

# Board of Education Meeting Agenda

**Date:**  
Monday, May 5 2014

**Time:**  
6:00 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Acknowledge Guests</b> .....	Chair Wakefield
2.	<b>Approval of the Agenda</b> .....	(Action) Chair Wakefield
3.	<b>Invitation of Public Comment</b> .....	Chair Wakefield
	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.	
4.	<b>Approval of the April 7, 2014 Minutes</b> .....	(Action) Chair Wakefield
5.	<b>CASE Update</b> .....	Interim Chief Academic Officer Phillips
6.	<b>New Business</b>	
	a. 2014-2015 Board Meeting Schedule .....	President Green
	b. Org/Finance/Leg designations .....	(Action) Comptroller/Budget Officer Williams
7.	<b>Reports</b>	
	a. Oregon Community College .....	President Green
	b. Financial Report.....	Comptroller/Budget Officer Williams
	c. Tourism Update.....	President Green
8.	<b>Standing Business</b>	
	a. Strategic Planning and Accreditation .....	Interim Chief Academic Officer Phillips
	b. Courses and Curricula .....	Interim Chief Academic Officer Phillips
	c. Personnel .....	Director Ryan
	d. Board Policy on Vacancies.....	(Action) President Green
	e. Policy Review.....	Director Ryan
9.	<b>Announcements and General Information</b> .....	President Green
10.	<b>Invitation of Public Comment</b> .....	Chair Wakefield
11.	<b>Board Member Discussion Items</b> .....	Chair Wakefield
12.	<b>Adjournment</b> .....	Chair Wakefield

## Call to Order • Acknowledge Guests

### **RECOMMENDATION**

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

**BACKGROUND INFORMATION**----- Chair Wakefield



## Approval of the Agenda

### **RECOMMENDATION**

MOTION TO APPROVE THE AGENDA FOR THE MAY MEETING.

**BACKGROUND INFORMATION** ----- Chair Wakefield

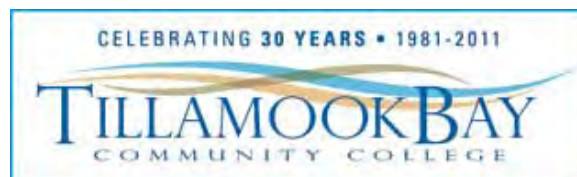


## Invitation of Public Comment

### **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 Wakefield



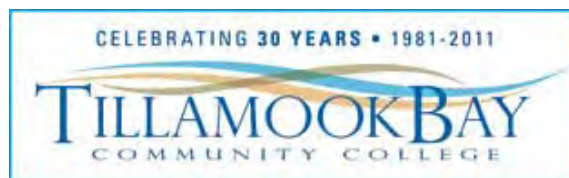
## Approval of April 7, 2014 Minutes

### **RECOMMENDATION**

MOTION TO APPROVE THE APRIL 7, 2014 BOARD MINUTES.

### **BACKGROUND INFORMATION**

----- Chair Wakefield



### **Board of Education Minutes April 7, 2014**

Board Members in attendance: Steve Shaw, Jim McGinnis, Rose Wharton, and Deborah Lincoln.

Staff Member in attendance: Michele Burton, Ray Hoyt, Heidi Luquette, Pat Ryan, Kyra Williams, Dave Phillips, and Connie Green.

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

The meeting was called to order at 6:05 pm by Vice Chair Lincoln.

#### **Approval of the Agenda** (agenda item 2)

A motion to approve the agenda was made by Director Shaw and seconded by Director Wharton. The motion carried.

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

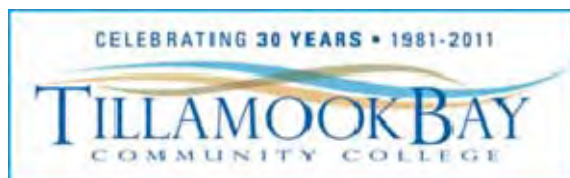
There was no public comment at this time.

#### **Approval of the March 3, 2014 Minutes** (agenda item 4)

A motion to approve the minutes of the March 3, 2014 minutes was made by director Wharton and seconded by Director McGinnis. The motion carried.

#### **Title III Update** (agenda item 5)

Interim Chief Academic Officer Phillips introduced Roy Hoyt, the director for the Title III grant who gave a brief update. The overarching goal of the Title III grant is to improve the persistence and completion, capacity and sustainability through technology and resource improvement. This grant also supports the achievement compact measures and aligns with the college goals. The four components of the grants are: 1) Faculty Development and Innovations, 2) Online Learning Delivery, 3) Process Improvement, and 4) Resource Development. The next Title III update is tentatively planned for the fall.



## Reports

### Oregon Community College Update (agenda item 6A)

President Green reported that Higher Education Coordinating Commission (HECC) begins policy and funding oversight for community colleges July 1, 2014. HECC has been in the process of collecting information and learning as much about the 17 Community Colleges as possible. The HECC has received feedback from the college presidents regarding what might be the most beneficial financial support for student persistence and completion. President Green and Chair Wakefield, who also attended the OCCA meeting, acknowledged that there has been a "river of change."

### Financial Report (agenda item 6B)

Comptroller/Budget Officer Williams presented the February financial reports. President Green commended the leadership team for wisely managing resources.

### Preliminary 2014-2015 Budget Report (agenda item 6C)

Comptroller/Budget Officer Williams stated that the preliminary budget has indeed been a "river of change." The budget committee meets on Monday, April 21, 2014.

### Board Openings (agenda item 6D)

President Green went over the ORS requirements for dealing with board openings. If a board member resigns, the vacancy must be declared at a public meeting to make citizens aware of the opening. The appointee must then run at the next election. There should also be application forms, and information as well as interviews should be held. She shared the proposed process for Tillamook Bay Community College Board of Education, which was created after contacting other colleges for information on their processes. There were questions for the Board regarding whether the resigning Board member must have left the Board before the process can begin, or whether the posting, interviews, and selection process could begin prior to the current Board member leaving, as long as the new member is not sworn in. President Green will double check with legal counsel on this point. Director McGinnis stated that he feels it is important to establish the process. This will be brought back for a second reading and approval at the May meeting.

### Achievement Compact Targets (agenda item 6E)

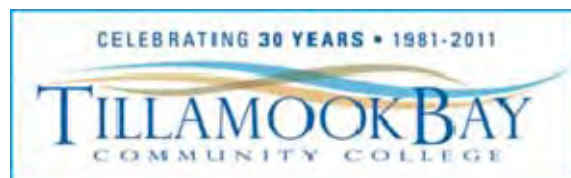
President Green pointed out that CCWD has now provided new actuals from last year; therefore the achievement compact targets must be reapproved by the Board. A motion to approve the achievement compact targets was made by Director Wharton and seconded by Director Shaw. The motion carried.

### Approval of Contract (agenda item 6F)

President Green explained to the Board that County has signed an agreement with the Economic Development Council of Tillamook County to manage the Transit Lodging Tax process for the next three years. The intention is to spin this off as a separate 501(c) 6 tourism organization at the end of those three years. There will be a supplemental budget which includes these items that will be run through the college for the EDC as we act as their fiscal agent on this TLT project.

President Green explained that the IGA between the EDC and TBCC has been modified to include not only their HR function and facility, but the service of being their fiscal agent on this project.

After considerable discussion regarding potential liability for the College as a result of being the EDC's fiscal agent on this project, a motion to approve the contract to Destination Marketing was made by Director McGinnis and seconded by Director Wharton. The motion carried.



President Green will provide regular updates to the Board on TLT activity and will speak with the County regarding other options for fiscal management of this project in the future.

### **Standing Business**

#### Strategic Planning (agenda item 7A)

Interim Academic Officer Phillips reported on the student engagement conference recently attending by himself as well as President Green, and Student Services Director Michelle Burton. 25 colleges were represented at this national conference in Santa Fe, New Mexico. He stated that it was affirming to know that TBCC is already doing the majority of things they were talking about, such as mandatory testing, orientation, student success courses, and high impact practices in the classroom.

#### Courses and Curricula (agenda item 7B)

A motion to approve the creation of a business management AAS with management and accounting focus, a basic computer literacy/Career Pathways one year certificate, as well as the statewide, retail management less than one year certificate revision, the Retail Management AAS revision, and the Culinary less than one year certificate revision, the culinary arts one year certificate revision, and three courses BA 290 Seminar, Biology 211, 212, and 213 Principles of Biology for transfer science majors, and Manufacturing 220, Manufacturing Process, which is part of the IMT requirement not in the catalog was made by Director Shaw and seconded by Director Wharton. The motion carried.

#### Personnel (agenda item 7C)

Director Ryan stated that Heidi Luquette has been hired as Foundation Director, and Anne Hovey will be joining the staff as Chief Academic Officer. There is also an opening for HTR instructor position. Applicant review begins April 14, 2014.

#### **Announcement and General Information** (agenda item 8)

- Budget Committee meets April 21, 2014
- In-service is Friday, April 25, 2014. The Board is welcome to attend.
- The first graduation that is "all ours" is June 13, 2014.

#### **Written Communication** (agenda item 9)

President Green presented two letters of congratulations on accreditation, one from the Board of County Commissioners, and the other from Dr. Roy Mason, TBCC's founding president.

#### **Invitation of Public Comment** (agenda item 10)

There was no public comment at this time.

#### **Board Member Discussion Items** (agenda item 11)

Director Wharton expressed her appreciation for the breakfast held in South County as part of the Accreditation celebration, March 12, 2014.

#### **Adjournment** (agenda item 12)

A motion was made by Director Wharton and seconded by Director Shaw to adjourn the regular board meeting. The motion carried. The meeting was adjourned at 7:50 pm.

### **Executive Session**

#### **Call to Order** (agenda item 14)

The executive session was called to order at 8:10 by Vice Chair Lincoln.  
The Executive Session was closed at 8:15.

The Board came back to the regular meeting at 8:15.



**Approval of President's evaluation and Contract** (agenda item 15)

A motion to approve the President's evaluation and contract was made by Director Wharton and seconded by Director McGinnis. The motion carried.

**Adjournment** (agenda item 16)

A motion to adjourn was made by Director Shaw and second by Director Wharton. The motion carried.





## CASE Update

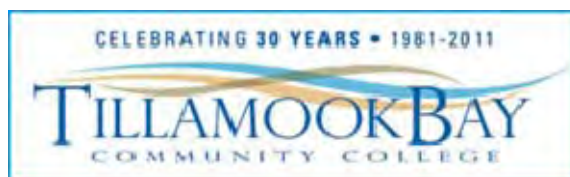
### **RECOMMENDATION**

INFORMATION ONLY—NO ACTION REQUIRED

### **BACKGROUND INFORMATION**----- Interim Chief Academic Officer Phillips

The CASE (Career Acceleration and Support for Employment) grant is in its third and final year. The grant is scheduled to close on September 30, 2014. Career coaches have enrolled 80 students who have earned 1,763 credits. The Agriculture and Natural Resources program has also been developed and is moving forward at the State level for approval so that implementation can begin in September 2014. The curriculum has undergone external review and was developed in collaboration with faculty and administration at Oregon State University and input from local employers, and area agencies. The uniqueness of the program is that once students complete the AAS degree at TBCC, they can continue at OSU while living in Tillamook as many courses are offered online and work-based learning experience requirements can be fulfilled within the County.

In addition to providing direct support to students, the career coaches have participated in the Achieving the Dream sub-committees and are currently working on a sustainability plan for the college. TBCC now has an online career center where students are able to explore careers and identify those that fit their skills set and interests. Additionally, the virtual career center has information about how to effectively search for and prepare to apply and interview for jobs as well as information about furthering education. Pallie Campbell, Employer/Community Engagement Specialist for the CASE grant has developed the TBCC Mentorship Program, which will enable continuation of student support for career development once the grant has ended. Mentor and mentee training was completed last week and implementation has started.



## 2014-2015 Board Meeting Schedule

### **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

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

Each year the Board sets the dates and locations for the upcoming year. The proposed meeting dates noted below are based on the established practice of the first Monday of each month. This year there are several exceptions:

- September 8 is the second Monday because of Labor Day weekend is the first Monday.
- January 12 is the second Monday to ensure we can get a board docket out since the college is closed from December 22 through the 29 and then also closed on 1/1/15

The Board Policy has no Board meetings in July and August and there are no scheduled meetings. Most meetings are scheduled for 6:00 p.m. at the Central Campus Board Room #214/215 (Board Policy 101.2) unless noted. The exceptions to meeting on campus are the meetings with Nestucca Valley School District, Neah-Kah-Nie School District and potentially Tillamook School District.

Each local school district Superintendent was contacted to begin the setting of a shared Board workshop over the 2014-2015 academic year. Every Board has responded they want to continue to meet in a shared Board workshop.

### DATES FOR TBCC BOARD MEETINGS 2014/2015:

September 8 – Neah-Kah-Nie School District- 5:30-6:30 in NKN High School Library. NKN SD board would have their regularly scheduled board meeting in the library starting at 6:30 and the college would have their meeting in room 12.

October 6- Nestucca Valley School District meeting is October 13. Could we move our meeting?

November 3 – Tillamook School District would like to meet. Could we find a Monday or other evening for a workshop and not combine with a regular meeting?

December 1  
January 12  
February 2  
March 2  
April 6  
May 4  
June 1

## 2013-2014 Organization, Finance and Legal Designations

### **RECOMMENDATION**

RESOLVE TO APPROVE THE 2013-2014 ORGANIZATION, FINANCE, AND LEGAL DESIGNATIONS UPDATE IN ITEM 16 AND AUTHORIZE SIGNING OF MASTER SERVICES AGREEMENT AND APPENDIX A-1 FOR BANKING SERVICES.

### **BACKGROUND INFORMATION** ----- Comptroller/Budget Officer Williams

#### **1. Designate Clerk, Deputy Clerk, Secretary**

Move that President Connie Green be designated Clerk, Comptroller/Budget Officer Kyra Williams be designated Deputy Clerk, and Connie Green be designated Board Secretary for the 2013-2014 Fiscal Year. (O.R.S. 332.515)

#### **2. Authorize Insuring of District Employees**

Move that insurance for the 2013-2014 Fiscal Year be purchased, which includes broad crime coverage for all employees, non-compensated officers, and directors.

#### **3. Designate Depositories for TBCC Funds**

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Sterling Savings Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2013-2014; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2013-2014 Fiscal Year. (O.R.S. 328.441 and 294.805 to 294.895)

#### **4. Authorize Investment of TBCC Funds**

Move that the President/Clerk as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2013-2014 Fiscal Year. The Clerk may delegate this authority in writing to the Comptroller/Budget Officer, Kyra Williams, at such times and to such extent as the Clerk determine to be necessary or desirable.

#### **5. Authorize General Fund Borrowing**

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

#### **6. Authorize Payrolls**

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2013-2014 Fiscal Year.

#### **7. Authorize Accounts Payable**

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2013-2014 Fiscal Year.



**8. Name the Budget Officer**

Move that the Comptroller/Deputy Clerk be named Budget Officer for Budget Year 2014-2015. (O.R.S. 294.331)

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

Move that the President/Clerk be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2013-2014 Fiscal Year. The President/Clerk may delegate this authority in writing to the Comptroller/Budget Officer, Kyra Williams, at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.

**10. Establish Public Contract Review Board**

Move that the Board of Directors act as the Contract Review Board for the District for the 2013-2014 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$50,000. (O.R.S. 279.055)

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

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

**12. Establish Reimbursement Rates for Meals and Lodging**

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

Out of State Travel:

Breakfast \$12.00

Lunch \$18.00

Dinner \$36.00

In State Travel:

Breakfast \$11.00

Lunch \$16.00

Dinner \$34.00

Receipts are required for all meal and lodging reimbursements.

**13. Authorize Write-off of Accounts Receivables**

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



**14. Establish Petty Cash Accounts**

Move that a Petty Cash account in the amount shown for the 2013-2014 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office	\$ 100.00
Custodian	Kyra Williams

**15. Authorize Acquisition of Federal Surplus Property**

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

**16. Authorize Check Signatures**

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

Deleted: or

Deleted: or

**17. Designation of Auditor**

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2012-2013 Fiscal Year audit performed during 2013-2014.

Deleted: ¶

**18. Designation of Legal Counsel**

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

**19. Designation of Insurance Agent of Record**

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

**20. Credit Cards Authorization**

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

Name	Credit Limit
President	\$2,500
Chief Academic Officer	\$2,500
Comptroller	\$2,500
Executive Director of the Foundation and Advancement	\$2,500
Business Office Specialist (A/P, Purchasing)	\$10,000
Title III Program Director	\$2,500





# Master Services Agreement (Governmental Entities)

Customer Tax ID Number: 930792039

I, Craig Wakefield, HEREBY CERTIFY that I am Certifying Officer of Tillamook Bay Community College ("Customer"). I further certify that I have full power and lawful authority to execute this Master Services Agreement ("MSA") on behalf of Customer. I further certify that Customer has taken all action required by its resolutions and other organizational documents, records or agreements to authorize the individuals listed below to act on behalf of Customer in all transactions contemplated under this MSA. Customer hereby agrees as follows:

## **DEPOSIT ACCOUNTS:**

1. U.S. Bank National Association ("Bank") is hereby designated as Customer's banking depository. Customer has received a copy of the deposit account terms and conditions and agrees that such terms shall govern the deposit account services provided by Bank. All transactions between Customer and Bank involving any of Customer's accounts at Bank will be governed by the deposit terms and conditions, this MSA and other disclosures provided to Customer. Customer agrees to provide Bank with a copy of documents requested by Bank.

2. Any one (1) of the persons whose names and signatures appear in Appendix A (individually, an "Account Signer") are hereby authorized to open, add, modify, or close accounts in the name of Customer or its subsidiaries or affiliates, or if applicable, as an agent for another entity, and to sign, on behalf of Customer, its subsidiaries or affiliates or as an agent for another entity, checks, drafts or other orders for the payment, transfer or withdrawal of any of the funds or other property of Customer, whether signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, including those payable to the individual order of the person or persons signing or otherwise authorizing the same and including also those payable to the Bank or to any other person for application, or which are actually applied to the payment of any indebtedness owing to the Bank from the person or persons who signed such checks, drafts or other withdrawal orders or otherwise authorized such withdrawals; and are also authorized to endorse for deposit, payment or collection any check, bill, draft or other instrument made, drawn or endorsed to the accounts governed by this MSA for deposit into these accounts. The authorization contained in the preceding sentence includes transfers of funds or other property of Customer to accounts outside of those accounts Customer maintains at Bank. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Account Signers.

3. Unless Customer otherwise advises Bank in writing and Bank has a reasonable opportunity to act on such writing, the Account Signers listed in Appendix A will be Account Signers on any future deposit accounts that Customer maintains with Bank.

4. Customer acknowledges and agrees that Bank is not required to obtain the consent of or otherwise contact an Account Signer for transactions other than those listed in paragraph 2 above, including, but not limited to, transfers between accounts Customer maintains at Bank, advances on loans Customer has with Bank and transfers to pay down loans Customer has with Bank.

## **OTHER SERVICES:**

5. A Contract Signer is authorized and empowered on behalf of Customer to transact any and all other depository and investment business with and through the Bank, including, without limitation, the Bank's Money Center division, which such person may at any time deem to be advisable, including, without limiting the generality of the foregoing, authority to purchase certificates of deposit, government securities, commercial paper, stocks, bonds or other forms of investments that may be sold by the Bank, and to enter into safe deposit agreements and investment account agreements offered by Bank, and, in reference to any such business, to make any and all agreements and to execute and deliver to Bank any and all contracts and other writings which such person may deem to be necessary or desirable.

## **TREASURY MANAGEMENT SERVICES:**

6. Bank's treasury management services ("Treasury Management Service(s)") are described in the U.S. Bank Services Terms and Conditions, any supplements thereto, any implementation documents, user manuals, operating guides and other related documentation and disclosures provided by Bank, and any addendum to any of the foregoing (collectively the "Services Agreement"). Customer has received and reviewed the Services Agreement and desires to use one or more of the Treasury Management Services.

7. Any one (1) of the persons whose names and signatures appear in Appendix B (individually, a "Treasury Management Signer") are empowered in the name of and on behalf of the Customer to enter into all transactions contemplated in the Services Agreement including, but not limited to, selecting Treasury Management Services, appointing agents to act on behalf of Customer in the delivery of Treasury Management Services, signing additional documentation necessary to implement the Treasury Management Services and giving Bank instructions with regard to any Treasury Management Service, including without limitation, wire transfers, ACH transfers, and any other electronic or paper transfers

from or to any account Customer may maintain with Bank. Bank may, at its discretion, require Customer to execute additional documentation to implement or amend certain Treasury Management Services. In such cases, documentation necessary to implement or amend such Services shall be signed by a Treasury Management Signer. Customer further acknowledges and agrees that Bank may implement or amend Services based on the verbal, written, facsimile, voice mail, email or other electronically communicated instructions that it believes in good faith to have been received from a Treasury Management Signer. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Treasury Management Signers.

**FOREIGN EXCHANGE:**

8. Bank is authorized by Customer to enter into foreign exchange transactions. Customer has received a copy of the Services Agreement and agrees that the terms contained in the Services Agreement, this MSA and other disclosures provided to Customer shall govern the foreign exchange services provided by Bank. Customer agrees to provide Bank with a copy of documents requested by Bank.

**FOREIGN CURRENCY ACCOUNTS:**

9. Bank is hereby designated as Customer's banking depository for one or more Foreign Currency Account(s) (the "Foreign Account(s)"). Any one (1) of the persons whose names and signatures appear in Appendix C (individually, a "Foreign Currency Account Signer") are hereby authorized to open, add, modify, or close any Foreign Account(s) in the name of Customer or its subsidiaries or affiliates and to make, on behalf of Customer, orders for payment or transfer of any of the funds or other property of Customer, whether signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, including those payable to the individual order of the person or persons signing or otherwise authorizing the same. Customer hereby expressly authorizes and directs Bank to accept written and oral instructions any payment orders, by telephone or otherwise, consistent with the Services Agreement. Customer has received a copy of the Services Agreement and agrees that the terms contained in the Services Agreement, this MSA and other disclosures provided to Customer shall govern the Foreign Accounts.

**GENERAL:**

10. All Account Signers, Treasury Management Signers and Foreign Currency Account Signers (whether designated in this MSA or in a prior document [for example, a Certificate of Authority or a Treasury Management Services Agreement] executed by Customer) will remain in place until Bank receives written notice of any change and has a reasonable time to act upon Customer's written notice.

11. Any and all transactions by or in behalf of Customer with the Bank prior to the adoption of this MSA (whether involving deposits, withdrawals, Treasury Management Services, or otherwise) are in all respects ratified, approved and confirmed.

12. Customer agrees to furnish Bank with the names and signatures (either actual or any form or forms of facsimile or mechanical signatures adopted by the person authorized to sign) of the persons who presently are Account Signers, Treasury Management Signers and/or Foreign Currency Account Signers. Bank shall be indemnified and saved harmless by Customer from any claims, demands, expenses, loss or damage resulting from or growing out of honoring or relying on the signature or other authority (whether or not properly used and, in the case of any facsimile signature, regardless of when or by whom or by what means such signature may have been made or affixed) of any officer or person whose name and signature was so certified, or refusing to honor any signature or authority not so certified.

Each of the undersigned (individually and collectively, the "Contract Signers") certifies that, based on his or her review of Customer's books and records, Customer has, and at the time of adoption of this MSA had, full power and lawful authority to adopt the MSA and to confer the powers herein granted to the persons named, and that such persons have full power and authority to exercise the same.

Each of the Contract Signers further certifies that he or she has the full power and lawful authority to execute this MSA on behalf of Customer, its subsidiaries and affiliates, or if applicable, as an agent for another entity who has entered into an agreement with Customer authorizing Customer to act on such entity's behalf.

Each of the Contract Signers further certifies that the Account Signers, Treasury Management Signers and/or Foreign Currency Account Signers have been duly elected to and now hold the offices of Customer set opposite their respective names, and the signatures appearing opposite their names are the authentic, official signatures of the said signer.

The undersigned Contract Signers have executed this MSA as of the 5th day of May,  
20 14 .

Print Name: Craig Wakefield  
Print Title: Board of Education Chair

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Print Name: Deborah Lincoln  
Print Title: Board of Education Vice-Chair

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_





# Appendix A-1

## New Account/Change in Authorized Account Signer(s)

### Customer Information

Customer Name: TILLAMOOK BAY COMMUNITY COLLEGE  New Account  
 Tax Identification Number: 93-0792039  Change in Authorized Account Signers

### Account Information

Account Name	Account Number	Tax Identification Number
TILLAMOOK BAY COMMUNITY COLLEGE	1-536-0227-6633	93-0792039
TILLAMOOK BAY COMMUNITY COLLEGE PAYROLL	1-536-9524-5214	93-0792039

### Authorized Account Signers

#### Add Authorized Account Signer(s):

Name	Title	Specimen Signature
HAROLD RAY HOYT JR	TITLE III DIRECTOR	
ANN HOVEY	CHIEF ACADEMIC OFFICER	

#### Delete Authorized Account Signer(s) (list name(s) only):

LORI GATES		
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#### Existing Authorized Account Signer(s) other than those new Authorized Account Signers listed above (list name(s) only, no specimen signatures are needed)

PATRICK E RYAN		
CONSTANCE C GREEN		

### REQUEST FOR FEDERAL TAXPAYER IDENTIFICATION NUMBER

UNDER PENALTIES OF PERJURY I CERTIFY THAT:

A. THE NUMBER(S) SHOWN ABOVE IS/ARE THE CORRECT TAXPAYER IDENTIFICATION NUMBER(S) FOR THE CORRESPONDING TAXPAYER.

B. I AM NOT SUBJECT TO BACKUP WITHHOLDING AS A RESULT OF FAILURE TO REPORT ALL INTEREST OR DIVIDENDS SINCE I HAVE NOT BEEN NOTIFIED I AM SUBJECT TO OR HAVE BEEN NOTIFIED I AM NO LONGER SUBJECT TO BACKUP WITHHOLDING BY THE INTERNAL REVENUE SERVICE. (IF YOU CANNOT CERTIFY THIS, CROSS OUT STATEMENT B.)

C. I AM A U.S. PERSON (AS DEFINED IN THE IRS FORM W-9 INSTRUCTIONS, WHICH INSTRUCTIONS WILL BE PROVIDED BY BANK UPON REQUEST).

D. I AM AN EXEMPT CUSTOMER AS LISTED IN THE IRS FORM W-9 INSTRUCTIONS - CHECK BOX  THE INTERNAL REVENUE SERVICE DOES NOT REQUIRE YOUR CONSENT TO ANY PROVISIONS OF THIS DOCUMENT OTHER THAN THE CERTIFICATIONS REQUIRED TO AVOID BACKUP WITHHOLDING.

The Signer listed below further represents and warrants to the Bank that the signatures listed above are the true and authentic signatures of the Authorized Account Signer(s) and that Customer has taken all action required by its organizational documents to appoint the Authorized Account Signer(s). Account Signer may execute this Appendix A-1 to add an account(s) for Customer if the Existing Authorized Signers remain the same. Otherwise, this Appendix A-1 must be executed by a Contract Signer. This Appendix A-1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

Signer Signature: \_\_\_\_\_ Print Title: BOARD OF EDUCATION

Print Name: \_\_\_\_\_ Date: MAY 5, 2014

For Internal Use Only:

Authorized Signers are related to the Master Services Agreement dated: \_\_\_\_\_

Review \_\_\_\_\_ Validation Method \_\_\_\_\_ TL Review \_\_\_\_\_ Imaged \_\_\_\_\_

# Oregon Community College Update

## **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

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

Andrea Henderson, Executive Director of the Oregon Community College Association (OCCA) will be with the Board at the meeting. Andrea will provide updates on the Higher Education Coordinating Council (HECC), Oregon Education Investment Board (OEIB) and OCCA updates.

Closing the gaps in college attainment: The Lumina Foundation has released its report about higher education attainment rates of the U.S. and every state, showing how rates have changed since last year's report. Oregon highlights begin on page 157, and you can read the full report here:

[http://www.luminafoundation.org/publications/A\\_stronger\\_nation\\_through\\_higher\\_education-2014.pdf](http://www.luminafoundation.org/publications/A_stronger_nation_through_higher_education-2014.pdf)

HECC and OEIB recently sent a letter regarding the adoption of an "equity lens". The letter and the final recommendations follow as a PDF. This will be discussed at the meeting.



# Oregon

Higher Education Coordinating Commission  
775 Court St. NE  
Salem, OR 97301  
503-378-5690

April 18, 2014

Dear President-

We would like to draw your attention to the attached Equity Lens that has been adopted by the Oregon Education Investment Board (OEIB), the Higher Education Coordinating Commission (HECC), and other state and local education-related boards in order to help guide discussions and practice at pre-schools, K-12 schools, colleges, and universities throughout Oregon.

We have established equity as a cornerstone of the State's approach to policy and budgeting. As a practical matter for education, that means that the OEIB, the HECC, and their associated state agencies will be guided by the commitments we have made through the adoption of this Lens. For the HECC, for example, the Equity Lens shapes the Commission's (a) early efforts to significantly increase access to the federal Pell Grant, and (b) interest in establishing weighted funding for outcomes attained by students of color.

We know that your institution is committed not merely to achieving educational outcomes for Oregonians, but to ensuring that those outcomes are achieved equitably. Too often, however, *conviction* about equity has not been matched by *clarity* about what it means and or *direction* how it shall be achieved. The Lens is especially helpful in this regard. It establishes, for example, that the primary focus of the equity lens is on race and ethnicity. It clearly defines the terms such as "equity," "race," "underserved students," and "achievement gap." It poses eight questions that are designed to help guide resource allocation decisions both at the state and institutional levels. We hope that your Board of Trustees will adopt that Lens, and that it will serve as a jumping-off point for your own conversations and efforts.

We look forward to following up with you to learn more about your institution's equity work, including how you are putting into practice the beliefs and commitments that are made in the Lens. Please don't hesitate to be in touch with any questions or comments.

Yours sincerely,

John A. Kitzhaber  
Governor

Ben Cannon  
Executive Director

Nancy Golden  
Chief Education Officer



## Education Investment Board: Equity Lens

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### OEIB Vision Statement

***To advise and support the building, implementation and investment in a unified public education system in Oregon that meets the diverse learning needs of every pre-K through postsecondary student and provides boundless opportunities that support success; ensuring a 100 percent high school graduation rate by 2025 and reaching the 40-40-20 goal.***

### OEIB Equity Lens: Preamble

*The Oregon Educational Investment Board has a vision of educational equity and excellence for each and every child and learner in Oregon. We must ensure that sufficient resource is available to guarantee their success and we understand that the success of every child and learner in Oregon is directly tied to the prosperity of all Oregonians. The attainment of a quality education strengthens all Oregon communities and promotes prosperity, to the benefit of us all. It is through educational equity that Oregon will continue to be a wonderful place to live, and make progress towards becoming a place of economic, technologic and cultural innovation.*

*Oregon faces two growing opportunity gaps that threaten our economic competitiveness and our capacity to innovate. The first is the persistent achievement gap between our growing populations of communities of color, immigrants, migrants, and low income rural students with our more affluent white students. While students of color make up over 30% of our state- and are growing at an inspiring rate- our achievement gap has continued to persist. As our diversity grows and our ability to meet the needs of these students remains stagnant or declines- we limit the opportunity of everyone in Oregon. The persistent educational disparities have cost Oregon billions of dollars in lost economic output<sup>1</sup> and these losses are compounded every year we choose not to properly address these inequalities.*

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<sup>1</sup> Alliance for Excellent Education. (November 2011). *The high cost of high school dropouts: What the nation pays for inadequate high schools.* [www.all4ed.org](http://www.all4ed.org)

*The second achievement gap is one of growing disparity between Oregon and the rest of the United States. Our achievement in state benchmarks has remained stagnant and in some communities of color has declined while other states have begun to, or have already significantly surpassed our statewide rankings. If this trend continues, it will translate into economic decline and a loss of competitive and creative capacity for our state. We believe that one of our most critical responsibilities going forward is to implement a set of concrete criteria and policies in order to reverse this trend and deliver the best educational continuum and educational outcomes to Oregon's Children.*

*The primary focus of the equity lens is on race and ethnicity. While there continues to be a deep commitment to many other areas of the opportunity gap, we know that a focus on race by everyone connected to the educational milieu allows direct improvements in the other areas. We also know that race and ethnicity continue to compound disparity. We are committed to explicitly identifying disparities in education outcomes for the purpose of targeting areas for action, intervention and investment.*

**Beliefs:**

**We believe** that everyone has the ability to learn and that we have an ethical responsibility and a moral responsibility to ensure an education system that provides optimal learning environments that lead students to be prepared for their individual futures.

**We believe** that speaking a language other than English is an asset and that our education system must celebrate and enhance this ability alongside appropriate and culturally responsive support for English as a second language.

**We believe** students receiving special education services are an integral part of our educational responsibility and we must welcome the opportunity to be inclusive, make appropriate accommodations, and celebrate their assets. We must directly address the over-representation of children of color in special education and the under-representation in "talented and gifted."

**We believe** that the students who have previously been described as "at risk," "underperforming," "under-represented," or minority actually represent Oregon's best opportunity to improve overall educational outcomes. We have many counties in rural and urban communities that already have populations of color that make up the majority. Our ability to meet the needs of this increasingly diverse population is a critical strategy for us to successfully reach our 40/40/20 goals.

**We believe** that intentional and proven practices must be implemented to return out of school youth to the appropriate educational setting. We recognize that this will require us to challenge and change our current educational setting to be more culturally responsive, safe, and responsive to the significant number of elementary, middle, and high school students who are currently out of school. We must make our schools safe for every learner.

**We believe** that ending disparities and gaps in achievement begin in the delivery of quality Early Learner programs and appropriate parent engagement and support. This is not simply an expansion of services -- it is a recognition that we need to provide services in a way that best meets the needs of our most diverse segment of the population, 0-5 year olds and their families.

**We believe** that resource allocation demonstrates our priorities and our values and that we demonstrate our priorities and our commitment to rural communities, communities of color, English language learners, and out of school youth in the ways we allocate resources and make educational investments.

**We believe** that communities, parents, teachers, and community-based organizations have unique and important solutions to improving outcomes for our students and educational systems. Our work will only be successful if we are able to truly partner with the community, engage with respect, authentically listen -- and have the courage to share decision making, control, and resources.

**We believe** every learner should have access to information about a broad array of career/job opportunities and apprenticeships that will show them multiple paths to employment yielding family-wage incomes, without diminishing the responsibility to ensure that each learner is prepared with the requisite skills to make choices for their future.

**We believe** that our community colleges and university systems have a critical role in serving our diverse populations, rural communities, English language learners and students with disabilities. Our institutions of higher education, and the P-20 system, will truly offer the best educational experience when their campus faculty, staff and students reflect this state, its growing diversity and the ability for all of these populations to be educationally successful and ultimately employed.

**We believe** the rich history and culture of learners is a source of pride and an asset to embrace and celebrate.

**And, we believe** in the importance of supporting great teaching. Research is clear that “teachers are among the most powerful influences in (student) learning.”<sup>2</sup> An equitable education system requires providing teachers with the tools and support to meet the needs of each student.

### **Oregon Educational Investment Board Case for Equity:**

Oregonians have a shared destiny. Individuals within a community and communities within a larger society need the ability to shape their own present and future and we believe that education is a fundamental aspect of Oregon’s ability to thrive. Equity is both the means to educational success and an end that benefits us all. Equity requires the intentional examination of systemic policies and practices that, even if they have the appearance of fairness, may in effect serve to marginalize some and perpetuate disparities. Data are clear that Oregon demographics are changing to provide rich diversity in race, ethnicity, and language.<sup>3</sup> Working toward equity requires an understanding of historical contexts and the active investment in changing social structures and changing practice over time to ensure that all communities can reach the goal and the vision of 40/40/20.

**Purpose of the OEIB Equity Lens:** The purpose of the equity lens is to clearly articulate the shared goals we have for our state, the intentional investments we will make to reach our goals of an equitable educational system, and to create clear accountability structures to ensure that we are actively making progress and correcting where there is not progress. As the OEIB executes its charge to align and build a P-20 education system, an equity lens will prove useful to ensure **every** learner is adequately prepared by educators focused on equity for meaningful contributions to society. The **equity lens** will confirm the importance of recognizing institutional and systemic barriers and discriminatory practices that have limited access for many students in the Oregon education system. The equity lens emphasizes underserved students, such as out of school youth, English Language Learners, and students in some communities of color and some rural geographical locations, with a particular focus on racial equity. The result of creating a culture of equity will focus on the outcomes of academic proficiency, civic awareness, workplace literacy, and personal integrity. The system outcomes will focus on resource allocation, overall investments, hiring and professional learning.

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<sup>2</sup> Hattie, J. (2009), *Visible learning: A synthesis of over 800 meta-analyses relating to student achievement*. P. 238.

<sup>3</sup> Oregon Statewide Report Card 2011-2012. [www.ode.state.or.us](http://www.ode.state.or.us)

## **ADDENDUMS**

### **Basic Features of the Equity Lens:**

**Objective:** By utilizing an equity lens, the OEIB aims to provide a common vocabulary and protocol for resource allocation and evaluating strategic investments.

The following questions will be considered for resource allocation and evaluating strategic investments:

1. Who are the racial/ethnic and underserved groups affected? What is the potential impact of the resource allocation and strategic investment to these groups?
2. Does the decision being made ignore or worsen existing disparities or produce other unintended consequences? What is the impact on eliminating the opportunity gap?
3. How does the investment or resource allocation advance the 40/40/20 goal?
4. What are the barriers to more equitable outcomes? (e.g. mandated, political, emotional, financial, programmatic or managerial)
5. How have you intentionally involved stakeholders who are also members of the communities affected by the strategic investment or resource allocation? How do you validate your assessment in (1), (2) and (3)?
6. How will you modify or enhance your strategies to ensure each learner and communities' individual and cultural needs are met?
7. How are you collecting data on race, ethnicity, and native language?
8. What is your commitment to P-20 professional learning for equity? What resources are you allocating for training in cultural responsive instruction?

Creating a culture of equity requires monitoring, encouragement, resources, data, and opportunity. OEIB will apply the equity lens to strategic investment proposals reviews, as well as its practices as a board.



## Definitions:

**Equity:** in education is the notion that EACH and EVERY learner will receive the necessary resources they need individually to thrive in Oregon’s schools no matter what their national origin, race, gender, sexual orientation, differently abled, first language, or other distinguishing characteristic.

**Underserved students:** Students whom systems have placed at risk because of their race, ethnicity, English language proficiency, socioeconomic status, gender, sexual orientation, differently abled, and geographic location. Many students are not served well in our education system because of the conscious and unconscious bias, stereotyping, and racism that is embedded within our current inequitable education system.

**Achievement gap:** Achievement gap refers to the observed and persistent disparity on a number of educational measures between the performance of groups of students, especially groups defined by gender, race/ethnicity, and socioeconomic status.

**Race:** Race is a social – not biological – construct. We understand the term “race” to mean a racial or ethnic group that is generally recognized in society and often, by government. When referring to those groups, we often use the terminology “people of color” or “communities of color” (or a name of the specific racial and/or ethnic group) and “white.”

We also understand that racial and ethnic categories differ internationally, and that many of local communities are international communities. In some societies, ethnic, religious and caste groups are oppressed and racialized. These dynamics can occur even when the oppressed group is numerically in the majority.

**White privilege:** A term used to identify the privileges, opportunities, and gratuities offered by society to those who are white.

**Embedded racial inequality:** Embedded racial inequalities are also easily produced and reproduced – usually without the intention of doing so and without even a reference to race. These can be policies and practices that intentionally and unintentionally enable white privilege to be reinforced.

**40-40-20: Senate Bill 253** - states that by 2025 all adult Oregonians will hold a high school diploma or equivalent, 40% of them will have an associate’s degree or a meaningful postsecondary certificate, and 40% will hold a bachelor’s degree or

advanced degree. 40-40-20 means representation of every student in Oregon, including students of color.

**Disproportionality:** Over-representation of students of color in areas that impact their access to educational attainment. This term is a statistical concept that actualizes the disparities across student groups.

**Opportunity Gap:** the lack of opportunity that many social groups face in our common quest for educational attainment and the shift of attention from the current overwhelming emphasis on schools in discussions of the achievement gap to more fundamental questions about social and educational opportunity.<sup>4</sup>

**Culturally Responsive:** Recognize the diverse cultural characteristics of learners as assets. Culturally responsive teaching empowers students intellectually, socially, emotionally and politically by using cultural referents to impart knowledge, skills and attitudes.<sup>5</sup>

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<sup>4</sup> (The Opportunity Gap (2007). Edited by Carol DeShano da Silva, James Philip Huguley, Zenub Kakli, and Radhika Rao.

<sup>5</sup> Ladson-Billings, Gloria (1994). *The Dreamkeepers: Successful Teachers of African American Children*.

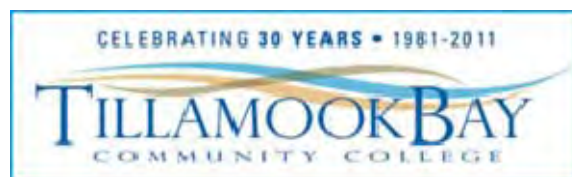
# Financial Report

## **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

## **BACKGROUND INFORMATION**----- Comptroller/Budget Officer Williams

Reports for the month of March are included for your information. Comptroller/Budget Officer Williams will be prepared to present the financial reports and address questions.



Tillamook Bay Community College  
 Unaudited Summary Financial Information  
 General Fund  
 Fiscal Year-to-Date Ended March 2014  
 75.00% of fiscal year elapsed

	FY 2012-2013			FY 2013-2014		
	Annual Budget	03/31/13 Actual	Percentage of Budget	Annual Budget	03/31/14 Actual	Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 704,449	\$ 737,977.42	104.76%	\$ 539,247	\$ 801,765.55	148.68%
State	\$ 777,491	\$ 607,978.45	78.20%	\$ 895,000	\$ 719,805.44	80.43%
Property Taxes	\$ 1,043,941	\$ 973,486.51	93.25%	\$ 1,103,711	\$ 1,011,350.08	91.63%
Local Contract	\$ 37,500	\$ 35,323.00	94.19%	\$ 37,500	\$ 32,000.00	85.33%
Tuition	\$ 1,173,450	\$ 1,020,751.18	86.99%	\$ 1,165,000	\$ 795,768.00	68.31%
Fees	\$ 197,148	\$ 167,911.50	85.17%	\$ 190,000	\$ 129,762.00	68.30%
Sale of Goods	\$ 4,000	\$ 2,093.00	52.33%	\$ 4,000	\$ 3,080.25	77.01%
Interest	\$ 5,000	\$ 4,826.65	96.53%	\$ 5,000	\$ 5,056.33	101.13%
Rental	\$ 6,665	\$ 10,435.00	156.56%	\$ 7,000	\$ 14,880.00	212.57%
Miscellaneous	\$ 8,000	\$ 3,887.89	48.60%	\$ 7,000	\$ 1,267.45	18.11%
Transfers	\$ 416,640	\$ 354,302.85	85.04%	\$ 460,402	\$ 23,455.66	5.09%
<b>Total resources</b>	<b>\$ 4,374,284</b>	<b>\$ 3,918,973.45</b>	<b>89.59%</b>	<b>\$ 4,413,860</b>	<b>\$ 3,538,190.76</b>	<b>80.16%</b>
<b>Expenditures</b>						
Instruction	\$ 1,450,270	\$ 919,212.42	63.38%	\$ 1,478,801	\$ 921,934.86	62.34%
Instructional Support	\$ 455,537	\$ 318,544.98	69.93%	\$ 487,119	\$ 305,439.00	62.70%
Student Services	\$ 364,562	\$ 239,170.26	65.60%	\$ 377,772	\$ 247,403.16	65.49%
College Support	\$ 1,118,905	\$ 655,945.75	58.62%	\$ 1,016,215	\$ 707,125.07	69.58%
Plant Operation	\$ 353,898	\$ 240,297.08	67.90%	\$ 280,011	\$ 189,618.28	67.72%
Transfers	\$ 269,112	\$ 234,447.35	87.12%	\$ 219,112	\$ 85,636.18	39.08%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 4,062,284</b>	<b>\$ 2,607,617.84</b>	<b>64.19%</b>	<b>\$ 3,909,030</b>	<b>\$ 2,457,156.55</b>	<b>62.86%</b>
<b>Ending fund balance</b>	<b>\$ 312,000</b>	<b>\$ 1,311,355.61</b>	<b>420.31%</b>	<b>\$ 504,830</b>	<b>\$ 1,081,034.21</b>	<b>214.14%</b>

Agenda Item 7.B. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended March 2014

	Fund No.	Beginning Fund Balance	2013-2014 Revenue	2013-2014 Expenditures	Ending Fund Balance	2013-2014 Spendable Budget	2012-2013 Prior Year Expenditures 3/31/2013
Adult Basic Education	210	\$ -	\$ 50,019.52	\$ 50,019.52	\$ -	\$ 73,275	\$ 52,339.95
Tutor Grant	211	\$ -	\$ 7,809.81	\$ 7,809.81	\$ -	\$ 13,892	\$ 11,163.08
Sprint Yellow Pages Literacy Grant	215	\$ 598.50	\$ -	\$ 598.50	\$ -	\$ 2,300	\$ 269.47
United Way Literacy Grant	216	\$ 3,228.75	\$ 1,000.00	\$ 294.86	\$ 3,933.89	\$ 9,500	\$ 425.00
Learning Standards Grant	219	\$ -	\$ 503.00	\$ 503.00	\$ -	\$ -	\$ -
Title III Grant	220	\$ -	\$ 34,055.13	\$ 49,899.80	\$ (15,844.67)	\$ -	\$ -
DQP Grant	221	\$ -	\$ -	\$ 258.93	\$ (258.93)	\$ -	\$ -
Lumina Core to College Grant	222	\$ -	\$ 435.97	\$ 9,160.31	\$ (8,724.34)	\$ 40,000	\$ 4,428.49
CASE Grant	223	\$ -	\$ 98,576.28	\$ 150,568.32	\$ (51,992.04)	\$ 300,000	\$ 59,034.58
Pathways Grant	225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,167.56
Industrial Maintenance Tech	226	\$ 38,283.05	\$ 30,000.00	\$ 36,071.93	\$ 32,211.12	\$ 81,475	\$ 39,842.10
SESP Oregon Green Tech Certificate	228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,587.86
SBDC Federal Grant	230	\$ -	\$ 31,150.00	\$ 38,743.35	\$ (7,593.35)	\$ 31,150	\$ 31,163.21
SBDC State Grant	231	\$ -	\$ 22,208.89	\$ 32,129.15	\$ (9,920.26)	\$ 29,804	\$ 11,144.13
SBDC Program Income	232	\$ 21,281.02	\$ 3,290.00	\$ -	\$ 24,571.02	\$ 6,035	\$ 193.93
SBDC - EDC Fund	235	\$ -	\$ 78,563.13	\$ 78,579.22	\$ (16.09)	\$ 107,340	\$ 73,866.53
EDC TLT Fund	237	\$ -	\$ -	\$ 15,707.60	\$ (15,707.60)	\$ -	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 37,126.00
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ 45.00
Work Keys Mini Grant	251	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 92.00
Juan Young TBCC Library	252	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -
Connect2Complete	253	\$ -	\$ 10,000.00	\$ 64.41	\$ 9,935.59	\$ -	\$ -
Bay City Rental	260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,490.13
FOE Implementation Grant	274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,882.87
Lumina Credit When It's Due Grant	275	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -
Oregon Accelerated College Credit Program	276	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138.27
Oregon Dev Ed Redesign Grant	277	\$ -	\$ 9,000.00	\$ 85.12	\$ 8,914.88	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 960,628.64	\$ 74,737.42	\$ -	\$ 1,035,366.06	\$ 140,000	\$ 40,000.00
Timber Tax Reserve Fund	291	\$ 217,745.15	\$ 183,048.28	\$ -	\$ 400,793.43	\$ 412,989	\$ 179,873.20
Strategic Investment Fund	295	\$ 1,288,131.25	\$ 5,059.55	\$ -	\$ 1,293,190.80	\$ 250,000	\$ 107,964.00
State IGA Fund	296	\$ -	\$ 181,680.63	\$ 179,542.82	\$ 2,137.81	\$ 100,000	\$ 120,568.00
Tillamook County Cultural Coalition	299	\$ 755.01	\$ -	\$ 362.35	\$ 392.66	\$ -	\$ -
<b>Total Special Fund</b>		<b>\$ 2,532,211.76</b>	<b>\$ 834,137.61</b>	<b>\$ 650,399.00</b>	<b>\$ 2,715,950.37</b>	<b>\$ 1,640,860</b>	<b>\$ 812,805.36</b>

Schedule of Special Fund borrowing from General Fund

	Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 3/31/2014
Total of Grants that borrow from the General Fund	\$ (110,057.28)	\$ 21,720.11	\$ -	\$ (131,777.39)
Total of Grants that are not borrowing from the General Fund	\$ 2,826,007.65	\$ 55.00	\$ -	\$ 2,825,952.65
<b>Total Special Fund</b>	<b>\$ 2,715,950.37</b>	<b>\$ 21,775.11</b>	<b>\$ -</b>	<b>\$ 2,694,175.26</b>

	Fund No.	Beginning Fund Balance	2013-2014 Revenue	2013-2014 Expenditures	Ending Fund Balance	2013-2014 Spendable Budget	2012-2013 Prior Year Expenditures
Community Education	310	\$ 6,191.96	\$ 4,651.00	\$ 2,435.94	\$ 8,407.02	\$ 7,311	\$ 2,594.92
Bookstore	320	\$ 79,322.66	\$ 142,572.82	\$ 185,188.61	\$ 36,706.87	\$ 278,932	\$ 209,463.44
Customized Training Projects	330	\$ 12,379.21	\$ 15,735.60	\$ 10,946.44	\$ 17,168.37	\$ 14,876	\$ 784.30
Culinary & Hospitality Program	340	\$ 4,865.74	\$ 9,769.33	\$ 8,775.17	\$ 5,859.90	\$ 15,375	\$ 6,318.03
<b>Total Enterprise Fund</b>		<b>\$ 102,759.57</b>	<b>\$ 172,728.75</b>	<b>\$ 207,346.16</b>	<b>\$ 68,142.16</b>	<b>\$ 316,494</b>	<b>\$ 219,160.69</b>
PERS Pension Bond Fund	410	\$ 14,543.33	\$ 79,018.46	\$ 39,341.90	\$ 54,219.89	\$ 117,084	\$ 40,038.35
General Obligation Bond Fund	420	\$ 51,141.86	\$ 648,866.95	\$ 174,318.75	\$ 525,690.06	\$ 698,638	\$ 180,318.75
<b>Total Debt Service Fund</b>		<b>\$ 65,685.19</b>	<b>\$ 727,885.41</b>	<b>\$ 213,660.65</b>	<b>\$ 579,909.95</b>	<b>\$ 815,722</b>	<b>\$ 220,357.10</b>
Campus Construction Fund - GO Bonds	520	\$ 1,196,237.61	\$ 3,636.18	\$ 426,348.46	\$ 773,525.33	\$ 1,105,000	\$ 49,012.44
<b>Total Capital Projects Fund</b>		<b>\$ 1,196,237.61</b>	<b>\$ 3,636.18</b>	<b>\$ 426,348.46</b>	<b>\$ 773,525.33</b>	<b>\$ 1,105,000</b>	<b>\$ 49,012.44</b>
Associated Students of TBCC	710	\$ 500.26	\$ 5,390.86	\$ 6,483.16	\$ (592.04)	\$ 12,112	\$ 6,525.74
Phi Theta Kappa Honorary Society Fund	720	\$ 396.64	\$ 2,120.50	\$ 1,399.08	\$ 1,118.06	\$ 7,525	\$ 2,009.16
<b>Total Agency Fund</b>		<b>\$ 896.90</b>	<b>\$ 7,511.36</b>	<b>\$ 7,882.24</b>	<b>\$ 526.02</b>	<b>\$ 19,637</b>	<b>\$ 8,534.90</b>
PELL Grant	801	\$ -	\$ 708,040.00	\$ 708,040.00	\$ -	\$ 1,800,000	\$ -
Supplemental Education Opportunity Grant	802	\$ -	\$ 5,400.00	\$ 5,400.00	\$ -	\$ 50,000	\$ -
PELL ACA	809	\$ -	\$ 1,340.00	\$ -	\$ 1,340.00	\$ -	\$ -
Direct Loans	810	\$ -	\$ 534,369.00	\$ 534,369.00	\$ -	\$ 2,200,000	\$ -
Federal Work Study	819	\$ -	\$ -	\$ 3,110.93	\$ (3,110.93)	\$ 12,500	\$ -
Oregon Opportunity Grant	821	\$ -	\$ 110,600.00	\$ 82,033.00	\$ 28,567.00	\$ 500,000	\$ -
Chafee Grant	822	\$ -	\$ 8,000.00	\$ 7,000.00	\$ 1,000.00	\$ -	\$ -
Tuition Waivers	831	\$ 20,122.00	\$ -	\$ 10,086.50	\$ 10,035.50	\$ 25,000	\$ 10,495.00
Board Scholarships	832	\$ 63,012.32	\$ -	\$ 55,402.00	\$ 7,610.32	\$ 137,377	\$ 111,718.75
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 17,300	\$ 8,475.73
Foundation Scholarships	834	\$ -	\$ 12,226.00	\$ 12,226.00	\$ -	\$ 50,000	\$ 9,820.75
Student Employees	835	\$ -	\$ 1,350.00	\$ 8,806.35	\$ (7,456.35)	\$ -	\$ -
Non-Institutional Scholarships	840	\$ 4,451.30	\$ 40,755.25	\$ 30,306.16	\$ 14,900.39	\$ 54,000	\$ 21,394.55
<b>Total Financial Aid Fund</b>		<b>\$ 109,329.28</b>	<b>\$ 1,422,080.25</b>	<b>\$ 1,456,779.94</b>	<b>\$ 74,629.59</b>	<b>\$ 4,846,177</b>	<b>\$ 161,904.78</b>

Agenda Item 7.B. - Attachment #3  
Tillamook Bay Community College  
Summary Financial Information - Cash Status  
Preliminary for Fiscal Year-to-Date Ended March 2014  
75.00% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 841,858			\$ 2,280,574			\$ 8,828			\$ 46,409	
Beginning Fund Balance	\$ 539,247	\$ 801,766	148.68%	\$ 2,372,122	\$ 2,532,212	106.75%	\$ 4,500	\$ 6,192	137.60%	\$ 60,000	\$ 79,323	132.21%
<b>Resources</b>												
State Aid	\$ 895,000	\$ 719,805	80.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 37,500	\$ 32,000	85.33%	\$ 775,461	\$ 552,003	71.18%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,355,000	\$ 925,530	68.30%	\$ 6,000	\$ 3,290	54.83%	\$ 7,500	\$ 4,651	62.01%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,103,711	\$ 1,011,350	91.63%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 476,332	\$ 183,048	38.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,000	\$ 3,080	77.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 250,000	\$ 142,031	56.81%
Interest	\$ 5,000	\$ 5,056	101.12%	\$ 11,850	\$ 8,895	75.06%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 7,000	\$ 14,880	212.57%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 1,267	18.10%	\$ 1,500	\$ 86,902	5793.47%	\$ -	\$ -	0.00%	\$ 1,000	\$ 542	54.20%
Transfers	\$ 460,402	\$ 23,456	5.09%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 3,874,613</b>	<b>\$ 2,736,424</b>	<b>70.62%</b>	<b>\$ 1,271,143</b>	<b>\$ 834,138</b>	<b>65.62%</b>	<b>\$ 7,500</b>	<b>\$ 4,651</b>	<b>62.01%</b>	<b>\$ 251,000</b>	<b>\$ 142,573</b>	<b>56.80%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,682,847	\$ 1,785,169	66.54%	\$ 306,111	\$ 282,769	92.37%	\$ 4,000	\$ 2,007	50.18%	\$ 48,937	\$ 35,122	71.77%
Operating Expenditures	\$ 929,071	\$ 586,352	63.11%	\$ 496,793	\$ 333,039	67.04%	\$ 3,150	\$ 434	13.78%	\$ 208,050	\$ 148,621	71.44%
Capital Outlay	\$ 28,000	\$ -	0.00%	\$ -	\$ 12,733	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 219,112	\$ 85,636	39.08%	\$ 457,956	\$ 21,858	4.77%	\$ 161	\$ (5)	-3.11%	\$ 1,945	\$ 1,446	74.34%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 2,370,440	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 20,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,909,030</b>	<b>\$ 2,457,157</b>	<b>62.86%</b>	<b>\$ 3,631,300</b>	<b>\$ 650,399</b>	<b>17.91%</b>	<b>\$ 7,311</b>	<b>\$ 2,436</b>	<b>33.32%</b>	<b>\$ 278,932</b>	<b>\$ 185,189</b>	<b>66.39%</b>
Ending Fund Balance	\$ 504,830	\$ 1,081,033		\$ 11,965	\$ 2,715,951		\$ 4,689	\$ 8,407		\$ 32,068	\$ 36,707	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 148,306			\$ 21,775			\$ -			\$ -	
Inventories		\$ 2,422			\$ -			\$ -			\$ 38,837	
NET EFFECT ON CASH		\$ (150,728)			\$ (21,775)			\$ -			\$ (38,837)	
Liabilities												
Accounts Payable		\$ 139,661			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 80,830			\$ -			\$ -			\$ -	
Payroll		\$ 150,267			\$ -			\$ -			\$ 9,802	
NET EFFECT ON CASH		\$ 370,758			\$ -			\$ -			\$ 9,802	
NET ADJUSTMENTS		\$ 220,030			\$ (21,775)			\$ -			\$ (29,035)	
ENDING CASH BALANCE		\$ 1,301,063			\$ 2,694,176			\$ 8,407			\$ 7,672	

Agenda Item 7.B. - Attachment #3

Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended March 2014  
 75.00% of Budget Period Expended

	Enterprise Fund - Customized Training			Enterprise Fund - Culinary & Hospitality			Debt Service Funds			Capital Projects Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 12,379			\$ 4,599			\$ 53,105			\$ 1,197,947	
Beginning Fund Balance	\$ 12,400	\$ 12,379	99.83%	\$ 5,000	\$ 4,866	97.32%	\$ 74,000	\$ 65,685	88.76%	\$ 1,100,000	\$ 1,196,238	108.75%
<b>Resources</b>												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 11,000	\$ 15,386	139.87%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ 350	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 677,138	\$ 647,690	95.65%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 12,000	\$ 9,002	75.02%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 505	\$ 1,181	233.86%	\$ 5,000	\$ 3,636	72.72%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ 767	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 110,000	\$ 79,015	71.83%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	\$ 11,000	\$ 15,736	143.05%	\$ 12,000	\$ 9,769	81.41%	\$ 787,643	\$ 727,886	92.41%	\$ 5,000	\$ 3,636	72.72%
<b>Expenditures</b>												
Salaries and Wages	\$ 6,316	\$ 2,908	46.04%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 8,220	\$ 7,880	95.86%	\$ 14,375	\$ 8,775	61.04%	\$ 1,600	\$ 1,600	100.00%	\$ 1,105,000	\$ 426,348	38.58%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 814,122	\$ 212,061	26.05%	\$ -	\$ -	0.00%
Transfers	\$ 340	\$ 158	46.47%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	\$ 14,876	\$ 10,946	73.58%	\$ 15,375	\$ 8,775	57.07%	\$ 815,722	\$ 213,661	26.19%	\$ 1,105,000	\$ 426,348	38.58%
Ending Fund Balance	\$ 8,524	\$ 17,169		\$ 1,625	\$ 5,860		\$ 45,921	\$ 579,910		\$ -	\$ 773,526	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ 51,632	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ (51,632)	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 2)	\$ -	\$ -		\$ -	\$ -		\$ 51,632	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ 51,632	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 17,169	\$ 17,169		\$ 5,860	\$ 5,860		\$ 579,910	\$ 579,910		\$ 773,526	\$ 773,526	

Agenda Item 7.B. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended March 2014  
 75.00% of Budget Period Expended

	Agency Fund			Financial Aid Fund			
	Budget	Actual	%	Budget	Actual	%	
Beginning Cash Balance		\$ 897			\$ 109,425		
Beginning Fund Balance	\$ 2,525	\$ 897	35.52%	\$ 96,177	\$ 109,329	113.67%	
<b>Resources</b>							
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	
Grants and Contracts	\$ -	\$ -	0.00%	\$ 4,550,000	\$ 1,367,749	30.06%	
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	
Miscellaneous	\$ 8,000	\$ 2,240	28.00%	\$ 100,000	\$ 52,981	52.98%	
Transfers	\$ 9,112	\$ 5,272	57.86%	\$ 100,000	\$ 1,350	1.35%	\$ 109,093
<b>Total Revenues</b>	<b>\$ 17,112</b>	<b>\$ 7,512</b>	<b>43.90%</b>	<b>\$ 4,750,000</b>	<b>\$ 1,422,080</b>	<b>29.94%</b>	
<b>Expenditures</b>							
Salaries and Wages	\$ -	\$ 3,590	0.00%	\$ -	\$ -	0.00%	
Operating Expenditures	\$ 19,637	\$ 4,292	21.86%	\$ 4,846,177	\$ 1,456,780	30.06%	
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 109,093
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	
<b>Total expenditures</b>	<b>\$ 19,637</b>	<b>\$ 7,882</b>	<b>40.14%</b>	<b>\$ 4,846,177</b>	<b>\$ 1,456,780</b>	<b>30.06%</b>	
Ending Fund Balance	\$ -	\$ 527		\$ -	\$ 74,629		
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		\$ 527			\$ 74,629		

**\$ 5,462,939**



Cell: A33

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

Cell: A47

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

## Tourism Update

### **RECOMMENDATION**

INFORMATION

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

The Travel Director position was posted on Friday April 25.

The first meeting of the Travel Advisory Committee (TAC) is Friday, May 2, 2014 at 12 Noon in Room 104 at the Tillamook Bay Community College Central Campus. The first meetings outcomes are to:

1. Understand basic role of TAC
2. Share hopes of TLT
3. Understand the timing of the Needs Assessment and Branding
4. Identify times for workshop on TAC Development

There is a three hour TAC workshop on Tuesday, May 6, 2014 from 8 to 11 am in Room 214 at the TBCC Central Campus.

The community surveys have begun and links were sent to the Board so they could participate and share the survey in the community.



## Strategic Planning and Accreditation

### **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

### **BACKGROUND INFORMATION** ----- Interim Chief Academic Officer Phillips

The college staff and faculty began the first step in reviewing the College's mission, vision and core themes at the college in-service on April 25. The next step will be for College Council on May 6 to review and suggest the timing of the next steps. Steps will include: input from students and the community. The Board will be given updates monthly until a "proposed" draft is brought forward. It is the goal to complete the review and revision and have an adopted mission, vision, core themes and values complete by December 2014 if not before. This revision will be the guiding direction for the next seven years.

The college is also in the process to review and revise the strategic framework. This effort continues to be important to guide the staff and faculty with limited and time and resources to improve the learning environment for even greater success for our students.

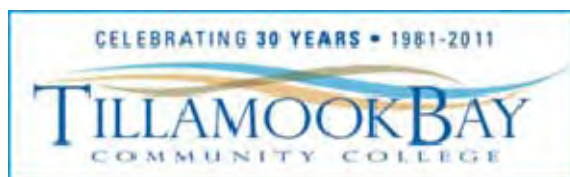
At the High Impact Practices (HIP) some changes in our learning environment created a more intentional conversation. The following are facts we know:

- We are a small college and few student headcount skews results year to year.
- Our completion numbers by cohort is very small and a concern
- Course completion rates are very high
- We have implemented many of the high impact practices since Fall 2010

ADDITIONS we added as we looked at data at the HIP:

- More full time (FT) students since 2010; TBCC went from .38% FT to .71% FT
- Less part time (PT) students since 2010; TBCC went from .62 % to .29%
- Female students went from 48% to 70%
- Male students went from 52% to 30%
- Age of students under 24 moved from 41% to 63% in 2013
- Age of students over 25 moved from 59% to 37% in 2013
- Pell grant recipients went from 41% to 61%

After review and reflection of this data and more, it became clear that the college has many tools in place to assist students but they are not seen by students or staff and faculty as "a whole". Instead they are a group of "things to do". Also it was agreed that if the college could focus on front door to the success of the second term, more students would be successful.



## Courses and Curricula

### **RECOMMENDATION**

Information only

**BACKGROUND INFORMATION** ----- Interim Chief Academic Officer Phillips

The college received the official notification that the Oregon Board of Education reviewed and approved our Agriculture and Natural Resources Associate of Applied Science at their April 10, 2014 meeting.



# Personnel

## RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

**BACKGROUND INFORMATION** ----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Hospitality, Tourism, Recreation Instructor	April 14, 2014	Fall 2014	Open until Filled	Connie Green	
Tourism Director for Tillamook County	June 3, 2014	ASAP	Open Until Filled	TBD	



## Board Policy on Vacancies

### **RECOMMENDATION**

APPROVE PROCESS TO IMPLEMENT BOARD PROCEDURES ACCORDING TO BOARD POLICY 100.3 ORGANIZATION OF THE BOARD RELATING TO BOARD VACANCIES.

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

Board Policy 100.3 Organization of the Board outlines the requirements to declare a board vacancy for a variety of reasons outlined in ORS 341.335. The following is a recommended process to fill a vacancy declared by the board.

*Current board members make constituents aware of the opening within seven (7) days following the declaration of the vacated date. The public notice of the opening should include the zone number or at-large including boundaries for the opening and set a deadline for receiving applications for the open position.*

*The administration makes application forms and information about the college available to interested applicants for a minimum of thirty (30) days. Following the closing date of applications, the remaining board members will interview candidates who have completed the application in a public meeting and make an appointment.*

If approved then the process for the Board Opening for Board member Shaw could be the following:

### **Declaration of Tillamook Bay Community College Board Vacancy**

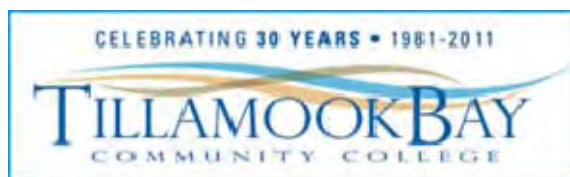
Effective June 30, 2014, Board Member Position 4 in Zone 4 will become vacant. Zone 4 includes voter precincts Bay, Foley, Garibaldi, Kilchis and Mapleleaf.

The Board of Education will notify the public no later than July 7, 2014 of the vacancy.

Applications will be available in the Administration Office at Tillamook Bay Community College until August 31, 2014. (The board does not meet in July and August) Additional information concerning the college and board responsibilities will also be available.

The remaining board members will interview all of the candidates, who have completed the application, at their regularly scheduled public board meeting on September 8, 2014. The Board will appoint a new board member at that meeting or a subsequent public meeting.

The term of this board position expires in June, 2017. The appointed board member, if interested in completing the entire term, must run for the remaining term at a public election in 2015.



# Policy Review

## RECOMMENDATION

FIRST READING OF POLICY CHANGES

## BACKGROUND INFORMATION ----- Director Ryan

The proposed changes to the policy will align actual employee hours worked to reflect the removal of furlough days from the academic calendar.

The policy also includes updated language to align with FMLA and OFLA leave requirements.

Changes have also been proposed to TBCC Bereavement Leave, Leave for Jury Duty, and Curtailed College Operations.



## LEAVE

Page 1/5

Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon  
Family Medical Leave Law

Definitions:

Full-time employee - classified as 1.0 FTE and working a minimum of 1992 hours per year.

Part-time employee – classified as at least 0.5 FTE but less than 1.0 FTE and working a minimum of 996 hours per year.

Part-time hourly – classified as working 15 hours a week or less.

### 312.1 PAID VACATION LEAVE

Eligible employees, as described in the Summary of Employee Benefits Chart contained in Appendix B-1, shall earn prorated paid vacation leave each month according to the following schedule:

#### STAFF

FIRST YEAR	10 Days (80 Hours) Per Year
SECOND YEAR	15 Days (120 Hours) Per Year
THIRD YEAR & THEREAFTER	20 Days (160 Hours) Max. Per Year

#### ADMINISTRATIVE

FIRST YEAR AND EACH YEAR THEREAFTER - 20 Days (160 Hours) Max. Per Year

#### A. Eligibility

1. Eligible part-time employees shall earn prorated paid vacation leave on the basis of total hours worked each month.
2. Full-time employees who work less than a full-time schedule (unpaid leave or professional leave) will earn prorated paid vacation leave on the basis of total hours worked each month.
3. Accrued vacation leave may be taken during the introductory period only with permission from the employee's supervisor and the College President.



## **LEAVE**

Page 2/5

Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon  
Family Medical Leave Law

### **B. Scheduling**

1. Vacation schedules shall be approved by the employee's supervisor in accordance with the needs of the College, and when feasible, shall be scheduled to prevent the loss of vacation time earned.

2. In cases of conflict, the supervisor will determine which request will have precedence.

### **C. Unused Vacation Leave**

1. Employees may accrue an unlimited amount of vacation leave. However, when an employee is terminated; unused vacation will be paid up to 20 days (160 hours) at the current salary rate.

2. Employees whose compensation is not fully funded by the College's General Fund will be paid all wages due and will be paid for all earned, unused vacation pay if funding for that purpose is provided by the funding entity providing their compensation. Severance pay is at the discretion of the Board of Education only.

## **312.2 HOLIDAYS**

There shall be eleven paid holidays annually: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, day before Christmas, Christmas Day, and one floating holiday during the Christmas holiday to be designated by the President.

### **A. Eligibility**

1. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid holiday leave.

2. Eligible part-time employees shall earn paid holiday leave for the hours they are normally scheduled to work on the day of the week on which the holiday falls.

## **LEAVE**

Page 3/5

Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon  
Family Medical Leave Law

### **B. Scheduling**

1. In the event that essential College operations require that an employee work on a designated paid holiday, a non-exempt employee shall be compensated overtime wages in accordance with Article 311.1.
2. In the event that a designated paid holiday falls during a period of an employee's scheduled paid vacation leave, that holiday shall not be charged against the employee's vacation leave.

### **312.3 PAID SICK LEAVE**

#### **A. Eligibility**

1. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid sick leave each month.
2. Eligible part-time employees shall earn prorated sick leave on the basis of total hours worked each month.
3. Full-time employees who work less than a full-time schedule (unpaid leave or professional leave) will earn prorated sick leave on the basis of total hours worked.

#### **B. Scheduling**

1. In the event of illness or injury as applied to this section, the employee shall make a reasonable attempt to notify the employee's supervisor before or at the beginning of each scheduled work day. Each day's absence shall be reported on the monthly time sheet or leave record upon the employee's return to work and shall be applied against any unused sick leave.
2. In the event of illness or injury of an employee's immediate family which necessitates the employee's absence, unused sick leave may be used to a maximum of three days in any one instance. At the discretion of the College President or those designated by the College President, the three day period

may be extended in exceptional circumstances.

## LEAVE

Page 4/5

Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon  
Family Medical Leave Law

3. If an illness or injury exhausts unused sick leave, then vacation days, accumulated compensatory time and/or unpaid leave may be taken, only if said leave does not jeopardize the efficient operation of the College as determined by the College President or those designated by the President.

4. A doctor's note may be required by the employee's supervisor for any sick leave referred to above.

### 312.4 UNPAID SICK LEAVE - FAMILY MEDICAL LEAVE

~~A. an employee's own serious health condition, or~~

~~B. care of a family member with a serious health condition will be treated in accordance with the Federal Family Medical Leave Act of 1993 and with the State of Oregon Family Medical Leave Law.~~

The College will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993 and the Oregon Family Leave Act (OFLA) of 1995.

#### A. Family Medical Leave Act

Unpaid leave for eligible employees will be provided to care for themselves or family members in cases of illness, injury, childbirth and adoption.

"Family members" for the purpose of FMLA leave means a (n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child.

In order to be eligible for the benefits under FMLA, an employee must have been employed by the College for at least 12 months and have worked at least 1250 hours during the past 12 month period.

Employees who qualify for FMLA leave will have continued health care insurance coverage. Employees shall be responsible for any health insurance premium costs in excess of the current benefit amount paid by the College.

## LEAVE

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Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon  
Family Medical Leave Law

### B. Oregon Family Medical Leave Act

Unpaid leave for eligible employees will be provided to care for themselves or family members in cases of illness, injury, death, childbirth and adoption.

“Family members” for the purpose of OFLA leave means a(n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child, same-gender domestic partner, child of same-gender domestic partner, grandparent, grandchild, parent-in-law or parent of same-gender domestic partner.

In order to be eligible for benefits under OFLA, an employee must work an average of 25 hours per week and have been employed at least 180 days prior to the first day of the family medical leave of absence. However for parental leave, and employee becomes eligible upon completing 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

Employees who qualify for OFLA leave will have continued health care insurance coverage. Employees shall be responsible for any health insurance premium costs in excess of the current benefit amount paid by the College.

Under OFLA an eligible employee is entitled to take up to two weeks bereavement leave following the death of a family member as defined by OFLA. The employee must complete the leave within 60 days of learning of the death.

Federal and state leave entitlements generally run concurrently.

Absence beyond the entitlement provided in State and Federal law will be treated as Extended Leave of Absence.

## OTHER LEAVE

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Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

### 313.1 SPECIAL PAID LEAVE

Eligible employees, as defined in College policy and Summary of Benefits Chart, Appendix B-1, shall be entitled to special paid leave as follows:

#### A. Personal Leave

An employee may elect to use accrued sick leave as personal days off at the following rate:

1. Full-time, 12 month employee: 3 days per fiscal year
2. Part-time: Pro-rated on full-time rate based on actual hours/days worked. Scheduling of personal days will be in accordance with regular leave scheduling, Article 312.1, Paragraph B.

No carry-over of personal days from one fiscal year to another will occur. Sick leave accruals are not compensable.

#### B. TBCC Bereavement Leave

An employee may be absent with pay for up to five working days following the death of a member of his/her immediate family. For the purposes of this policy statement, "immediate family" shall include spouse, domestic partner, parent, child, sibling, or other person who is or has resided in the employee's household and for whom the employee is or was legally responsible.

An employee may be absent without pay for up to eight hours to attend a funeral of an individual not included in his/her immediate family. Other accrued leave may also be used for this purpose extending beyond eight hours.

#### C. Court and Jury Duty

An employee should notify his/her management supervisor as soon as possible after receiving notification or summons so that coverage may be arranged.

College employees will be allowed time off with no loss of income for the following:

1. To serve when summoned for jury duty.

**OTHER LEAVE**

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Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law(HB 2321)

2. To appear in court when subpoenaed as a witness in a matter involving other than the personal business of the employee. Generally, this will be defined as a legal matter in which the employee is not one of the principal parties.

The amount of remuneration received by the employee from the College and/or for jury duty and/or court appearance, other than per diem and travel, shall not exceed the employee's regular salary.

Any monetary remuneration received by the employee for jury duty and/or court appearance, other than per diem and travel, shall be reported to the College within five days after the employee's receipt of such funds. The salary or wages of the employee shall be reduced by an equal amount. In the event the employee receives remuneration for jury duty/or court appearance and the employee has received compensation from the College, for those hours, the remuneration shall be signed over to the College.

If a required court appearance or jury duty is for eight (8) hours or less, the employee's supervisor may elect to have the employee make up lost time; in which case no fees received for the court appearance or jury duty need be reported to the College by the employee.

**D. Military Leave**

1. An employee who is a member of one of the reserve components of the armed forces of the United State or the Oregon National Guard shall be entitled to leave without loss of pay for Military duty for a period or periods not to exceed a total of fifteen days each calendar year, as provided in ORS 408.290.

2. Requests for military leave shall be submitted through regular channels as provided in Article 312.3, Paragraph B and shall be accompanied by official orders specifying the dates and location of such military duty.

**313.2 PROFESSIONAL IMPROVEMENT LEAVE**

It shall be the policy of Tillamook Bay Community College to grant a professional improvement leave to eligible administrators upon formal application only when such

## **OTHER LEAVE**

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Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

leave contributes to the goals of the College and enhances the professional competence of the individual. A Professional Improvement Leave is considered to be a privilege granted to an eligible administrator rather than a right which automatically accrues because of prior service.

Professional Improvement Leave may be authorized by the Board upon recommendation of the College President. Such leaves may be granted for one, two or three full terms or a full calendar year.

### **A. Eligibility**

Administrators must meet the following requirements to be eligible for professional leave:

1. Must have completed five or more consecutive years of full-time employment with the College as a contracted administrator on regular contract status.
2. Must complete one year of college employment upon return from professional leave before terminating employment or repay the compensation received while on leave.

### **B. Compensation**

Professional Improvement Leaves may be granted for one, two, or three full terms, or one full calendar year, with compensation at 50% of scheduled annual salary.

Exceptions to this compensation schedule must be recommended by the College President and approved by the Board of Education.

### **C. Application Procedures**

Proposals for Professional Improvement Leave will be submitted to the President by December 31. The applicant will be notified in writing regarding College President and Board of Education action by the following March 31. If an administrator needs to cancel a previously granted leave, presidential approval is required.

## **OTHER LEAVE**

Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

### **313.3 UNPAID LEAVE**

#### **A. Short-Term Leave of Absence**

1. An unpaid leave of absence of thirty days or less for regular and limited duration employees will be considered on an individual basis and approved by the employee's supervisor. Requests should be made on a Leave Request Form.

#### **B. Extended Leave of Absence**

Employees may require absence from work for a period in excess of accumulated authorized leave time. It should be understood that the best interest of the College will be considered in the granting of such leave. The following guidelines shall be used for granting of unpaid leave:

1. Only regular employees, as defined in College policy, are eligible for extended leave of absence.
2. Requests for unpaid leave must be made in writing by the employee. Requests should include reason for leave and beginning and ending dates.
3. All unpaid leave must be recommended by the employee's supervisor and approved by the College President.
4. Unpaid leave shall not exceed one year.
5. The employee is not entitled to any benefits, including leave accrual, tuition waivers, or College paid insurance while on unpaid leave of absence over 30 days. Employees may continue their medical and dental coverage at their own expense during the unpaid leave of absence.
6. Employee must submit an "intent to return" no later than 30 days prior to leave ending date. Failure to submit letter of intent will be considered automatic termination of employment.
7. Unpaid leave for pursuit of other permanent employment will not be considered.



## OTHER LEAVE

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Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

### C. Parental Leave

In accordance with Article 312.4, absence due to pregnancy shall be treated no differently from any other illness or condition that would be covered by unused paid sick leave.

Unpaid leave beyond the employee's accumulated leave for the birth of an employee's infant or adoption of a child will be treated in accordance with State of Oregon Parental Leave Law (HB2321) and will be considered unpaid leave.

Absence beyond the twelve (12) week period provided in Oregon Law will be treated as Extended Leave of Absence.

### 313.4 CURTAILED OPERATIONS

- A. In the event of hazardous conditions beyond Management control, it may become necessary to delay opening and/or close some or all College operations at one or more facilities. Only the College President or his/her designee may make the decision to curtail operations. For delays or closures prior to regular hours of operation, notice will be made via e-mail and FlashAlert multimedia notification system. General notice of curtailed operations will be made via the TBCC website, local and Portland media and/or by recorded message on the TBCC telephone system. Should a closure be imposed after the College has opened, initial notice will be via staff e-mail and/or verbal notification. ~~General notice of curtailed operations will be made via local media and/or by telephone.~~
- B. In the event of potentially hazardous conditions, all employees are urged to make wise choices regarding their personal safety. If an employee determines it would be unwise to report to work, or remain at work, such absences will be handled in one of the following ways:
1. Chargeable to accrued vacation leave.
  2. Chargeable to compensatory time, with the approval of the supervisor.
  3. Chargeable to personal leave, if vacation leave and compensatory leave are

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exhausted.

4. Chargeable to leave without pay.

C. Should an employee choose to absent themselves from work and the College close, or that portion of the College which is the normal duty station of the employee close, only the time absent due to the decision of the employee will be charged as leave as detailed in Article 313.4 Paragraph B, Items 1, 2, 3 and 4.

D. ~~Extended Closure of College Facilities~~

~~1. Employees shall receive regular pay for the first three days of curtailed operations (i.e.: 24 working hours) in the fiscal year. After the third day (24 working hours), the employee shall treat any time lost in one of the ways indicated under Article 313.4, Paragraph B, Items 1, 2, 3 and 4~~

D. In the event of a decision, by the College President or his/her designee, to curtail operations, employees will receive regular pay for hours they would have worked during the regular College operations schedule.

E. Employees shall be responsible for monitoring the closure schedule and return to work when normal operations resume.

## Announcements and General Information

### RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

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

Key dates to remember:

The college is closed on May 26<sup>th</sup> for Memorial Day.

Graduation is June 13. Please let me know if you are **NOT** attending.

TBCC hosts the Triple A academy from June 16 through June 19 and the college is open for business but will only have Triple A classes on campus.

Summer term begins June 23

TBCC hosts the Tech Trek Camp from June 22<sup>nd</sup> through June 28.

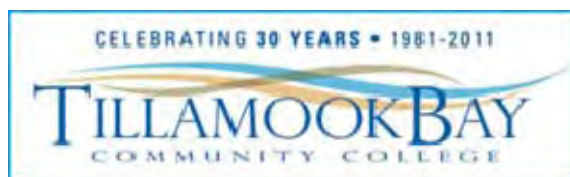
The college is closed on July 3 for the July 4 Holiday.

As of July the college goes to being open Monday through Thursday and resumes opening on Friday as of September 5.

The college will be open during the Tillamook County Fair but passes will be needed for Wednesday and Thursday-August 6 and 7.

College In-service will be September 18 and 19 and the college will be closed.

Classes will begin on Monday September 29.

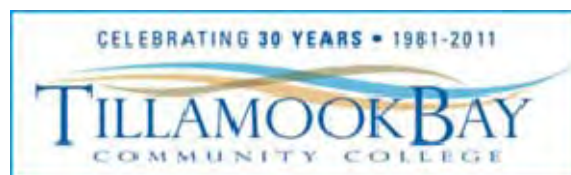


## Invitation of Public Comment

### **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.

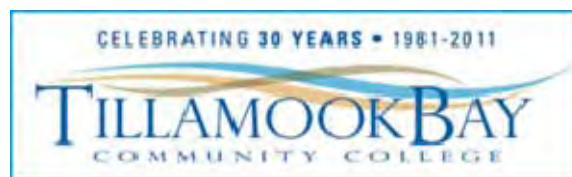
**BACKGROUND INFORMATION**----- Chair Wakefield



## Board Member Discussion Items

**RECOMMENDATION**

**BACKGROUND INFORMATION**----- Chair Wakefield



# Adjournment

**RECOMMENDATION**

MOTION TO ADJOURN THE MEETING.

**BACKGROUND INFORMATION**----- Chair Wakefield

