



Board of Education Meeting Agenda

Date: Monday, May 4, 2015

TBCC Board Workshop – TBCC Room 214 5:00 – 5:30 p.m.

Contract Review Board – TBCC Room 214 5:30 – 6:00 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
A.	Call to Order—Contract Review Board	Chair Lincoln
B.	Background, notices and draft findings	(Action) President Green
C.	Adjournment—Contract Review Board	Chair Lincoln

Regular TBCC Board Meeting – TBCC Room 214 -6:00 -8:00 pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests	Chair Lincoln
2.	Consent Agenda:	(Action) Chair Lincoln
	a. Approval of Agenda	
	b. Approval of April 6, 2015 minutes	
3.	Invitation for Public Comment	Chair Lincoln
	Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	New Business and/or focused policy discussions	
	a. Oregon Community College Update	Andrea Henderson, Executive Director, OCCA
	b. Program/Partner Highlight: E-Business Degree	Chief Academic Officer Hovey
	c. Foundation Board Report	Heidi Luquette
	d. Board Meeting Calendar	President Green
	e. Capital Construction	President Green
	f. On line learning fees and options	Chief Academic Officer Hovey
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Strategic Planning and Accreditation	Chief Academic Officer Hovey
	b. Curriculum and Assessment Update	Chief Academic Officer Hovey
	c. Financial Report	Comptroller/Budget Officer Williams
	d. Economic Development and Tourism Update	President Green
	e. Personnel	Director Ryan
	f. Announcements and General Information	President Green
6.	Board Member Discussion Items	Chair Lincoln
7.	Adjournment	(Action) Chair Lincoln

Board Workshop

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Lincoln

The Board Workshop will help the Board select their goals for the 2015/2016 year and identify roles for each board member.

Following are two items to assist the Board:

1. The Goals for the President that the Board will use to identify their goals
2. Board zones, terms and "roles"



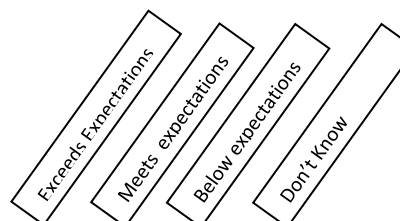
Tillamook Bay Community College (TBCC) Presidential Evaluation and Goals 2015/2016

The following areas of leadership needed for the president of TBCC are sorted into three areas:

Continue to do what you are doing

Give us updates through the year so we are informed

Strategic areas for you to focus on



LEADERSHIP	Exceeds Expectations	Meets expectations	Below expectations	Don't Know	GOALS FOR THE FUTURE
<i>Provides vision for college; day-to-day leadership to Board, faculty, staff and community. Solves problems, deals with crises.</i>					
Board Relations: <i>Provides reports, advice and recommendations based on data. Keeps Board informed of accomplishments, policy, issues, needs, operations. Supports Board policy and actions to college and community. Supports Board as a whole; provides orientation to new members.</i>					<p>The following areas will be reported on through the year in a standard template that identifies the background, issue, data and the current efforts. The reports are:</p> <ul style="list-style-type: none"> • <u>Dev. Ed Efforts</u> • <u>Achievement Compact</u> • <u>Title III results</u> • <u>Dual Credit with High Schools</u> • <u>Career technical programs</u> • <u>Lower Division transfer</u> • <u>Small Business Development and Economic Development</u>
Strategic and Long-Range Planning: <i>Uses Strategic Framework 2020 to guide operations; uses Academic, Student Enrollment, Technology and Facilities Master Plans as blueprints; continuously updates them. Goals and activities from Master Plans are tracked and measured.</i>					<i>Update Master Plans based on Strategic Framework 2020</i>
Community, Business, Local Education: <i>Promotes a positive college image; encourages involvement by community members in college development; respects all constituencies; takes a leadership role in community activities; establishes and maintains a community relations program, including media connections; meets goals set out in the Achievement Compact for C2R.</i>					<ul style="list-style-type: none"> • Provide leadership on the Local Workforce Investment Board; ensure SBDC functions smoothly; seek out contracted training and other business partnership activities; expand C2C to other high schools. High School student access to the first term courses.
State and Federal Relationships: <i>Participates in and provides leadership where appropriate to state and federal activities, issues, policy-making, legislation.</i>					<i>Continue state involvement to represent small colleges.</i>

MANAGEMENT	<div>Exceeds Expectations</div> <div>Meets expectations</div> <div>Below expectations</div> <div>Don't know</div>				GOALS FOR THE FUTURE
College Operations, Systems & Process Improvement: <i>Increases efficiency of time, staff, money, technology, processes and procedures to improve student learning; builds capacity by reducing system & process time. Provides incentives to improve business processes as called for in Title III Grant.</i>					<u>Title III results.</u> Meet Completion Outcomes set out in Strategic Framework 2020. Implement systems that create capacity.
Faculty, Staff: <i>Ensures faculty and staff are involved in policy, procedure, program development; ensures smoothly-working personnel system; provides recognition; maintains open communication; promotes loyalty and morale. Recommends salary levels to the Board to maintain competitiveness and excellence; develops diversity goals and works to implement them.</i>					<u>Ensure Jenzabar investments produce – Title III</u>
Professional Development: <i>Models continuous learning; stays current on trends, legislation, issues, etc. Makes faculty and staff professional development a priority and develops resources to support it.</i>					<u>Intentionally track activities and accomplishment of goals in Faculty/Staff Development Theme from Title III.</u>
Financial Management: <i>Ensures excellent fiscal processes and procedures; recommends appropriate and well-researched budgets; allocates resources to Board-approved goals; works to keep tuition and fees at a competitive level.</i>					<i>Maintain ongoing cost analyses of instruction, administration, student support (Strategic Framework 2020)</i>
Resource Development: <i>Ensures Foundation's funding goals are met; develops strategies to attract funds, including applying for appropriate grants. Capital campaign.</i>					<i>Explore grant funding that's appropriate and supports on-going efforts.</i> Capital Campaign
Data Use, Presentation, Review: <i>Develops, maintains, uses and communicates data to support data-based decision-making on learning outcomes, and to comply with requirements of the state's 40-40-20 goal and the Achievement Compact. Provides regular reports to the Board and supports data-based policy making.</i>					Ensure TBCC goes from data to information to knowledge <u>Develop a continuing report in a consistent format that can regularly be provided to constituencies on important indicators</u> (e.g., completion, retention, DevEd results, basic course successes—indicators required by Achievement Compact, WorkForce, HECC)
Facilities and Physical Plant: <i>Ensures safety, security, maintenance and upgrading of the physical plant. Capital campaign for second building</i>					
Accreditation: <i>Ensures accreditation requirements are met.</i>					<i>Oversee processes for reaccreditation.</i>

	Exceeds Expectations	Meets expectations	Below expectations	Don't Know	
STUDENTS					GOALS FOR THE FUTURE
Student Services: <i>Engages with students on a daily basis; provides leadership in establishing and maintaining excellent student services. Ensures excellent communications between students, faculty and staff. Works toward accommodating and encouraging a diverse student body.</i>					<i>Intentionally track activities and accomplishment of goals in the Strategic Framework 2020.</i>
Progress, Retention, Completion, Achievement: <i>Works to increase enrollment sustainably; tracks and accomplishes progress, completion and achievement goals set out in Strategic Framework 2020; ensures continuous improvement in academic advising and classroom teaching; meets goals in the Achievement Compact and the Middle-40 agenda.</i>					Focus on retention
ACADEMICS					
Curriculum: <i>Develops curricula that respond to community and business needs; prioritizes financial support to growth programs; reviews and implements best practices.</i>					<u>Give monthly updates</u>
Technology-based Instruction: <i>Explores new delivery methods, including online learning opportunities (Title III Grant); provides resources for appropriate classroom technology.</i>					<u>Title III -Develop more online and hybrid courses and programs.</u>

Summary of Strategic Goals for 2015/2016:

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

TBCC Board Members:

Deborah Lincoln, Chair

Zone 6: At large

Term up: May 2017

Craig Wakefield, Vice Chair

Zone 2: Fairview, Netarts, Oceanside, South Prairie and Westside

Term up: May 2017

Mary Faith Bell

Zone 1: Beaver, Carnahan, Cloverdale, Hebo, Neskowin, Pacific City, and Union

Term up: June 2015

Kathy Gervasi

Zone 3: City of Tilamook (precincts 1-6), Eastside and Trask

Term up: May 2017

Billy Schreiber

Zone 4: Bay City, Garibaldi, Kilchis, Maple Leaf and Foley

Term up: May 2017

Ann Swain

Zone 5: Nehalem, Pine Grove, Rockaway Beach, Wheeler and Manzanita

Term up: May 2015

Robert Weitman

Zone 7: At large

Term up: May 2015

Board Roles:

- Board Chair
- Board Vice Chair
- Liaison to the TBCC Foundation
- OCCA Attendee (1-2)
- Policy Review Committee (2)

Call to Order

RECOMMENDATION

CALL THE CONTRACT REVIEW BOARD TO ORDER AND ACKNOWLEDGE ANY GUESTS.

BACKGROUND INFORMATION ----- Chair Lincoln



Board Info on Alternative Contract Method

RECOMMENDATION

Review Information and approve notice of the intent to use an Alternative Contracting Method to secure a Construction Manager/General Contractor for the TBCC/OSU Open Campus Building. Also approve notification of a Special Board of Education-Contract Review Board hearing on the use of the method and draft findings June 1 at 5:30.

BACKGROUND INFORMATION ----- (action) President Green

During the Construction of the new TBCC Main Campus Building in 2008, the College submitted a second request for State Capital Construction funds. It generally takes a number of years to move from the bottom of the list to funding and TBCC wanted to assure consideration for future capital funds for Phase II of the college's Facility Master Plan. During the 2013 Legislative Session the Legislature approved the entire list of Community College Capital Projects. Tillamook Bay Community College was #14 of #17 projects on the list. The TBCC project received State funding of \$2,000,000 with an addition \$2,000,000 required local match for a minimum project cost of \$4,000,000.

Because the cost to construct the preferred Phase II design would require more local funding than was possible at this time, it was agreed that the college would build a smaller building housing the college's new Natural Resources and Agriculture Program, OSU Open Campus, OSU Extension and other partners on a newly acquired site near the main campus for a total project cost including land of approximately \$4,000,000. Acquiring the additional site preserved our Main Campus expansion space for a more appropriately sized Phase II building in the future.

With the project size agreed upon and a new site identified, the college researched various construction methods and identified the Construction Manager/General Contractor as the best option for the TBCC/OSU Open Campus project. Pursuant to ORS 279.335(2), the Board of Education acting as the local contract review board may exempt a public improvement contract of a class of public improvement contracts from the competitive bidding requirements subject to approval of findings supporting the exemption.

The Construction Manager/General Contractor utilizes a Request for Proposal competitive solicitation process that allows the college to collect important information about construction contractors. Contractors will be evaluated on firms background, workload, experience and success, experience of key personnel, project approach, administration, project and cost controls, experience and cost while demonstrating an ability to deliver the project on time and within budget with key personnel working in a harmonious and non-adversarial manner with the college and stakeholders. This alternative contracting method will allow the college to competitively seek proposals from qualified, responsive and responsible contractors.



**NOTICE OF PUBLIC HEARING
EXEMPTION FROM COMPETITIVE BIDDING FOR A PUBLIC IMPROVEMENT**

Pursuant to Oregon Revised Statute 279C.335(5), this Public Notice is for the purpose of taking comments on Tillamook Bay Community College's draft findings for the approval of an exemption from competitive bidding for a public improvement (i.e., alternative contracting method), utilizing a Request for Proposal (RFP), for the selection of a Construction Manager/General Contractor (CM/GC). The College's findings supporting the use of an exemption from competitive bidding for a public improvement are on file and available for review in the College's Business Office located at 4301 Third Street, Tillamook, Oregon 97141.

A recommendation for approval of the College's findings for an exemption from competitive bidding for a public improvement, utilizing a Request for Proposal process for the selection of a CM/GC, shall be submitted to Tillamook Bay Community College's Board of Education, acting as the College's Local Contract Review Board, at a specially scheduled meeting on Monday, June 1, 2015 at 5:30 pm Pacific Time. If approved by the College's Board of Education, the exemption from competitive bidding for a public improvement will permit the College to utilize an alternative contracting method for the procurement of a Construction Manager/General Contractor for the TBCC-OSU Open Campus Building.

Parties interested in attending the meeting scheduled for June 1, 2015 are encouraged to RSVP @ 503-842-8222 Ext 1220.

Published: May 5, 2015

Publications: Daily Journal of Commerce;
Tillamook Headlight Herald
College's Website

Draft

**Tillamook Bay Community College
TBCC-OSU Open Campus Building
May 4, 2015**

**Findings in Support of an Exemption from Competitive Bidding
For a Public Improvement**

BACKGROUND

The findings herein support a resolution authorizing the Tillamook Bay Community College Board of Education (Board), acting as the Local Contract Review Board, to exempt the TBCC-OSU Open Campus Building from the competitive bid process and instead use an alternative contracting method consisting of a Request for Proposals ("RFP") for the selection of a Construction Manager/General Contractor (CM/GC).

The selection process will include an evaluation of potential general contractors through the issuance of a RFP. The proposals received in response to that RFP will be evaluated based upon the criteria stated in the RFP. The criteria to be evaluated may include, but not be limited to: proposer's pricing proposal and cost data; labor rates; equipment rates and charges; overhead; profit, fee and mark-ups; proposer's experience with the construction of academic buildings and experience in multi-phase construction projects; proposer's experience in sustainable construction; previous experience of the firm, as well as key personnel (e.g., superintendent and project engineer), for projects of similar complexity; references; success with value engineering; the performance history of the contractor and key personnel demonstrating an ability to deliver projects on time and within budget; demonstrated ability of the contractor and key personnel to work in a harmonious and non-adversarial manner with the College and stakeholders, including neighbors, utilities, local governments and regulators; ability to maintain a drug-free workplace; compliance with environmental regulations; and ability to maintain a safe, healthful and accident-free workplace.

STATUTORY REQUIREMENTS

Oregon statutes (ORS) 279C.330 and 279C.335 require all public improvement projects to be procured by competitive low bid, unless an exemption is granted by the State or the public contract review board of a public agency. These statutes provide that an exemption allowing other contracting methods may be used, based on the following:

- A. That it is unlikely that such exemption will encourage favoritism in the award of the contract or substantially diminish competition for the contract; and
- B. The awarding of public contract by exemption will likely result in substantial cost savings to the agency.

For public improvement projects, agency findings must address certain additional factors, defined by ORS 279C.330. These include, but are not limited to:

- (1) Operational, budget and financial data;
- (2) Public benefits;
- (3) Value engineering
- (4) Specialized expertise required
- (5) Public safety;
- (6) Market conditions
- (7) Technical complexity; and
- (8) Funding sources

In reviewing this exemption from competitive bidding, the Board has considered the following factors:

A. FAVORITISM/COMPETITION

The process anticipated by this exemption is a competitive RFP process resulting in the selection of a CM/GC. Competition will be based not merely on price but on a variety of factors designed to deliver a quality project on time, for the least overall cost to the College. Evaluation factors used for selection are intended to result in a source selection process that is objectively neutral, transparent, and reviewable. Such a process is unlikely to substantially diminish competition or result in favoritism. Moreover, the process chosen places no restriction on the proposer and does not prohibit partnership arrangements. This expands the opportunity for small and medium-sized contractors to participate. The introduction of evaluation elements that permit evaluation of the quality of the contractor's team/partnership and the ability of the team/partnership to deliver the work for the price promised increases the pool of potential proposers. All contractors, including Oregon businesses, are able to compete either as named proposers or as members of a construction management team/partnership (ORS 279C.335(2)(a)).

To foster competition among prospective proposers, the project will be advertised electronically on the College's website, in the local *Headlight Herald* and in at least one trade newspaper of general statewide circulation (e.g., the *Daily Journal of Commerce*).

The proposal evaluation committee will include representatives from the College and independent consultants involved in the execution of the project. This composition and cross-section of evaluators further assures integrity in the selection process. The evaluation committee will develop scored criteria and procedures that will be published in the RFP, and the College will provide a protest procedure for aggrieved parties.

Based upon the foregoing, the Board finds that it is unlikely that this exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts.

B. COST SAVINGS

The College's mission is to provide a spectrum of educational opportunities to students in Tillamook County. It is funded through a combination of state and local funds and grants. In determining the overall cost of a project to the

College, it is critical that the project be delivered on time and with a minimum of disruption to ongoing academic activities, so that the flow of revenue from existing programs is not curtailed. It is also critical that the project be delivered within budget. Unless these needs can be met by the delivery system chosen, the College faces increased costs in the form of lost tuition revenue that must be replaced from existing resources. This, in turn, further reduces the ability of the institution to provide classes. The cost of the project as a whole, and not simply the amount of money paid to the building contractor, must be considered in the life-cycle cost of the project. Additionally, the release of early bid packages by the CM/GC to their subcontractors will avoid inflationary increases in construction materials and potential conflicts that could arise if the various phases were independently awarded to general contractors.

The CM/GC project delivery method with source selection based on a competitive RFP offers the best opportunity to deliver the project on time and within budget. To meet its fiscal responsibilities and academic objectives, the College requires occupancy by fall term, 2016; the timeline from design to occupancy is short. The project may be bid in phases to meet this occupancy date. The early participation by the CM/GC will allow: value engineering to occur, beginning with the design stage and continuing throughout the project; assistance in evaluating the best and most cost-effective approach and opportunities for the early release of bid packages. The early involvement of the contractor and the “give and take” of the CM/GC process provide the best opportunity for “on-time and on-budget” delivery of the improvements.

ORS 279C.335(4)(a) allows local contract review boards to direct the use of alternate contracting methods that take account of market realities and modern practices consistent with the public policy of encouraging competition. These alternate contracting methods are better able to address the short comings of the “hard bid” or “low bid” (i.e., traditional design/bid/build), delivery method.

These factors will likely result in substantial cost savings to the College and to the public by using a Request for Proposal process to select a Construction Manager/General Contractor (ORS 279C.335(b)).

FINDINGS, AS DEFINED IN ORS 279C.330 AND LISTED UNDER “STATUTORY REQUIREMENTS,” ABOVE

1. OPERATIONAL, BUDGET, FINANCIAL

The construction of the new TBCC-OSU Open Campus Building will require particularly close coordination between the contractor, design team, and the College. The RFP process and the CM/GC delivery method will provide the maximum opportunity for the College to obtain a contractor that is experienced in multi-phased construction. This selection process, which will include demonstrated successful, similar previous experience, will result in less impact on College operations and significant benefits to the College. There will be a higher likelihood of avoiding delays in occupancy by allowing earlier student enrollment and earlier re-assignment of staff engaged in the project, due to the ability to engage in early constructability discussions with the contractor that will build the building, and allow for the increased ability to issue multiple, early-bid packages. Budgets will be more accurate due to contractor participation in their establishment. The selection of a CM/GC partially based on the quality of their prior projects will increase the possibility of completing a higher quality-built building than if a traditional low bid process were used, resulting in lower operational and long-term fiscal impacts. Additionally, the release of early bid packages by the CM/GC to their subcontractors will avoid inflationary increases in construction materials.

Criteria used to evaluate proposals will help assure that the College will be working with a contractor that: will take a team, rather than adversarial, approach to the project; will have the necessary technical and managerial skills to optimally organize, and ultimately complete this complex project; has past experience and knowledge to meet the construction schedule; and provides a quality-built building at a reasonable price, both in terms of actual dollars, and staff resources.

Based on the foregoing, the Board finds that the operational, budget, and financial needs of the College would be best satisfied through this proposed alternative contracting method and that any impact on the College budget and financial situation would be positive.

2. PUBLIC BENEFIT

The use of this process will allow a more aggressive project schedule, reducing the anticipated period until occupancy. This process will increase the chances of staying within budget, due to providing the ability to score proposals in part on the prior history of the contractor, the participation of the contractor in constructability review, value engineering, and in establishing a Guaranteed Maximum Price. In addition, the project will very likely be built to a higher level of quality using this process, again, maximizing the public benefit.

Based upon the foregoing, this proposed exemption and contract process will benefit the public by providing a contract method, which results in the most likely opportunity to achieve completion of a high-quality project within schedule and within budget.

3. VALUE ENGINEERING

Value engineering experiences and successes will be scored criteria in the selection process. This practice will initially begin with the involvement of the selected firm during the schematic design phase, and will continue through project completion. The CM/GC process provides a much more favorable opportunity for effective value engineering in comparison to the traditional design-bid-build method due to the ability to select a firm based on their skills in this area, and in their much earlier participation on the project.

Based on the foregoing, the Board finds that value engineering has been considered, or will be adequately considered, in the construction process for this project.

4. SPECIALIZED EXPERTISE

It is important for the College to work with a contractor that has: specialized expertise in multi-phased construction and experience working safely.

Based on the foregoing, the Board has considered and finds that any specialized expertise required for this project will be best achieved through issuing a RFP to select a CM/GC firm, which is authorized by an exemption from competitive bidding.

5. PUBLIC SAFETY

It is particularly important to select a contractor that has adequately trained safety personnel and solid safety programs and practices to provide for public safety throughout the construction process. The CM/GC selection process will provide the best opportunity to select a contractor that is best qualified to provide public safety.

Based on the foregoing, the Board finds that a RFP process to select a CM/GC is the best method for the College to assure selection of a firm that will provide maximum safety for the public.

6. MARKET CONDITIONS

The ability to bid the project in phases, at earlier dates than could be achieved in a single bid package, is not only the only way to achieve occupancy by fall term of 2016, generating tuition and state reimbursement revenue, but also best assures bidding at a time when construction costs are generally lower in the construction sector. The longer the college waits to bid the project, it appears the chances for construction costs to rise increases.

Based on the foregoing, the Board finds that the market conditions are more conducive to a qualifications-based, enhanced selection process rather than the traditional design-bid-build method.

7. TECHNICAL COMPLEXITY

This project has several aspects that add to its technical complexity. Partner involvement and the transition of tenants, computer labs and distant delivery methods of instruction can create conflicts with College operations, and lease concerns. This project may incorporate many sustainable-design aspects. The project may also require multi-phase bidding.

Based on the foregoing technical complexity, the College finds it is in the Board's and public's interest to proceed with an exemption from competitive bidding for the selection of a CM/GC, utilizing a RFP, which will allow the College to select a qualified contractor with the necessary technical experience and demonstrated history of success.

8. FUNDING SOURCES

This project is financed by State Capital Construction funds, local funding, partners and local contributors as well as grant funding. This creates a particular obligation for the College to provide the best value not only to the District and community but also to the State. It is important for the Board to be able to confidently expend these funds with a qualified contractor for the least amount of cost. This goal can be best achieved by using the CM/GC delivery method for the reasons that have been described in prior sections.

Based on the foregoing, the Board has considered the funding source and has determined that the best use of those funds is to issue a RFP to select a CM/GC.

CONCLUSION

The enhanced selection process of issuing a Request for Proposals for the selection of a demonstrated successful Construction Manager/General Contractor, assures that several important goals are addressed in a manner to best meet those goals: 1) that the College responds to the support of the State and local contributors and partners; 2) that the College selects a delivery method that minimizes the negative effects of the escalating cost of construction materials; 3) that the College selects a process that provides for competition and assures quality construction to the greatest possible degree; 4) that the College utilizes the best selection process to assure the least disruption and earliest completion; 5) that the College selects a contractor to complete the project that will perform the work safely; and 6) that the College is taking into account "...market realities and modern practices that are consistent with the public policy of encouraging competition. (ORS 279C.335(4)(a)).

Adjourn

RECOMMENDATION

ADJOURN THE CONTRACT REVIEW BOARD

BACKGROUND INFORMATION

----- Chair Lincoln



Call to Order • Acknowledge Guests

RECOMMENDATION

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

BACKGROUND INFORMATION ----- Chair Lincoln



Approval of the Consent Agenda

RECOMMENDATION

MOTION TO APPROVE THE CONSENT AGENDA FOR THE MAY MEETING.

BACKGROUND INFORMATION ----- Chair Lincoln

Items for approval:

- a. Approval of Agenda
- b. Approval of April 6, 2015 minutes



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE MAY MEETING.

Regular TBCC Board Meeting – TBCC Room 214 -6:00 -8:00 pm

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2.	Consent Agenda: -----	(Action) Chair Lincoln
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	b. Program/Partner Highlight: E-Business Degree -----	Chief Academic Officer Hovey
	c. Foundation Board Report -----	Heidi Luquette
	d. Board Meeting Calendar -----	President Green
	e. Capital Construction -----	President Green
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6.	Board Member Discussion Items -----	Chair Lincoln
7.	Adjournment -----	(Action) Chair Lincoln



Approval of April 6, 2015 Minutes

RECOMMENDATION

MOTION TO APPROVE THE APRIL 6, 2015 BOARD MINUTES.

BACKGROUND INFORMATION

Chair Lincoln



Board of Education Minutes April 6, 2015

TBCC Board Attending: Deborah Lincoln, Ann Swain, Craig Wakefield, Kathy Gervasi and Billy Schreiber.

TBCC Staff: Ann Hovey, Michele Burton, Ray Hoyt, Sheryl Neu, Pat Ryan, Sayde Moser, Kyra Williams and Connie Green.

Regular Board Meeting

Call to Order • Acknowledge Guests (agenda item 1)

The meeting was called to order by Chair Lincoln at 5:56 p.m. She acknowledged Luke Kralik, TBCC Librarian.

Approval of Consent Agenda (agenda item 2)

Mr. Wakefield moved to approve the consent agenda. Ms. Swain seconded. The motion carried.

Invitation of Public Comment (agenda item 3)

There was no public comment at this time.

New Business

Library Update (agenda item 4.A)

Mr. Kralik gave the Board a brief presentation on library usage over the last year. He noted that last year was a great year for the library. Last November there were more than 18,000 data base sessions, and more than 2,500 full-text articles were accessed by our students averaging to about 5 articles per student in a month. He said that with usage being that high, the library is starting to meet its mission of helping students access resources. Students are becoming more aware of the library's resources and are accessing them more often. He also read a letter from a satisfied student that acknowledged the helpful culture of the library that Mr. Kralik and his staff have been working to build. For the past three years, date base usage and print materials have been on the rise as they've continued to build their collection and culture of support for students. Mr. Wakefield said that having a full time librarian was a big deal for TBCC and evidence that we were moving in the right direction. President Green also noted that when the accreditors visited they specifically accommodated Mr. Kralik for his hard work in the library.



Conference call with OCCA (agenda item 4.B)

Andrea Henderson, Executive Director of the Oregon Community College Association (OCCA), gave a brief overview via conference call of the legislative session. She noted that they just completed a very powerful testimony before the Ways and Means Committee on Community College budget, and thanked President Green for her participation. Ms. Henderson said that the budgeting process is still locked in at a minimum of \$535 million, although two committee chairs in the education subcommittee are trying to get to \$550. She said that \$650 is where we need to be to reach 40-40-20 but felt comfortable with \$550. She also said they presented information about Career Pathways and CTE programs and requested that if there is any money available above the \$550 that it support those programs which help create jobs in Oregon. She said there was strong back up from their business partners. She said that the Ways and Means roadshow was coming to Lincoln City shortly and encouraged support from the Board.

Another issue has been policy on free Community College tuition. At this point, she said the expectation is that there will not be funding for free Community College tuition. She said they raised concerns about the bill itself and the limited number of students who would be applicable. Another issue has been accelerated learning and the connections with K-12 and how those programs might interact differently in the future.

Ms. Henderson also noted that the general consensus is that the Oregon Education Investment Board (OEIB) will be restructured because it isn't working as created. The OEIB might be eliminated and treated as an advisory committee instead.

President Green said the real dilemma is that while the Ways and Means Committee is fairly committed to \$535, if the kicker kicks they might not be able to keep the \$535. She said if we could count on the \$535 we would structure our budget differently, but we won't know until the May forecast which is too late for our budget. With an increase in tuition to \$5 we can make the budget work and the goal is to reduce tuition as the resources for community colleges increase.

Preliminary Budget (agenda item 4.C)

Budget Officer Williams said the proposed budget would go out in the mail by this Friday. The budget meeting is April 20. Tuition and fees revenue decreased from the current year's adopted budget substantially, mostly because of enrollment decline. Ann Swain asked if enrollment had declined a lot. Budget Officer Williams said that over the past few years it has tapered off and we have projected flat or slight growth which has added up to a substantial decline. We are down 31-32 percent in Full Time students – last year we had 173 Full Time students and we had 118 this Spring term. Dr. Hovey noted that we went into the first week of spring with a slight increase in Part Time students but that has since declined from 422 last Spring to 397 this Spring. She said we are seeing a shift from full time to part time students at about a 1:3 ratio. She said we are working with the high schools to have several more dual credit courses for NKN and THS, and have started talking to Clatsop Community College to advertise our new online business management degree in their schedule. There is hope Oregon Coast Community College will do the same. Clatsop also wants to advertise classes for our Agriculture and Natural Resources degree in their schedule, Clatsop is offering a medical assisting program on our campus so our community can benefit from that. President Green said that by partnering with our other colleges and bringing one or two special, targeted trainings to our community will help boost enrollment and create a better culture of college learning.



Capital Constriction Update (agenda item 4.G)

President Green said that she and Jon Carnahan have been talking to OSU and Chemeketa about how to build the new building in the most cost effective way. She said they are looking at the possibility of doing a CMGC and will come back to the board and ask for the public bid process to be approved in order to put out an RFP for a CMGC and an architect. She said likely they will hire the General Contractor first to help with the hiring of an architect that will be a good team member. She said Lane and Chemeketa are sharing their RFPs so that we aren't starting from scratch.

Title III Update (agenda item 4.H)

Title III Director Ray Hoyt gave a brief background about Title III and how we came to acquire the grant, as well as the four components. He noted that we are doing quite a bit of professional development training for staff and faculty, including Quality Matters training and Moodle. He shared that several Lean teams have been established since Fall In Service and are working towards completion. Dr. Hovey and Ms. Luquette gave presentations on two Lean projects they facilitated that have been completed. Dr. Hovey's team reviewed all the curriculum documents to bring them into alignment so that the Catalog and Schedules are 100 percent accurate. Ms. Luquette's team developed a communication planner to help deliver clear and consistent messages to prospective students from any department.

Information only Items

Announcements and General Information (agenda item 5.C)

President Green shared that the new board member training is Wednesday April 8 at Twin Rock Friend's Camp. Karen Smith from OCCA will be attending. April 30 is the Academic All Stars. She said she will be gone May 10 to May 29. Graduation is June 12th and begins at 6 p.m. but she asked the Board to be there around 5:15 for pictures.

Board Member Discussion Items (Item 6)

Kathy Gervasi gave an update on Tech Trek and encouraged board members to take a look at the informational board she brought with her. This is the second year of the camp with is hosted at TBCC and the 4H Dorm. She noted that of all the colleges across the country, we are the only one in Oregon with the grant and the only Community College in the nation. The Tillamook AAUW receives the money from the national AAUW to do the camp, which will host 33 7th-grade girls from all up and down the coast.

Adjournment (Item 7)

The meeting was adjourned at 7:33 p.m.



Invitation of Public Comment

RECOMMENDATION

AVAILABLE AT BOTH THE BEGINNING AND END OF THE MEETING IS AN OPPORTUNITY FOR THE PUBLIC TO COMMENT ON ANY ISSUE WITHIN THE JURISDICTION OF THE TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION. THE BOARD CHAIR MAY DETERMINE REASONABLE TIME, SPACE AND MANNER LIMITATIONS. AT THE CONCLUSION OF PUBLIC COMMENT, INDIVIDUAL MEMBERS OF THE BOARD MAY RESPOND TO COMMENTS MADE BY THOSE WHO HAVE ADDRESSED THE BOARD, MAY ASK STAFF TO REVIEW A MATTER, OR MAY ASK THAT A MATTER BE PUT ON A FUTURE AGENDA.

BACKGROUND INFORMATION ----- Chair Lincoln



NEW BUSINESS

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Lincoln

- a. Oregon Community College Update -----Andrea Henderson, Executive Director, OCCA
- b. Program/Partner Highlight: E-Business Degree ----- Chief Academic Officer Hovey
- c. Foundation Board Report ----- Heidi Luquette
- d. Board Meeting Calendar ----- President Green
- e. Capital Construction ----- President Green
- f. On line learning fees and options -----Chief Academic Officer Hovey



Oregon Community College Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

Andrea Henderson will be joining the board thru technology to provide an update on bills and resources.

A few updates follow:

1. A letter from all 17 community college presidents and the 7 universities was given to Ways and Means in support of funding.
2. Oregon moved from #47 in the nation to #46 for overall higher education funding.
3. Accelerated learning bill died, came back to life and Andrea will provide the update.
4. Community College Presidents sent a letter to Ben Cannon on Dual Credit and the replication grants around Eastern promise and the issues the college have with the current status.
5. The opening for the Director of Community Colleges and Workforce Development is about to close and we are desiring a great candidate. The position closes on April 26.



Program Partner Highlight: E-Business Degree

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

Business Faculty Michael Weissenfluh will give a presentation to the Board about a new E-Business Degree scheduled to launch in the Fall. Michael has been working alongside Tom Atchison to create our first 100% online degree in Business Management.

Right now this degree has been submitted to the Northwest Commission on Colleges and Universities for approval. It will be brought before the Board for approval at the June Board meeting.



Foundation Board Report

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Heidi Luquette

FOUNDATION OVERVIEW

The Tillamook Bay Community College Foundation was established in 1997. The purpose of the Foundation is to engage our community in developing long-term financial support for vital programs, student scholarships, innovation and bridges to opportunity at Tillamook Bay Community College.

Currently the board is comprised of ten directors who meet four times a year to provide leadership and fiscal oversight of the Foundation. Per the Foundation bylaws at least one member of the board will be appointed by the TBCC Board of Education. Bob Weitman serves as the BOE appointee.

Historically, the College has not had the resources to provide a full-time staff position in the Foundation. For the past four years Jon Carnahan, President Emeritus of Tillamook Bay Community College, served as executive director at about a half-time capacity. Mr. Carnahan retired in December 2014 and now serves as a consultant to the Foundation.

STRENGTHENING INSTITUTIONS TITLE III GRANT

In October 2013, Tillamook Bay Community College received a Strengthening Institutions Program Title III Grant. It is a five year grant running from 2013-2018. There are four components of the grant. The fourth component provides funding for resource development capacity in the Foundation.

The resource development objective in the Title III grant and the responsibility of the development staff and Foundation Board of Directors is to “increase resource development”. Specifically, by September 2018, “increase the three year average annual gift revenue to \$152,340” which is a 50% increase from the 2009-2012 average of \$101,560 per year. A 10% increase each year of the five-year grant would meet that objective. The overall objective of this portion of the grant is to “improve the fiscal stability of the college”.



To assist the college and Foundation in meeting these objectives the grant provides resources to staff a full-time development director with the agreement that the college will institutionalize the position in 2019. In April 2014, Heidi Luquette was hired as a full-time development director.

ACTION PLAN

Increase Resource Development Capacity in the TBCC Foundation				
Year 1	Year 2	Year 3	Year 4	Year 5
Hire full-time Development Director; Foundation board training; update policies & procedures; develop Foundation strategic plan.	Develop action plan and timelines to implement strategic plan; segment database; develop targeted communications.	Significantly increase donor cultivation and stewardship activities; Foundation board development.	Increased cultivation of allied professionals; expand planned giving efforts.	Establish donor recognition wall; major gifts campaign feasibility study.

TARGETS/MEASURES

By Sept. 30, 2018 Increase the three year average annual gift revenue in the Foundation by 50% of the baseline average from 2009-2012*	
2009-2012 Baseline Average: \$101,560	2018 Target: \$152,340
The TBCC Foundation received a \$50,000 restricted annual scholarship match in 2009, 2010, and 2011 that is not renewable. Total Foundation receipts for FY2012 were \$66,786. The TBCC Foundation had .40 FTE total staffing.	



Board Meeting Calendar

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 is one exception, September 14, which is the second Monday because Labor Day weekend is the first Monday.

The Board Policy has no Board meetings in July and August and there are no scheduled meetings. Most meetings are scheduled for 6 p.m. at the Central Campus Board Room #214/215 (Board Policy 101.2) unless noted. The exceptions to meeting on campus are those 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 2015-2016 academic year. Every Board has responded that they would like to continue to meet in a shared Board workshop.

DATES FOR TBCC BOARD MEETINGS 2014/2015:

July – no meeting

August –no meeting

September 14 – Nie Kah Nie 5:30 -6:30 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 5 –Tillamook School District or Nestucca Valley School District

November 2 – Tillamook School District or Nestucca Valley School District

December 7

January 4 (packet out 12/29)

February 1

March 7

April 4

Budget committee - April 18

May 2

June 6



Capital Construction

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

Project Management Update.

Jon Carnahan and Jerry Vessello have agreed to jointly provide the Project Management Services for the new TBCC-OSU Open Campus Building. Jon is the retired President from both Linn-Benton and Tillamook Bay Community Colleges. He has over forty years of community college experience including capital construction projects on community college campuses. Jerry is the retired Senior Capital Projects Manager from Chemeketa Community College and has over thirty-five years of experience managing large capital constitution projects for community colleges. Jon and Jerry worked together managing a capital project for Linn-Benton Community College in Lebanon, Oregon.

The most recent cost estimate of "soft costs" for the TBCC-OSU Open Campus Building included \$72,000 or .025 percent of the total construction costs. Jon and Jerry have agreed to jointly, not exceed the budget or .025 percent of the total cost of construction. Jon will be paid under his current Personal Services Contract with Tillamook Bay Community College that currently includes construction management and Development consulting. Jerry will be paid through a third party contractor called Northwest Innovations. Both parties will bill at the rate of \$85.00 per hour and reimbursable expenses approved by the College President. (The Project Management Firm the College used for the main campus project billed at the rate of between \$85.00 and \$125.00 per hour).

The general scope of services will include; A. Project evaluation and pre-construction Phase; B. Bidding and Award Phase; C. Construction Phase and; D. Close-Out Phase. Below is a more detailed outline of some of the things that will be included in each phase of the project management. Jon will primarily be responsible for phases A and B and Jerry will primarily be responsible for phases C. and D. Both Jon and Jerry will collaborate with each other thought-out the project and will jointly be present at meetings when appropriate and strategic to the total project as well as act as backup to each other. They will also coordinate invoice billings for services to assure that they do not jointly exceed the maximum amount of the agreement.



Project Management/Scope of Services

A. Pre-construction Phase Evaluate Project Options

1. Evaluate Project Options

The Construction Manager will evaluate various project options and provide cost analyses during the Pre-Construction Phase. The evaluation shall identify advantages and/or disadvantages of each option with regard to cost, schedule, logistics, land acquisition, and site development.

2. Develop a Project Budget

The Construction Manager, in consultation with the Owner and the Architect, will develop a detailed Project Budget that identifies all costs including construction costs, land acquisition costs, consulting fees, permit fees, testing and inspection fees, furnishings, equipment, inflation and contingencies.

3. Develop a Project Delivery Strategy

The Construction Manager, in consultation with the Owner and the Architect, will analyze project requirements and develop a preconstruction and construction strategy that addresses requirements for function, cost, quality, time and logistics.

4. Develop a Project Master Schedule

The Construction Manager, in consultation with the Owner and the Architect, will develop a Project Master Schedule that establishes duration and responsibility for all major activities during all phases of the project.

5. Monitor the Project Master Schedule

The Construction Manager will monitor and report on progress during the pre-construction phase. The Construction Manager will update the Project Master Schedule monthly, will notify the Owner and the Architect of any delays or problems, and will recommend any corrective action necessary to meet the schedule

6. Perform Value Engineering Studies

The Construction Manager will perform a minimum of two **(2)** Value Engineering Studies: one (1) at the beginning of schematic design to evaluate systems, and one (1) at the completion of the design phase to evaluate details and finishes. A report will be generated for each study including recommendations on the selection of systems, details and finishes. The final selections shall be made in consultation with the Owner and the Architect, prior to the preparation of final construction documents.

7. Perform Cost Estimating

The Construction Manager will prepare a minimum of three (3) detailed cost estimates for all building construction and site development work. One (1) estimate will be provided at the completion of schematic design, one (1) at the completion of the design phase, and one (1) at the completion of construction documents. The final estimate shall conform to the final bid package configuration.



8. Perform Constructability Reviews

The Construction Manager will review design documents, as they are developed in order to avoid potential problems and to minimize potential change orders. The Construction Manager will provide recommendations on contract provisions that establish contractor performance requirements to promote quality cost effectiveness and schedule compliance.

9. Provide Monthly Reports

The Construction Manager will prepare and distribute monthly reports to the Owner and the Architect on the project budget, the status of the project schedule, and on general project information.

10. Conduct Design Coordination Meetings

The Construction Manager will conduct design coordination meetings on a regular basis (minimum of two per month) with the Owner, the Architect, and other consultants to discuss and review all items pertinent to the design phase. The Construction Manager will prepare and distribute minutes of the meetings in a timely manner.

B. Bidding Phase

1. Develop Bid Packages

The Construction Manager will develop bid packages to establish the categories of work into separate contracts that promote competition and provide well-defined and manageable divisions of work.

2. Develop Construction Schedule

The Construction Manager will develop a construction schedule that meets the needs of the Owner for inclusion in the contract documents.

3. Develop Contractor and Supplier Interest

The Construction Manager will identify potential contractors and suppliers and develop their interest in bidding the project to insure a competitive bidding environment. The Construction Manager will investigate potential bidders and suppliers to determine their ability to meet project requirements.

4. Establish Bidding Procedures

The Construction Manager will establish and implement procedures for the bidding process including the distribution of bid documents, the issuance of addenda, the holding of pre-bid conferences, the receipt of bids, and the bidding schedule.

5. Distribute Bid Documents

The Construction Manager will distribute all bid documents to contractors and maintain accurate records of distribution activities.

6. Conduct Pre-Bid Conferences

The Construction Manager, in consultation with the Owner and the Architect, will



schedule, organize, and conduct pre-bid conferences in a manner consistent with the bid schedule.

7. Receive and Evaluate Bids

The Construction Manager, in consultation with the Owner and the Architect, will receive and evaluate the bids and recommend the award of contracts.

8. Prepare Construction Contracts

The Construction Manager, in consultation with the Owner, the Owner's solicitor, and the Architect, will prepare and coordinate the processing of all construction documents.

C. Construction Phase Conduct Pre-Construction Conferences

1. Consultation with Architect.

The Construction Manager, in consultation with the Architect, will organize and conduct pre-construction meetings with contractors, consultants, and the Owner. The meetings shall include a review of project management, project schedule, and project procedures.

2. Maintain On-Site Staff

The Construction Manager will provide and maintain a qualified, on-site field staff sufficient to manage the project, conform to the scope of services, and insure that the work is performed in compliance with the contract documents.

3. Process Shop Drawings

The Construction Manager, in consultation with the Architect, will establish and implement procedures for processing and approving shop drawings, product data, samples, and other submittals from the contractors and will coordinate the processing and approval of all submittals with the Architect. The Construction Manager will establish and maintain a submittal log to insure contractor compliance with the contract documents.

4. Project Coordination

The Construction Manager will provide administration, management, and related services necessary to coordinate the construction activities of the contractors with each other and with those of the Construction Manager, the Architect, and the Owner.

5. Develop Detailed Construction Schedule

The Construction Manager will develop and maintain a detailed construction schedule based upon the construction schedule in the contract documents. The schedule will include start and finish dates for procurement and construction activities and major milestones for each segment of the work. The schedule will be updated monthly.

6. Monitor Construction Progress

The Construction Manager will review contractor's construction schedules, observe construction progress, and report deviations from the schedule that might delay project completion. The Construction Manager will consult with contractors to develop and



implement corrective actions necessary to meet the project schedule.

7. Control Construction Quality

The Construction Manager will monitor and inspect all work in progress to insure the quality of the work and compliance with the contract documents. The Construction Manager will document and report all deficiencies and make recommendations for corrective actions.

8. Maintains Construction Records

The Construction Manager will maintain current and orderly records of all construction documents including contracts, drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, catalog data, directives, change orders, etc.

9. Process Applications for Payment

The Construction Manager, in accordance with the Architect, will develop and implement a procedure for the review and processing of contractor payment applications. The Construction Manager will evaluate the contractor's schedule of values to insure accurate and appropriate payments in contractors.

10. Maintain Construction Accounting System

The Construction Manager will establish and maintain an accurate and up-to-date construction cost accounting system.

11. Conduct Project Meetings

The Construction Manager, in consultation with the Owner and the Architect, will conduct bi-monthly meetings at the job site to discuss job progress, resolve problems, and make decisions. The Construction Manager will prepare and distribute accurate meeting minutes in a timely manner.

12. Conduct Construction Superintendent Meetings

The Construction Manager will conduct bi-monthly meetings at the job site with the construction superintendents to coordinate construction activities and discuss project progress. The Construction Manager will prepare and distribute accurate meeting minutes in a timely manner.

13. Prepare and Maintain Field Reports

The Construction Manager will prepare and maintain daily job site reports including weather conditions, number of workers, equipment in use, contractor activities, general activities, and special occurrences.

14. Process Change Orders

The Construction Manager, in consultation with the Owner and the Architect, will develop and implement a system for review and processing of change orders. The Construction Manager will estimate the cost of all change orders, insure the validity of change orders, and negotiate the cost of change orders with the contractors on behalf of the Owner.



15. Coordinate Inspections and Testing

The Construction Manager will determine the requirements and make recommendations for inspections and testing. The Construction Manager, in consultation with the Owner and the Architect, will coordinate the selection of independent inspection and testing agencies, review inspection and testing reports, and make recommendations regarding the results of inspections and testing activities.

16. Recommend Construction Changes

The Construction Manager will evaluate work in progress and make recommendations for changes in the work on the basis of field conditions, improved quality, cost savings, or time savings.

17. Maintain Photographic Records

The Construction Manager will coordinate and maintain photographic and/or videotape records of construction activities and project progress on a regular basis.

18. Provide Monthly Reports

The Construction Manager will prepare and distribute a monthly report to the Owner and the Architect including information on schedule, budget, quality, safety, logistics, and general project information.

19. Monitor Contractors' Safety Programs

The Construction Manager will review and monitor the safety program developed by each contractor, record any safety violations, and make recommendations for improving safety conditions.

D. Close-Out Phase

1. Develop Close-Out Program

The Construction Manager, in consultation with the Owner and the Architect, will develop a detailed program of close-out activities in compliance with the contract documents. The program will include a close-out schedule, inspections, testing, start-up procedures, warranty processing, and occupancy.

2. Coordinate Systems and Equipment Testing

The Construction Manager will coordinate, monitor, and document for testing, calibration, and start-up of all equipment and building systems.

3. Process Operation Manuals and Warranties

The Construction Manager will collect and catalog all operating and instruction manuals for equipment and building systems. The Construction Manager will collect, log, review, and submit to Owner all warranty documentation.

4. Coordinate Training

The Construction Manager, in consultation with the Owner, will coordinate and assist in the training of Owner's personnel on the operation and maintenance of building systems and equipment.



5. Coordinate Substantial and Final Inspections

The Construction Manager, in consultation with the Architect, will schedule and coordinate substantial completion and final inspections. The Construction Manager will assist the Architect in the preparation of a list of deficiencies (punch list) and will coordinate all correction action by contractors.

6. Coordinate Construction Close-Out

The Construction Manager will coordinate close-out activities including the completion of deficiencies, submittal of close-out documents, resolution of change orders, and recommendations for payment of retainage.

7. Submit Project Documentation

The Construction Manager will submit all project documentation including files, records, drawings, submittals, samples, and other information to the Owner in an organized and usable form.

8. Coordinate Warranty Work

The Construction Manager will coordinate the warranty work by contractors to insure that their obligations are fulfilled in a timely manner.

9. Certificates

The Construction Manager, upon completion of the project, will be responsible for certifying that, to the best of his professional knowledge, the building conforms to the approved plans, specifications, and shop drawings.



Online Learning Fees and Options

RECOMMENDATION

INFORMATION ON ONLINE COURSE FEES

BACKGROUND INFORMATION----- Chief Academic Officer Hovey

Tillamook Bay Community College faculty and staff are moving forward on implementing additional hybrid and technology enhanced classes and a fully online degree. Most colleges and universities in Oregon and nationwide have an additional fee to support this learning environment and the accompanying added expenses in technical support, services, and instruction. TBCC leadership, faculty and staff are in the process of researching best practices and reviewing other Oregon community colleges' fee structures to make a recommendation on the actual fee and its structure.

TBCC Title III grant was initially proposed and is providing the startup "investment" to help the college expand its instruction and services in this area. Over the next few years TBCC will have the opportunity to see enrollment growth and further development in technology-enhanced instruction. Currently the college team is considering start-up/development phases, initial investments, and long term sustainability. Thus the consideration and determination of an Online Fee is important, to ensure ongoing ability to support this area once the Title III grant period expires. The college team does not, as yet, have a final recommendation for the fee for our first year 2015/2016.

We are living in the ramp up phase. TBCC, with the opportunity provided by Title III investment, is making remarkable, one-time investments with the grant funds: planning, initial staff capacity building (training, course design/re-design, peer review, establishing faculty and student supports, etc.). In a small business world, these start-up investments are often funded by a bank. In our world, Title III is the bank.

With a proactive mindset, the next step is for TBCC to develop a comprehensive plan (including a 3-year pro forma). The plan will include course-by-course projections of enrollment, and income and direct expenses, with provisions for adjustment after year 1. As a new or expanding venture for TBCC, we want to approach this entrepreneurially.

We have many unknowns from number of students to student, faculty and staff needs. This first year will give us information to help develop the pro forma business plan. However, we need to start somewhere and with a rationale we can test.

In reviewing other Oregon Community College fees, it appears a \$30 per course is a midpoint option, but further review and discussion will take place. At your June meeting the intent is to propose an online fee for 2015/2016 for your approval.



Information Only Items

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Lincoln

- a. Strategic Planning and Accreditation ----- Chief Academic Officer Hovey
- b. Curriculum and Assessment Update ----- Chief Academic Officer Hovey
- c. Financial Report ----- Comptroller/Budget Officer Williams
- d. Economic Development and Tourism Update-----President Green
- e. Personnel ----- Director Ryan
- f. Announcements and General Information ----- President Green



Strategic Planning and Accreditation

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

Strategic Planning:

The different work areas of the college have completed their Operations Plans, which describe the activities each area expects to undertake and complete within the next 18 months in support of the college Strategic Plan. These plans have been presented to and discussed within Leadership team meetings, and suggested edits have been completed.

The college is now poised to implement the first 18 months of the Strategic Plan to support the college mission and fulfill its new strategic goals.

Accreditation Update:

To prepare for the implementation of its new online degree in Business Administration, the college sent its Substantive Change Application to NWCCU on April 21. This application is a form that notifies the accrediting body that the college intends to make a change in either its programs or operations that NWCCU views as “substantive.” Substantive changes are classified as either major or minor.

The application has been accepted, and the college was notified on April 23 that the online degree implementation would be considered as a “minor” one. It has been categorized this way because the college was already offering some online courses at the time of its accreditation. Receipt of accreditation thus included the approval to offer online courses. However, by developing the fully online option in the Business Administration degree, this takes the college over the 50% threshold in terms of online offerings within this degree, which qualifies as a substantive change in degree offerings.

Now that the application has been accepted, and the evaluation that it is a minor change has been received, Ann Hovey will begin the writing of the required report to submit to the accrediting body. The report is not nearly as extensive as a self-evaluation report and is not expected to exceed thirty pages. In the body of the report the college is expected to present the reasons for undertaking the change and to be able to establish that TBCC will be able to provide sufficient support in services such as advising, tutoring, access to library services, and technical assistance for the students that is comparable to the level of support that traditional students receive from the college. The college also needs to provide evidence that sufficient financial resources exist to support the development of the program, and that a plan for sustainability is also under development.

Because TBCC plans to begin the implementation of the degree with fully online offerings this fall, the college has also notified NWCCU that it plans to request expedited approval for the change. Ann Hovey hopes to have the draft report completed by the end of May for review and then send it to NWCCU in early June. The expedited approval is expected to take approximately 6 weeks from the date NWCCU receives it.



Curriculum and Assessment Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

Online Option in Business Administration Degree:

In the June Board meeting, Chief Academic Officer Ann Hovey will request Board approval of the college's intention to complete the development of an online degree option in Business Administration. While the development of this degree does not alter the actual curriculum within the degree, the development of additional online courses represents a significant undertaking by the college faculty, and also requires the development of online general education courses to support the degree. Currently, the college is on track to have the degree in place by Fall of 2015, with the first quarter of fully online offerings provided. In addition to the development of online courses, college faculty and staff are also working to develop and put in place online tutoring services, online orientations to the college and program, and online tutorials for students in the use of Moodle, the platform within which instruction will take place.

Culinary Arts/Hospitality Tourism and Recreation Management:

Recent meetings with our high school education partners have included discussions regarding the increase next year from one to two Foods classes in the afternoon during the winter quarter at Tillamook High School, with a similar adjustment in the spring quarter at Neah Kah Nie High School. Both high schools appear to have high demand for these classes, and these changes will assist the high schools in meeting their student needs.

To meet this need, program instruction during the winter and spring quarters will be compressed into morning hours. In addition, due to the instruction taking place at the high schools in the afternoon, it is anticipated that there will be a reduction in program revenues due to the corresponding reduction in time available to devote to catering and retail product sales. However it is hoped that the large demand for Foods classes will also generate more interest in the program from students taking these classes, with a resulting increase in program enrollment. There is the potential for short term reduction in enrollment in college classes due to the compression of program instruction, but this is balanced in the long run by the increased exposure of high school students to the program.

Industrial Maintenance Technology:

With the departure of the IMT program coordinator, Chief Academic Officer Ann Hovey has been working closely with Artie Pierce, a retired Hampton Mills employee who has been retained for ten hours a week on an interim basis, to provide more support and direct contact with program faculty, industry employees, and students. This also includes working the IMT consortium with a review of program curriculum and apprenticeship requirements to respond to consortium requests and needs. Alternate delivery methods are being explored, in addition to the possibility of contracting for some educational services. Staffing requirements are also under review with the potential for a change in the 1.0 FTE position that was in place which combined program coordination and instruction. The



program review may result in some changes to courses and/or structure, which may come to the Board for review and approval at a later point, once the review has been completed.

Emergency Management Services One Year Certificate

Current Federal Financial Aid Gainful Employment reporting requirements require colleges to be able to demonstrate that there are at least 30 program completers in a certificate program over a three-year period, or, alternately, ten completers in a year over three years, to retain financial aid eligibility. The EMS certificate is not able to demonstrate these numbers - thus the program may lose financial aid eligibility in the fall. It is believed that low program enrollment figures are due to the fact that students actually only need to complete two courses in the program, EMS 105 and 106, to be certified in EMS and gain immediate employment. Thus there is not a strong incentive for students to complete the full certificate. Currently, enrollment in EMS 105 and 106 averages 6 to 9 students, while enrollment in other program courses is negligible.

Provision of the certification courses is an essential service to the community. Chief Academic Officer Hovey is working on a restructure of the program that will help the college comply with Gainful Employment reporting requirements while still being able to provide the First Responder community with the ability to get prospective and existing employees certified. The solution may involve converting the EMS 105 and 106 classes to non-credit courses, to retain the ability to provide certification, while discontinuing the credit certificate and moving into a teach-out mode in the fall.

Adult Basic Skills/GED

Chief Academic Officer Hovey is undertaking a redesign of this program to run as a pilot in the coming year, which is the last year of the existing Workforce Investment Act. The academic year 2016-2017 will usher in the new Workforce Investment Opportunity Act, which brings with it more stringent outcome requirements for ABS/GED programs. For example, under the current act a program completer is one who successfully progresses through the ABE levels and exhibits satisfactory completion on tests in the areas of reading, writing, and math. Under the new act, a "program completer" will not be counted unless they also are gainfully employed within six months of program completion or are enrolled in a degree or certificate program.

The college has excellent faculty in this area – however program enrollment figures continue to be low and do not reflect the known actual need in the community for these services. Interviews with service partners and local community members have indicated that, for these students, attending classes at the TBCC campus carries with a variety of challenges, including transportation and child care issues. There also appears, for many, to be a strong psychological barrier connected with entering an educational building when previous educational experiences may not have been successful or supportive.

Ann Hovey is in the process of identifying and interviewing additional potential adjuncts in ABS/GED. To assist prospective students with overcoming the barriers they experience, the program will be restructured to decentralize these services into outlying areas in the community. It is anticipated that the college will provide these classes in three locations in North County, South County, and Central County (Tillamook itself). Additional adjuncts will provide these services and will also be trained in a coordinating role for the program so that the full range of testing and data reporting abilities are also handled in each location. Collaborative meetings with new adjuncts and Chief Academic Officer Hovey will be scheduled in the summer to assist with this redesign, with the goal of launching the pilot in the fall.

Criminal Justice Degree



Recently the college was contacted by outside individuals who are interested in bringing a training academy in federal law enforcement to the Tillamook area. Chief Academic Officer Hovey is currently meeting with the individuals to explore the possibility of integrating the proposed law enforcement curriculum into the college's Criminal Justice program, while also providing the umbrella of the college's accreditation to the law enforcement academy courses. Talks are still in the preliminary stage, and confidentiality is being preserved while these talks continue. However, Chief Academic Officer Hovey is excited about the potential that this could bring to the college and the community, and is striving to work toward a solution that will benefit all. It is most likely that the solution would include a redesign of the Criminal Justice degree to integrate the law enforcement curriculum into that program.

Agriculture and Natural Resources Degree

The Agriculture and Natural Resources degree is nearing the end of its first year. Initially designed as a "sampler" degree, with the goal that students could take courses in a number of areas contained within the degree, student and community feedback this year indicates that the degree may be more successful if it contains identified "tracks" for students in the Agriculture and Natural Resources areas, with students able to pursue specific courses within these tracks. In response to this feedback, Chief Academic Officer Hovey asked Emily Henry and Amy Alday-Murray to review the curriculum and investigate how these changes could be made while still maintaining the integrity of the original degree and its curriculum. The goal was also to take advantage of the OSU Degree Partnership Program, which provides the opportunity for students to simultaneously enroll in courses through OSU to satisfy degree requirements. This would permit the college to provide the two separate tracks without significantly increasing the cost to the college of providing additional courses, while also meeting student needs and attracting higher enrollment. Emily and Amy have done an exceptional job completing the redesign, and the changes were presented to the Advisory Committee on April 27. Due to their fine work, the changes to the degree do not cross the 30% threshold which requires state approval. It is anticipated that the college will move forward immediately with the implementation



Financial Report

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

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

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



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended March 2015
 75.00% of fiscal year elapsed

	FY 2013-2014			FY 2014-2015		
	Annual Budget	03/31/14 Actual	Percentage of Budget	Annual Budget	03/31/15 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 539,247	\$ 801,765.55	148.68%	\$ 668,698	\$ 823,472.28	123.15%
State	\$ 895,000	\$ 719,805.44	80.43%	\$ 985,893	\$ 788,957.23	80.02%
Property Taxes	\$ 1,103,711	\$ 1,011,350.08	91.63%	\$ 1,136,822	\$ 1,039,604.06	91.45%
Local Contract	\$ 37,500	\$ 32,000.00	85.33%	\$ 72,000	\$ 82,000.00	113.89%
Tuition	\$ 1,165,000	\$ 795,768.00	68.31%	\$ 1,137,472	\$ 709,892.00	62.41%
Fees	\$ 190,000	\$ 129,762.00	68.30%	\$ 195,700	\$ 111,440.45	56.94%
Sale of Goods	\$ 4,000	\$ 3,080.25	77.01%	\$ 4,000	\$ 1,758.00	43.95%
Interest	\$ 5,000	\$ 5,056.33	101.13%	\$ 5,500	\$ 5,982.16	108.77%
Rental	\$ 7,000	\$ 14,880.00	212.57%	\$ 10,000	\$ 13,552.50	135.53%
Miscellaneous	\$ 7,000	\$ 1,267.45	18.11%	\$ 7,000	\$ 2,783.09	39.76%
Transfers	\$ 460,402	\$ 23,455.66	5.09%	\$ 392,729	\$ 42,738.68	10.88%
 Total resources	 \$ 4,413,860	 \$ 3,538,190.76	 80.16%	 \$ 4,615,814	 \$ 3,622,180.45	 78.47%
Expenditures						
Instruction	\$ 1,478,801	\$ 921,934.86	62.34%	\$ 1,465,445	\$ 948,676.40	64.74%
Instructional Support	\$ 487,119	\$ 305,439.00	62.70%	\$ 438,015	\$ 295,790.18	67.53%
Student Services	\$ 377,772	\$ 247,403.16	65.49%	\$ 395,901	\$ 288,098.30	72.77%
College Support	\$ 1,016,215	\$ 707,125.07	69.58%	\$ 1,036,847	\$ 780,885.56	75.31%
Plant Operation	\$ 280,011	\$ 189,618.28	67.72%	\$ 279,193	\$ 192,305.92	68.88%
Transfers	\$ 219,112	\$ 85,636.18	39.08%	\$ 278,000	\$ 94,360.20	33.94%
Contingency	\$ 50,000	\$ -	0.00%	\$ 53,715	\$ -	0.00%
 Total expenditures	 \$ 3,909,030	 \$ 2,457,156.55	 62.86%	 \$ 3,947,116	 \$ 2,600,116.56	 65.87%
 Ending fund balance	 \$ 504,830	 \$ 1,081,034.21	 214.14%	 \$ 668,698	 \$ 1,022,063.89	 152.84%

Agenda Item 5.C, Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended March 2015

	Fund No.	Beginning Fund Balance	2014-2015 Revenue	2014-2015 Expenditures	Ending Fund Balance	2014-2015 Spendable Budget	2013-2014 Prior Year Expenditures 3/31/2014
Adult Basic Education	210	\$ -	\$ 50,096.58	\$ 50,096.58	\$ -	\$ 75,498	\$ 50,019.52
Tutor Grant	211	\$ -	\$ 8,765.07	\$ 8,765.07	\$ -	\$ 14,471	\$ 7,809.81
Sprint Yellow Pages Literacy Grant	215	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 598.50
United Way Literacy Grant	216	\$ 4,183.89	\$ 500.00	\$ 1,510.77	\$ 3,173.12	\$ 4,200	\$ 294.86
Learning Standards Grant	219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 503.00
Title III Grant	220	\$ -	\$ 198,842.25	\$ 222,962.41	\$ (24,120.16)	\$ 750,000	\$ 49,899.80
DQP Grant	221	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 258.93
Lumina Core to College Grant	222	\$ -	\$ 1,305.55	\$ 9,265.10	\$ (7,959.55)	\$ 15,000	\$ 9,160.31
CASE Grant	223	\$ -	\$ 41,442.34	\$ 41,442.34	\$ -	\$ 56,447	\$ 150,568.32
Green LMI Implementation Grant	224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pathways Grant	225	\$ -	\$ 14,446.66	\$ 23,557.12	\$ (9,110.46)	\$ 47,375	\$ -
Industrial Maintenance Tech	226	\$ 30,267.14	\$ 30,000.00	\$ 35,901.89	\$ 24,365.25	\$ 81,475	\$ 36,071.93
OYA Instruction Contract	227	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SESP Oregon Green Tech Certificate	228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OYA Instruction Supplemental Contract	229	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ 15,775.00	\$ 23,609.93	\$ (7,834.93)	\$ 31,150	\$ 38,743.35
SBDC State Grant	231	\$ -	\$ 24,000.21	\$ 40,161.34	\$ (16,161.13)	\$ 29,804	\$ 32,129.15
SBDC Program Income	232	\$ 24,571.02	\$ 3,477.50	\$ -	\$ 28,048.52	\$ 6,423	\$ -
SBDC - EDC Fund	235	\$ -	\$ 53,936.04	\$ 85,423.44	\$ (31,487.40)	\$ 110,209	\$ 78,579.22
EDC TLT Fund	237	\$ -	\$ 288,686.59	\$ 374,539.34	\$ (85,852.75)	\$ 1,020,000	\$ 15,707.60
TEC Vocational Education Grant	240	\$ -	\$ 23,849.00	\$ 23,849.00	\$ -	\$ 40,000	\$ -
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ -
Work Keys Mini Grant	251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Juan Young TBCC Library	252	\$ 5,000.00	\$ -	\$ 1,940.96	\$ 3,059.04	\$ -	\$ -
Connect2Complete	253	\$ 9,863.59	\$ -	\$ 3,000.00	\$ 6,863.59	\$ -	\$ 64.41
Lumina Credit When It's Due Grant	275	\$ 4,098.82	\$ -	\$ 4,098.82	\$ -	\$ -	\$ -
Oregon Accelerated College Credit Program	276	\$ -	\$ -	\$ 1,980.42	\$ (1,980.42)	\$ -	\$ -
Oregon Dev Ed Redesign Grant	277	\$ -	\$ 9,000.00	\$ 1,335.58	\$ 7,664.42	\$ -	\$ 85.12
Student Loan Default Support	278	\$ -	\$ 5,000.00	\$ 340.50	\$ 4,659.50	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 1,036,785.92	\$ 3,183.83	\$ 957,000.00	\$ 82,969.75	\$ 40,000	\$ -
Timber Tax Reserve Fund	291	\$ 593,623.71	\$ 162,691.81	\$ -	\$ 756,315.52	\$ 232,989	\$ -
Strategic Investment Fund	295	\$ 1,294,964.23	\$ 4,964.75	\$ -	\$ 1,299,928.98	\$ 44,925	\$ -
State IGA Fund	296	\$ 2,550.35	\$ 270,619.88	\$ 328,629.09	\$ (55,458.86)	\$ 420,000	\$ 179,542.82
Tillamook County Cultural Coalition	299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 362.35
Total Special Fund		\$ 3,007,469.06	\$ 1,210,583.06	\$ 2,239,409.70	\$ 1,978,642.42	\$ 3,021,566	\$ 650,399.00
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 3/31/2015		
Total of Grants that borrow from the General Fund		\$ (184,506.80)	\$ 24,219.44	\$ -	\$ (208,726.24)		
Total of Grants that are not borrowing from the General Fund		\$ 2,163,149.22	\$ (295.00)	\$ -	\$ 2,163,444.22		
Total Special Fund		\$ 1,978,642.42	\$ 23,924.44	\$ -	\$ 1,954,717.98		
	Fund No.	Beginning Fund Balance	2014-2015 Revenue	2014-2015 Expenditures	Ending Fund Balance	2014-2015 Spendable Budget	2013-2014 Prior Year Expenditures
Community Education	310	\$ 10,610.45	\$ 2,474.00	\$ 1,154.93	\$ 11,929.52	\$ 7,311	\$ 2,435.94
Driver Education Program	311	\$ (39.00)	\$ 7,790.00	\$ 9,563.73	\$ (1,812.73)	\$ -	\$ -
Bookstore	320	\$ 73,244.71	\$ 97,349.82	\$ 138,915.23	\$ 31,679.30	\$ 278,939	\$ 185,188.61
Customized Training Projects	330	\$ 21,764.28	\$ 20,495.00	\$ 18,470.80	\$ 23,788.48	\$ 14,836	\$ 10,946.44
Culinary & Hospitality Program	340	\$ 6,182.61	\$ 7,116.86	\$ 8,742.19	\$ 4,557.28	\$ 15,375	\$ 8,775.17
Culinary Catering	341	\$ -	\$ 9,672.30	\$ 11,266.96	\$ (1,594.66)	\$ 16,000	\$ -
Total Enterprise Fund		\$ 111,763.05	\$ 144,897.98	\$ 188,113.84	\$ 68,547.19	\$ 332,461	\$ 207,346.16
PERS Pension Bond Fund	410	\$ 4,753.64	\$ 85,306.73	\$ 38,413.30	\$ 51,647.07	\$ 120,227	\$ 39,341.90
General Obligation Bond Fund	420	\$ 50,838.50	\$ 640,029.46	\$ 167,368.75	\$ 523,499.21	\$ 704,737	\$ 174,318.75
Total Debt Service Fund		\$ 55,592.14	\$ 725,336.19	\$ 205,782.05	\$ 575,146.28	\$ 824,964	\$ 213,660.65
Campus Construction Fund - GO Bonds	520	\$ 1,066,259.83	\$ 3,763.84	\$ 27,660.52	\$ 1,042,363.15	\$ 776,500	\$ 426,348.46
Local Match Fund	525	\$ -	\$ 957,791.09	\$ -	\$ 957,791.09	\$ -	\$ -
Total Capital Projects Fund		\$ 1,066,259.83	\$ 961,554.93	\$ 27,660.52	\$ 2,000,154.24	\$ 776,500	\$ 426,348.46
Associated Students of TBCC	710	\$ 388.22	\$ 5,035.90	\$ 4,524.47	\$ 899.65	\$ 9,680	\$ 6,483.16
Phi Theta Kappa Honorary Society Fund	720	\$ 1,471.79	\$ 1,680.90	\$ 1,305.51	\$ 1,847.18	\$ 7,525	\$ 1,399.08
Total Agency Fund		\$ 1,860.01	\$ 6,716.80	\$ 5,829.98	\$ 2,746.83	\$ 17,205	\$ 7,882.24
PELL Grant	801	\$ -	\$ 565,198.00	\$ 564,028.00	\$ 1,170.00	\$ 1,100,000	\$ 708,040.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 10,100.00	\$ 10,100.00	\$ -	\$ 20,000	\$ 5,400.00
Direct Loans	810	\$ -	\$ 417,620.00	\$ 417,620.00	\$ -	\$ 1,000,000	\$ 534,369.00
Federal Work Study	819	\$ -	\$ 7,837.06	\$ 10,412.15	\$ (2,575.09)	\$ 15,000	\$ 3,110.93
Oregon Opportunity Grant	821	\$ 2.00	\$ 102,000.00	\$ 74,372.00	\$ 27,630.00	\$ 150,000	\$ 82,033.00
Chafee Grant	822	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 20,000	\$ 7,000.00
Tuition Waivers	831	\$ 5,890.50	\$ -	\$ 4,851.50	\$ 1,039.00	\$ 30,000	\$ 10,086.50
Board Scholarships	832	\$ 68,644.32	\$ -	\$ 70,964.70	\$ (2,320.38)	\$ 170,000	\$ 55,402.00
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ 18,898.92	\$ 18,898.92	\$ -	\$ 50,000	\$ 12,226.00
Student Employees	835	\$ 3,118.75	\$ 4,444.85	\$ 8,487.21	\$ (923.61)	\$ 25,000	\$ 8,806.35
Non-Institutional Scholarships	840	\$ 4,230.64	\$ 47,684.61	\$ 32,810.33	\$ 19,104.92	\$ 54,000	\$ 30,306.16
\$5 Tuesday Fund	898	\$ -	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -
Total Financial Aid Fund		\$ 103,629.87	\$ 1,176,083.44	\$ 1,214,544.81	\$ 65,168.50	\$ 2,655,744	\$ 1,456,779.94

Agenda Item 5.C. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended March 2015

75.00% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,045,039			\$ 2,608,001			\$ 85,559			\$ 46,335	
Beginning Fund Balance	\$ 668,698	\$ 823,472	123.15%	\$ 2,550,075	\$ 3,007,469	117.94%	\$ 88,000	\$ 111,763	127.00%	\$ 38,000	\$ 55,592	146.29%
Resources												
State Aid	\$ 985,893	\$ 788,957	80.02%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 72,000	\$ 82,000	113.89%	\$ 2,649,954	\$ 1,035,765	39.09%	\$ 11,000	\$ 17,840	162.18%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,333,172	\$ 821,332	61.61%	\$ 6,000	\$ 3,350	55.83%	\$ 6,500	\$ 9,904	152.37%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,136,822	\$ 1,039,604	91.45%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 673,237	\$ 638,908	94.90%
Timber	\$ -	\$ -	0.00%	\$ 502,584	\$ 162,692	32.37%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,000	\$ 1,758	43.95%	\$ -	\$ -	0.00%	\$ 278,000	\$ 113,281	40.75%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 5,982	108.76%	\$ 11,000	\$ 8,149	74.08%	\$ -	\$ -	0.00%	\$ 1,005	\$ 1,125	111.94%
Rental	\$ 10,000	\$ 13,553	135.53%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 2,783	39.76%	\$ 1,000	\$ 627	62.70%	\$ 1,000	\$ 3,873	387.30%	\$ -	\$ -	0.00%
Transfers	\$ 392,729	\$ 42,739	10.88%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 120,000	\$ 85,303	71.09%
Total Revenues	\$ 3,947,116	\$ 2,798,708	70.91%	\$ 3,170,538	\$ 1,210,583	38.18%	\$ 296,500	\$ 144,898	48.87%	\$ 794,242	\$ 725,336	91.32%
Expenditures												
Salaries and Wages	\$ 2,729,546	\$ 1,894,999	69.43%	\$ 618,267	\$ 396,673	64.16%	\$ 59,232	\$ 51,501	86.95%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 857,855	\$ 610,758	71.20%	\$ 1,611,276	\$ 793,851	49.27%	\$ 249,795	\$ 134,586	53.88%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 28,000	\$ -	0.00%	\$ 20,000	\$ 51,175	255.88%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 823,364	\$ 204,182	24.80%
Transfers	\$ 278,000	\$ 94,360	33.94%	\$ 390,295	\$ 997,711	255.63%	\$ 2,434	\$ 2,028	83.32%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 3,069,198	\$ -	0.00%	\$ 21,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 3,943,401	\$ 2,600,117	65.94%	\$ 5,709,036	\$ 2,239,410	39.23%	\$ 332,461	\$ 188,115	56.58%	\$ 824,964	\$ 205,782	24.94%
Ending Fund Balance	\$ 672,413	\$ 1,022,063		\$ 11,577	\$ 1,978,642		\$ 52,039	\$ 68,546		\$ 7,278	\$ 575,146	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 150,421			\$ 23,924			\$ -			\$ 49,315	
Inventories		\$ 1,846			\$ -			\$ 33,701			\$ -	
NET EFFECT ON CASH		\$ (152,267)			\$ (23,924)			\$ (33,701)			\$ (49,315)	
Liabilities												
Accounts Payable		\$ 140,574			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 77,648			\$ -			\$ -			\$ 49,315	
Payroll		\$ 153,506			\$ -			\$ 10,386			\$ -	
NET EFFECT ON CASH		\$ 371,728			\$ -			\$ 10,386			\$ 49,315	
NET ADJUSTMENTS		\$ 219,461			\$ (23,924)			\$ (23,315)			\$ -	
ENDING CASH BALANCE		\$ 1,241,524			\$ 1,954,718			\$ 45,231			\$ 575,146	

Agenda Item 5.C. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended March 2015

75.00% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 766,260			\$ 1,860			\$ 105,506	
Beginning Fund Balance	\$ 773,000	\$ 1,066,260	137.94%	\$ 525	\$ 1,860	354.29%	\$ 100,744	\$ 103,630	102.86%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 2,305,000	\$ 1,104,755	47.93%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ 3,500	\$ 4,555	130.14%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ 9,200	\$ 2,144	23.30%	\$ 100,000	\$ 66,884	66.88%
Transfers	\$ -	\$ 957,000	0.00%	\$ 8,000	\$ 4,573	57.16%	\$ 150,000	\$ 4,484	2.99%
Total Revenues	\$ 3,500	\$ 961,555	27473.00%	\$ 17,200	\$ 6,717	39.05%	\$ 2,555,000	\$ 1,176,123	46.03%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 5,580	\$ 3,012	0.00%	\$ 61,744	\$ 18,899	30.61%
Operating Expenditures	\$ 776,500	\$ 27,661	3.56%	\$ 11,625	\$ 2,818	24.24%	\$ 2,594,000	\$ 1,195,646	46.09%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 776,500	\$ 27,661	3.56%	\$ 17,205	\$ 5,830	33.89%	\$ 2,655,744	\$ 1,214,545	45.73%
Ending Fund Balance	\$ -	\$ 2,000,154		\$ 520	\$ 2,747		\$ -	\$ 65,208	
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		\$ 2,000,154			\$ 2,747			\$ 65,208	

\$ 5,884,728

Economic Development and Tourism Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

Mike Cohen, Director of Economic and Small Business Development met with the Small Business Advisory Committee (SBDC) and with the Economic Development Council (EDC) in April. He shared at the SBDC the more intentional use of a process – Growth Wheel-to serve clients, Recipe to Market and potentially create a small business development program on it as well.

Mike shared with the EDC the suggested strategic plan categories:

1. Establishment of a new system to administer RLF to include the following:
2. Membership Initiative
3. Building stronger relationships with our key partners
4. Develop a plan to deal with marijuana sales in the county
5. Younger professional's initiative
6. Develop a plan to definitively determine how TLT/tourism should be administered by the EDC and develop recommendations for the longer term
7. Participate in special projects that could have substantial economic impact

Nan Devlin, Executive Director for Travel Tillamook Coast has been working on three major projects. One was the release of the Tourism related facilities grants. The second is the release of the marketing grants and the third is the budget for 2015/2016.

Nan, Mike and Doug Olsen (chair of EDC) met in late April to review ways to improve accounting and tracking of projects and resources. A proposal will be shared at the meeting.



Personnel

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Title III Online Academic and Professional Development Spec.	3/16/2015 Open Until Filled	ASAP	Six interviews scheduled for May 6 and 7	Ann Hovey	
Career Education Advisor/Enrollment Spec.	4/13/2015 Open Until Filled	7/1/2015 ASAP	Three interviews scheduled for May 7 and 8.	Michele Burton	



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

Graduation is June 12th at the Nazarene Church. You are all invited to attend as we celebrate our students. Please let Sayde know if you cannot attend. We value having all of you at this celebration.

President Green will be out of the country from May 10 thru May 29. Kyra Williams and Ann Hovey will ensure that everything runs smoothly at the college.

On June 11 at 7:30 am the Stakeholders who have supported the Career College Read efforts will meet at TBCC 214/215 to learn and celebrate what has been accomplished and is in place for 2015/2016 academic year. You are all invited. Please let Sayde know.



Board Member Discussion Items

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Lincoln



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE MEETING.

BACKGROUND INFORMATION ----- Chair Lincoln

