



Board of Education Meeting Agenda

Date: December 12, 2016

Regular TBCC Board Meeting – 6:00-8:00 p.m. – TBCC 214/215

Item	Description	Resource
1.	Call to Order • Acknowledge Guests -----	Chair Schreiber
2.	Consent Agenda: -----	(Action) Chair Schreiber
	a. Approval of Agenda	
	b. Approval of November 14, 2016 Minutes	
3.	Invitation for Public Comment -----	Chair Schreiber
	Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	New Business and/or focused policy discussions	
	a. At Large candidates Interviews-----	(Action) Chair Schreiber
	b. Oath of Office -----	(Action) Chair Schreiber
	c. Accreditation Report-----	CAO Hovey
	d. Curriculum Process update-----	CAO Hovey
	e. Title III update-----	Director Hoyt
	f. TBCC Foundation update -----	Director Luquette
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. Partners for Rural Innovation -----	President Green
	d. Personnel -----	Director Ryan
	e. Announcements and General Information -----	President Green
6.	Board Member Discussion Items -----	Chair Schreiber
7.	Adjournment -----	(Action) Chair Schreiber

Call to Order • Acknowledge Guests

RECOMMENDATION

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

BACKGROUND INFORMATION-----

Chair Schreiber



Approval of the Consent Agenda

RECOMMENDATION

MOTION TO APPROVE THE CONSENT AGENDA FOR THE APRIL MEETING.

BACKGROUND INFORMATION----- Chair Schreiber

Items for approval:

- a. Approval of Agenda
- b. Approval of October 10, 2016 Minutes



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE DECEMBER MEETING.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
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7.	Adjournment -----	(Action) Chair Schreiber



**Board Meeting at NKN School District
November 14, 2016 5:30 p.m.**

Attending: Jody Ritterbush, Terry Kelly, Pat Ryan, Ross Tomlin, Mark Sybouts, Kathie Dellars, Paul Erlebach. (few attendee names missing)

Deborah Lincoln, Kathy Gervasi, Billy Schreiber, Rhoda Hanson, Ann Hovey, Nikki Austin-Horn, Connie Green, Mary Faith Bell, and Bob Weitman

Joint Board Meeting

Agenda items and Discussions:

Call to Order • Acknowledge Guests ----- Superintendent Erlebach

Invitation for Public Comment (agenda item C)

There was no public comment at this time.

Opportunities for post-secondary education (agenda item D) -- President Green

President Green briefed both boards on several initiatives shared between the College and Neah-Kah-Nie School District. The Boards reviewed the, Expanded Options and Dual Credit Courses. President Green shared data on the percentage of students taking advantage of these options from last year to this year. There was discussion on how to increase the usage of the First Class Scholar (FCS) program, how to communicate the Oregon Promise accurately with students and parents, and what a shared college application day – and other shared events - might look like in the future to reach more students and better prepare them for College.

Dr. Hovey reviewed the summary of dual credit opportunities between NKN and TBCC. Dr. Hovey outlined how NKN Students are enrolling in more dual-credit classes than last year and how college credits are being earned in conjunction with high school (H.S.) credits.

Heidi Buckmaster informed the Boards of an event on June 8th from 4:30 to 8 as the first of annual meeting of TBCC College and H.S. dual credit teachers. The meeting serves as a requirement of TBCC for faculty to meet with H.S. faculty and approve curriculum. This group meeting will help establish a learning community between the two faculties.

Some stats shared by Heidi are:

740 credits total earned. Dual Credit 686, Expanded options 48. Dual Credit are free. There were an additional 144 credits with Willamette promise partnership.

NKN was the most aggressive in pursuing the Willamette promise two years ago and there has been an extended transition period to utilize Northwest Promise.

President Green shared about Oregon Promise. Oregon Promise was set up for those leaving H.S. so they could receive their first two years of college tuition mostly paid but it is not free college. Rhoda Hanson talked about Oregon Promise and First Class Scholars. Oregon Promise pays for up to 90 credits of college. It pays for the average tuition of community college as of last year. It pays based on



12, 9, or 6 credits. If a student takes 15 credits then Oregon Promise pays for 12. Plus the student is required to pay \$50.00. Oregon Promise requires a 2.0 GPA. First Class Scholar requires a 2.5 for a CTE and 3.0 for a transfer degree. FCS would pay for up to 19 credits a term. The current concern with both programs is assisting students to understand these options are available and applying in time for them.

Question asked included "Are these opportunities or benefits only for students directly from High School?" and the answer is yes and those who receive a GED.

Meeting wrapped up with discussing the affirmed value of the shared meetings each year and the group agreed to continue having the joint meetings going forward.

Adjournment ----- (Action) Chair Terry Kelly

Board of Education Minutes
Nov. 14, 2016 – 6:35 p.m.

TBCC Board Attending: Deborah Lincoln, Kathy Gervasi, Mary Faith Bell, Bob Weitman, Billy Schreiber

TBCC Staff: Heidi Luquette, Pat Ryan, Kyra Williams, Sheryl Neu, Ann Hovey, Ray Hoyt, Rhoda Hanson, Nikki Austin-Horn, Connie Green, and Ross Tomlin

Regular Board Meeting
Agenda items and Discussions:

Call to Order • Acknowledge Guests (agenda item 1)

The meeting was called to order by Chair Schreiber at 6:35 p.m. Ross Tomlin was welcomed as new TBCC Vice President.

Approval of Consent Agenda (agenda item 2.a)

Bob Weitman moved to approve the consent agenda. Kathy Gervasi seconded. The motion carried.

Approval of October Minutes (agenda item 2.b)

Bob Weitman moved to approve the October minutes. Kathy Gervasi seconded. The motion carried.

Invitation for Public Comment (agenda item 3)

There was no public comment at this time.

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

President Green introduced Ross Tomlin as new Vice President. Ross has an extensive background in community colleges in Oregon. Ross has been a leader in the instructional areas at Treasure Valley, Central Oregon, Umpqua and Southwestern community colleges.



Program/Partner/Policy highlight – Guarantee Maps –(agenda item 4.a)

Dr. Hovey explained how the guarantee maps would assist students and student services with degree planning. As a result of this the expectation is to see student degree and certificate completion improve. Also the instructional budget would be easier to track and predict. Mary Faith Bell moved to modify the policy changes for the guarantee degree maps 100.2.5 Prescribe the educational program including the establishment of the academic requirements for diplomas, certificates and associate degrees including the degree guarantee maps for all degrees Debbie Lincoln seconded. The motion carried.

Board Policy on First Class Scholar (agenda item 4.b)

The staff recommended that First Class Scholars be required to apply for Oregon Promise. The First Class Scholar program will be used to fill the gap between what the Oregon Promise provides and the total number of credits in which the student enrolls. This current program is for student from High school to career. The Board agreed to create another First Class Scholar that is from career to career. This would require a student to have at least 5 years of verified employment. And they would have to place in writing 121 and math 95 and submit a career education plan. The student could be a half time or full time student. This program does not take care of a gap year person. Questions included, Is there any push back from Oregon Promise staff? President Green answered that a college can have its own promise program so long as it's approved by the college's board. Kathy Gervasi moved to approve this option. Mary Faith Bell seconded. Motion Carried.

Student Support Services and Enhanced Advising Fall 2016 (agenda item 4.c)

Rhoda Hanson reviewed several pilot programs. The college had a pilot in the spring of 2016 for Enhanced Advising to improve and more closely connect new students to the college faculty and staff. Building on this enhanced advising pilot, all new students in the fall, 82 new students are now receiving enhanced advising. In December we will review early alert systems to support the students. The goal of these programs is to increase communication between faculty, students, and student services. The more we are communicating with students, the higher success and completion for students.

Director Hanson also provided a brief overview of the Aspire program which connects students with mentoring to support learning. We have 8 students and 4 volunteers in the program with a goal of 25 each by years end.

The last program reviewed was the Access to Student Assist Program (ASAP) and what it can offer. The additional support it provides to students and how it links to the Oregon Promise. Many events are in place to connect students and faculty and help guide students through their college career.

Question asked what is needed of an ASPIRE mentor? President Green mentioned that at the February Board retreat this could be shared.

The Board also requested information on the work of Elizabeth Cox Brand and the Student Success Center to be added to the retreat.

Accreditation Update from October visit (Agenda Item 4.d)

During the course of the first day, October 19, the site visit team, consisting of the president of North Seattle College and the institutional researcher for Spokane Falls Community College, met with



college leadership in a series of morning meetings and with selected faculty members during the afternoon. The morning of the 20th was devoted to a meeting with President Green, with an additional exit interview with the Board Chair Schreiber, the College Council and the college Leadership team.

During the exit interview the site visit team presented a brief synopsis of their findings. The team acknowledged the achievement of accreditation and establishment of the college having its own identity. They also noted the healthy teaching and learning environment.

The college was encouraged to focus on alignment of the strategic plan, core themes and objectives, and refinement of measures as well as a strong focus on course level learning outcomes.

The report will not be public until December and then it will be reviewed at the Northwest Commission on Colleges and Universities meeting in late January early February.

Board Self Evaluation (GISS 49) (agenda item 4.e)

President Green asked with the information provided how might the College Board improve its view of advocating for the college with legislators and political officials? Is there any direction to the President and staff? Debbie Lincoln mentioned that because we are in a small community that we are always representing the college so it might assist if Board members identified that they were on the TBCC Board with legislators.

Board Member Vacancy (agenda item 4.f)

To celebrate and commemorate Bob Weitmans time on the board and last board meeting, President Green presented Bob Weitman with a gift for his time on the board.

Information Only Items (agenda item 5)

5.a Financial Report (agenda Item 5.a)

Chief Finance Officer Williams

5.b Community College and Workforce Update

5.c Partners for Rural Innovation

Still 180,000 to raise. A March 6th dedication from 4-5 has been set.

5.d Personnel

5.e Announcements and General Information

President Green asked the group if there is anything that needs to be brought into discussion for the board retreat.

5.f Draft Academic Calendars



Outline of calendar was presented to the board. The calendar will be voted on in December meeting. The calendar will be a 3 year to help with planning.

Board Member Discussion Items (agenda item 6)

Adjournment (Agenda Item 7)

Chair Schreiber adjourned the meeting at 7:40 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 Schreiber



NEW BUSINESS

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Schreiber

- a. At Large candidates Interviews----- (Action) Chair Schreiber
- b. Oath of Office ----- (Action) Chair Schreiber
- c. Accreditation Report----- CAO Hovey
- d. Curriculum Process update----- CAO Hovey
- e. Title III update----- Director Hoyt
- f. TBCC Foundation update ----- Director Luquette



At Large Candidates Interview

RECOMMENDATION

INFORMATION AND APPROVAL

BACKGROUND INFORMATION ----- Chair Schreiber

The Board notified the public of the At large position for the Board after the resignation of Board Member Weitman effective November 15, 2016. Individuals who applied by December 5th at noon will be interviewed at the December 12 meeting. The Board will take action on the appointment at the meeting.

Candidates to be interviewed include:

Mary Faith Bell

Why would you like to be a TBCC Board Member?

I am a strong supporter of education and community college in particular. I attended community colleges as a young person and they were the ideal entrée for me into higher education. I love how TBCC is an integral and active community partner in Tillamook County and our rural communities. I think the north and south campuses offer exciting possibilities. I see TBCC as a pillar for future health and growth in Tillamook County positioned to change the culture of low self-esteem and generational poverty.

Describe current or past involvement with TBCC.

I am currently a TBCC Board member. I needed to move and no longer live in the Zone I was representing. I have participated as a community partner with TBCC through the accreditation process representing the hospital, and previously, the Headlight Herald. When I was the editor at the Headlight Herald I enjoyed featuring the college through articles about TBCC programs such as IMT and Culinary Arts.

Thomas Harmon

Why would you like to be a TBCC Board Member?

The college is a vital part of our community. Education has been proven to be the best means of advancement. This college has given me great gifts and I would like to give back in the same way.

Describe current or past involvement with TBCC.

TBCC Librarian, TBCC Instructor, TBCC Student, Accreditation Committee, Several Hiring Committees.



Jan Jensen

Why would you like to be a TBCC Board Member?

I am very interested in the continuing education of our community and excited about how the College is expanding opportunities. Having been in the banking field for almost 40 years, I was able to work my way up within the corporation(s) I worked and achieved a great career, which isn't necessarily available to many these days without a college degree. I have attended many community college classes, both at Clatsop Community and PCC and feel that continuing education is so important to everyone.

I also appreciate the partnership with the community that the College focuses on and feel that I would add a lot of value to the Board.

Describe current or past involvement with TBCC.

Previous experience has been through the EDC as a Board Member and a Member of the Budget Committee.

Jon Orloff

Why would you like to be a TBCC Board Member?

Tillamook Bay Community College has a heterogeneous student body, much more so than the typical four-year college, and so it offers the interesting challenge of meeting the goals of a very diverse student body, in particular those planning to go on to further their education at on the state universities.

Describe current or past involvement with TBCC.

I have had considerable experience in academia and for 5 years was the associate chair for undergraduate education in the Department of Electrical and Computer Engineering at the University of Maryland at College Park (a large program with more than 60 faculty and some 800 students), where I successfully led the effort to renew the two programs by educational institutions, and I feel my experience would be of value to Tillamook Bay Community College, particularly when considering future directions of the education of students for an increasingly technical world.

I have not had any involvement with Tillamook Bay Community College in the past, I have offered to teach a technology course to students in the MIT program, on a volunteer basis, and I hope that this offer will bear fruit.



Oath of Office

RECOMMENDATION

ACTION.

BACKGROUND INFORMATION-----Chair Schreiber

OATH OF OFFICE
TILLAMOOK BAY COMMUNITY COLLEGE
BOARD OF EDUCATION

I, Pam Zweifel, do solemnly swear to support the laws of the United States and of the State of Oregon, and faithfully discharge any duties which shall become my responsibility as a member of Tillamook Bay Community College Board of Education.

Dated this 12 day of December, 2016

Signature

ATTEST:

Constance C. Green, President



OATH OF OFFICE
TILLAMOOK BAY COMMUNITY COLLEGE
BOARD OF EDUCATION

I, _____, do solemnly swear to support the laws of the United States and of the State of Oregon, and faithfully discharge any duties which shall become my responsibility as a member of Tillamook Bay Community College Board of Education.

Dated this 12 day of December, 2016

Signature

ATTEST:

Constance C. Green, President



Accreditation Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

It was anticipated that the college would have received the final report from the NWCCU site visit prior to the Board's December meeting so that it could be presented for your review and information. At the time of this writing, the college had not yet received the report. Should it be received in the intervening time before the actual Board meeting, it will be presented at the meeting for your information. The college should then be notified of the NWCCU Board's decision on the site visit in January or February.



Curriculum Process Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

Having a curriculum process is integral to the academic integrity of any post-secondary institution. Prior to the awarding of independent accreditation, TBCC was required to adopt and follow the process established by PCC. As the faculty is in the process of reviewing and revising student learning outcomes, it is the appropriate time to build a curriculum approval process that fits TBCC.

Guidelines:

- The curriculum process timeline is driven by the catalog deadline, the Curriculum Committee and College Council, and the Board schedules.
- The steps in the approval process follow a sequential schedule based on the those meetings
- The catalog should be available to the public when Summer registration opens.
- Curriculum changes/new curriculum can be submitted at any time during the academic year, but must complete the process of being approved by the Board at their March meeting to the make catalog deadline.
- Curriculum changes over 30% change and new curriculum must be approved by HECC (Higher Education Coordinating Commission) before they are offered by TBCC.

Types of revisions:

1. Course revision:
 - a. Course number
 - b. Course title
 - c. Course description
 - d. Course pre-requisites
 - e. Course outcomes
2. New course
3. Course inactivation
4. Revised degree or certificate:
 - a. Courses within the program is added/removed
 - b. Revision to outcomes
 - c. Degree or certificate title
 - d. Number of credits
 - e. Changes to electives list
5. New degree, certificate, or career pathway certificate
 - a. Recommend meeting with Office of Instruction to review labor market need in the community, regionally, and statewide depending on the program.
 - b. Vetted with advisory committee based including considerations and input



Faculty Process

Faculty determines need for new curriculum or curriculum changes based on industry need to update/create curriculum to support student learning outcomes in a field of study.

Month 1:

- Action Item: Curriculum Committee
- Changes will be sent electronically to the Curriculum Committee members for review. Input will take place at the meeting.

Month 2:

- First Read: College Council
- Changes will be sent electronically to College Council members for review. Input will take place at the meeting.

Month 3:

- Action Item: College Council
- First read: TBCC Board of Directors

Month 4:

- Action Item: TBCC Board of Directors

After Board Approval:

- Enter curriculum changes into Web forms
- HECC (Higher Education Coordinating Commission) Approval

Internal Curriculum Approval Process Timeline

September	<ul style="list-style-type: none"> • Faculty meets with Chief Academic Officer or Curriculum Specialist to discuss new curriculum or curriculum changes • Faculty prepares appropriate forms needed for approval process and reviews with Curriculum Specialist
October	<ul style="list-style-type: none"> • First read October curriculum: Curriculum Committee
November	<ul style="list-style-type: none"> • Action October curriculum: Curriculum Committee • AND First read November Curriculum Committee
December	<ul style="list-style-type: none"> • Action November Curriculum: Curriculum Committee
January	<ul style="list-style-type: none"> • First read October and November curriculum: College Council
February	<ul style="list-style-type: none"> • Action October and November curriculum: College Council



	<ul style="list-style-type: none">• First read October and November curriculum: TBCC Board of Directors
March	<ul style="list-style-type: none">• Action October and November curriculum: TBCC Board of Directors
After Board Approval	<ul style="list-style-type: none">• All curriculum changes and new curriculum entered and submitted through Web forms (State database)• Approval of curriculum changes and new curriculum by HECC (Higher Education Coordinating Commission)



Title III Report

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION-----DIRECTOR HOYT

On December 1, 2016, the college participated in the third year visit with our external evaluator of Title III. The grant is over 50% completed and the team is aware that the majority of the five year goals have been met in three years:

- a. Improve Student Success
- b. Improve Student Persistence and Completion
- c. We are Sustainable through Technology Development
- d. We are Sustainable through Resource Development
- e. We are Strengthening Our Institution

In the original grant the college listed 76 areas where the college lacked the capacity to deliver. In a review of those 76, 28 are in progress, 3 are to begin this year and the other 46 have been addressed and are completed.

Of the four Components and the 12 related Objectives and related performance measures, TBCC is on a trajectory to meet all objectives.



Foundation Board Report

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION -----Director Luquette

FOUNDATION UPDATE

In a May 2016 report to the Board, the Tillamook Bay Community College Foundation provided a full comprehensive overview of the work the Foundation has conducted under the Title III Strengthening Institutions Grant to increase resources available to the college and improve the College's overall fiscal stability.

It was reported that: A Foundation Strategic Plan was adopted by the board in June 2015 outlining objectives to support increased fundraising on behalf of the college; at the December 2015 board meeting the Foundation board approved an action plan to achieve the strategic plan as well as a first draft outline of a case statement to enter a Campaign for the Future to support Tillamook Bay Community College and its students; a consultant was retained in March 2016 to conduct board training and assess the community's readiness for a campaign. At the March 2016 Foundation board meeting, the board committed to recruiting at least two new members to the board and approved to hold a board retreat focused on board training and assessing campaign readiness.

Following are highlights of work conducted since May by the Foundation board and staff to continue work against their objectives:

June 2016: The board approved to add Judson Randall and Ron Gienger as board members and Kathy Gervasi was approved as the TBCC BOE liaison replacing Bob Weitman who previously held the position. The Foundation held a half-day board retreat regarding professional development and campaign preparedness.

July 2016: A Coffee with Connie was held to answer outstanding questions from the retreat regarding:

- First Class Scholar Scholarship– high school college readiness
- Partners Building Funding

July 2016: The board held a 2-hour learning workshop

- Topics



- Deeper dive into TBCC – What value does the college bring to the community
- Student Demographics – Who are our students
- Financial Aid, Oregon Promise and Scholarships – How do they work together
- How does this information inform a future campaign

September 2016: The regularly scheduled board meeting increase to 90 minutes and include continued learning around the college.

- Kyra Williams, CFO, gave an overview on how community colleges are funded
- Heidi Luquette, Director of Development, provided an overview of how other Foundations are structuring fees

In addition to board development being conducted over the summer, Foundation staff supported President Green in fundraising efforts toward the Partners for Rural Innovation Center. This work included preparing campaign materials, solicitation efforts, grant writing and donor stewardship work. Since May, the College has been awarded grants from The Ford Family Foundation, Northwest Farm Credit Services, and the Reser Family Foundation totaling \$352,500. A stewardship wall thanking all donors who made contributions to the Partners building is currently in progress and is being project managed by the Foundation.

Also in May, the Foundation awarded 35 scholarships to 27 students who received a total of \$64,634 in scholarship support. This included four new scholarships for the year. Staff also created a new landing page on the TBCC website for the Foundation that highlights how to support student scholarships, recognizes donors and includes an online giving opportunity. The site also includes a page sharing information regarding the Partners for Rural Innovation Center and planned giving information.



Information Only Items

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Schreiber

- a. Financial Report ----- Chief Finance Officer Williams
- b. Community College and Workforce Update ----- President Green
- c. Partners for Rural Innovation -----President Green
- d. Personnel ----- Director Ryan
- e. Announcements and General Information ----- President Green



Financial Report

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION----- Chief Finance Officer Williams

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



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended October 2016
 33.33% of fiscal year elapsed

	FY 2015-2016			FY 2016-2017		
	Annual Budget	10/31/15 Actual	Percentage of Budget	Annual Budget	10/31/16 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 755,349	\$ 910,658.32	120.56%	\$ 755,349	\$ 1,052,825.80	139.38%
State	\$ 1,121,379	\$ 666,956.79	59.48%	\$ 1,350,000	\$ 717,900.00	53.18%
Property Taxes	\$ 1,159,417	\$ 10,339.63	0.89%	\$ 1,195,863	\$ 8,504.93	0.71%
Local Contract	\$ 72,000	\$ -	0.00%			
Tuition	\$ 1,047,472	\$ 298,955.00	28.54%	\$ 868,855	\$ 302,208.50	34.78%
Fees	\$ 175,700	\$ 49,936.00	28.42%	\$ 154,296	\$ 53,915.93	34.94%
Sale of Goods	\$ 2,000	\$ 784.14	39.21%	\$ 2,000	\$ 681.34	34.07%
Interest	\$ 5,500	\$ 2,588.85	47.07%	\$ 5,500	\$ 2,910.70	52.92%
Rental	\$ 12,000	\$ 6,275.00	52.29%	\$ 12,000	\$ 4,225.00	35.21%
Miscellaneous	\$ 7,000	\$ 12,608.27	180.12%	\$ 7,000	\$ 2,721.13	38.87%
Transfers	\$ 412,570	\$ 11,295.91	2.74%	\$ 442,328	\$ 20,555.41	4.65%
Total resources	\$ 4,770,387	\$ 1,970,397.91	41.30%	\$ 4,793,191	\$ 2,166,448.74	45.20%
Expenditures						
Instruction	\$ 1,507,437	\$ 359,419.28	23.84%	\$ 1,457,046	\$ 294,392.97	20.20%
Instructional Support	\$ 409,489	\$ 107,837.87	26.33%	\$ 370,104	\$ 114,285.31	30.88%
Student Services	\$ 417,211	\$ 125,766.19	30.14%	\$ 416,800	\$ 108,652.51	26.07%
College Support	\$ 1,072,550	\$ 361,975.62	33.75%	\$ 1,198,340	\$ 394,491.11	32.92%
Plant Operation	\$ 270,351	\$ 86,896.80	32.14%	\$ 271,552	\$ 103,051.65	37.95%
Transfers	\$ 288,000	\$ 43,465.69	15.09%	\$ 274,000	\$ 46,473.78	16.96%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 4,015,038	\$ 1,085,361.45	27.03%	\$ 4,037,842	\$ 1,061,347.33	26.29%
Ending fund balance	\$ 755,349	\$ 885,036.46	117.17%	\$ 755,349	\$ 1,105,101.41	146.30%

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

	Fund No.	Beginning Fund Balance	2016-2017 Revenue	2016-2017 Expenditures	Ending Fund Balance	2016-2017 Spendable Budget	2015-2016 Prior Year Expenditures 10/31/2015
Adult Basic Education	210	\$ -	\$ 12,926.81	\$ 21,611.32	\$ (8,684.51)	\$ 89,339	\$ 18,187.92
United Way Literacy Grant	216	\$ 2,704.62	\$ 30.26	\$ -	\$ 2,734.88	\$ 2,200	\$ -
Title III Grant	220	\$ -	\$ 170,288.99	\$ 212,571.38	\$ (42,282.39)	\$ 621,603	\$ 109,847.26
Pathways Grant	225	\$ -	\$ -	\$ 9,158.96	\$ (9,158.96)	\$ 29,783	\$ 10,245.54
Industrial Maintenance Tech	226	\$ 30,177.01	\$ 8,250.00	\$ 5,011.17	\$ 33,415.84	\$ 60,000	\$ 729.50
SBDC Federal Grant	230	\$ -	\$ -	\$ 8,534.62	\$ (8,534.62)	\$ 30,250	\$ 9,686.65
SBDC State Grant	231	\$ -	\$ -	\$ 16,980.71	\$ (16,980.71)	\$ 45,939	\$ 18,983.11
SBDC Program Income	232	\$ 21,418.46	\$ 5,947.80	\$ 2,485.72	\$ 24,880.54	\$ 12,500	\$ 153.46
TEC Vocational Education Grant	240	\$ -	\$ 28,175.00	\$ 28,175.00	\$ -	\$ 40,000	\$ 1,530.91
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ -
Connect2Complete	253	\$ 6,574.45	\$ -	\$ -	\$ 6,574.45	\$ 2,340	\$ -
ASPIRE Program	254	\$ 12,812.50	\$ 10,800.00	\$ 3,623.39	\$ 19,989.11	\$ 12,813	\$ -
Academic Counselor Grant	255	\$ -	\$ -	\$ 17,323.92	\$ (17,323.92)	\$ 57,692	\$ -
Student Success Grant	256	\$ 15,682.33	\$ -	\$ 1,370.91	\$ 14,311.42	\$ 47,047	\$ -
Student Success Support Grant	257	\$ -	\$ -	\$ 36,563.94	\$ (36,563.94)	\$ 40,000	\$ -
Oregon Dev Ed Redesign Grant	277	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 83,613.51	\$ 264.74	\$ -	\$ 83,878.25	\$ -	\$ -
Timber Tax Reserve Fund	291	\$ 1,296,951.84	\$ -	\$ -	\$ 1,296,951.84	\$ 592,505	\$ -
Strategic Investment Fund	295	\$ 1,310,015.42	\$ 4,147.77	\$ -	\$ 1,314,163.19	\$ 300,000	\$ -
State IGA Fund	296	\$ -	\$ 115,356.94	\$ 216,793.71	\$ (101,436.77)	\$ 550,000	\$ 59,905.03
Total Special Fund		\$ 2,781,510.53	\$ 356,188.31	\$ 580,204.75	\$ 2,557,494.09	\$ 2,535,611	\$ 229,269.38
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 10/31/2016		
Total of Grants that borrow from the General Fund		\$ (125,217.63)	\$ 12,926.81	\$ -	\$ (138,144.44)		
Total of Grants that are not borrowing from the General Fund		\$ 2,682,711.72	\$ 105.00	\$ -	\$ 2,682,606.72		
Total Special Fund		\$ 2,557,494.09	\$ 13,031.81	\$ -	\$ 2,544,462.28		
	Fund No.	Beginning Fund Balance	2016-2017 Revenue	2016-2017 Expenditures	Ending Fund Balance	2016-2017 Spendable Budget	2015-2016 Prior Year Expenditures
Community Education	310	\$ 16,304.99	\$ 1,515.00	\$ 483.51	\$ 17,336.48	\$ 7,746	\$ 382.26
Driver Education Program	311	\$ 1,858.95	\$ -	\$ 1,502.00	\$ 356.95	\$ 9,800	\$ 3,521.13
TBCC Store	320	\$ 16,211.76	\$ 1,771.31	\$ 5,188.94	\$ 12,794.13	\$ 36,250	\$ 50,101.01
Customized Training Projects	330	\$ 33,917.20	\$ -	\$ 158.00	\$ 33,759.20	\$ 43,664	\$ 16,517.57
Culinary & Hospitality Program	340	\$ 2,260.73	\$ 562.80	\$ 265.21	\$ 2,558.32	\$ 14,175	\$ 655.70
Culinary Catering	341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,094.69
Total Enterprise Fund		\$ 70,553.63	\$ 3,849.11	\$ 7,597.66	\$ 66,805.08	\$ 111,635	\$ 74,272.36
PERS Pension Bond Fund	410	\$ 6,143.76	\$ 43,186.86	\$ 1,600.00	\$ 47,730.62	\$ 135,584	\$ 1,600.00
General Obligation Bond Fund	420	\$ 23,692.13	\$ 5,466.06	\$ 60,188.69	\$ (31,030.50)	\$ 746,237	\$ -
Total Debt Service Fund		\$ 29,835.89	\$ 48,652.92	\$ 61,788.69	\$ 16,700.12	\$ 881,821	\$ 1,600.00
Campus Construction Fund - GO Bonds	520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 723,719.78
Local Match Fund	525	\$ 965,222.79	\$ 3,056.08	\$ -	\$ 968,278.87	\$ 350,889	\$ -
State Match Fund	530	\$ -	\$ 521,710.21	\$ 1,523,259.75	\$ (1,001,549.54)	\$ 2,000,000	\$ -
Grant Construction Fund	555	\$ -	\$ -	\$ -	\$ -	\$ 957,000	\$ -
Total Capital Projects Fund		\$ 965,222.79	\$ 524,766.29	\$ 1,523,259.75	\$ (33,270.67)	\$ 3,307,889	\$ 723,719.78
Associated Students of TBCC	710	\$ 1,033.98	\$ 1,917.00	\$ 677.16	\$ 2,273.82	\$ 8,605	\$ 684.06
Phi Theta Kappa Honorary Society Fund	720	\$ 1,787.17	\$ 469.24	\$ 650.39	\$ 1,606.02	\$ 7,525	\$ 158.13
Economic Development Council	730	\$ 61,142.95	\$ 45,917.94	\$ 30,811.31	\$ 76,249.58	\$ 109,500	\$ 33,008.55
Economic Development Council - USDA Grant	731	\$ -	\$ -	\$ 470.46	\$ (470.46)	\$ -	\$ -
Visit Tillamook Coast	740	\$ 1,318,799.16	\$ 230,954.81	\$ 294,568.47	\$ 1,255,185.50	\$ 1,538,657	\$ 172,873.37
Visit Tillamook Coast - Non-TLT Funds	741	\$ 9,095.00	\$ 2,980.00	\$ 4,536.66	\$ 7,538.34	\$ -	\$ -
Total Agency Fund		\$ 1,391,858.26	\$ 282,238.99	\$ 331,714.45	\$ 1,342,382.80	\$ 1,664,287	\$ 206,724.11
PELL Grant	801	\$ -	\$ 181,148.00	\$ 181,088.00	\$ 60.00	\$ 751,500	\$ 205,767.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 4,400.00	\$ 4,400.00	\$ -	\$ 14,500	\$ 4,375.00
Direct Loans	810	\$ -	\$ 90,878.00	\$ 90,878.00	\$ -	\$ 750,000	\$ 109,726.00
Federal Work Study	819	\$ -	\$ 1,106.73	\$ 1,209.57	\$ (102.84)	\$ 14,350	\$ 481.53
Oregon Opportunity Grant	821	\$ -	\$ 33,600.00	\$ 51,375.00	\$ (17,775.00)	\$ 100,000	\$ 31,500.00
Chafee Grant	822	\$ -	\$ 1,167.00	\$ 1,167.00	\$ -	\$ 10,000	\$ 2,332.00
Oregon Promise Grant	823	\$ -	\$ 14,563.00	\$ 12,122.00	\$ 2,441.00	\$ -	\$ -
Tuition Waivers	831	\$ 17,301.00	\$ -	\$ 6,765.00	\$ 10,536.00	\$ 7,000	\$ 3,734.00
Board Scholarships	832	\$ 26,313.01	\$ -	\$ 22,610.00	\$ 3,703.01	\$ 172,900	\$ 34,156.18
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ 24,462.28	\$ 24,462.28	\$ -	\$ 85,000	\$ 20,193.32
Student Employees	835	\$ 18,740.39	\$ 1,370.46	\$ 401.01	\$ 19,709.84	\$ 18,000	\$ 472.82
Non-Institutional Scholarships	840	\$ 5,333.14	\$ 35,534.00	\$ 10,699.33	\$ 30,167.81	\$ 51,500	\$ 6,508.78
\$5 Tuesday Fund	898	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300	\$ -
Total Financial Aid Fund		\$ 89,731.20	\$ 388,229.47	\$ 407,177.19	\$ 70,783.48	\$ 1,996,794	\$ 419,246.63

Agenda Item 5.A. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended October 2016
33.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,548,489			\$ 2,384,549			\$ 63,576			\$ 22,668	
Beginning Fund Balance	\$ 755,349	\$ 1,052,826	139.38%	\$ 2,351,490	\$ 2,781,511	118.29%	\$ 36,000	\$ 70,554	195.98%	\$ 12,000	\$ 29,836	248.63%
Resources												
State Aid	\$ 1,350,000	\$ 717,900	53.18%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,575,971	\$ 345,798	21.94%	\$ 35,000	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,023,151	\$ 356,124	34.81%	\$ 1,000	\$ 2,455	245.50%	\$ 12,300	\$ 1,515	12.32%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,195,863	\$ 8,505	0.71%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 733,137	\$ 5,367	0.73%
Timber	\$ -	\$ -	0.00%	\$ 502,113	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 681	34.05%	\$ -	\$ -	0.00%	\$ 46,800	\$ 1,417	3.03%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 2,911	52.93%	\$ 7,400	\$ 4,413	59.64%	\$ -	\$ -	0.00%	\$ 1,105	\$ 105	9.50%
Rental	\$ 12,000	\$ 4,225	35.21%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 2,721	38.87%	\$ 16,500	\$ 3,523	0.00%	\$ 5,250	\$ 917	17.47%	\$ -	\$ -	0.00%
Transfers	\$ 442,328	\$ 20,555	4.65%	\$ 350,889	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 136,000	\$ 43,181	31.75%
Total Revenues	\$ 4,037,842	\$ 1,113,622	27.58%	\$ 2,453,873	\$ 356,189	14.52%	\$ 99,350	\$ 3,849	3.87%	\$ 870,242	\$ 48,653	5.59%
Expenditures												
Salaries and Wages	\$ 2,793,012	\$ 706,660	25.30%	\$ 539,143	\$ 165,040	30.61%	\$ 53,106	\$ 6,055	11.40%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 892,830	\$ 308,214	34.52%	\$ 1,001,012	\$ 386,119	38.57%	\$ 56,158	\$ 1,301	2.32%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 28,000	\$ -	0.00%	\$ 25,000	\$ 13,219	52.88%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 880,221	\$ 60,189	6.84%
Transfers	\$ 274,000	\$ 46,474	16.96%	\$ 419,456	\$ 15,827	3.77%	\$ 2,371	\$ 242	10.21%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 2,788,497	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,037,842	\$ 1,061,347	26.29%	\$ 4,773,108	\$ 580,205	12.16%	\$ 111,635	\$ 7,598	6.81%	\$ 881,821	\$ 61,789	7.01%
Ending Fund Balance	\$ 755,349	\$ 1,105,101		\$ 32,255	\$ 2,557,495		\$ 23,715	\$ 66,805		\$ 421	\$ 16,700	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 226,316			\$ 13,032			\$ -			\$ 44,417	
Inventories		\$ 1,922			\$ -			\$ 5,794			\$ -	
NET EFFECT ON CASH		\$ (228,238)			\$ (13,032)			\$ (5,794)			\$ (44,417)	
Liabilities												
Accounts Payable		\$ 1,231,931			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 72,028			\$ -			\$ -			\$ 44,417	
Payroll		\$ 105,735			\$ -			\$ 2,620			\$ -	
NET EFFECT ON CASH		\$ 1,409,694			\$ -			\$ 2,620			\$ 44,417	
NET ADJUSTMENTS		\$ 1,181,456			\$ (13,032)			\$ (3,174)			\$ -	
ENDING CASH BALANCE		\$ 2,286,557			\$ 2,544,463			\$ 63,631			\$ 16,700	

Agenda Item 5.A. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended October 2016
33.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ (82,252)			\$ 1,388,586			\$ 88,971	
Beginning Fund Balance	\$ 962,000	\$ 965,223	100.34%	\$ 1,464,525	\$ 1,391,858	95.04%	\$ 91,544	\$ 89,731	98.02%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 2,000,000	\$ 521,710	0.00%	\$ 926,117	\$ 246,832	0.00%	\$ 1,640,250	\$ 326,858	19.93%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ 5,000	\$ 3,056	61.12%	\$ 2,000	\$ 4,062	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 957,000	\$ -	0.00%	\$ 32,500	\$ 29,428	90.55%	\$ 135,000	\$ 59,996	44.44%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 1,917	23.96%	\$ 130,000	\$ 1,376	1.06%
Total Revenues	\$ 2,962,000	\$ 524,766	17.72%	\$ 968,617	\$ 282,239	29.14%	\$ 1,905,250	\$ 388,230	20.38%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 371,815	\$ 96,324	25.91%	\$ 53,344	\$ 1,611	3.02%
Operating Expenditures	\$ 2,957,000	\$ 1,523,260	51.51%	\$ 1,175,221	\$ 230,904	19.65%	\$ 1,940,200	\$ 405,566	20.90%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 350,889	\$ -	0.00%	\$ 17,251	\$ 4,486	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 100,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 3,307,889	\$ 1,523,260	46.05%	\$ 1,664,287	\$ 331,714	19.93%	\$ 1,996,794	\$ 407,177	20.39%
Ending Fund Balance	\$ 616,111	\$ (33,271)		\$ 768,855	\$ 1,342,383		\$ -	\$ 70,784	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables		\$ 756,627			\$ 1,200			\$ -	
Inventories		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ (756,627)			\$ (1,200)			\$ -	
Liabilities									
Accounts Payable		\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
NET ADJUSTMENTS		\$ (756,627)			\$ (1,200)			\$ -	
ENDING CASH BALANCE		\$ (789,898)			\$ 1,341,183			\$ 70,784	

\$ 5,533,420

Cell: A33

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

Cell: A47

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

Community College and Workforce Development update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- President Green

Presidents Council will have met on December 8 and 9.

The agenda is focused on the Governor's budget and what it means for community college resources.

Policy issues included:

- Affordability – can we agree to Principles
- Transfer Policy – can all credits transfer
- Applied Baccalaureate – what policy direction
- Distribution Formula – modifications?
- Equity, Diversity, and Inclusion - college commitments
- Campus Responses to Political Transition - safety for all
- Guided Pathways – next steps
- Workforce – surveys and conversations



Partners for Rural Innovation Center Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- President Green

The Partners for rural Innovation is almost ready for a move in and the beginning of making the vision come alive.

There will be a “sneak peek” for all donors on January 10, 2017 from 4 to 5.
The dedication will be March 6, 2017 from 4 to 5.

Move in by EDC/SBDC/Tourism will be 1/16.
OSU will move in the week of 1/23.

Financially we continue to have \$179,000 to raise. We have submitted a request for \$100,000 to name the conference room.



Personnel

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Library Assistant	11/1/2016	11/15/2016		Masyn Phoenix	Carina Grossman



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

Key dates to remember:

December 23 thru January 2 –TBCC is closed

January 9 -Winter term classes begin

January 16 – College closed

February 6 – Board workshop and meeting 9:30 – 5pm- Twin Rocks

March 6 – Dedication of Partners for Rural Innovation 4 to 5pm. Board meeting to follow.

March 22 -OCCA Legislative Summit at Salem Convention Center from 10 to 8pm

March 23 -OCCA Board meeting from 8 to 4:00 pm

March 27 – 31 – Spring Break

April 3 – Spring term begins

April 29 – All day In-service – College closed



Board Member Discussion Items

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Schreiber



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE MEETING.

BACKGROUND INFORMATION ----- Chair Schreiber

