retained as described below. The responsible official of the Issuer described in Subsection A of this Part II will follow the procedures set forth in the Tax Certificate entered into with respect to any Bond issue that relate to compliance with the rebate requirements.

F. Record Retention.

Allocation of Bond Proceeds to Expenditures. The Issuer shall allocate Bond proceeds to expenditures for assets, and shall trace and keep track of the use of Bond proceeds and property financed or refinanced therewith.

Record Keeping Requirements. Copies of all relevant documents and records sufficient to support an assertion that the tax requirements relating to a Bond issue have been satisfied will be maintained by the Issuer for the term of a Bond issue (including refunding Bonds, if any) plus six (6) years, including the following documents and records:

- Bond closing transcripts;
- Copies of records of investments, investment agreements, credit enhancement transactions, financial derivatives (*e.g.*, an interest rate swap), arbitrage reports and underlying documents, including trustee statements;
- Copies of material documents relating to capital expenditures financed or refinanced by Bond proceeds, including (without limitation) purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with

Bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds;

- All contracts and arrangements involving private use, or changes in use, of the Bond-financed property;
- All reports and documents relating to the allocation of Bond proceeds and private use of Bond-financed property; and
- Itemization of property financed with Bond proceeds, including placed in service dates.
- In the case of short-term working capital financings, such as tax and revenue anticipation notes, information regarding the Issuer's revenue, expenditures and available balances sufficient to support the Issuer's maximum cumulative cash flow deficit.

### III.

#### POST-ISSUANCE COMPLIANCE.

A. In General. The Issuer will conduct periodic reviews of compliance with these procedures to determine whether any violations have occurred so that such violations can be remedied through the "remedial action" regulations (Treas. Reg. Section 1.141-12) or the Voluntary Closing Agreement Program (VCAP) described in IRS Notice 2008-31 (or successor guidance). If any changes or modifications to the terms or provisions of a Bond issue are contemplated, the Issuer will consult Bond Counsel. The Issuer recognizes and acknowledges that such modifications could result in a "reissuance" of the Bonds for federal tax purposes (*i.e.*, a deemed refunding) and thereby jeopardize the tax-exempt status of the Bonds after the modifications.

The Bond Compliance Officer and/or other designated Issuer personnel will consult with Bond Counsel and other legal counsel and advisors, as needed, following issuance of each issue of the Bonds to ensure that all applicable post-issuance requirements in fact are met, so that interest on the Bonds will be excluded from gross income for federal income tax purposes so long as any Bonds remain outstanding. This will include, without limitation, consultation in connection with future contracts with respect to the use of Bond-financed assets and future contracts with respect to the use of output or throughput of Bond-financed assets.

Whenever necessary or appropriate, the Issuer will engage an expert advisor as arbitrage rebate consultant to assist in the calculation of arbitrage rebate payable in respect of the investment of Bond proceeds.

B. Monitoring Private or Other Use of Financed Assets. The Issuer will maintain records identifying the assets or portion of assets that are financed or refinanced with proceeds of a Bond issue, including the uses and the users thereof (including terms of use and type of use). Such records may be kept in any combination of paper or electronic form. In the event the use of Bond proceeds or the assets financed or refinanced with Bond proceeds is different from the covenants, representations or factual statements in the Tax Certificate, the Issuer will promptly contact and consult with Bond Counsel to ensure that there is no adverse effect on the tax-exempt status of the Bond issue and, where appropriate, will remedy any violations through the “remedial action” regulations (Treas. Reg. Section 1.141-12), the Voluntary Closing Agreement Program (VCAP) described in IRS Notice 2008-31 (or successor guidance), or as otherwise prescribed by Bond Counsel.

C. Ongoing Training

Training shall be made available to the Bond Compliance Officer to support the Bond Compliance Officer’s understanding of the tax requirements applicable to the Bonds. Such training may include, but would not be limited to, attending training sessions at local conferences such as OGFOA, OASBO, and/or SDAO, participation in IRS teleconferences, reading technical guidance materials provided by educational organizations, the IRS, and/or Bond Counsel, and discussing questions and issues with the Issuer’s Bond Counsel and/or arbitrage rebate consultant.

D. Annual Checklist of Tax-Exempt Bond Compliance Checklist. The Bond Compliance Officer will complete the attached “Annual Tax-Exempt Bond Compliance Checklist” with respect to all outstanding Bonds on or before June 30 of each annual period. The Bond Compliance Officer will retain a copy of each completed and signed checklist in a file that is retained in accordance with the document retention requirements described in Section II.F., above.

• IV.

FEDERAL SECURITIES LAW PROCEDURES.

A. Anti-Fraud Provisions.

Pursuant to the antifraud provisions of the Securities Act of 1933 and the Securities and Exchange Act of 1934, and accompanying regulations, applicable to securities such as the Bonds, if publicly offered, any material provided by the Issuer in connection with the offer or sale of the Bonds may not contain any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made, in light of the circumstances under which they were made, not misleading.



This material may be in the form of an offering circular or offering memorandum for a private placement and, although it is unclear whether such rules apply to these materials, the Bond Compliance Officer should review them with the same standard in mind. For a publicly offered transaction, the disclosure document may be a preliminary official statement or a final official statement and any materials provided to the rating agencies or credit enhancement provider. Such material may also include information provided to a bank or institutional investor about the Issuer or the Bonds in connection with a bank loan or private placement. The antifraud provisions also apply to continuing disclosure discussed below. The Bond Compliance Officer will actively participate in the Bond issuance process to ensure that all information regarding the Issuer described in the official statement or other materials prepared in connection with the initial sale of publicly offered Bonds or bank placements do not contain any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made, in light of the circumstances under which they were made, not misleading.

B. Continuing Disclosure.

- In connection with an offering of the Bonds, the Issuer will execute a Continuing Disclosure Agreement, Continuing Disclosure Undertaking, Continuing Disclosure Certificate or such similarly titled document (herein referred to as the "Continuing Disclosure Agreement"). Pursuant to the Continuing Disclosure Agreement, the Issuer may be obligated to provide annual financial disclosure to the secondary market through the Municipal Rulemaking Securities Board's Electronic Municipal Market Access ("EMMA") system, as well as notices of certain material events listed in the Continuing Disclosure Agreement. In order to maintain compliance with the Issuer's obligations in the Continuing Disclosure Agreement, the Bond Compliance Officer will, if and as required by such Continuing Disclosure Agreement:
- Assist in the preparation or review of annual reports ("Annual Reports") in the form required by the related Continuing Disclosure Agreements.
- Maintain a calendar, with appropriate reminder notifications, listing the filing due dates relating to dissemination of Annual Reports, which annual due date is generally expressed as a date within a certain number of days following the end of the Issuer's fiscal year (the "Annual Report Due Date"), as provided in the related Continuing Disclosure Agreement.

- Ensure timely dissemination of the Annual Report by the Annual Report Due Date, in the format and manner provided in the related Continuing Disclosure Agreements, which may include transmitting such filing to the Municipal Securities Rulemaking Board ("MSRB") through the Electronic Municipal Market Access ("EMMA") System at [www.emma.msrb.org](http://www.emma.msrb.org) in the format prescribed by the MSRB.
- Monitor the occurrence of any "Material Event" (as defined in the Continuing Disclosure Agreement) and timely file notice of the occurrence of any such Material Event in the manner provided under the Continuing Disclosure Agreement. To be timely filed, such notice must be transmitted within 10 days (or such other time period as set forth in the Continuing Disclosure Agreement) of the occurrence of such Material Event.
- Ensure timely dissemination of notice of any failure to perform under a Continuing Disclosure Agreement, if and as required by the Continuing Disclosure Agreement.
- Respond to requests, or ensure that the Issuer contact responds to requests, for information under SEC Rule 15c2-12, as provided in the Continuing Disclosure Agreement.
- Monitor the performance of any dissemination agent(s) engaged by the Issuer to assist in the performance of any obligation under the Continuing Disclosure Agreement.

## Form of Annual Tax-Exempt Bond Compliance Checklist

(to be completed by the “Bond Compliance Officer” as described in the Tax-Exempt Bond Post-Issuance Compliance Policy)

Date Completed: \_\_\_\_\_

	Yes	No
Has there been a sale of all or any portion of a facility financed with tax-exempt bonds (a “Project”)?		
Has there been a lease of all or any portion of a Project to any party other than a state or local government?		
Has the Issuer entered into a new, or amended an already existing, management or service contract related to a Project?		
Has the Issuer entered into a naming rights agreement relating to all or any portion of a Project?		
Has the Issuer entered into any other arrangement with an entity, other than a state or local government, that provided legal rights to that entity with respect to a Project?		
Will there be a rebate/yield restriction arbitrage computation date during the upcoming annual period?		
Is the Issuer out of compliance with the record retention requirements as described in Section IV of the Tax-Exempt Bond Compliance Procedures?		
Has the Issuer failed to make any required filings with EMMA as required by their Continuing Disclosure Agreements?		

If an answer to any question above is “Yes”, or the answer is unclear, the Bond Compliance Officer shall consult with the Issuer’s bond counsel to determine (i) if the event could adversely impact the tax-exemption of the Issuer’s outstanding tax-exempt bonds and/or (ii) whether any action needs to be taken during the upcoming annual period to ensure compliance with the tax-exempt bond or securities law restrictions.

*The undersigned is the “Bond Compliance Officer” as described in the Tax-Exempt Bond Compliance Procedures and has completed the above checklist to the best of the knowledge of the undersigned.*

Signature of \_\_\_\_\_ - Bond Compliance Officer  
(print name)

## Presidential Evaluation

### **RECOMMENDATION**

INFORMATION ONLY.

### **BACKGROUND INFORMATION** ----- Chair Lincoln

The Board evaluated the President in executive session before the March meeting. The Chair will share the results in the March meeting.



## Presidential Goals

### RECOMMENDATION

INFORMATION ONLY.

### BACKGROUND INFORMATION ----- Chair Lincoln

The Board evaluated the President in executive session before the March meeting. The Board also reviewed the current goals set for the President. The key focus areas for 2015/2016 are:

- Capital Campaign
- Workforce Board creation
- Online and Hybrid programs and classes
- Data to Information to knowledge
- Student retention
- High School student access to the first term courses

The Board will share the goals for 2016/2017.



## OCCA Legislative Update

### RECOMMENDATION

INFORMATION ONLY.

### BACKGROUND INFORMATION----- President Green and Andrea Henderson

Andrea Henderson will be joining the board via conference call to provide an update on the February 2016 session.

There was one bill that was rated as a number one priority for community colleges in this session and that was **HB 4076**. It is to enable students to be successful in the Oregon Promise program and directs Office of Student Access and Completion to provide support services to enable students to be successful in Oregon Promise program.

The other key bill was the Campus Security Capital request for all 16 community colleges (Umpqua Community College has a separate request). OCCA requested \$10-15 million in capital funding to finance projects aimed at campus safety infrastructure needs. This was not funded.



## Partners for Rural Innovation Center Update

### RECOMMENDATION

INFORMATION AND ACTION.

### BACKGROUND INFORMATION-----President Green

The Partners for Rural innovation continues to move forward. The college goal in February was to satisfy the City requirements listed below and begin construction by March. Bids to Todd and negotiating subcontractor agreements have taken place in February.

The Board will be asked to approve the guaranteed maximum price with Todd for the estimated total cost of the project. The details will be provided at the meeting.

### SECTION V. CONCLUSION AND RECOMMENDED CONDITIONS

City Staff recommends approval of Conditional Use Permit request #CU-15-02 and Site Plan Review request #SP-15-03 if, the improvements are completed pursuant to the plan with all the following conditions:

1. The applicant shall submit a copy of the amended site plan and elevation to the City Planner, for administrative review and approval, that identifies an extended canopy, additional windows, additional paving at the primary western entrance, and the relocation of the bicycle parking area to the primary western entrance, to meet the requirements identified in §153.012, §153.022, §153.025 and §153.030, (described in these findings) at the time of the submittal of a City Zoning Clearance Permit.
2. The applicant shall submit a copy of the amended Utility Plan, and an agreement regarding the waterline extension to the City for the City Public Works Director's approval prior to facility construction.
3. The applicant shall obtain approval from the Tillamook Transportation District in regard to the transit pull-out identified on the site plan, and submit a copy of this approval to the City, prior to facility construction.
4. The applicant shall record easements for public use of the sidewalk on the south side of the subject property, and for use of/storm drainage on the adjacent properties (including Tax Lots 200 and 400) with the specifics to the location of the utility lines and storm water connections, and provide copies of such recorded easements to the City prior to facility construction.
5. The applicant shall submit the engineered plans for street, curb and sidewalk improvements for Third Street to the County for the County Public Works Director's approval, with improvements complete prior to facility operations. The pedestrian crossing refuge on the south side of Third Street and the bus refuge on the north side of Third Street shall be lighted and signed (with flashing lights) and built to provide protection until future C5.1 curb is installed.
6. The applicant shall be responsible for paving of the parking area, striping of the off-street parking spaces prior to facility operations.
7. The applicant shall submit a County Public Works Road Approach permit application to the County for review and approval of the accepted approach location and required improvements prior to facility operations.
8. The applicant shall be responsible for the installation and maintenance of the landscaping as indicated on the site plan described in these findings, within 6 months of site occupancy and facility operations.



## Information Only Items

### RECOMMENDATION

**BACKGROUND INFORMATION**----- Chair Lincoln

- a. Financial Report ----- Chief Finance Officer Williams
- b. Personnel ----- Director Ryan
- c. Announcements and General Information ----- President Green





# Financial Report

**RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

**BACKGROUND INFORMATION** -----Chief Finance Officer Williams

The report for the month of January 2016 is available for your review.



Tillamook Bay Community College  
 Unaudited Summary Financial Information  
 General Fund  
 Fiscal Year-to-Date Ended January 2016  
 58.33% of fiscal year elapsed

	FY 2013-2014			FY 2014-2015		
	Annual Budget	01/31/15 Actual	Percentage of Budget	Annual Budget	01/31/16 Actual	Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 668,698	\$ 823,472.28	123.15%	\$ 755,349	\$ 910,658.32	120.56%
State	\$ 985,893	\$ 788,957.23	80.02%	\$ 1,121,379	\$ 999,987.54	89.17%
Property Taxes	\$ 1,136,822	\$ 981,203.91	86.31%	\$ 1,159,417	\$ 1,015,588.94	87.59%
Local Contract	\$ 72,000	\$ 82,000.00	113.89%	\$ 72,000	\$ -	0.00%
Tuition	\$ 1,137,472	\$ 708,754.00	62.31%	\$ 1,047,472	\$ 533,569.00	50.94%
Fees	\$ 195,700	\$ 110,088.00	56.25%	\$ 175,700	\$ 97,433.88	55.45%
Sale of Goods	\$ 4,000	\$ 757.50	18.94%	\$ 2,000	\$ 1,484.47	74.22%
Interest	\$ 5,500	\$ 4,456.14	81.02%	\$ 5,500	\$ 6,023.76	109.52%
Rental	\$ 10,000	\$ 11,072.50	110.73%	\$ 12,000	\$ 10,035.00	83.63%
Miscellaneous	\$ 7,000	\$ 1,363.77	19.48%	\$ 7,000	\$ 17,811.36	254.45%
Transfers	\$ 392,729	\$ 39,366.72	10.02%	\$ 412,570	\$ 33,735.96	8.18%
<b>Total resources</b>	<b>\$ 4,615,814</b>	<b>\$ 3,551,492.05</b>	<b>76.94%</b>	<b>\$ 4,770,387</b>	<b>\$ 3,626,328.23</b>	<b>76.02%</b>
<b>Expenditures</b>						
Instruction	\$ 1,465,445	\$ 696,086.97	47.50%	\$ 1,507,437	\$ 688,113.19	45.65%
Instructional Support	\$ 438,015	\$ 229,819.14	52.47%	\$ 409,489	\$ 192,036.97	46.90%
Student Services	\$ 395,901	\$ 226,386.15	57.18%	\$ 417,211	\$ 197,696.06	47.39%
College Support	\$ 1,036,847	\$ 590,990.58	57.00%	\$ 1,072,550	\$ 551,342.96	51.40%
Plant Operation	\$ 279,193	\$ 153,526.72	54.99%	\$ 270,351	\$ 157,352.95	58.20%
Transfers	\$ 278,000	\$ 73,691.32	26.51%	\$ 288,000	\$ 75,578.62	26.24%
Contingency	\$ 53,715	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,947,116</b>	<b>\$ 1,970,500.88</b>	<b>49.92%</b>	<b>\$ 4,015,038</b>	<b>\$ 1,862,120.75</b>	<b>46.38%</b>
<b>Ending fund balance</b>	<b>\$ 668,698</b>	<b>\$ 1,580,991.17</b>	<b>236.43%</b>	<b>\$ 755,349</b>	<b>\$ 1,764,207.48</b>	<b>233.56%</b>

Agenda Item 5.A. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended January 2016

	Fund No.	Beginning Fund Balance	2015-2016 Revenue	2015-2016 Expenditures	Ending Fund Balance	2015-2016 Spendable Budget	2014-2015 Prior Year Expenditures 1/31/2015
Adult Basic Education	210	\$ -	\$ 27,807.30	\$ 33,155.74	\$ (5,348.44)	\$ 75,182	\$ 36,470.04
Tutor Grant	211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,244.69
United Way Literacy Grant	216	\$ 2,869.12	\$ -	\$ 636.00	\$ 2,233.12	\$ 3,173	\$ 1,510.77
Title III Grant	220	\$ -	\$ 155,940.19	\$ 180,592.30	\$ (24,652.11)	\$ 505,494	\$ 180,054.62
Lumina Core to College Grant	222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,692.58
CASE Grant	223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,442.34
Pathways Grant	225	\$ -	\$ -	\$ 16,978.76	\$ (16,978.76)	\$ -	\$ 16,786.69
Industrial Maintenance Tech	226	\$ 20,086.80	\$ 10,000.00	\$ 10,304.10	\$ 19,782.70	\$ 81,475	\$ 27,980.35
SBDC Federal Grant	230	\$ -	\$ 15,125.00	\$ 21,531.43	\$ (6,406.43)	\$ 31,550	\$ 18,353.70
SBDC State Grant	231	\$ -	\$ 25,369.35	\$ 30,948.06	\$ (5,578.71)	\$ 42,304	\$ 30,864.84
SBDC Program Income	232	\$ 18,789.59	\$ 710.00	\$ 179.20	\$ 19,320.39	\$ 18,423	\$ -
SBDC - EDC Fund	235	\$ -	\$ -	\$ -	\$ -	\$ 82,750	\$ 70,290.36
EDC TLT Fund	237	\$ -	\$ -	\$ -	\$ -	\$ 1,561,849	\$ 269,800.55
TEC Vocational Education Grant	240	\$ -	\$ 1,530.91	\$ 1,530.91	\$ -	\$ 40,000	\$ 23,849.00
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ -
Juan Young TBCC Library	252	\$ 3,059.04	\$ -	\$ 3,059.04	\$ -	\$ -	\$ 1,940.96
Connect2Complete	253	\$ 6,863.59	\$ -	\$ -	\$ 6,863.59	\$ -	\$ 3,000.00
ASPIRE Program	254	\$ -	\$ 12,812.50	\$ -	\$ 12,812.50	\$ -	\$ -
Lumina Credit When It's Due Grant	275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,098.82
Oregon Dev Ed Redesign Grant	277	\$ 7,664.42	\$ -	\$ 92.58	\$ 7,571.84	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 83,078.19	\$ 262.71	\$ -	\$ 83,340.90	\$ -	\$ -
Timber Tax Reserve Fund	291	\$ 766,873.96	\$ 119,909.94	\$ -	\$ 886,783.90	\$ 482,989	\$ -
Strategic Investment Fund	295	\$ 1,301,628.00	\$ 4,116.12	\$ -	\$ 1,305,744.12	\$ 263,500	\$ -
State IGA Fund	296	\$ -	\$ 217,769.25	\$ 260,214.18	\$ (42,444.93)	\$ 550,000	\$ 273,170.23
<b>Total Special Fund</b>		\$ 2,212,473.10	\$ 591,353.27	\$ 559,222.30	\$ 2,244,604.07	\$ 3,740,289	\$ 1,010,550.54
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 1/31/2016		
Total of Grants that borrow from the General Fund		\$ (58,964.45)	\$ 54,911.07	\$ -	\$ (113,875.52)		
Total of Grants that are not borrowing from the General Fund		\$ 2,303,568.52	\$ 65.00	\$ -	\$ 2,303,503.52		
<b>Total Special Fund</b>		\$ 2,244,604.07	\$ 54,976.07	\$ -	\$ 2,189,628.00		
		Beginning Fund Balance	2015-2016 Revenue	2015-2016 Expenditures	Ending Fund Balance	2015-2016 Spendable Budget	2014-2015 Prior Year Expenditures
Community Education	310	\$ 13,588.14	\$ 3,232.00	\$ 784.38	\$ 16,035.76	\$ 7,665	\$ 839.32
Driver Education Program	311	\$ (1,642.56)	\$ 6,067.50	\$ 4,640.74	\$ (215.80)	\$ 9,834	\$ 7,987.45
Bookstore	320	\$ 49,359.42	\$ 45,341.23	\$ 86,747.05	\$ 7,953.60	\$ 230,330	\$ 108,690.51
Customized Training Projects	330	\$ 24,226.17	\$ 12,880.00	\$ 32,665.67	\$ 4,440.50	\$ 41,698	\$ 15,582.34
Culinary & Hospitality Program	340	\$ 3,266.59	\$ 1,451.81	\$ 3,038.42	\$ 1,679.98	\$ 15,375	\$ 6,024.56
Culinary Catering	341	\$ 878.68	\$ 1,644.25	\$ 4,984.63	\$ (2,461.70)	\$ 16,000	\$ 5,094.90
<b>Total Enterprise Fund</b>		\$ 89,676.44	\$ 70,616.79	\$ 132,860.89	\$ 27,432.34	\$ 320,902	\$ 144,219.08
PERS Pension Bond Fund	410	\$ (2,261.17)	\$ 70,423.64	\$ 37,368.63	\$ 30,793.84	\$ 128,137	\$ 38,413.30
General Obligation Bond Fund	420	\$ 32,420.93	\$ 629,801.14	\$ 158,118.75	\$ 504,103.32	\$ 716,238	\$ 167,368.75
<b>Total Debt Service Fund</b>		\$ 30,159.76	\$ 700,224.78	\$ 195,487.38	\$ 534,897.16	\$ 844,375	\$ 205,782.05
Campus Construction Fund - GO Bonds	520	\$ 1,023,334.48	\$ 1,014.99	\$ 1,024,349.47	\$ -	\$ 1,046,250	\$ 25,685.34
Local Match Fund	525	\$ 959,042.93	\$ 3,032.76	\$ -	\$ 962,075.69	\$ 957,000	\$ -
State Match Fund	530	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -
Grant Construction Fund	555	\$ -	\$ -	\$ 141,421.81	\$ (141,421.81)	\$ 957,000	\$ -
<b>Total Capital Projects Fund</b>		\$ 1,982,377.41	\$ 4,047.75	\$ 1,165,771.28	\$ 820,653.88	\$ 4,960,250	\$ 25,685.34
Associated Students of TBCC	710	\$ 130.00	\$ 1,869.40	\$ 1,934.72	\$ 64.68	\$ 9,680	\$ 2,911.87
Phi Theta Kappa Honorary Society Fund	720	\$ 1,581.75	\$ 981.25	\$ 526.32	\$ 2,036.68	\$ 7,525	\$ 435.84
Economic Development Council	730	\$ -	\$ 136,459.98	\$ 63,112.35	\$ 73,347.63	\$ -	\$ -
Visit Tillamook Coast	740	\$ -	\$ 707,695.18	\$ 417,183.75	\$ 290,511.43	\$ -	\$ -
<b>Total Agency Fund</b>		\$ 1,711.75	\$ 847,005.81	\$ 482,757.14	\$ 365,960.42	\$ 17,205	\$ 3,347.71
PELL Grant	801	\$ -	\$ 359,530.00	\$ 365,179.00	\$ (5,649.00)	\$ 1,101,500	\$ 563,851.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 10,000.00	\$ 10,500.00	\$ (500.00)	\$ 21,000	\$ 10,000.00
Direct Loans	810	\$ -	\$ 196,461.00	\$ 197,253.00	\$ (792.00)	\$ 1,000,000	\$ 393,209.00
Federal Work Study	819	\$ -	\$ 3,270.84	\$ 4,418.84	\$ (1,148.00)	\$ 15,850	\$ 5,445.39
Oregon Opportunity Grant	821	\$ -	\$ 60,800.00	\$ 61,250.00	\$ (450.00)	\$ 150,000	\$ 74,039.00
Chafee Grant	822	\$ -	\$ 5,835.00	\$ 5,835.00	\$ -	\$ 20,000	\$ 2,000.00
Tuition Waivers	831	\$ 25,772.00	\$ -	\$ 5,238.00	\$ 20,534.00	\$ 7,000	\$ 2,524.50
Board Scholarships	832	\$ 67,052.02	\$ -	\$ 65,072.93	\$ 1,979.09	\$ 192,900	\$ 70,964.70
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ 40,250.15	\$ 40,250.15	\$ -	\$ 60,000	\$ 18,898.92
Student Employees	835	\$ 15,444.34	\$ 3,297.22	\$ 967.89	\$ 17,773.67	\$ 18,000	\$ 5,869.84
Non-Institutional Scholarships	840	\$ 3,826.92	\$ 12,918.00	\$ 9,583.53	\$ 7,161.39	\$ 51,500	\$ 32,128.33
\$5 Tuesday Fund	898	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300	\$ -
<b>Total Financial Aid Fund</b>		\$ 134,138.94	\$ 692,362.21	\$ 765,548.34	\$ 60,952.81	\$ 2,659,794	\$ 1,178,930.68

Agenda Item 5.A. - Attachment #3  
Tillamook Bay Community College  
Summary Financial Information - Cash Status  
Preliminary for Fiscal Year-to-Date Ended January 2016  
58.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 839,223			\$ 1,857,516			\$ 87,948			\$ 20,017	
Beginning Fund Balance	\$ 755,349	\$ 910,658	120.56%	\$ 1,967,548	\$ 2,212,473	112.45%	\$ 73,100	\$ 89,676	122.68%	\$ 24,875	\$ 30,160	121.25%
<b>Resources</b>												
State Aid	\$ 1,121,379	\$ 999,988	89.17%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 72,000	\$ -	0.00%	\$ 2,929,129	\$ 586,264	20.01%	\$ 25,000	\$ 12,880	51.52%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,223,172	\$ 631,003	51.59%	\$ 4,000	\$ 640	16.00%	\$ 11,134	\$ 6,705	60.22%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,159,417	\$ 1,015,589	87.59%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 694,648	\$ 628,987	90.55%
Timber	\$ -	\$ -	0.00%	\$ 506,393	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 1,484	74.20%	\$ -	\$ 70	0.00%	\$ 253,000	\$ 48,358	19.11%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 6,024	109.53%	\$ 7,500	\$ 4,379	58.39%	\$ -	\$ -	0.00%	\$ 1,255	\$ 817	65.10%
Rental	\$ 12,000	\$ 10,035	83.63%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 17,811	254.44%	\$ -	\$ -	0.00%	\$ 7,000	\$ 2,674	38.20%	\$ -	\$ -	0.00%
Transfers	\$ 412,570	\$ 33,736	8.18%	\$ 957,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 130,000	\$ 70,421	54.17%
<b>Total Revenues</b>	<b>\$ 4,015,038</b>	<b>\$ 2,715,670</b>	<b>67.64%</b>	<b>\$ 4,404,022</b>	<b>\$ 591,353</b>	<b>13.43%</b>	<b>\$ 296,134</b>	<b>\$ 70,617</b>	<b>23.85%</b>	<b>\$ 825,903</b>	<b>\$ 700,225</b>	<b>84.78%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,741,230	\$ 1,351,296	49.30%	\$ 654,013	\$ 193,565	29.60%	\$ 85,819	\$ 38,507	44.87%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 907,808	\$ 411,746	45.36%	\$ 1,331,726	\$ 325,740	24.46%	\$ 210,520	\$ 92,763	44.06%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 28,000	\$ 23,499	83.93%	\$ 33,000	\$ 15,271	46.28%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 823,364	\$ 193,887	23.55%
Transfers	\$ 288,000	\$ 75,579	26.24%	\$ 405,757	\$ 24,646	6.07%	\$ 3,563	\$ 1,591	44.65%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 3,935,497	\$ -	0.00%	\$ 21,000	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 4,015,038</b>	<b>\$ 1,862,121</b>	<b>46.38%</b>	<b>\$ 6,359,993</b>	<b>\$ 559,222</b>	<b>8.79%</b>	<b>\$ 320,902</b>	<b>\$ 132,861</b>	<b>41.40%</b>	<b>\$ 824,964</b>	<b>\$ 195,487</b>	<b>23.70%</b>
Ending Fund Balance	\$ 755,349	\$ 1,764,207		\$ 11,577	\$ 2,244,604		\$ 48,332	\$ 27,432		\$ 25,814	\$ 534,898	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 230,882			\$ 54,976			\$ -			\$ 43,256	
Inventories		\$ 2,120			\$ -			\$ 11,121			\$ -	
NET EFFECT ON CASH		\$ (233,002)			\$ (54,976)			\$ (11,121)			\$ (43,256)	
Liabilities												
Accounts Payable		\$ 199,408			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 69,543			\$ -			\$ -			\$ 43,256	
Payroll		\$ 130,249			\$ -			\$ 10,356			\$ -	
NET EFFECT ON CASH		\$ 399,200			\$ -			\$ 10,356			\$ 43,256	
NET ADJUSTMENTS		\$ 166,198			\$ (54,976)			\$ (765)			\$ -	
ENDING CASH BALANCE		\$ 1,930,405			\$ 2,189,628			\$ 26,667			\$ 534,898	

Agenda Item 5.A. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended January 2016  
 58.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,972,377			\$ 1,712			\$ 134,480	
Beginning Fund Balance	\$ 1,999,750	\$ 1,982,377	99.13%	\$ 525	\$ 1,712	326.10%	\$ 91,244	\$ 134,139	147.01%
<b>Resources</b>									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 2,000,000	\$ -	0.00%	\$ -	\$ 822,233	0.00%	\$ 2,308,250	\$ 635,880	27.55%
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	\$ 3,500	\$ 4,048	115.66%	\$ -	\$ 1,643	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 957,000	\$ -	0.00%	\$ 9,200	\$ 21,286	231.37%	\$ 110,300	\$ 53,168	48.20%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 1,844	23.05%	\$ 150,000	\$ 3,313	2.21%
<b>Total Revenues</b>	<b>\$ 2,960,500</b>	<b>\$ 4,048</b>	<b>0.14%</b>	<b>\$ 17,200</b>	<b>\$ 847,006</b>	<b>4924.45%</b>	<b>\$ 2,568,550</b>	<b>\$ 692,361</b>	<b>26.96%</b>
<b>Expenditures</b>									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 5,580	\$ 181,644	3255.27%	\$ 54,844	\$ 5,387	9.82%
Operating Expenditures	\$ 4,003,250	\$ 538,342	13.45%	\$ 11,625	\$ 293,615	2525.72%	\$ 2,601,700	\$ 760,161	29.22%
Capital Outlay	\$ -	\$ 627,429	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 957,000	\$ -	0.00%	\$ -	\$ 7,498	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 4,960,250</b>	<b>\$ 1,165,771</b>	<b>23.50%</b>	<b>\$ 17,205</b>	<b>\$ 482,757</b>	<b>2805.91%</b>	<b>\$ 2,659,794</b>	<b>\$ 765,548</b>	<b>28.78%</b>
Ending Fund Balance	\$ -	\$ 820,654		\$ 520	\$ 365,961		\$ -	\$ 60,952	
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	\$ -	\$ 820,654		\$ 520	\$ 365,961		\$ -	\$ 60,952	

**\$ 5,929,165**

## Personnel

### RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Research and Data Visualization Specialist	As received	ASAP	Position has been reopened/ Open until filled.	Ann Hovey	
Data Specialist	As received	ASAP	Position has been reopened/Open until filled.	Ann Hovey	
Career Education Advisor and ASPIRE Coordinator	2/15/2016	ASAP	Position has been reopened/Open until filled.	Rhoda Hanson	
SBDC/EDC Office Support Specialist	2/15/2016	ASAP	Interviews scheduled 2/29/2016	Mike Cohen	
Student Services Support Specialist		ASAP		Rhoda Hanson	
Community and Continuing Ed. Coordinator	2/15/2016	ASAP	Position has been revised and reposted.	Ann Hovey	
Online Academic Support Assistant	3/15/2016	3/30/2016	0.5 FTE; grant-funded may run through Sept. 2018.	Ann Hovey	
Curriculum and Assessment Support Assistant	3/15/2016	ASAP	Grant-funded one year	Ann Hovey	
Human Resources Support Specialist	2/15/2016	2/17/2016		Pat Ryan	Rebecca Phoenix



## Announcements and General Information

### **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

### **BACKGROUND INFORMATION**-----President Green

Save March 31 from 5:30 pm to 7:30 pm for TBCC 35<sup>th</sup> Anniversary Celebration at the Tillamook Pelican Brewery.

Spring Break is March 19 through 26.

Spring Classes begin on March 28<sup>th</sup>.

April 20<sup>th</sup> may change to May 3 is the OCCA All Stars Recognition in Salem.

The College will be closed on April 29<sup>th</sup> for In-service.

Graduation is June 10.

June 28 through the 30 is the Governance Institute for Student Success in Bend (not location change)  
Please hold those dates.

The following is information from The Employment Department on career vacancies in our five coast workforce region. I thought you would be interested.





# Help Wanted in Oregon: Results from the 2015 Job Vacancy Survey

Job vacancies in:  
Northwest Oregon Region  
(Benton, Clatsop, Columbia, Lincoln & Tillamook Counties)



# Roughly 3,100 vacancies in the Northwest Oregon region

- Surveyed 1,200 employers during 2015
- Includes private employers with two or more employees
- If they were hiring, we asked about each vacancy's:
  - ✓ Job title
  - ✓ Full- or part-time status
  - ✓ Permanent or temporary status
  - ✓ Starting wage or salary
  - ✓ Educational and experience requirements

**Similar to statewide, health care and social assistance employers reported the most vacancies.**

**Northwest Oregon Job Vacancies by Industry, 2015**

<b>Industry</b>	<b>Vacancies</b>
<b>All Industries</b>	<b>3,077</b>
Health care and social assistance	1,293
Leisure and hospitality	469
Retail trade	353
Financial activities	318
Manufacturing	227
Transportation, warehousing, and utilities	132
Management, administrative, and waste services	97
Construction	80
Other services	59
Professional, scientific, and technical services	23
Private educational services	15
Information	11

# Personal care and service occupations, and sales and related occupations had many vacancies.

## Northwest Oregon Job Vacancies by Occupation Group, 2015

<b>Occupation Group</b>	<b>Vacancies</b>
<b>All Occupations</b>	<b>3,077</b>
Personal Care and Service	504
Sales and Related	371
Health Care Practitioners and Technical	282
Transportation and Material Moving	274
Building and Grounds Cleaning and Maintenance	258
Food Preparation and Serving Related	250
Office and Administrative Support	206
Health Care Support	198
Management	167
Production	156
Installation, Maintenance, and Repair	120
Community and Social Service	115
Business and Financial Operations	51
Life, Physical, and Social Science	34
Construction and Extraction	33
Computer and Mathematical	15
Education, Training, and Library	15
Legal	12
Architecture and Engineering	8
Arts, Design, Entertainment, Sports, and Media	4
Protective Service	4

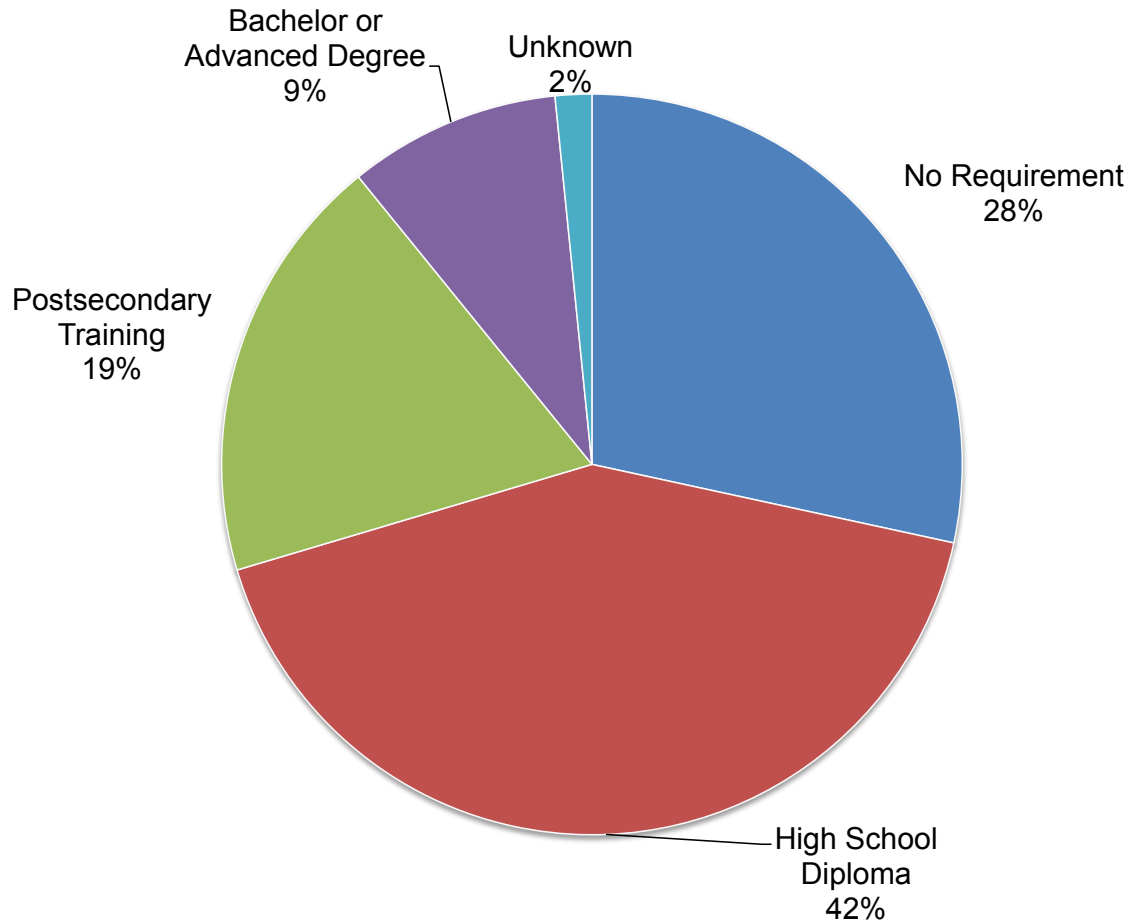
# Overall, vacancies were reported in 110 occupations.

## Top 20 Occupations in Northwest Oregon With the Highest Number of Job Vacancies, 2015

<b>Occupation</b>	<b>Vacancies</b>
<b>All Occupations</b>	<b>3,077</b>
Personal Care Aides	481
Maids and Housekeeping Cleaners	215
Managers, All Other	147
Counter and Rental Clerks	135
Retail Salespersons	131
Heavy and Tractor-Trailer Truck Drivers	117
Medical Assistants	99
Machinists	86
Nursing Assistants	76
Customer Service Representatives	76
Cashiers	68
Waiters and Waitresses	66
Registered Nurses	61
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	53
Light Truck or Delivery Services Drivers	53
Social and Human Service Assistants	52
Laborers and Freight, Stock, and Material Movers, Hand	51
Licensed Practical and Licensed Vocational Nurses	47
Medical and Clinical Laboratory Technicians	40
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	39
Pharmacists	39

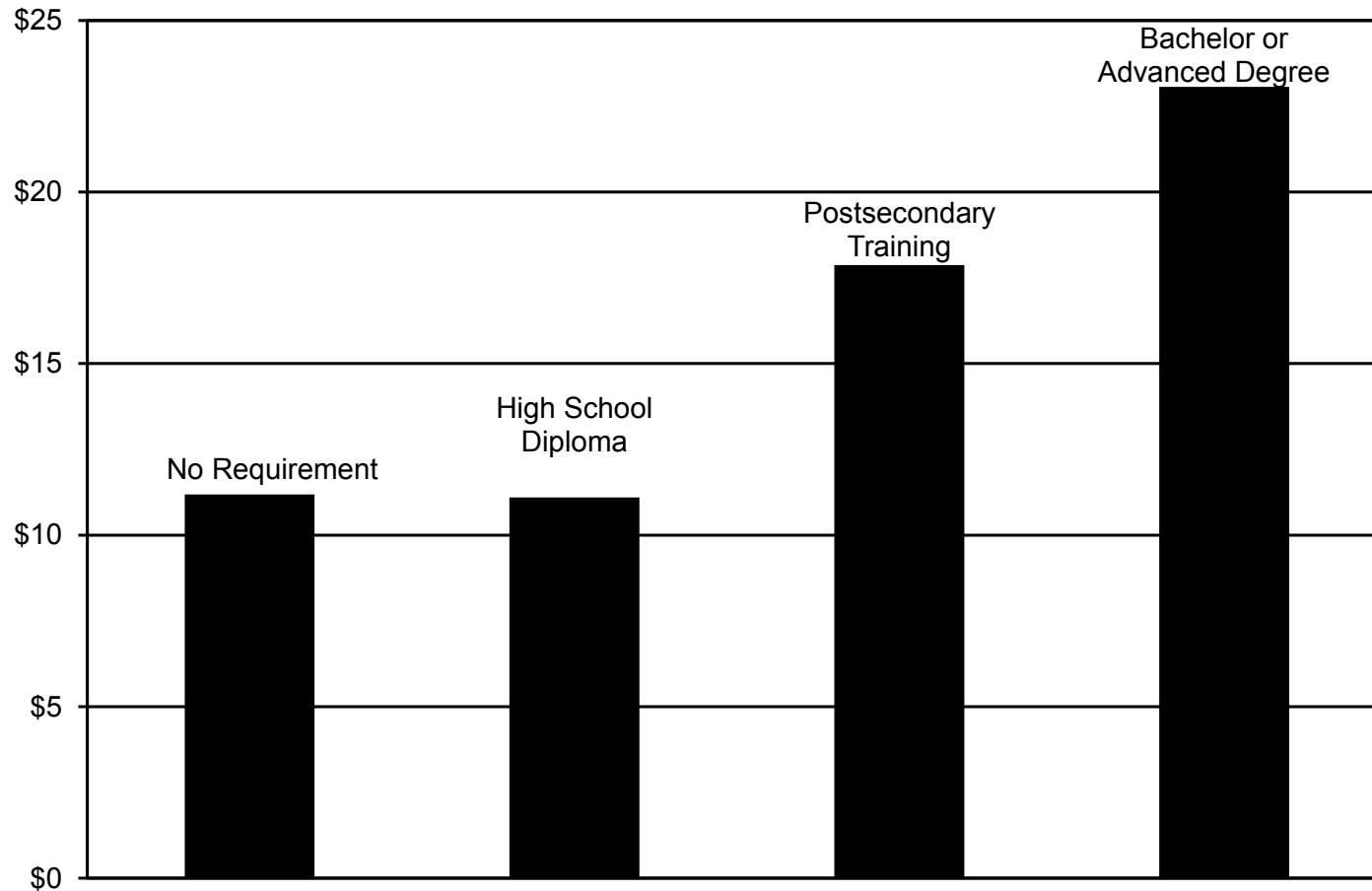
# Seven out of 10 vacancies don't require education beyond high school.

**Northwest Oregon Job Vacancies by Educational Requirement, 2015**



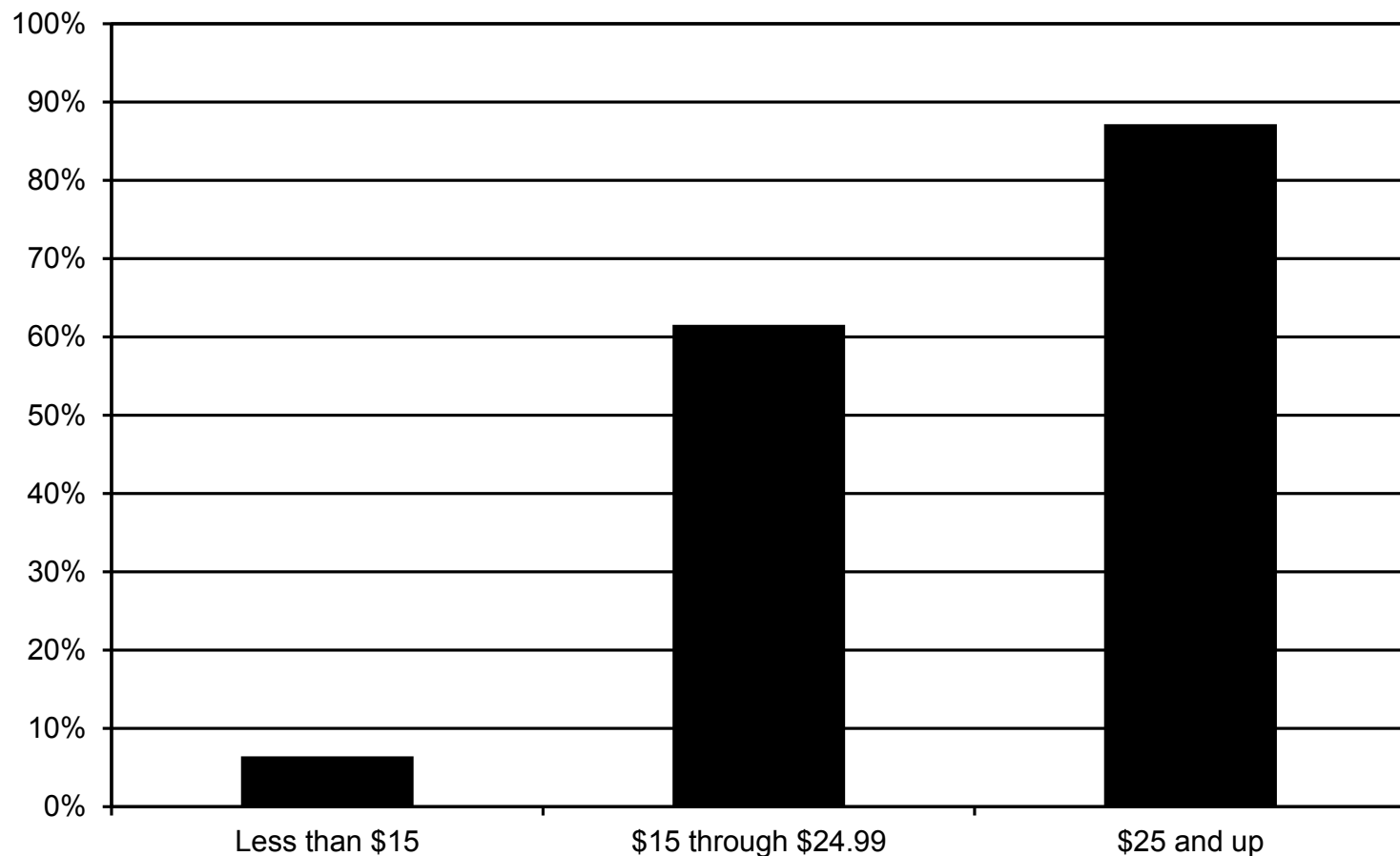
# Wages are higher for vacancies that require more education...

**Average Hourly Wage for Northwest Oregon Job Vacancies, by Educational Requirement, 2015**



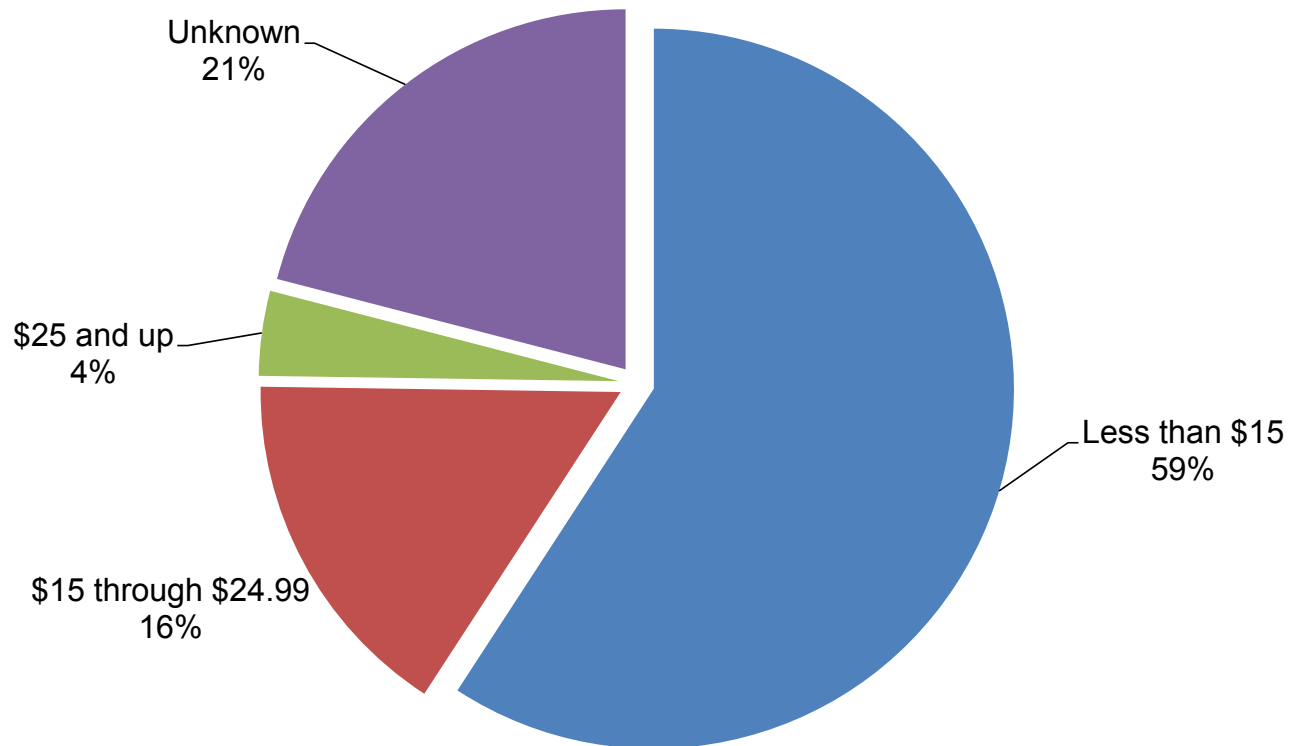
**... and high-paying vacancies are more likely to require education beyond high school.**

**Share of Northwest Oregon Job Vacancies Requiring Education Beyond High School by Hourly Wage Range, 2015**



# More than half of all vacancies pay less than \$15 per hour.

Northwest Oregon Job Vacancies by Hourly Wage, 2015





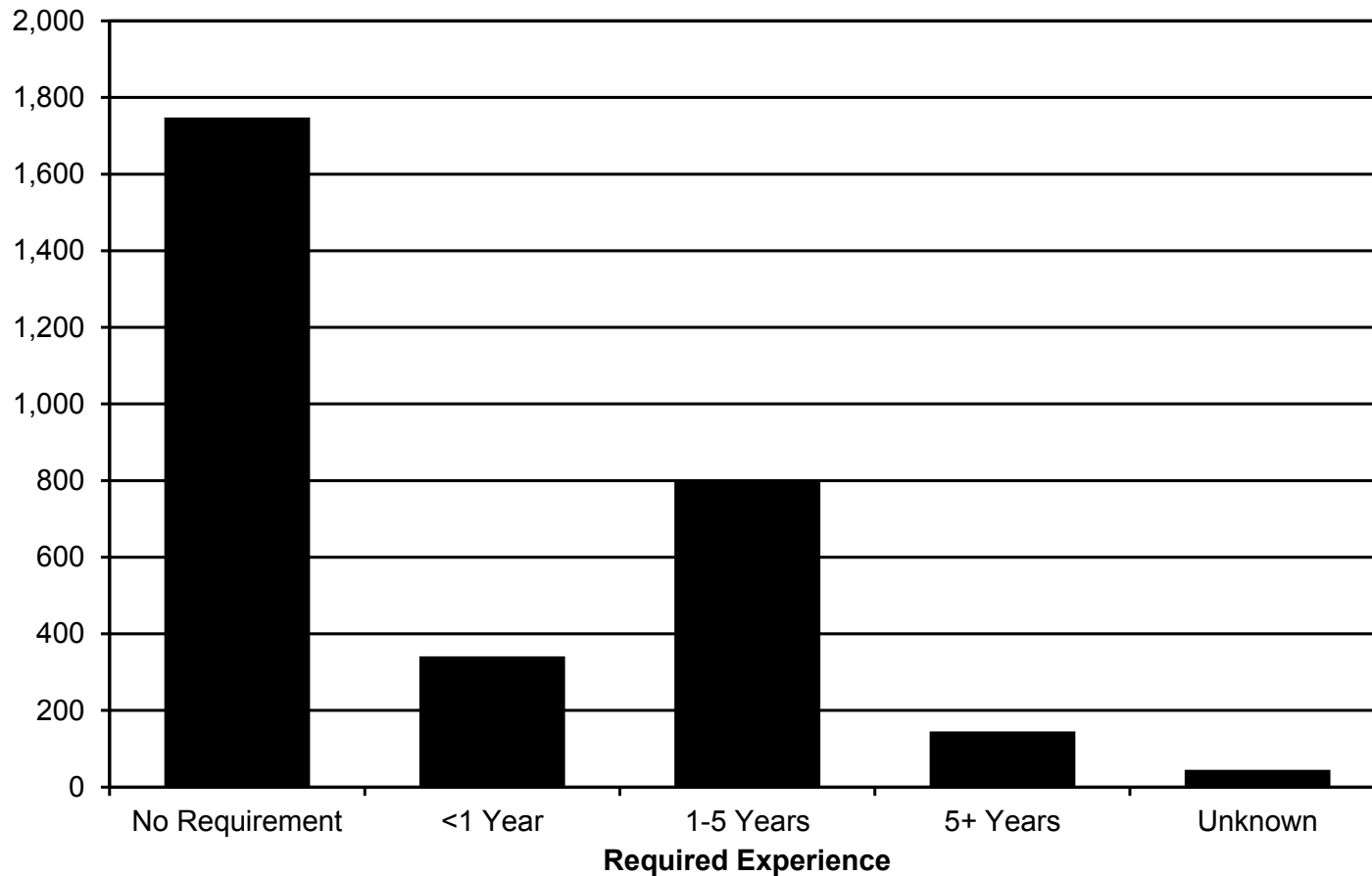
# Vacancies requiring higher education are more likely to be high-paying, full-time, and permanent.

Northwest Oregon Job Vacancies by Required Education Level, 2015

Required Education Level	Vacancies	Average Hourly Wage	Full-time Positions	Permanent Positions	Requiring Previous Experience	Difficult to Fill
<b>All Education Levels</b>	<b>3,077</b>	<b>\$13.23</b>	<b>64%</b>	<b>92%</b>	<b>42%</b>	<b>50%</b>
No Requirement	874	\$11.19	74%	78%	41%	26%
High School Diploma	1,292	\$11.10	54%	96%	37%	63%
Postsecondary Training	577	\$17.87	63%	100%	40%	68%
Bachelor or Advanced Degree	285	\$23.07	92%	99%	78%	36%
Unknown	49	-	24%	76%	0%	24%

# Two out of five vacancies require previous experience...

**Northwest Oregon Job Vacancies Requiring Previous Experience, 2015**



# High-paying vacancies are more likely to require a combination of education and previous experience.

Northwest Oregon Job Vacancies by Hourly Wage Range, 2015

Wage (per hour)	Vacancies	Average Hourly Wage	Full-time Positions	Permanent Positions	Requiring Education Beyond High School	Requiring Previous Experience	Difficult to Fill
<b>All Wage Ranges</b>	<b>3,077</b>	<b>\$13.23</b>	<b>64%</b>	<b>92%</b>	<b>26%</b>	<b>42%</b>	<b>50%</b>
Less than \$15	1,821	\$10.45	59%	88%	6%	30%	50%
\$15 through \$24.99	494	\$18.37	91%	96%	62%	89%	60%
\$25 and up	117	\$34.85	83%	97%	87%	67%	69%
Unknown	645	-	56%	98%	41%	35%	41%

# One-third of Oregon's vacancies were in the two-county (Multnomah & Washington) Portland Metro area.

Oregon Job Vacancies by Geography, 2015

Geography	Vacancies	Average Hourly Wage	Full-time Positions	Permanent Positions	Requiring Education Beyond High School	Requiring Previous Experience	Difficult to Fill
<b>Oregon Statewide</b>	<b>48,140</b>	<b>\$15.68</b>	<b>70%</b>	<b>86%</b>	<b>22%</b>	<b>61%</b>	<b>59%</b>
Portland Metro	17,453	\$17.30	77%	93%	27%	69%	59%
Mid-Valley	5,441	\$13.90	55%	66%	16%	58%	58%
Clackamas	5,189	\$15.23	69%	84%	21%	61%	72%
Central Oregon/East Cascades	4,911	\$13.41	62%	72%	11%	51%	64%
Lane	4,488	\$15.77	73%	93%	23%	63%	49%
Northwest Oregon	3,077	\$13.23	64%	92%	26%	42%	50%
Rogue Valley	2,809	\$14.40	70%	87%	16%	56%	54%
Southwestern Oregon	1,865	\$15.25	54%	86%	19%	62%	65%
Eastern Oregon	1,772	\$15.91	79%	80%	25%	51%	60%
Multi-area or unknown	1,135	\$22.59	77%	100%	31%	76%	42%



**Erik Knoder, Regional Economist**  
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## Board Member Discussion Items

**RECOMMENDATION**

**BACKGROUND INFORMATION** ----- Chair Lincoln



# Adjournment

**RECOMMENDATION**

MOTION TO ADJOURN THE MEETING.

**BACKGROUND INFORMATION** ----- Chair Lincoln

