

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 APRIL MEETING.

BACKGROUND INFORMATION ----- Chair Lincoln

Items for approval:

- a. Approval of Agenda
- b. Approval of April 4, 2016 Minutes



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE MAY MEETING.

Regular TBCC Board Meeting --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: ----- a. Approval of Agenda b. Approval of April 4, 2016 Minutes	(Action) Chair Lincoln
3.	Invitation for Public Comment ----- 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.	Chair Lincoln
4.	New Business and/or focused policy discussions a. Program Partner Highlight/Policy Conversation: Developmental Education ----- Chief Academic Officer Hovey b. Courses and Curriculum ----- (Action) Chief Academic Officer Hovey c. Board meeting calendar ----- (Action) President Green d. Foundation Report ----- Director Luquette e. Title III Report ----- Director Hoyt f. Policy review----- President Green g. Intergovernmental Agreement with PACE to Self-Insure ----- Director Ryan	
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda) a. Financial Report ----- Chief Finance Officer Williams b. Community College and Workforce update----- President Green c. Economic Development/SBDC & Visit Tillamook Coast update---President Green d. Partners for Rural Innovation Center 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



Approval of April 4, 2015 Minutes

RECOMMENDATION

MOTION TO APPROVE THE APRIL 4, 2015 BOARD MINUTES.

BACKGROUND INFORMATION----- Chair Lincoln



**Board of Education Minutes
April 4, 2015**

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

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

Regular Board Meeting

Call to Order • Acknowledge Guests (agenda item 1)

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

Approval of Consent Agenda (agenda item 2)

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

Invitation of Public Comment (agenda item 3)

There was no public comment at this time.

New Business

Program Partner Highlight: Criminal Justice and Public Safety Program Changes (agenda item 4.A)

Chief Academic Officer Hovey gave a report on the changes in the Criminal Justice and Public Safety program. This redesign was undertaken in response to meetings between Dr. Hovey, Judge Joel Stevens and Deputy Sheriff Paul Fournier who discussed the potential of expanding opportunities available to students and the community in the field of Criminal Justice and ways to reach a broader audience of new students and existing professionals.

The redesign project has yielded a new Associate of Applied Science degree in Criminal Justice and Public Safety. The degree is split the degree into two focal points: emphasis in law enforcement or in public safety. Different certificates are built into the program as well as an EMT Pathways Certificate,



allowing TBCC to preserve its EMT classes. There is also a pathway for high school students studying Health Occupations. A potential partnership with Mr. Lynott, who had approached the college about partnering on a compressed residential degree at an alternate site, did not reach fruition.

There was discussion around the addition of new adjunct professors, and potential jobs for students in the region.

The Board had no other policy positions they would like to consider. Dr. Hovey will present the degree for the Board's approval in May.

Courses and Curriculum (agenda item 4.B)

President Green informed the board of changes to the proposed MIT program, which was presented in March. She noted that the proposed MIT program requires an addition 8 more credits a year than the IMT program, which has not been built into the budget. She said the college can offer it as presented and we will find the resources. CG100 was also added as a required class. Two classes were eliminated: ELT 201 and IMT 120. Mary Faith Bell moved to accept the MIT program as revised. Mr. Schreiber seconded. The motion carried.

Preliminary 2016-2017 Budget Information (agenda item 4.C)

Chief Finance Officer Williams presented the preliminary 2016-2017 budget, which will be presented on April 18 to the Budget Committee. It is a minimal increase from last year's budget. She noted the culinary faculty position has been reduced to .5 due to a program redesign. She noted that the bookstore revenue has declined over the last few years due to a variety of reasons. Her department is looking into implementing an online bookstore solution. The bookstore manager will still be a full time employee. There was discussion around whether other colleges are experiencing similar changes with their bookstore.

There was a brief discussion on COLA increases and how other colleges are handling them.

Budget Committee Membership (agenda item 4.D)

Chief Finance Officer Williams informed the board that three terms expired last year. Two volunteered to be reappointed and the third was filled by a new member, Chris Weber. Mr. Wakefield moved to approve the new appointment and reappoint the incumbents. Kathy Gervasi Seconded. The motion carried.

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

President Green thanked those who attended the 35th Anniversary event on March 31. She said the College met with the Ford Foundation on March 31 and are asking for \$300,000. We will hear back in May.

Facilities update for 2015/2016 (agenda item 4.F)

Director Ryan gave the facilities update. His staff is continuing to tweak the Hvac system and has rectified a number of idiosyncrasies. There was a discussion around what type of system will go in the new building.



New push locks have been added on all doors, and there are conversations about adding exterior cameras. TBCC hosted an active shooter drill with the Tillamook Police Department and different organizations in the region.

Director Ryan briefed the board on the different organization that utilize the building for trainings, seminars, forums, etc. There was discussion about the fees involved and if the rooms were being kept clean.

Board Meeting Calendar for 2016/2017 (agenda item 4.G)

President Green recommended the Board change their meeting schedule to the second Monday of the month from September 2016 through January 2017 to align with the three school district boards. Then from February 2017 through June 2017 the Board would return to meeting on the first Monday. There was no discussion.

Information Only Items

Economic Development/SBDC & Visit Tillamook Coast update (agenda item 5.D)

President Green noted the Small Business Development passed its state review.

Announcements and General Information (agenda item 5.F)

President Green asked the Board who was going to the Governance Institute for Student Success in Bend on June 28-30. Chair Lincoln and Mr. Schreiber agreed to attend.

Board Member Discussion Items (Item 6)

Chair Lincoln reminded the Board to think about officers for next year.

Adjournment (Item 7)

The meeting was adjourned by Chair Lincoln at 7:01 p.m.



Invitation of Public Comment

RECOMMENDATION

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

BACKGROUND INFORMATION----- Chair Lincoln



NEW BUSINESS

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Lincoln

- a. Program Partner Highlight/Policy Conversation: Developmental Education -----
Chief Academic Officer Hovey
- b. Courses and Curriculum ----- (Action) Chief Academic Officer Hovey
- c. Board meeting calendar ----- (Action) President Green
- d. Foundation Report ----- Director Luquette
- e. Title III Report ----- Director Hoyt
- f. Policy review----- President Green
- g. Intergovernmental Agreement with PACE to Self-Insure ----- Director Ryan



Program Partner Highlight/ Policy Discussion: Developmental Education

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

Reform in developmental education offerings has been the focus of a significant effort in research and higher education over the past several years nationally and statewide. A large percentage of first time community college students enter with skills levels in reading, writing and math that require the completion of multiple levels of coursework before the students are assessed as being prepared for college level studies. Few succeed in making it through the entire sequence of developmental courses, while an even smaller percentage persist to successfully complete a degree or certificate.

At TBCC, students placing into the lowest level of math (MTH 020 – Basic Math) must be successful at this level and then take up to three additional levels of math courses before attempting MTH 111, college level transfer math. Students earning a two-year CTE degree generally must complete both MTH 060 and 065 after completing MTH 020.

Students placing into Reading or Writing 090 must successfully complete both these courses and subsequently RD and WR 115 before they are prepared to enter WR 121, English Composition. All degrees, whether transfer or CTE, require WR 121 as part of the core.

For students who enter at a MTH 020 and Reading and Writing 090 level, this results in completing a minimum of six developmental courses (if they are pursuing a CTE degree) or eight courses (for transfer degrees). This results in more than a full year's pre-college level work, before they are able to begin the required courses in math and writing to complete their goals. In addition to the impact on a student's motivation to persist to their goal, extended sequences of developmental education courses have not been proven to increase student success or persistence.

For the last two years TBCC faculty and staff have participated as a team in a consortium of all 17 community colleges to study avenues of potential reform in developmental education offerings. Full-time faculty members Geza Lazslo and Sydney Elliot have represented the college at these meetings, both on-site and virtually. Ann Hovey has served as the team lead. The college's participation in Achieving the Dream has supported and informed these efforts and there was a small state-level grant to fund travel and meeting expenses, and professional and curriculum development.

In March 2015 Chief Academic Officer presented to the Board data concerning grade distributions in developmental math courses over a period of several years, in addition to a visual map of student's progression and success through the different math levels. The data were characterized by v-shaped grade distributions across all developmental math courses, and exhibited a discouraging trend of



repeated failures and abandonment of educational goals for many students. The data were reviewed and discussed in curriculum meetings and also in the smaller developmental education redesign groups on campus.

Math changes:

A working group of full-time and adjunct math faculty met regularly throughout the 2015 spring quarter to review and explore successful models of reform across the nation. Compressed, four week classes in the math series were developed and offered for the summer term, with the potential for students to complete two math courses in the sequence in one term. Supported by results reported by other colleges, these compressed classes met every day of the week during the summer for several hours a day, taking advantage of the potential for intensive sessions with minimal down time between class meetings to maximize retention of course concepts. As a first pilot, results were inconclusive. However several students during the course of the year have asked whether the compressed sessions would be offered again this coming summer. They prefer the opportunity for greater reinforcement of learning that these sessions present, and the opportunity to complete two courses in the sequence during the summer is attractive to them.

As meetings among math faculty have continued through this academic year, changes in instructional methods have gradually been introduced by the college's full-time faculty member, which has influenced changes among adjunct faculty as well. More active and experiential learning exercises have been developed in classrooms where traditional lecture delivery has prevailed in the past. Math faculty themselves have seen students respond with greater interest and participation levels. The introduction of simple visual and tactile tools such as small wooden balls of different colors have brought concepts like percentages and frequency distributions to life for students. Service learning projects have also been introduced, with students traveling to the transportation district to learn about applications for math in the field, and the students have completed travel and route density studies for the transportation offices.

An online version of MTH 020 was developed in the fall of this year and scheduled for both winter and spring terms. Because the content of MTH 020 represents primarily basic arithmetic, an online course supported by an effective instructor can provide a wide variety of instructional resources and supplemental support, while permitting students to work on exercises and drill concepts on their own schedule. While grade distributions from the first quarter of a pilot are difficult to draw conclusions from, students appear to have exhibited greater success in this pilot than was indicated in past quarters.

During winter quarter of this year Geza Lazslo and adjunct faculty member Suzanne Bannan have met weekly to align content across the MTH 060, 065, and 095 courses. Redundancy has been eliminated and course concepts and material have been resequenced. Twelve credits of courses have now been reduced to eight credits, with MTH 065 eliminated from the sequence but all essential content retained within the remaining two courses. These courses are presented for your information in the Courses and Curriculum section of the Board docket.



Writing and Reading changes:

In early 2015, Sydney Elliot and adjunct faculty member Joshua Wolff completed an initial redesign of the RD and WR 090, and RD and WR 115 courses. The purpose of the initial redesign was to bring the related courses into alignment with each other so that reading and writing courses at the same level shared content and resources, and student work in the Reading 090 course, for example, would reinforce and complement work in the Writing 090 course. The scheduling pattern for these courses was changed so that they were scheduled back to back on the same days, fostering the formation of a cohort group of students. This scheduling pattern has been retained for the last year while participation continued in the state-wide redesign effort, and while further redesign was considered within the reading and writing sequence.

In early 2016, Sydney Elliot has worked to further integrate the developmental reading and writing courses. Reading and Writing 090 have now been combined into a single course, as have Reading and Writing 115. The preparatory Reading and Writing sequence has now been reduced from 14 credits to 8 credits. These courses are also presented for your information in the Courses and Curriculum section.

Current Status:

While the initial restructuring of the developmental curriculum is now complete, much work remains. All TBCC math faculty are now meeting bi-weekly to review the structure of the new courses and to achieve consistency in teaching methods and concept presentation. With all faculty presenting math concepts in the same manner, it is expected that students will experience consistency across math levels regardless of the faculty member teaching the class. Meetings will continue through the spring quarter, with expected implementation of the new courses in fall.

RD/WR 090 and RD/WR 115 will also be introduced in the fall. Plans have been made to advise all students through the transition, and courses have been scheduled this summer to minimize sequence disruption for students. It is anticipated that a section of the old MTH 065 will need to be scheduled for fall to bridge the gap for some students. However students who have previously completed MTH 065 will be able to move into the new MTH 095 without difficulty, and will benefit from a brief review in the early weeks of the quarter.

Discussions are continuing among faculty to identify instructional resources and supplemental materials that will further support students through these courses, and a new tutoring model is under construction as well. The goal is to provide students in the developmental sequence with enhanced advising and support to fuel their self-confidence and greatly reduce the barriers that this coursework presents to many students. The work will be ongoing as we strive to continually improve student results in this area.

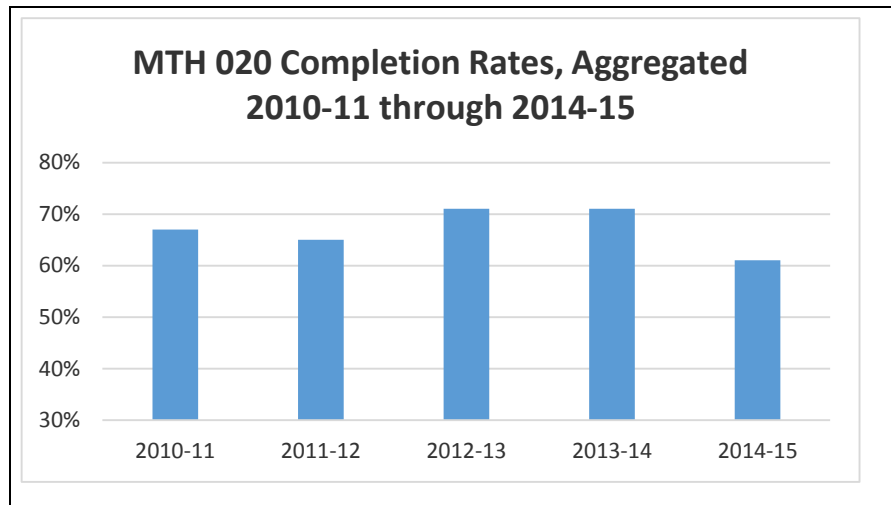
Data to Dive Deeper on Math:

Developmental Math course completion rates are presented below for your review. Note that the results have been aggregated across the year to provide for greater reporting validity due to small



class sizes. Because the aggregation combines all sections in a class across all quarters, some granularity is lost.

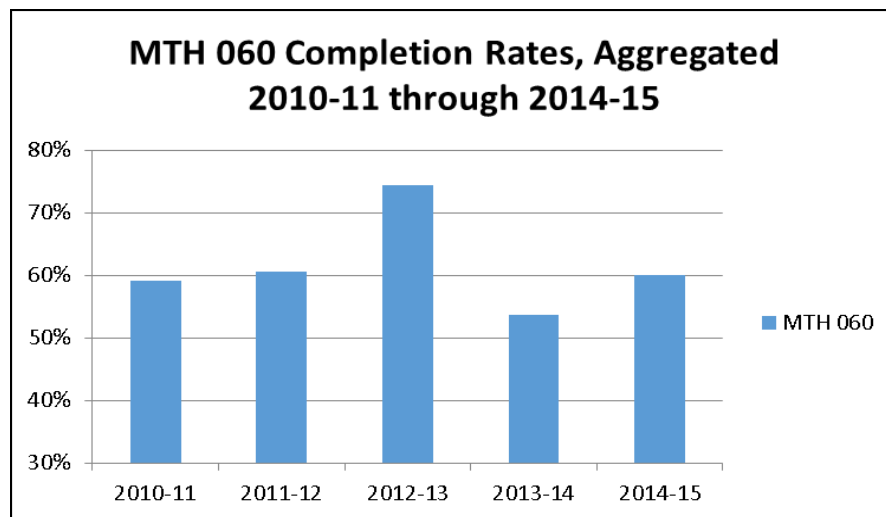
The college continues to track grade distributions for individual sections and quarters. While the drop in successful completion rates is notable between the years 2012-13 to 2013-14, it also appears that completion rates are beginning to increase. It is too soon to identify causality; however the expectation is that increased focus on instruction and support in this area is beginning to be reflected in improving success rates. Note that MTH 111 completion rates are also exhibiting improvement.



(Source: TBCC enrollment data files. Completion rate is percentage of students on class roster at census date who complete the class with a grade of A, B, C, or P.)

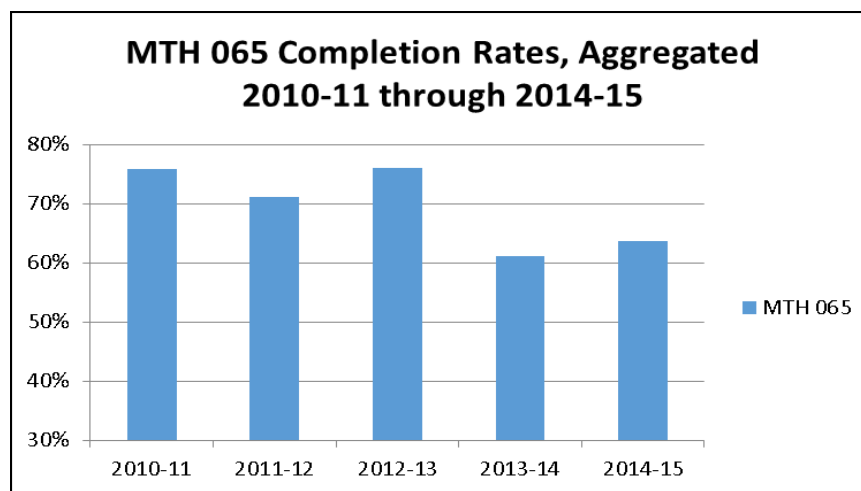
	2010-11	2011-12	2012-13	2013-14	2014-15
MTH 020 Enrollment (n)	98	103	80	87	59
MTH 020 Completion Rate (%)	67%	65%	71%	71%	61%





(Source: TBCC enrollment data files. Completion rate is percentage of students on class roster at census date who complete the class with a grade of A, B, C, or P.)

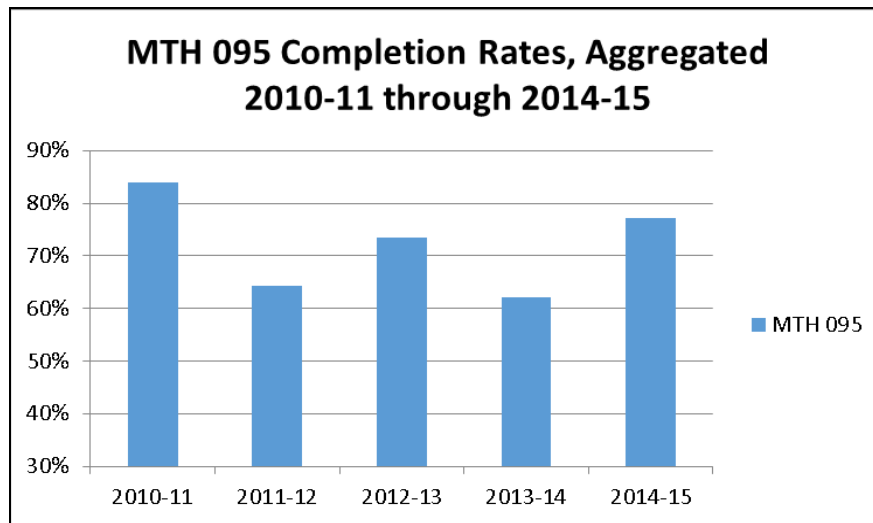
	2010-11	2011-12	2012-13	2013-14	2014-15
MTH 060 Enrollment (n)	120	127	129	138	130
MTH 060 Completion Rate (%)	59%	61%	74%	54%	60%



(Source: TBCC enrollment data files. Completion rate is percentage of students on class roster at census date who complete the class with a grade of A, B, C, or P.)

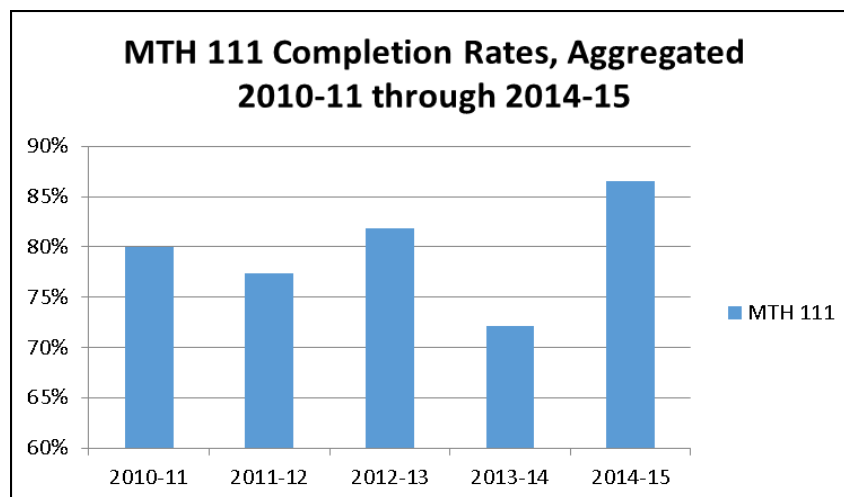
	2010-11	2011-12	2012-13	2013-14	2014-15
MTH 065 Enrollment (n)	91	114	117	90	99
MTH 065 Completion Rate (%)	76%	71%	76%	61%	64%





(Source: TBCC enrollment data files. Completion rate is percentage of students on class roster at census date who complete the class with a grade of A, B, C, or P.)

	2010-11	2011-12	2012-13	2013-14	2014-15
MTH 095 Enrollment (n)	75	81	113	95	83
MTH 095 Completion Rates (%)	84%	64%	73%	62%	77%



(Source: TBCC enrollment data files. Completion rate is percentage of students on class roster at census date who complete the class with a grade of A, B, C, or P.)

	2010-11	2011-12	2012-13	2013-14	2014-15
MTH 111 Enrollment (n)	35	97	88	97	89
MTH 111 Completion Rates (%)	80%	77%	82%	72%	87%



Given the recognition of the crucial role that developmental coursework has in a student's education and the impact that success or failure can have on a student's ability to achieve, are there any policy positions on developmental education the Board would like to consider?



Courses and Curriculum

RECOMMENDATION

BOARD ACTION REQUIRED – AND INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

For the Board's Information: Developmental Education Courses

Chief Academic Officer Ann Hovey anticipates bringing to the Board for approval in the June meeting two courses in the developmental math sequence: MTH 060 and MTH 095. Math 065 is being eliminated and its content subsumed into MTH 060 and MTH 095. This will reduce the developmental math sequence from 16 credits (MTH 020, 060, 065, and 095) to 12 credits (MTH 020, 060, and 095).

Previous Math Sequence	Credits (old sequence)	New Math Sequence	Credits (new sequence)
MTH 020	4	MTH 020	4
MTH 060	4	MTH 060	4
MTH 065	4	MTH 095	4
MTH 095	4		
Total Credits:	16		12

MTH 060 (4 credits)

COURSE DESCRIPTION and PREREQUISITES:

Introduces algebraic concepts and processes with a focus on linear and quadratic equations in one and two variables, and linear and quadratic inequalities. Graphs, formulas and proper mathematical language and notation are emphasized throughout the course. A scientific calculator is required. Prerequisites: MTH 20, and RD 090 or placement above this level. Audit available.

INTENDED COURSE OUTCOMES:

Upon successful completion of MTH 060, a student with a "C" or better should be able to:

- Understand and manipulate algebraic expressions and equations.
- Model a real life situation using a system of algebraic equations.
- Solve linear and quadratic equations and inequalities in one variable.
- Graph linear and quadratic equations in two variables.



MTH 095 (4 credits)

COURSE DESCRIPTION and PREREQUISITES:

Introduces algebraic concepts and processes with a focus on exponents, polynomials, factoring, rational expressions, radicals and roots, rational exponents, complex numbers and functions. Real life application problems are solved using systems of equations. A scientific calculator is required. Prerequisites: MTH 060, and RD 090 or placement above this level. Audit available.

INTENDED COURSE OUTCOMES:

Upon successful completion of MTH 095, a student with a "C" or better should be able to:

- Know and use properties and rules of exponents, polynomials, radicals, rational expressions and complex numbers to simplify, add, subtract, multiply and divide expressions
- Factor polynomials
- Model real life situations using a system of algebraic equations.
- Become familiar with and understand basic function notation.

RD/WR 090: Hovey also plans to bring to the Board for approval in June RD/WR 090, a four credit course which will replace the current courses RD 090 and WR 090, two three credit courses. RD/WR 115 will similarly replace the currently separate courses RD 115 and WR 115.

Previous Reading and Writing Sequence	Credits (old sequence)	New Reading and Writing Sequence	Credits (new sequence)
RD 090	3	RD/WR 090	4
WR 090	3	RD/WR 115	4
RD 115	4		
WR 115	4		
Total Credits:	14		8

RD/WR 090 (4 credits)

COURSE DESCRIPTION AND PREREQUISITES:

The course prepares students to comprehend and apply information from a variety of texts through work on building vocabulary, reading rate improvement, and basic communication skills. The course focuses on writing essentials that build confidence in writing for a variety of academic purposes and emphasizes skills necessary to produce thesis-driven essays. This course reinforces grammar and sentence-level editing skills in the context of paragraphs and short essays. It covers critical reading of college-level texts and focuses on writing format and documentation. Prerequisite: Placement into RD 090 and WR 090 or RD/WR 090.



INTENDED COURSE OUTCOMES:

Upon successful completion of RD/WR 090, a student with a "C" or better should be able to:

- Identify topics, main ideas, and major/minor details in college level reading selections.
- Identify and apply a variety reading strategies to improve comprehension and retention.
- Apply multiple strategies including context, association, and word-part clues to learn and write with an academic vocabulary.
- Think critically, distinguishing fact from opinion, and determining purpose and bias in what they read and demonstrate critical thinking in written responses to a variety of texts.
- Communicate in writing a variety of sentence structures, paragraphs, and short forms that emphasize organizing an essay that is cohesive and clear. This includes the editing and revising process.
- Writing using the grammatical conventions of college-level or academic writing.

RD/WR 115

COURSE DESCRIPTION AND PREREQUISITES:

Focuses on expanding and improving reading rate, vocabulary, and comprehension of complex college level texts. Emphasizes critical thinking skills, information literacy, and introduces college level skills in reading critically, exploring ideas, and writing. Students will compose essays in support of a thesis, working through multiple drafts with time to separate the acts of drafting and revising.

Prerequisites: Completion of RD 090, WR 090, or RD/WR 090, or placement into RD and WR 115.

INTENDED COURSE OUTCOMES:

Upon successful completion of RD/WR 115, a student with a "C" or better should be able to:

- Read to determine a writer's purpose and perspective
- Write for a variety of purposes, audiences, and contexts
- Write coherent essays that develop ideas in support of a thesis
- Broaden and improve reading comprehension, vocabulary, and retention
- Have knowledge of library resources and MLA documentation

For the Board's Information: Placement Process Revisions

Early this year ACT, the organization that publishes the Compass placement test, informed all colleges and universities across the nation that it was discontinuing the Compass placement test and that it would not be available for use beyond December 2016. This timing coincides with the usage of the Smarter Balanced test in K-12. The college has been working with other community colleges across the state to revise a placement process for all students, while also adopting the use of the Smarter Balanced test.



Beginning in Fall 2016, high school graduates entering TBCC with a Smarter Balanced score of 3 or 4 will be exempt from remediation and place directly into college-level math and English. These Smarter Balanced scores will remain valid for a period of two years after graduation.

Students in high school who are interested in taking dual credit or expanded options classes in their sophomore or junior year (prior to the receipt of Smarter Balanced scores) will be advised by their high school counselors on the basis of a course crosswalk that TBCC staff have developed that takes into consideration the coursework in the math or English area that the student has already completed in high school, their success in that coursework, and the students' intended educational goal.

While the college has previously provided free placement tests options at each high school, the new placement process will obviate the need for administration of placement tests in the high school.

Placement tests will still be used for adults. Community colleges statewide are moving to multiple measures for placement as well as moving to Accuplacer (a post-secondary placement test). A statewide consortium agreement for the purchase of and provision of the use of Accuplacer placement tests is under discussion and is expected to be finalized before fall of the coming academic year.

A summary of the placement information for high school students is provided below:

Use of Smarter Balanced 11th Grade Assessment

Smarter Balanced Score Level	Math	English	Comments on Advising
For students scoring at level 4 on the 11 th grade assessment	Exempt from remediation Placement into MTH 111	Exempt from remediation Placement into WR 121	Students should be advised to take dual credit and/or expanded options classes for college credit during their senior year
For students scoring level 3 on the 11 th grade assessment	Exempt from remediation AND placement into MTH 111 IF: students have completed successfully post-Algebra II math course in senior year	Exempt from remediation Placement into WR 121	Students should be encouraged to consider dual credit and expanded options opportunities in senior year
For students scoring	Exempt from	Exempt from	If student is re-tested



level 2 (below "college ready") on the 11 th grade assessment	remediation IF: Successfully complete math course (Algebra II or higher) in senior year	remediation IF: Successfully complete English course in senior year (WR/RD 115, ENG 104, 105, or other senior level English course)	on Smarter Balanced and earns a 3 on the re-test then the level 3 rubric should be followed Overall GPA may be considered
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For the Board's Approval: Revised Criminal Justice and Public Safety Degree

The revisions to the Criminal Justice degree were presented for your information at the last Board meeting. There have been a few changes to the degree in that time, as we worked on a two year schedule map and reviewed projected expenses. Some courses were eliminated or changed to elective status to reduce the number of credits in the degree to 90, and to effectively manage instructional costs. The integrity of the degree and its content have been maintained.

Course #	Course Name	Current CJ AAS	Corrections Technician Certificate	CJ and Public Safety AAS	Corrections Professional Certificate	Corrections Technician Certificate	CJ and Public Safety Law Enforcement AAS Degree Option	Law Enforcement Professional Certificate	EMT Certificate
CJA 100	Professions in Criminal Justice	3	3	1		1	1	1	
CJA 101	Cultural Diversity in CJ Professions	3	3	1			1		
CJA 105	Intro to CJ Systems - Police/Courts/Corrections			4	4	4	4	4	



CJA 111	Intro to CJ System - Police	3							
CJA 112	Intro to CJ System - Courts	3							
CJA 113	Intro to CJ System - Corrections	3	3						
CJA 114	Intro to Juvenile Process	3	3	2		2	2		
CJA 115	Intro to Jail Operations	E-3	3	3		3	E-3		
CJA 210	Arrest, Search, and Seizure	3		3	3		3	3	
CJA 211	Civil Liability & Ethics in Criminal Justice	3		3	3		3		
CJA 212	Criminal Law	3		3	3		3	3	
CJA 213	Evidence	E-3		E-3			3	3	
CJA 214	Criminal Investigation	E-3		E-3			3	3	
CJA 215	Forensic Science & Criminalistics	E-3		E-3			E-3		
CJA 217	Interviewing & Interrogation	E-3		3	3		3	3	
CJA 218	CJ Perspective of Violence & Aggression	E-3		3	3		E-3		
CJA 225	Criminal Justice and US Constitution	3		3			3		
CJA 230	Police Report Writing	4		4			4	4	
CJA 243	Narcotics & Dangerous Drugs	3		E-3			3	3	
CJA 244	Tactical Communications in Crisis Incidents	3		3			3		
CJA 245	Search Warrant Preparation	E-3		E-2			2		
CJA 246	Fish & Wildlife Enforcement	E-3		E-3			E-3		
CJA 247	Intro to Criminal Gangs			E-3			E-3		



Course #	Course Name	Current CJ AAS	Corrections Technician Certificate	CJ and Public Safety AAS	Corrections Professional Certificate	Corrections Technician Certificate	CJ and Law Enforcement AAS Degree Option	Law Enforcement Professional Certificate	EMT Certificate
CJA 254	Leading Police Resilience			E-3			3		
CJA 260	Correctional Institutions	E-3		3	3		E-3		
CJA 261	Probation & Parole	E-3		E-3			E-3		
CJA 262	Intro to Correctional Treatment	E-3		3	3				
CJA 263	Intro to Correctional Casework	E-3	3	3		3			
CJA 264	Intro to Correctional Administration			E-3					
CJA 280A	CE: Criminal Justice	E-3	3	3		3	3		
CJA 280B	CE: Applied Criminal Justice						E-3		
CJA 102	Fitness and Defense Tactics:ORPAT Prep 1			1			1		
CJA 202	Fitness and Defense Tactics:ORPAT Prep 2			1			1		
CG 100	College Survival and Success			3			3		
CAS 133	Basic Computer Skills	4	4	4					
PSY 201	Intro to Psychology	4		4			4		
PSY 239	Intro to Abnormal Psychology	4		4			4		
PS 201 or	US Gov: Found & Principles	4		4			4		



PS 202 or	US Gov: Institutions&Policies								
PS 203	State & Local Government								
MTH 60	Math 60	4	4	-4			-4		
COMM 111	Public Speaking	4		4			4		
WR 121	English Composition	4		4			4		
WR 227	Tech & Prof Writing	4							
CJA 121	Spanish for Law Enforcement Professionals			E-3			E-3		
EMS 105	EMT, Part 1			E-5			E-5		5
EMS 106	EMT, Part 2			E-5			E-5		5
HE 110	CPR/AED for Professional Rescuers and Health Care Providers			E-1			E-1		1
HE 112	Standard First Aid and Emergency Care			E-1			E-1		
MP 111	Medical Terminology			E-4			E-4		4
CG 130H	Intro to Today's Careers:Health			E-2			E-2		2
	Core			76			72		
	General Education: Math, Science, Computer Science	8		4	0	0	4	0	0
	Electives	12		10	0	0	14	0	0
	Total Credits	92	29	90	25	16	90	27	17



Board Meeting Calendar 2016/2017

RECOMMENDATION

BOARD ACTION REQUIRED.

BACKGROUND INFORMATION-----President Green

Each year the Board sets the dates and locations for the upcoming year. The Board policy establishes a practice of meeting the first Monday of each month. For the 2016/2017 year it is recommended we do not follow that policy so the Board can better align the shared board workshops with the three school districts in Tillamook County.

It is recommended that the TBCC Board meet on the second Monday from September 2016 through January 2017. Then from February 2017 through June 2017 the Board would meet on the first Monday. Please note that we changed the Budget Committee from April 17 to April 10.

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 Tillamook School District.

Each local school district Superintendent was contacted and agreed to a shared Board workshop for the 2016-2017 academic year. Every Board has responded that they would like to continue to meet.

DATES FOR TBCC BOARD MEETINGS 2016/2017:

July – no meeting

August – no meeting

September 12 – TBCC Board at TBCC

September 26 – TBCC Board at Nestucca Valley School District for workshop only- 5:30 – 6:15

October 10 – TBCC Board workshop at Tillamook School District Office 5:15 to 6:30. Back to TBCC for Board meeting 6:45 to 8

November 14 – TBCC Board at Neah-Kah-Nie District Office 5:30 to 6:30 and Board meeting at the District Office

December 12 – at TBCC

January 9 – at TBCC

Back to First Mondays:



February 6

March 6

April 3

Budget committee - April 10

May 1

June 5



Foundation Board Report

RECOMMENDATION

INFORMATION ONLY.

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 eleven 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.

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. Title III funding toward the position decreases each year. In current year three, Title III is paying 75% of the position.



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

Increase the TBCC Foundation's Three Year Average Annual Current Gift Giving				
Baseline	\$ 101,560	Donations Paid	Outstanding Capital Pledges	Total Gifts
Yr 1: 2014	\$ 111,716	\$ 41,304	\$ 0	\$ 41,304
Yr 2: 2015	\$ 121,872	\$ 92,850	\$0	
Yr 3: 2016 As of 4/15/2016	\$ 132,028	\$ 291,859	\$ 259,310	\$ 551,169
Yr 4: 2017	\$ 142,184			
Yr 5: 2018	\$ 152,340			

Though the Foundation is on target to achieve the three year average annual gift total target for year five, it should be noted that the majority of the gifts are restricted toward the Partners for Rural Innovation Center. Currently, only \$59,607 has been raised as resources toward scholarships in year three, which is well below the goal. The development director and College President are aware of this and have a plan to support increased fundraising in year four and five. A Foundation Strategic Plan was adopted by the board in June 2015 that outlines objectives to support increased fundraising. A consultant was retained in March 2016 to conduct board training and assess the community's readiness for a Campaign for the Future to support Tillamook Bay Community College and its students.



Title III Report

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Director Hoyt

UPDATE OUTLINE:

1. Current Projects and Initiatives

- Business Office
- Instruction
- Student Services
- Foundation
- Human Resources
- Information Technology

2. Progress of the Continuous Process Improvement Facilitator Training (post-grant sustainability, investment in TBCC human capital, reduced need for external trainers, etc.).

- Continuous Process Improvement Facilitator Training (Sustainability/Post-Grant
- Continuous Process Improvement: Status of Projects
- Coaching: Projects Support Institutional Plans
- Docuware Update

3. Professional Development and Technology Enhanced Instruction Updates



Policy Conversation

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION-----President Green

The Board policy is to review the college policies every other year. The review is complete. Most policy changes reflected what the leadership team considers as minor. Minor is a title change, formatting or a slight change for clarity. Several areas needed to have wording changes to align with Title IX, state policy changes etc. A few areas needed to better align with each other. There were few “major” changes.



IGA with PACE to Self-Insure

RECOMMENDATION

BOARD ACTION REQUIRED.

BACKGROUND INFORMATION----- Director Ryan

Oregon law requires self-insured public entity programs be formed through an intergovernmental agreement between the participating entities. PACE has recently reviewed and updated the original trust which was adopted in 2006 and the OSBA Board of Trustees has approved the revised trust. It is necessary to have the trust member boards adopt the Joinder of Trust Agreement, which is enclosed, before renewing in the PACE self-insured, property and liability program.

A signed copy of the Joinder of Trust Agreement is to be returned to PACE.

There are two substantive changes to the revised Trust Agreement. First the Trustees created a dispute resolution process in the new Trust Agreement that encourages the parties to resolve any disputes at the lowest possible level.

Secondly, under the new trust agreement, Trustees will be allowed to serve up to three terms of three years, adding stability to the program and allowing Trustees the ability to apply the education they have received to the complexities of the insurance program.



RESTATED TRUST AGREEMENT

Property and Casualty Coverage for Education

THIS DECLARATION AND AGREEMENT creating the OSBA PROPERTY AND CASUALTY COVERAGE FOR EDUCATION TRUST (OSBA PACE), hereinafter referred to as the "Trust," is made and entered into by and between the OREGON SCHOOL BOARDS ASSOCIATION, acting by and through its Board of Directors, and the TRUSTEES signatory hereto,

WITNESSETH:

WHEREAS, the Oregon School Boards Association, hereinafter referred to as the "Association," is an organization of school boards of school districts in the State of Oregon established to promote the common interests of its members and to institute programs to assist those members in performing their governmental functions in a cost effective way; and

WHEREAS, the Association desires to establish a program whereby the risks incurred by its members in the areas of tort liability, property loss and workers' compensation may be effectively and economically managed and whereby insurance and self-insured retention of such risks may be most responsibly and economically funded; and

WHEREAS, the Association has agreed to establish such a program and to make arrangements for those members of the Association which desire to do so to procure and maintain group insurance coverages or participate in group self-insurance for the benefit of such members; and

WHEREAS, the Association is merely an association and the establishment of a trust is necessary and desirable for the receipt, protection, management and disposition of the premiums, contributions and other collections to be received; and

WHEREAS, the purpose of this agreement, therefore, is to establish a trust which will protect and manage insurance premiums, contributions and other collections related to the program; oversee the management and administration of the program; and approve the necessary contracts, insurance policies, premium and fee schedules, and other arrangements necessary to implement the program for the benefit of those members of the Association that choose to participate; and

WHEREAS, the undersigned Trustees have consented to act as the initial trustees under this Trust Agreement, and their consent shall be evidenced by their signatures hereto,

NOW, THEREFORE, in consideration of the benefits to be derived for the participating members of the Association and the mutual promises and agreements hereinafter set forth, the parties agree as follows:

1. **Creation of Trust:** The Association hereby establishes a trust to be known as the "OSBA Property and Casualty Coverage for Education Trust" (OSBA PACE) which shall in all respects be governed by the laws of the State of Oregon and administered to accomplish the purposes expressly, and by necessary implication, contained herein.

2. **Purposes of Trust:** The express purposes and primary objectives of the Trust are:

- (a) To insure that there is available to members of the Association a market for liability, property and/or workers' compensation insurance coverage appropriate to the risks to which such members are exposed.
- (b) To aggregate the collective buying power of the members of the Association, and the economic advantages of individual and pooled risk retention where lawful and actuarially sound, and to reduce and stabilize the cost of funding those risks.
- (c) To make available to members of the Association a resource of expertise in the management of risk through loss prevention and loss control program, claims management and consulting, data gathering, information sharing and related services.
- (d) To act as an information resource to members of the Association in presenting to appropriate legislative bodies and committees data related to the cost of public body risk in Oregon.
- (e) To create and act as a pooled self-insured retention fund for participating members of the Association, and to establish actuarially sound contribution schedules for participants in such a pool at appropriate retention levels.
- (f) To receive, account for, invest and disburse as lawfully due and payable moneys collected from participating members of the Association as premiums, fees and other contributions to the Trust.
- (g) To promote the common interests of its members and to institute programs to assist those members in performing their governmental functions in a cost effective way.

The foregoing expression of purposes is not exhaustive and, in addition to other related objectives reasonably inferred from that list, the Trust shall have such other objectives as may be lawful for an intergovernmental association under Oregon law.

3. **Designation of Trustees:**

- (a) The Trust shall be managed by a board of nine (9) trustees (the "Trustees") chosen by majority vote of the Board of Directors of the Association. The Trustees, parties hereto, have been so chosen.
- (b) As qualification for appointment and continued service, each appointed trustee shall be an elected or appointed official of a member of the Oregon School Boards Association.
- (c) The term of office of a trustee shall be for three (3) years at a time. The Trust may nominate a Trustee to serve up to two (2) additional three (3) year terms which must be approved by the OSBA Board of Directors prior to the start of each additional term.
- (d) The Trustees shall submit a list of nominated candidate(s) to the OSBA Board of Directors for consideration. If the list of candidates is not acceptable by the OSBA Board of Directors, the Trustees will continue to submit nominated candidate(s) for consideration

until accepted by the OSBA Board of Directors. To the extent practicable, the OSBA Board of Directors shall appoint a successor (including the incumbent if it be so desired) prior to the expiration of a term of a trustee, which appointee shall assume the duties of office upon appointment.

- (e) (Reorganized paragraph) The Trustees shall submit a list of nominated candidate(s) to the OSBA Board of Directors for consideration. If the list of candidates is not acceptable by the OSBA Board of Directors, the Trustees will continue to submit nominated candidate(s) for consideration until accepted by the OSBA Board of Directors. Vacancies in the office of a trustee shall be filled by a majority vote of Directors of the Association from the list submitted by the Trustees.
 - (f) During the period of any vacancy or vacancies among the trustees, the remaining trustees shall have full power to act.
 - (g) No Trustee shall serve, and no appointment shall be effective, until such appointee acknowledges in writing full and, unconditional acceptance of the terms of this Trust.
 - (h) The Trustees shall designate a chair to preside at meetings of the trustees and to possess such powers and to perform such duties as the holder of such an office usually has and performs. The Trustees shall also designate a vice-chair to act in the absence of the chair. In the absence of both the chair and the vice-chair, the Trustees constituting a quorum may elect a chair pro tempore for purposes of conducting a meeting and transacting Trust business. All such officers of the Trustees may vote on any issue or matter properly before the Trustees.
 - (i) The Executive Director of the Oregon School Boards Association shall be designated as the Program Administrator. The Program Administrator, or his designee, shall serve as an ex-officio Trustee. The Trustees shall require the Program Administrator to keep and preserve minutes of the meetings of the Trustees and possess such powers and perform such duties as the holder of such an office usually has and performs.
 - (j) A Trustee may resign by notification to the Program Administrator. If such notification is made orally, the Program Administrator shall reduce it to writing. The written notice of resignation shall be delivered to the chair of the Trust. Such written notice of resignation may state a prospective date upon which such resignation shall become effective; otherwise, such resignation shall become effective upon acceptance by the OSBA Board of Directors. Upon the effective date of any such resignation, such Trustee shall become and be fully discharged from all further duties, responsibilities or liabilities associated with such office. A Trustee, upon vacating such office, shall promptly deliver to the remaining Trustees or Program Administrator any and all records, books, documents, monies or other property of the Trust in the possession or under the control of such Trustee.
 - (k) Any Trustee may be removed from office because of a violation of their fiduciary responsibilities by the OSBA Board of Directors.
4. **Powers of Board of Trustees:** In furtherance of the purposes set forth in this Trust, the Trustees shall have such powers as may be necessary or prudent to discharge their responsibilities in

managing and controlling the Trust, whether or not mentioned herein, including but not limited to the following powers:

- (a) To provide programs whereby members of the Association may obtain or participate in the coverage afforded by policies of insurance or participate in pooled self-insurance programs. To accept, determine and make reasonable arrangements for the payment by or on behalf of each Member of all contributions and premiums due. Administer the loss funds, collect contributions thereto and pay authorized losses on behalf of its Members.
- (b) To engage in and oversee, as the Trustees deem appropriate, the services of competent insurance agents and brokers to negotiate on behalf of the Trust with insurance underwriters and to market coverage and services to prospective participants in the Trust's services. To purchase reinsurance or excess insurance as necessary to protect the interest of the Members of the Trust.
- (c) To engage and oversee administrative services and other staff necessary to provide risk management and insurance related services to the Trust and its participants, including such claims reporting and adjusting record keeping, information sharing, underwriting, claims administration services, legal defense and settlement of claims, communications and marketing, loss control and prevention procedures and consulting, risk reduction and related administrative and consulting services as the Trustees deem appropriate.
- (d) To review and approve policy forms, service contract forms, and other documents appropriate to the operation of the Trust and to establish the limits of authority of the persons engaged under Paragraphs (b) and (c) above.
- (e) To establish funding levels for insurance coverages offered by the Trust; To establish procedures for the collection, investment and disbursement of moneys owed to and by the Trust; and to establish actions to be taken with respect to delinquent accounts receivable.
- (f) To provide for complete accounting and a plan for audit of the funds received, invested, kept and disbursed by the Trust; and to establish such accounts with financial and investment institutions and brokerages as may be necessary and prudent for the proper management of Trust funds.
- (g) To contract for the services of staff members and for such support services and facilities as the Trustees shall consider appropriate. The Trustees may pay for such services and facilities out of Trust funds.
- (h) To contract for risk management and insurance related services; to provide for marketing the products and services of the Trust; to provide claims reporting and adjusting record keeping; information sharing, underwriting, claims administration, legal services, communications and marketing, loss control and prevention including but not limited to use of the name and goodwill of the Association. The Trustees may pay for such services out of Trust funds.
- (i) To appoint from among themselves such committees as the Trustees shall deem expedient which may be vested with such powers as the Trustees in their sole discretion shall determine. To establish such advisory committees as the Trustees deem advisable to assist

in policy and operations of the Trust and to appoint qualified persons to such committees to serve at the pleasure of the trustees.

- (j) To receive, hold, and manage premiums for such programs authorized by the trustees, to invest, reinvest, and manage funds received for such purposes and to transmit to the proper recipient premiums received. To employ such agents, advisors and counsel as may be reasonably necessary in collecting, managing, administering, investing and distributing the assets of the fund and to charge the expense thereof to the Trust.
- (k) Subject to the laws of the State of Oregon, if any premiums or expenses as hereinafter provided for are not paid by a member of the Association within thirty (30) days from the date of notification that the same is due, the Trustees may terminate that member's right to participate further under this trust and any program established hereunder; and thereupon, without further notice, any insurance as may exist for the benefit of such member may be terminated. Any such member whose participation is so terminated may be reinstated and entitled to subsequent participation by appropriate approval by the Trustees and upon such terms and conditions as the Trustees shall prescribe.
- (l) The Trustees shall not be entitled to any remuneration for their services but they may be reimbursed for reasonable expenses incurred by them in connection with the performance of their duties as trustees. To the extent that such Trustee is reimbursed by a Member or other entity for expenses as Trustee, such Trustee shall not be so reimbursed, but such reimbursement may be paid to the Member or other entity, as the case may be, with respect to which such Trustee is an employee.
- (m) The Trustees may delegate any of their non-discretionary powers to the Program Administrator, service administrator or other staff retained by the Trustees as the Trustees deem it appropriate.
- (n) The Trustees shall require all persons performing services to the Trust to be bonded or insured in a form and amount set by the Trustees. The cost of such bond may be paid out of Trust funds.
- (o) To promulgate bylaws for the operation of the Trustees and to make reasonable rules and regulations for the fulfillment of the purposes of the Trust and the programs to be established pursuant hereto. Violation of any such rules and regulations by a participating member shall also be cause for termination of participation hereunder or in any program instituted pursuant hereto after notice given as the Trustees in its sole discretion shall determine. Reinstatement of any such violator shall rest in the absolute discretion of the Trustees and upon such terms and conditions as the Trustees shall determine.
- (p) The Trustees may maintain a bank account or bank accounts in such depositories as the Trustees may select and may empower any person or persons selected by them to draw and sign checks against any funds deposited therein. To hold cash, uninvested, for such length of time as the Trustees may determine without liability for interest thereon.
- (q) To engage and pay for such accounting, legal or other professional advice or assistance as in the discretion of the Trustees may be required. The Trustees may pay for such services out of Trust funds.

- (r) To determine the general policy for operation of the Trust that shall be followed by all committees, officers, employees, agents, and independent contractors employed by the Trust.
- (s) To ensure the chair or vice-chair of the Trustees shall execute on behalf of the Trust all contracts, documents and pleadings as may be approved by the Trustees, provided that the Trustees may delegate to any person or firm engaged pursuant to Paragraphs 4(b), ©, (g) or (n) a limited agency authority to bind the Trust in certain cases or kinds of transactions to be specified by the trustees.
- (t) To sue and be sued, or to prosecute and defend any and all actions affecting the Trust or its property, either in the name of the Trust or in their own names; to compromise or settle any suit, claims or demands, or waive or release any rights relating to the Trust or its property.
- (u) To have a judicial settlement of their accounts and judicial determination of any questions in connection with their duties and obligations hereunder, or in connection with the administration or distribution thereof. The costs and expenses, including accounting and legal fees, for such judicial settlement of accounts or other judicial determination shall be paid by the Trust as a general administrative expense to the extent permitted by applicable law.
- (v) To borrow or raise money for the purpose of the Trust in such amount, and upon such terms and conditions as the Trustees shall deem advisable; and for any sum so borrowed to issue the promissory note of the Trust, and to secure the repayment thereof by creating a security interest in all or any part of the property of the Trust; and no person lending such money shall be obligated to see that the money lent is applied to Trust purposes or to inquire into the validity, expedience or propriety of such borrowing. No such debt incurred by the Trust shall be deemed a debt of any Member.
- (w) To continue to have and to execute, after the termination of the Trust and until final distribution, all of the titles, powers, discretions, rights and duties conferred or imposed upon the Trustees hereunder, or by law.
- (x) To acquire, hold, own, rent or lease, alone or in conjunction with any other party or parties and for the use in connection with the purposes of the Trust, any property, real or personal, and to pay the appropriate pro rata part of the mortgage payments, property taxes, assessments, insurance, maintenance and ordinary repairs on all such property.
- (y) To purchase as a general administrative expense of the Trust general liability insurance fidelity bonds and other insurance for the benefit of the Trust or the protection of the Trustees, Trust employees or agents against any losses by reason of errors or omissions, breach of fiduciary duty or negligence.
- (z) To construe and interpret this Trust Agreement.

5. **Duties of the Trustees:** The Trustees shall have the following duties:

- (a) To notify each participating member of the amount of premium due from such participant.

- (b) To receive the appropriate amount of premiums and remit the same promptly to the appropriate insurer or its representative entitled to receive the same, or retain such premium in the Trust if pertaining to a self-insurance program.
- (c) If any dividends or benefits are received by the trustees, the same shall be used by the trustees as a part of the trust funds or used to reduce premiums on an equitable basis all as shall be determined by the trustees in their sound discretion.
- (d) To keep accurate account books and records reflecting all transactions of the Trust and to provide for an annual audit of Trust funds, accounts and operations, and financial reports as the Trustees deem necessary. Copies of such audits and financial reports shall be furnished to each Trustee. The cost of such audits may be paid out of Trust funds.
- (e) To furnish to participating members such special reports or information as they reasonably require, provided the Trustees in its sound discretion may make the payment of the expense of furnishing the same a condition precedent to doing so.
- (f) To examine and re-examine the nature and provisions of insurance obtained by members and to seek to improve the coverage and the cost thereof.
- (g) The Trustees may delegate these duties to the Program Administrator, other service administrator or other staff retained by the Trustees as the Trustees deem it appropriate.
- (h) If services are not otherwise provided by the Trust, the Trustees shall obtain the services of a service company for the purpose of administering claims. The service company shall adhere to guidelines for the performance of its duties as set forth by the Trustees.
- (I) Pay claims to or on behalf of the Members in accordance with purposes of the Trust Agreement, Bylaws, Rules and coverage documents.
- (j) Create a reserve for the payment of claims.
- (k) Pay or provide for the payment on behalf of Members hereunder all premiums as they become due to an insurer on any policy of insurance.
- (l) Cause to be maintained accounts of all investments, receipts, disbursements and all other transactions affecting funds or property of the Trust.
- (m) Engage an independent certified public accountant to perform a financial audit of the Trust at least once per fund year and to report regarding such audit to the Members at the meetings of the Members.
- (n) Engage an independent and qualified actuary to perform actuarial calculations and provide advice regarding the sufficiency of the loss funds as frequently as is required for prudent management.
- (o) Maintain minutes of all meetings of the Trustees and Members and cause copies thereof to be distributed in a timely manner to all Trustees.

- (p) Publish such claim reports, financial statements and actuarial projections as necessary to advise Members of the current and projected financial status of the Trust.
- (q) Pay all taxes and assessments that may be levied or assessed under existing or future laws upon, or in respect of, the Trust or its income.
- (r) Cause the terms and provisions of the Trust Agreement, the Bylaws and the Rules to be performed and carried out and the assets of the Trust to be properly held and administered.
- (s) Pay or provide for the payment of all reasonable and necessary expenses of administering the Trust and all charges reasonably incurred by the Trustees in protecting the funds and property of the Trust and in carrying out the purposes of the Trust.

6. **Meetings of the Board of Trustees:** Each Spring the Trustees shall hold an annual meeting. Other meetings of the Trustees shall be held at the call of the chair or of any five (5) trustees. The notice of any meeting shall state the time, place and purpose or purposes of the meeting. It shall be in any form of communication that the person or persons calling the meeting may designate, provided that it shall be given five (5) days in advance of the meeting, and provided further that nothing herein contained shall prevent the holding of any meeting pursuant to a consent to hold the same and a waiver of notice thereof signed by all the trustees entitled to receive notice. A majority of the trustees shall constitute a quorum for the transaction of business. All meetings shall be held within the State of Oregon. All decisions of the trustees shall be made by a vote of a majority of the trustees present and voting. Conduct of all meetings shall be governed by rules of order promulgated in the Bylaws.

7. **Use of Trust Funds:**

- (a) Without further specific action of the Trustees, but subject to any limitations or conditions set by the Trustees in its bylaws or regulations, the administrators designated by the Trustees shall disburse or authorize disbursement of moneys from funds of the Trust for any of the following purposes:
 - (1) Payment of moneys due and certain under or by virtue of any contract, bond, or policy of insurance made or obtained by or on behalf of the Trust, including the costs of audits;
 - (2) Investment and reinvestment of Trust funds under such standards and limitations as may be approved by the Trustees;
 - (3) Payment of premiums due on fidelity, performance, errors and omissions, or other bonds and insurance which the Trustees may require in its bylaws to protect the Trust and the trustees;
 - (4) Reasonable and necessary expenses incurred by trustees for such items as travel, meals, lodging, telephone calls and other out-of-pocket expenses incurred in performing their duties as trustees, provided that the personal services and time devoted by trustees shall not be compensated by Trust funds.
 - (5) Payments authorized by the Trust's annually approved budget.
- (b) Except as provided in Paragraph 7(a), Trust funds shall not be disbursed, expended or indebted without express approval of the Trustees. Such approval may be solicited from each trustee in writing without necessity for a meeting of the Trustees.

- (c) Surplus funds, including the income from investments of the Trust, in excess of obligations payable under this Section may, at the direction of the Trustees, be distributed in whole or in part, from time to time, to participants in the program, either directly or by way of reduction of premiums, contributions or other fees assessed to participants. Such distributions shall be based upon such formula as the Trustees shall approve except as provided in this section, investment income shall remain with the Trust for reinvestment or satisfaction of the obligations of the Trust as provided in Paragraph 7(a).

8. Membership in the Trust:

- (a) School boards and districts, education services districts, and community colleges represented by them (as such terms are defined in the Constitution and Bylaws of the Association) which are members of the Association and any Charter School (established pursuant to ORS Chapter 338) that is sponsored by a participating member of OSBA-PACE or a district that is self insured who purchases excess coverage from the OSBA-PACE may participate under this Trust and in all programs established pursuant hereto. To participate, the school board and district shall make application for membership to the Trustees under such terms and conditions as the Trustees may reasonably require. Membership shall be granted to any qualified applicant which agrees to comply with such terms and conditions unless good reasons exist why membership should be denied.
- (b) A member's participation in the Trust may be terminated or not renewed by the Trustees in the event it ceases to be qualified under Paragraph 8(a) above, subject to any vested right not otherwise subject to termination for cause, which the member may have acquired in such participation. The Trust may terminate membership and participation of any Member who fails to comply with the reasonable requirements of the Trustees concerning payment of contributions or premiums, compliance with loss prevention programs or cooperation with the Trust staff and agents or for any other reason that may be detrimental to the fiscal soundness or efficiency of the Trust.

9. Termination of Trust:

- (a) The Trust shall terminate upon the happening of any of the following:
 - (1) The date on which all participating members shall cease to be members of the Association.
 - (2) The date on which there are no members of the Association participating in the services offered by or indemnified or insured by or through the Trust.
 - (3) Upon notice in writing requesting termination given by the OSBA Board of Directors to the Trustees and all participating members.
 - (4) Upon the dissolution, adjudication of bankruptcy or appointment of a receiver for the Association.
- (b) Notwithstanding anything contained herein, the voluntary termination of the Trust identified in Paragraph 9(a)(3) above shall not occur until the expiration or termination of every policy, contract or other agreement under which any member participates in the services offered by or is indemnified or insured by or through the Trust.

- (c) Upon termination of the Trust, any excess funds held in the Trust after payment of all just claims and expenses shall be first distributed to Trust members for the payment of all liabilities incurred prior to such termination and for liquidation of all assets of the trust. Upon satisfaction of all obligations of the Trust, all remaining assets of the Trust shall be returned to current participating members based on a formula of historic contributions and losses to the Trust.
 - (d) Automatic termination as provided in Paragraphs 9(a)(1), (2) and (4) shall not affect the rights of any participating member under any "policy" of "insurance" underwritten by an "insurer" other than the Trust, as the terms "policy", "insurance" and "insurer" are defined in the Oregon Insurance Code.
 - (e) The Trust created hereby shall be operated as a non-profit organization.
 - (f) No Member shall be responsible for any claim or judgment against any other Member or the Trust except to the extent of the assets of the loss fund, any insurance carried by the Trust and future contributions as provided herein.
 - (g) The Trustees shall continue to serve in office until all obligations of the Trust have been fully and finally discharged or adequately provided for. Thirty (30) days prior to the termination of the Trust, the Trustees shall notify each member of such termination.
10. **Withdrawal:** Any participating member may withdraw from participation under the Trust, provided that a withdrawal on any date other than a normal renewal date shall only be upon six (6) month's notice in writing to the trustees of such intention to withdraw. The withdrawing member shall remain liable, however, until all earned premiums or those which are past due are fully paid. There shall be no refund of premiums for an early withdrawal.
11. **Dispute Resolution Process:**
- (a) **Appeal to Board of Trustees:** In the event of any dispute arising from the operation of the Trust, the affected Member shall first appeal to the Trustees. In a matter relating to a claim under a Coverage Document, the appeal must be made within 30 days of the trust's proposed resolution of the disputed claim unless otherwise provided in the Coverage Document. To institute an appeal, the Member must give written notice to the Chair or Vice-Chair of the Trust providing a written summary of the dispute, detailing in reasonable detail the facts and circumstances of the issues and the requested remedies. At the next scheduled Trust meeting or at such other time as determined by the Chair, the Trustees will review the matter, using procedures as promulgated by the Trust. The Trustees's decision will be communicated to the Member within 90 days of the Trustees's hearing the appeal.
 - (b) **Mandatory Mediation:** If a dispute is not resolved by appeal to the Trust, it must be submitted to the Arbitration Services of Portland ("ASP"), or its successor, for mediation. The Trust or any Member may commence mediation by providing ASP and the other affected parties a written request for mediation, setting forth the subject of the dispute and the relief requested. The Trust and each affected Member shall cooperate with ASP and with one another in selecting a mediator from the ASP panel of neutrals and in scheduling the mediation proceedings. They agree that they will participate in the mediation in good faith and that they will share equally in the costs (the Trust will pay one half of the costs

and the other half will be paid by the affected Member, or if more than one Member, each shall contribute equally to that half or otherwise as they may agree). All of the offers, promises and conduct and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator or any ASP employees, are confidential and privileged and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, providing that evidence that is otherwise admissible and discoverable will not be rendered inadmissible or non-discoverable as a result of its use in the mediation.

- (c) **Mandatory Arbitration:** If the matter is not resolved through mediation, then it shall be submitted to ASP, or its successor, for final and binding arbitration pursuant to the rules for commercial arbitration for ASP. The Trust or a Member may initiate the arbitration with respect to the matter submitted to mediation by filing a written demand for arbitration at any time following the initial mediation session or at any time following 45 days from the date of filing the written request for mediation, whichever occurs first ("Earliest Initiation Date"). The mediation may continue after the commencement of arbitration if the parties agree. At no time prior to the Earliest Initiation Date will either side initiate an arbitration or litigation related to this Agreement, except as provided by the rules of commercial arbitration for ASP or by agreement of the parties. All applicable statutes of limitations and defenses based upon the passage of time shall be tolled until 15 days after the Earliest Initiation Date. The parties will take such action, if any is required, to effectuate such tolling. The dispute will be settled by a single arbitrator. The parties will cooperate with ASP and with one another in selecting an arbitrator and in scheduling arbitration proceedings. Arbitration will occur in Salem, Oregon unless the parties otherwise agree. The parties will be entitled to conduct discovery in accordance with the Federal Rules of Civil Procedure, subject to limitation by the arbitrator to secure the just and efficient resolution of the dispute. If the amount in controversy exceeds \$250,000, the arbitrator's decision shall include a statement specifying in reasonable detail the basis for and computation of the amount of the award, if any. In any arbitration arising out of or related to this Agreement, the arbitrator may not award any incidental, indirect or consequential damages, including damages for lost profits. The decision of the arbitrator will be final and binding. The party prevailing in the arbitration will also be entitled to recover any amount for his or her costs and attorney fees incurred in connection with the arbitration as determined by the arbitrator. Judgment upon the arbitration award may be entered in any court having jurisdiction.

- (d) **Coverage Document Dispute Resolution:** The dispute resolution provision in any Coverage Document shall apply for the matters to which such provisions are made applicable in the Coverage Document, and shall supersede the dispute resolution provisions of this Section 11. If a Coverage Document is silent, or the dispute resolution contained within it do not apply to a particular dispute, the dispute resolution provision of this Section 11 shall apply.

12. **Amendment:** The OSBA Board of Directors reserves the right to alter, amend or terminate this Trust and the terms under which it exists at any time by a memorandum in writing delivered to the Trustees, provided any such change or termination shall not prejudice the rights of any participant with respect to any accrued right or claim. In order to advise the OSBA Board of Directors on any proposed material change to the provisions of this Trust Agreement, the Trustees shall prepare an

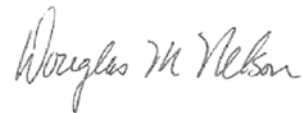
impact statement to determine the financial impact, if any, on Trust operations and fiscal stability of the proposed changes to the Trust Agreement. The Trustees will provide a thirty (30) day notice to members by sending a written copy of the impact statement to the participating members. If any member of the Trust, by virtue of this impact statement can clearly show that a change to the provisions in this Trust Agreement will directly result in a significant financial detriment (e.g. Deterioration of operating ratios or trust reserves) they may withdraw from the Trust with any vested equity.

13. **Severability:** If any provision of this Agreement is adjudicated to be invalid, unenforceable or unconstitutional, the remainder of the provisions not subject to such adjudication shall not be affected and shall continue in full force and effect.
14. **Joinders.** Any joinder to this Agreement executed by a member will be deemed to be that member's assent to the entirety of this Agreement, as if such had executed an original of this Agreement.
15. **Indemnification:** Trustees, officers and agents of the Trust shall use ordinary care and diligence in the exercise of their powers and in the performance of their duties. They shall not be liable for any mistakes of judgment or other action made, taken or omitted by them in good faith, nor for any action taken or omitted by any agent, employee or independent contractor selected with reasonable care, nor for loss incurred through investment of funds or failure to invest. No Trustee shall be liable for any action taken or omitted by any other Trustee. No Trustee shall be required to give a bond or other security to guarantee the faithful performance of their duties hereunder. The Trust shall defend, hold harmless and indemnify the individual Trustees, officers and agents of the Trust from any and all demands, claims, suits, actions and legal proceedings brought against the Trustees in their official capacity as agents of the Trust. The incident must have occurred while the Trustee, officer or agent of the Trust, was acting within the scope of official duties. This indemnification excludes criminal litigation and is limited to the amount of liability insurance coverage which is within the authority of the Trust to provide under state law.

IN WITNESS WHEREOF, by action of the OSBA Board of Directors , this Trust Agreement is approved and the OSBA Board of Directors by and through its authorized officers, has caused this Agreement to be executed in its name and on its behalf as of this 12th day of March, 2016.

OREGON SCHOOL BOARDS ASSOCIATION

By



OSBA President
Doug Nelson

By

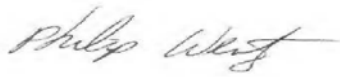


OSBA Secretary
Don Cruise

We, the undersigned Trustees, having been duly appointed to carry out the provisions of the above Trust Agreement, do hereby approve, affirm and accept such Trust.

Date:

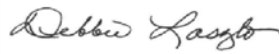
March 21, 2016



Phil Wentz, Chair

Date:

March 21, 2016



Debbie Laszlo, Vice-Chair

Date:

March 21, 2016



Adam Stewart, Trustee

Date:

March 21, 2016



Brett Yancy, Trustee

Date:

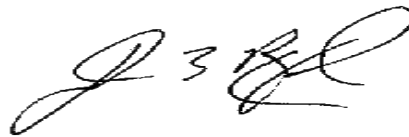
March 21, 2016



Sharla Andresen, Trustee

Date:

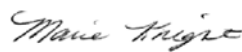
March 21, 2016



John Rexford, Trustee

Date:

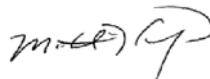
March 21, 2016



Marie Knight, Trustee

Date:

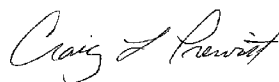
March 21, 2016



Mike Schofield, Trustee

Date:

March 21, 2016



Craig Prewitt, Trustee

**FORM OF
JOINDER TO TRUST AGREEMENT
FOR MEMBERS**

By execution of this Joinder, the undersigned public body hereby agrees to become a party to, and is bound by, the First Restatement of Declaration of Trust of the Property and Casualty Coverage for Education (PACE) effective as of March 12, 2016 (and as the same may be amended, supplemented or otherwise modified from time to time, the "Agreement"), by and among the Trustees and the Members, in the same manner as if the undersigned were an original signatory to such Agreement.

The undersigned represents and warrants that (i) the undersigned has received a copy of, and has reviewed the terms of, the Agreement and all related or relevant documents and agreements, (ii) undertakes to become a Member of the Property and Casualty Coverage for Education (PACE) with all the rights and obligations thereof, and (iii) such undertaking has been duly authorized as an intergovernmental agreement to create a program of self-insurance pursuant to ORS 30.282. Capitalized terms used but not defined in this Joinder shall have the meanings set forth in the Agreement.

IN WITNESS WHEREOF, the undersigned has executed this Joinder as of this ____ day of _____, 2016.

[Name of District]

By: _____
Name: _____
Title: _____

Address for Notices:

With copies to:

Information Only Items

BACKGROUND INFORMATION----- Chair Lincoln

- a. Financial Report ----- Chief Finance Officer Williams
- b. Community College and Workforce update----- President Green
- c. Economic Development/SBDC & Visit Tillamook Coast update---President Green
- d. Partners for Rural Innovation Center Update ----- President Green
- e. Personnel ----- Director Ryan
- f. Announcements and General Information ----- President Green



Financial Report

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Finance Officer Williams

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



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended March 2016
 75.00% of fiscal year elapsed

	FY 2014-2015			FY 2015-2016		
	Annual Budget	03/31/15 Actual	Percentage of Budget	Annual Budget	03/31/16 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 668,698	\$ 823,472.28	123.15%	\$ 755,349	\$ 910,658.32	120.56%
State	\$ 985,893	\$ 788,957.23	80.02%	\$ 1,121,379	\$ 999,987.54	89.17%
Property Taxes	\$ 1,136,822	\$ 1,039,604.06	91.45%	\$ 1,159,417	\$ 1,071,514.98	92.42%
Local Contract	\$ 72,000	\$ 82,000.00	113.89%	\$ 72,000	\$ 49,165.00	68.28%
Tuition	\$ 1,137,472	\$ 709,892.00	62.41%	\$ 1,047,472	\$ 537,347.00	51.30%
Fees	\$ 195,700	\$ 111,440.45	56.94%	\$ 175,700	\$ 91,977.50	52.35%
Sale of Goods	\$ 4,000	\$ 1,758.00	43.95%	\$ 2,000	\$ 2,159.58	107.98%
Interest	\$ 5,500	\$ 5,982.16	108.77%	\$ 5,500	\$ 8,845.70	160.83%
Rental	\$ 10,000	\$ 13,552.50	135.53%	\$ 12,000	\$ 13,170.00	109.75%
Miscellaneous	\$ 7,000	\$ 2,783.09	39.76%	\$ 7,000	\$ 19,782.93	282.61%
Transfers	\$ 392,729	\$ 42,738.68	10.88%	\$ 412,570	\$ 46,157.29	11.19%
Total resources	\$ 4,615,814	\$ 3,622,180.45	78.47%	\$ 4,770,387	\$ 3,750,765.84	78.63%
Expenditures						
Instruction	\$ 1,465,445	\$ 948,676.40	64.74%	\$ 1,507,437	\$ 935,263.09	62.04%
Instructional Support	\$ 438,015	\$ 295,790.18	67.53%	\$ 409,489	\$ 251,652.04	61.46%
Student Services	\$ 395,901	\$ 288,098.30	72.77%	\$ 417,211	\$ 241,830.26	57.96%
College Support	\$ 1,036,847	\$ 780,885.56	75.31%	\$ 1,072,550	\$ 770,795.41	71.87%
Plant Operation	\$ 279,193	\$ 192,305.92	68.88%	\$ 270,351	\$ 198,505.24	73.43%
Transfers	\$ 278,000	\$ 94,360.20	33.94%	\$ 288,000	\$ 98,260.19	34.12%
Contingency	\$ 53,715	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,947,116	\$ 2,600,116.56	65.87%	\$ 4,015,038	\$ 2,496,306.23	62.17%
Ending fund balance	\$ 668,698	\$ 1,022,063.89	152.84%	\$ 755,349	\$ 1,254,459.61	166.08%

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

	Fund No.	Beginning Fund Balance	2015-2016 Revenue	2015-2016 Expenditures	Ending Fund Balance	2015-2016 Spendable Budget	2014-2015 Prior Year Expenditures 3/31/2015
Adult Basic Education	210	\$ -	\$ 49,425.80	\$ 49,425.80	\$ -	\$ 75,182	\$ 50,096.58
Tutor Grant	211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,765.07
United Way Literacy Grant	216	\$ 2,869.12	\$ -	\$ -	\$ 2,869.12	\$ 3,173	\$ 1,510.77
Title III Grant	220	\$ -	\$ 212,411.97	\$ 269,262.73	\$ (56,850.76)	\$ 505,494	\$ 222,962.41
Lumina Core to College Grant	222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,265.10
CASE Grant	223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,442.34
Pathways Grant	225	\$ -	\$ 16,083.85	\$ 22,551.79	\$ (6,467.94)	\$ -	\$ 23,557.12
Industrial Maintenance Tech	226	\$ 20,086.80	\$ 16,250.00	\$ 15,797.82	\$ 20,538.98	\$ 81,475	\$ 35,901.89
SBDC Federal Grant	230	\$ -	\$ 15,125.00	\$ 23,209.79	\$ (8,084.79)	\$ 31,550	\$ 23,609.93
SBDC State Grant	231	\$ -	\$ 25,369.35	\$ 39,391.07	\$ (14,021.72)	\$ 42,304	\$ 40,161.34
SBDC Program Income	232	\$ 18,789.59	\$ 3,604.30	\$ 3,402.12	\$ 18,991.77	\$ 18,423	\$ -
SBDC - EDC Fund	235	\$ -	\$ -	\$ -	\$ -	\$ 82,750	\$ 85,423.44
EDC TLT Fund	237	\$ -	\$ -	\$ -	\$ -	\$ 1,561,849	\$ 374,539.34
TEC Vocational Education Grant	240	\$ -	\$ 29,493.91	\$ 29,493.91	\$ -	\$ 40,000	\$ 23,849.00
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ -
Juan Young TBCC Library	252	\$ 3,059.04	\$ -	\$ 3,059.04	\$ -	\$ -	\$ 1,940.96
Connect2Complete	253	\$ 6,863.59	\$ -	\$ -	\$ 6,863.59	\$ -	\$ 3,000.00
ASPIRE Program	254	\$ -	\$ 12,812.50	\$ -	\$ 12,812.50	\$ -	\$ -
Lumina Credit When It's Due Grant	275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,098.82
Oregon Accelerated College Credit Program	276	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,980.42
Oregon Dev Ed Redesign Grant	277	\$ 7,664.42	\$ -	\$ 92.58	\$ 7,571.84	\$ -	\$ 1,335.58
Student Loan Default Support	278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 340.50
Capital Depreciation & Maintenance Fund	290	\$ 83,078.19	\$ 360.14	\$ -	\$ 83,438.33	\$ -	\$ 957,000.00
Timber Tax Reserve Fund	291	\$ 766,873.96	\$ 236,059.24	\$ -	\$ 1,002,933.20	\$ 482,989	\$ -
Strategic Investment Fund	295	\$ 1,301,628.00	\$ 5,642.70	\$ -	\$ 1,307,270.70	\$ 263,500	\$ -
State IGA Fund	296	\$ -	\$ 299,538.36	\$ 299,538.36	\$ -	\$ 550,000	\$ 328,629.09
Total Special Fund		\$ 2,212,473.10	\$ 922,177.12	\$ 755,225.01	\$ 2,379,425.21	\$ 3,740,289	\$ 2,239,409.70
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 3/31/2016		
Total of Grants that borrow from the General Fund		\$ (85,425.21)	\$ 21,618.50	\$ -	\$ (107,043.71)		
Total of Grants that are not borrowing from the General Fund		\$ 2,464,850.42	\$ (15.00)	\$ -	\$ 2,464,865.42		
Total Special Fund		\$ 2,379,425.21	\$ 21,603.50	\$ -	\$ 2,357,821.71		
	Fund No.	Beginning Fund Balance	2015-2016 Revenue	2015-2016 Expenditures	Ending Fund Balance	2015-2016 Spendable Budget	2014-2015 Prior Year Expenditures
Community Education	310	\$ 13,588.14	\$ 3,311.00	\$ 971.01	\$ 15,928.13	\$ 7,665	\$ 1,154.93
Driver Education Program	311	\$ (1,642.56)	\$ 6,067.50	\$ 4,640.74	\$ (215.80)	\$ 9,834	\$ 9,563.73
Bookstore	320	\$ 49,359.42	\$ 52,463.93	\$ 96,347.83	\$ 5,475.52	\$ 230,330	\$ 138,915.23
Customized Training Projects	330	\$ 24,226.17	\$ 28,365.00	\$ 38,235.94	\$ 14,355.23	\$ 41,698	\$ 18,470.80
Culinary & Hospitality Program	340	\$ 3,266.59	\$ 2,152.86	\$ 3,569.23	\$ 1,850.22	\$ 15,375	\$ 8,742.19
Culinary Catering	341	\$ 878.68	\$ 2,430.00	\$ 5,771.03	\$ (2,462.35)	\$ 16,000	\$ 11,266.96
Total Enterprise Fund		\$ 89,676.44	\$ 94,790.29	\$ 149,535.78	\$ 34,930.95	\$ 320,902	\$ 188,113.84
PERS Pension Bond Fund	410	\$ (2,261.17)	\$ 90,735.65	\$ 37,368.63	\$ 51,105.85	\$ 128,137	\$ 38,413.30
General Obligation Bond Fund	420	\$ 32,420.93	\$ 665,117.84	\$ 158,118.75	\$ 539,420.02	\$ 716,238	\$ 167,368.75
Total Debt Service Fund		\$ 30,159.76	\$ 755,853.49	\$ 195,487.38	\$ 590,525.87	\$ 844,375	\$ 205,782.05
Campus Construction Fund - GO Bonds	520	\$ 1,023,334.48	\$ 1,014.99	\$ 1,024,349.47	\$ -	\$ 1,046,250	\$ 27,660.52
Local Match Fund	525	\$ 959,042.93	\$ 4,157.55	\$ -	\$ 963,200.48	\$ 957,000	\$ -
State Match Fund	530	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -
Grant Construction Fund	555	\$ -	\$ -	\$ 258,423.74	\$ (258,423.74)	\$ 957,000	\$ -
Total Capital Projects Fund		\$ 1,982,377.41	\$ 5,172.54	\$ 1,282,773.21	\$ 704,776.74	\$ 4,960,250	\$ 27,660.52
Associated Students of TBCC	710	\$ 130.00	\$ 3,552.65	\$ 2,762.12	\$ 920.53	\$ 9,680	\$ 4,524.47
Phi Theta Kappa Honorary Society Fund	720	\$ 1,581.75	\$ 1,371.45	\$ 865.91	\$ 2,087.29	\$ 7,525	\$ 1,305.51
Economic Development Council	730	\$ -	\$ 137,277.21	\$ 77,376.82	\$ 59,900.39	\$ -	\$ -
Visit Tillamook Coast	740	\$ -	\$ 1,699,071.62	\$ 551,269.55	\$ 1,147,802.07	\$ -	\$ -
Total Agency Fund		\$ 1,711.75	\$ 1,841,272.93	\$ 632,274.40	\$ 1,210,710.28	\$ 17,205	\$ 5,829.98
PELL Grant	801	\$ -	\$ 372,430.00	\$ 371,535.00	\$ 895.00	\$ 1,101,500	\$ 564,028.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 10,500.00	\$ 10,500.00	\$ -	\$ 21,000	\$ 10,100.00
Direct Loans	810	\$ -	\$ 220,739.00	\$ 220,739.00	\$ -	\$ 1,000,000	\$ 417,620.00
Federal Work Study	819	\$ -	\$ 6,227.04	\$ 7,686.64	\$ (1,459.60)	\$ 15,850	\$ 10,412.15
Oregon Opportunity Grant	821	\$ -	\$ 83,200.00	\$ 61,250.00	\$ 21,950.00	\$ 150,000	\$ 74,372.00
Chafee Grant	822	\$ -	\$ 8,168.00	\$ 5,835.00	\$ 2,333.00	\$ 20,000	\$ 2,000.00
Tuition Waivers	831	\$ 25,772.00	\$ -	\$ 6,446.50	\$ 19,325.50	\$ 7,000	\$ 4,851.50
Board Scholarships	832	\$ 67,052.02	\$ -	\$ 65,072.93	\$ 1,979.09	\$ 192,900	\$ 70,964.70
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ 40,250.15	\$ 40,250.15	\$ -	\$ 60,000	\$ 18,898.92
Student Employees	835	\$ 15,444.34	\$ 4,142.92	\$ 2,121.15	\$ 17,466.11	\$ 18,000	\$ 8,487.21
Non-Institutional Scholarships	840	\$ 3,826.92	\$ 14,251.00	\$ 9,583.53	\$ 8,494.39	\$ 51,500	\$ 32,810.33
\$5 Tuesday Fund	898	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300	\$ -
Total Financial Aid Fund		\$ 134,138.94	\$ 759,908.11	\$ 801,019.90	\$ 93,027.15	\$ 2,659,794	\$ 1,214,544.81

Agenda Item 5.A. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended March 2016

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		\$ 839,223			\$ 1,857,516			\$ 87,948			\$ 20,017	
Beginning Fund Balance	\$ 755,349	\$ 910,658	120.56%	\$ 1,967,548	\$ 2,212,473	112.45%	\$ 73,100	\$ 89,676	122.68%	\$ 24,875	\$ 30,160	121.25%
Resources												
State Aid	\$ 1,121,379	\$ 999,988	89.17%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 72,000	\$ 49,165	68.28%	\$ 2,929,129	\$ 676,511	23.10%	\$ 25,000	\$ 28,365	113.46%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,223,172	\$ 629,325	51.45%	\$ 4,000	\$ 680	17.00%	\$ 11,134	\$ 6,784	60.93%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,159,417	\$ 1,071,515	92.42%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 694,648	\$ 663,676	95.54%
Timber	\$ -	\$ -	0.00%	\$ 506,393	\$ 236,059	46.62%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 2,160	108.00%	\$ -	\$ 105	0.00%	\$ 253,000	\$ 56,968	22.52%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 8,846	160.84%	\$ 7,500	\$ 6,003	80.04%	\$ -	\$ -	0.00%	\$ 1,255	\$ 1,447	115.30%
Rental	\$ 12,000	\$ 13,170	109.75%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 19,783	282.61%	\$ -	\$ 2,819	0.00%	\$ 7,000	\$ 2,674	38.20%	\$ -	\$ -	0.00%
Transfers	\$ 412,570	\$ 46,157	11.19%	\$ 957,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 130,000	\$ 90,730	69.79%
Total Revenues	\$ 4,015,038	\$ 2,840,109	70.74%	\$ 4,404,022	\$ 922,177	20.94%	\$ 296,134	\$ 94,791	32.01%	\$ 825,903	\$ 755,853	91.52%
Expenditures												
Salaries and Wages	\$ 2,741,230	\$ 1,770,930	64.60%	\$ 654,013	\$ 251,273	38.42%	\$ 85,819	\$ 47,632	55.50%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 907,808	\$ 603,617	66.49%	\$ 1,331,726	\$ 454,050	34.09%	\$ 210,520	\$ 99,922	47.46%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 28,000	\$ 23,499	83.93%	\$ 33,000	\$ 15,271	46.28%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 823,364	\$ 193,887	23.55%
Transfers	\$ 288,000	\$ 98,260	34.12%	\$ 405,757	\$ 34,631	8.53%	\$ 3,563	\$ 1,982	55.63%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 3,935,497	\$ -	0.00%	\$ 21,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,015,038	\$ 2,496,306	62.17%	\$ 6,359,993	\$ 755,225	11.87%	\$ 320,902	\$ 149,536	46.60%	\$ 824,964	\$ 195,487	23.70%
Ending Fund Balance	\$ 755,349	\$ 1,254,461		\$ 11,577	\$ 2,379,425		\$ 48,332	\$ 34,931		\$ 25,814	\$ 590,526	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 137,360			\$ 21,604			\$ 487			\$ 43,256	
Inventories		\$ 2,085			\$ -			\$ 11,121			\$ -	
NET EFFECT ON CASH		\$ (139,445)			\$ (21,604)			\$ (11,608)			\$ (43,256)	
Liabilities												
Accounts Payable		\$ 111,713			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 69,543			\$ -			\$ -			\$ 43,256	
Payroll		\$ 149,535			\$ -			\$ 10,356			\$ -	
NET EFFECT ON CASH		\$ 330,791			\$ -			\$ 10,356			\$ 43,256	
NET ADJUSTMENTS		\$ 191,346			\$ (21,604)			\$ (1,252)			\$ -	
ENDING CASH BALANCE		\$ 1,445,807			\$ 2,357,821			\$ 33,679			\$ 590,526	

Agenda Item 5.A. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended March 2016

75.00% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,972,377			\$ 1,712			\$ 134,480	
Beginning Fund Balance	\$ 1,999,750	\$ 1,982,377	99.13%	\$ 525	\$ 1,712	326.10%	\$ 91,244	\$ 134,139	147.01%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 2,000,000	\$ -	0.00%	\$ -	\$ 1,812,861	0.00%	\$ 2,308,250	\$ 701,233	30.38%
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	\$ 5,173	147.80%	\$ -	\$ 2,469	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 957,000	\$ -	0.00%	\$ 9,200	\$ 22,586	245.50%	\$ 110,300	\$ 54,501	49.41%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 3,356	41.95%	\$ 150,000	\$ 4,174	2.78%
Total Revenues	\$ 2,960,500	\$ 5,173	0.17%	\$ 17,200	\$ 1,841,272	10705.07%	\$ 2,568,550	\$ 759,908	29.59%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 5,580	\$ 231,097	4141.52%	\$ 54,844	\$ 9,808	17.88%
Operating Expenditures	\$ 4,003,250	\$ 653,870	16.33%	\$ 11,625	\$ 391,633	3368.89%	\$ 2,601,700	\$ 791,212	30.41%
Capital Outlay	\$ -	\$ 628,903	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 957,000	\$ -	0.00%	\$ -	\$ 9,544	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,960,250	\$ 1,282,773	25.86%	\$ 17,205	\$ 632,274	3674.94%	\$ 2,659,794	\$ 801,020	30.12%
Ending Fund Balance	\$ -	\$ 704,777		\$ 520	\$ 1,210,710		\$ -	\$ 93,027	
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		\$ 704,777			\$ 1,210,710			\$ 93,027	

\$ 6,436,347

Community College and Workforce Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION -----President Green

Oregon Presidents Council met on April 20 and 21. A quick summary follows:

1. The colleges have ranked the capital requests from 16 colleges. TBCC did not submit a request
2. The college's maintenance requests are due at the end of April. However, there is a request from Department of Administrative Services to rank both together. That request is being clarified. TBCC will have a maintenance request.
3. The budget picture continues to point toward a budget with reductions. At the same time, colleges are sharing the cost the cost of continuing to serve students. The continuing program level is being discussed.
4. The Accelerated Learning Standards that have been worked on over the past year are close to being approved by Higher Education Coordinating Council (HECC). The colleges will have the 2016/2017 year to implement. There will be three ways to offer accelerated learning:
 - i. **Dual Credit**, as defined by the standards, refers to a course that is:
 - a) Offered as part of the high school program,
 - b) Taught by a high school teacher, acting as a proxy instructor for the college/university, who has been approved by the college/university and meets the qualifications to teach the course for the college/university,
 - c) Sufficiently similar to the college/university course to enable the student to be described as "taking a course from the college or university". Dual credit students enroll in the college course and grading and transcription is consistent with those of like courses at the college or university. (Credit may also be granted by the high school toward graduation requirements, as appropriate.)
 - ii. **Sponsored Dual Credit** refers to a course that is:
 - a) Offered as part of the high school program,
 - b) Taught by a high school teacher in partnership with a sponsoring college/university faculty member who meets the qualifications to teach the course for the college/university, and
 - c) Sufficiently similar to the college/university course to enable the student to be described as "taking a course from the college or university". Sponsored Dual credit students enroll in the college course and grading and transcription is consistent with those of like courses at the college or university. (Credit may also be granted by the high school toward graduation requirements, as appropriate.)



iii. **Assessment-Based Learning credit** includes:

- a) enhanced high school courses or other activities offered at the high school and taught by high school teachers,
- b) a partnership that focuses on student attainment of specific, college- or university-defined student learning outcomes, and,
- c) the opportunity for students to demonstrate, through college or university assessments, that they have attained those student learning outcomes and thereby earn credit for a course from the sponsoring college or university. Course credit earned through Assessment-Based Learning credit programs cannot be transcribed as though the student took the class from the sponsoring college or university, and hence are transcribed with a special designation.

5. Grants to the colleges from HECC are continuing to come to the colleges. The following are the grants to TBCC:

SB 5507 (2015) – Advising Capacity – TBCC received \$57,592.

SB 4076 (2016) -Providing support services for Oregon Promise -\$82,990

HB 3063 (2015) – Support for First Generation Students-\$47,047.00

6. Workforce regions across the states have submitted their plans and are in the process for choosing providers for Worksource centers.

7. The Presidents spent a half day with Sara Goldrick-Rab to discuss the real needs of students beyond tuition and books. The conversation included some of the recent national findings and suggested next steps:

- i. Some students from low-income families are unable to pay their college costs without experiencing material hardship. What they do to make ends meet (e.g., go hungry and homeless) inhibits learning and discourages persistence.
- ii. Strategic college leaders investigate the needs of their students and draw on the strengths of their institutions and those of their communities to meet those challenges: for example, by changing school policies and financial due dates, creating short-term interest-free loan programs at the beginning of the school year, hiring counselors with social-work backgrounds, working with local food banks and housing authorities, and offering free tax preparation services.
- iii. Institutions can also collaborate with non-profit organizations such as the College and University Food Bank Alliance, Single Stop, and the Center for Working Families to help student's access existing social-safety-net resources.
- iv. Changes to federal and state policies that increase access to food stamps or extend the school lunch program to college students could better support students with financial need.



Community College and Workforce Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green



Economic Development/SBDC & Visit Tillamook Coast Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION -----President Green

The Economic Development Council (EDC) met on April 19. The Board approved the new agreement with the county on Travel Tillamook Coast. It also approved two new revolving loans for local small businesses. The supplemental budget for EDC and Tillamook Coast were discussed. The county in the budget process increased EDC resources to \$90,000 for 2016/2017. The marketing grants were also approved. The way finding project is in the middle of community conversations and in late summer a way finding plan will be presented.



Partners for Rural Innovation Center Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- President Green

The Partners for Rural innovation has the footings poured and the next visible step is creating the tilt up walls. Hampton Lumber donated lumber to assist in the new building that was almost \$10,000 in value.

The fund raising continues. We have been approved by Reser Foundation to submit a full application. We are still waiting for final word from CHS. We are looking into one or two other foundations. By the time of the Board meeting we would have begun some community/business contacts as well. We are within 11% of what is needed.



Personnel

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Career Education Advisor and ASPIRE Coordinator	2/15/2016	ASAP	Position filled. Will start P.T. 4/22/16; F.T. 7/1/16	Rhoda Hanson	Cara Elder
Community and Continuing Ed. Coordinator	2/15/2016	ASAP	Position filled. Start date: 5/4/16	Ann Hovey	Francie Loveall
Title III Online Academic and Professional Development Spec.	5/3/2016	July 1, 2016	Grant funded through Sept. 2018	Ann Hovey	



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION-----President Green

May 3 is the OCCA All Stars Recognition in Salem.

Graduation is June 10th 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. We need you there at 5:30 for pictures. Please be on time.

June 28 through the 30 is the Governance Institute for Student Success in Bend. Thank you Debbie and Billie for attending.



Board Member Discussion Items

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Lincoln



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE MEETING.

BACKGROUND INFORMATION ----- Chair Lincoln

