

Executive Session

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Schreiber

Pursuant to O.R.S. § 192.660 (2) (a) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of employee evaluation on February 6 at 3:00 p.m.





Board of Education Meeting Agenda

Date: February 6, 2017

TBCC Board Workshop 9:30 - 3:00 p.m. Twin Rocks Camp, The Lodge,
 18705 N Hwy 101, Rockaway Beach, OR 97136

Follow Highway 101 from Tillamook north for approximately 13 miles to Twin Rocks Friends Camp, located on your right, just prior to the pedestrian bridge across the highway.

Executive Session – Location - 3:00 - 4:00 pm

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Regular TBCC Board Meeting – 4:00-5:00 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Schreiber
2.	Consent Agenda: ----- a. Approval of Agenda b. Approval of January 9, 2017 Minutes	(Action) Chair Schreiber
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 Schreiber
4.	New Business and/or focused policy discussions a. Budget Committee Membership ----- b. College Tuition and Fees 17-18 ----- c. Bank signing authority----- d. Accreditation letter----- e. Institutional Learning Outcomes----- f. Board May elections -----	(Action)Chief Finance Officer Williams Chief Finance Officer Williams (Action)Chief Finance Officer Williams CAO Hovey CAO Hovey Vice -President Tomlin

5. **Information-Only Items (Board members may request any item be placed on the discussion agenda)**
 - a. Financial Report ----- Chief Finance Officer Williams
 - b. Personnel ----- Director Ryan
 - c. 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 January 9, 2017 Minutes



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE DECEMBER MEETING.

Executive Session – Location - 3:00 - 4:00 pm

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4. **New Business and/or focused policy discussions**
 - a. Budget Committee Membership -----(Action)Chief Finance Officer Williams
 - b. College Tuition and Fees 17-18 -----Chief Finance Officer Williams
 - c. Bank signing authority----- (Action)Chief Finance Officer Williams
 - d. Accreditation letter-----CAO Hovey
 - e. Institutional Learning Outcomes----- CAO Hovey
 - f. Board May elections -----Vice -President Tomlin
5. **Information-Only Items (Board members may request any item be placed on the discussion agenda)**
 - a. Financial Report ----- Chief Finance Officer Williams
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- 6. **Board Member Discussion Items** ----- Chair Schreiber
- 7. **Adjournment** ----- (Action) Chair Schreiber



Board of Education Minutes Jan. 9, 2017 – 6:00 p.m.

TBCC Board Attending: Deborah Lincoln, Kathy Gervasi, Mary Faith Bell, Billy Schreiber, Pam Zweiful, and Danell Boggs

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

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 6:00 p.m. Acknowledgement of guest for the candidate for the At Large position on the board.

Approval of Consent Agenda (agenda item 2.a)

Dannell Boggs moved to approve the consent agenda. Kathy Gervasi seconded. The motion carried.

Approval of November Minutes (agenda item 2.b)

Dannell Boggs moved to approve the December 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)

4. a Zone 1 candidate Interview

The Chair welcomed the candidate; Mary Jones. Board members took turns asking questions that ranged from past experience on boards, to what do you know about TBCC that interest you to the commitment of time. After the interview Mary Faith Bell moved to appoint Mary Jones and Dannell Boggs seconded. The motion carried for Mary Jones to fulfill the Zone 1 position.

4. b Oath of Office

Mary Jones took oath of office.

4.c Accreditation Report

CAO Hovey informed that the college received the NWCCU Mid-cycle Accreditation site visit report on Monday, December 19. The report was emailed to you for your review. The Committee acknowledged the successful achievement of the college receiving their own accreditation and establishment of their own identity as a separate college. This was the culmination of successful committee work,



leadership, and community involvement. The college's successful relationship with the community leading to impressive outcomes such as funding new scholarships and capital construction through community support. Evidence supports the clear ambition and willingness of faculty to take on the critical work of learning outcome revision and TBCC embraces nimbleness as an institutional value and virtue.

4.d Board Evaluation

President Green gave a recap of what the evaluation was to give Pam and Mary an understanding of the topic. This is the third of several board policy topics that is the follow up to the Governance Institute for Student Success (GISS) Board Self-Assessment. The question President Green presented was "do we want to use GISS every year or consider alternative review/topics? At the Board retreat in February the Board will discuss. President Green asked if they wanted an alternative and what type of evaluation would the Board desire in the alternating year? Mary Faith, Debbie and Dannell Boggs felt that it would be good to stay with GISS every other year and create a shorter review in the off years with similar topics.

4.e Program/Partner/Policy Highlight- Professional Development

How does TBCC ensure faculty and staff have access to professional development? CAO Hovey shared how the Title III grant has increased the amount of resources for faculty and staff professional development. In year one TBCC provided 265.5 hours and now in year 3 there were 770.36 hours provided. Staff have participated in sessions on growth mindset, equity and diversity, enhanced advising, and the Jenzabar data system. The opportunity to attend regional and national conferences has also been provided through the grant. Without Title III the staff can request for additional professional development but this comes from the General fund budget of \$7,000 which is for all faculty and staff. With Title III there was an additional \$49,736 available. Part of the professional development includes In Service days where all the college is welcome to come including adjunct faculty. The question presented to the Board was, do we need a policy that they would like implemented or are we ok the way we are? The Board liked the idea of writing out goals and a self-evaluation that could be done yearly. Debbie Lincoln recommended a formal policy to help with gaining the funds necessary for professional development. A policy will be brought back by May.

4.f Workforce on the coast

President Green discussed the counties that make up Workforce region on the coast. The oversight and administration of this area was designated as the Oregon Northwest Workforce Investment Board (ONWIB), an Oregon 501 (C) (3) nonprofit. It is now renamed to Northwest Oregon Works. The Board has developed sector strategies focusing on Manufacturing. The Board is also considering Marine Technology and Health Care. The Board has 1.5 million a year to invest with approximately \$ 500,000 for staffing and the other 1million is to help building sectors that can cross over the 5 counties. The staff is currently reaching out to the Economic Development and Small Business Development Center Directors to strengthen partnerships and realize some of our overlapping work.



4.G Annual Financial Report

CFO Williams went over the letter to the board from the auditors as well as the audit report that states the auditors found no flaws in TBCC's financial statements. CFO Williams also provided some clarity on page 6 regarding tuition and fees that stated there was only \$396,000.00 and that is due to the way the statements are presented that has all the financial aid released to students netted against tuition and fees. The Annual Financial Audit was moved to accept by Pam Zweiful. Kathy Gervasi seconded, the motion carried.

4.H College Fees

CFO Williams presented on how colleges across the state are doing credit for prior learning and that they are charging for these credits. Presented for approval is the proposed revision to the 2016-2017 Tuition and Fee Schedule. Action item – Dannell Boggs moved, Kathy Gervasi seconded, the motion carried.

4.I Board Policy

Director Ryan shared the Whistle Blower Protection policy that was required by HB 4067 that was passed during the 2016 legislative session. This creates an affirmative defense for employees who disclose in good faith lawfully accessed information of violations of the law. The college is required to implement policy related to the legislation and provide a copy of the information to all employees. Director Ryan will bring the action to the next meeting.

4.J Courses and Curriculum

At the December meeting CAO Hovey presented for your information the following courses which have been developed or revised: BA 150 (Introduction to Entrepreneurship), and Welding (WLD) 111 and 112. The college curriculum committee and CAO Hovey are requesting Board approval of these courses: BA 150 and ELD 111. Dannell Boggs moved and Mary Faith Bell seconded, the motion carried.

Information Only Items (agenda item 5)

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

5.b Community College and Workforce Update

The Governor's budget for community colleges remains the same as current level

5.c Partners for Rural Innovation

President Green updated the Board on the PRI building. 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. There are still two requests pending for 100,000 each.

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 or if anyone would like to attend the Legislative Summit Meeting to let her know.

Board Member Discussion Items (agenda item 6)

Adjournment (Agenda Item 7)

Chair Schreiber adjourned the meeting at 7:50 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. Budget Committee Membership -----(Action) Chief Finance Officer Williams
- b. College Tuition and Fees 17-18 -----Chief Finance Officer Williams
- c. Bank signing authority----- (Action) Chief Finance Officer Williams
- d. Accreditation letter-----CAO Hovey
- e. Institutional Learning Outcomes----- CAO Hovey
- f. Board May elections -----Vice--President Tomlin



Budget Committee Membership

RECOMMENDATION

REAPPOINT INCUMBENT BUDGET COMMITTEE MEMBERS TO NEW TERMS

BACKGROUND INFORMATION ----- CFO Williams

The budget committee is comprised of fourteen (14) members: seven (7) members of the advisory committee and seven (7) elected Board of Education members, each representing one of seven zones. It is the duty of the budget committee to analyze and approve the College's proposed operating budget and forward its recommendations to the Board for final consideration. As a part of the budget review and approval process, the budget committee holds public meeting/s at which citizens of the community are invited to give testimony on the budget before it is approved by the budget committee.

Budget Committee members have three year terms.

Zone	Board Member	Community Representative	Term Expires
1	Mary Jones	Christi Clark	6/30/17
2	Pam Zweifel	Van Moe	6/30/19
3	Kathy Gervasi	Justin Aufdermauer	6/30/17
4	Billy Schreiber	Steve Vanderhoef	6/30/18
5	Danell Boggs	Christian Weber	6/30/18
6 –At large	Deborah Lincoln	Marie Heimburg	6/30/17
7 –At large	Mary Faith Bell	Angela Warren	6/30/19



College Tuition and Fees

RECOMMENDATION

FIRST READING OF THE PROPOSED 2017-2018 TUITION AND FEE SCHEDULE.

BACKGROUND INFORMATION-----Chief Finance Officer Williams

Presented here for first reading is the proposed 2017-2018 Tuition and Fee Schedule.

Tuition or Fee Item	Current 2016-2017	Proposed 2017-2018
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$95	\$96
Out-of-State Tuition per Credit Hour	\$115	\$116
<i>Fees</i>		
Base Course Fee (per credit)	\$4	\$4
Student Services Fee (per credit)	\$2	\$2
Technology Fee (per credit)	\$5	\$5
Online Course Fee (per course)	\$35	\$35
Hybrid Course Fee (per course)	\$15	\$15
Adult Basic Skills Instructional Course Fee (includes ABE/GED/ESOL courses)	\$15	\$15
Self Improvement Course Fees	market or self support	market or self support
Late Payment Fee	\$75	\$75
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
Proctored Testing per test for non-TBCC credit students or staff	\$30	\$30
EMT Practical Exams Fee for non-TBCC student, former student or staff	\$30/station	\$30/station
Credit for Prior Learning:		
College Level Exam Program (CLEP) Administration Fee	\$25	\$25
Challenge Exam (per Credit Hour)	40% of Credit Tuition	40% of Credit Tuition
Department of Public Safety Standards and Training (DPSST) Credits	\$75	\$75
Military Credit Administration Fee	\$25	\$25
Printed Catalog (first copy from academic advisor free)	\$5	\$5
Official Transcript Fee (per transcript) (one free when degree or certificate is mailed)	\$5	\$5
Expedited Transcript Fee (per transcript)	\$25	\$30
Return Check Fee	\$25	\$25



Bank Signing Authority

RECOMMENDATION

RESOLVE TO APPROVE CHANGES TO THE 2016-2017 ORGANIZATION, FINANCE, AND LEGAL DESIGNATIONS AND AUTHORIZE SIGNING BANK DOCUMENTS.

BACKGROUND INFORMATION ----- Chief Finance Officer Williams

1. Designate Clerk, Deputy Clerk, Secretary

Move that President Connie Green be designated Clerk, Chief Finance Officer Kyra Williams be designated Deputy Clerk, and Connie Green be designated Board Secretary for the 2016-2017 Fiscal Year. (ORS 332.515)

2. Authorize Insuring of District Employees

Move that insurance for the 2016-2017 Fiscal Year be purchased, which includes broad crime coverage for all employees, non-compensated officers, and directors.

3. Designate Depositories for TBCC Funds

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Umpqua Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2016-2017; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2016-2017 Fiscal Year. (ORS 328.441 and 294.805 to 294.895)

4. Authorize Investment of TBCC Funds

Move that the President/Clerk as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2016-2017 Fiscal Year. The Clerk may delegate this authority in writing to the Chief Finance Officer Kyra Williams, at such times and to such extent as the Clerk determine to be necessary or desirable.

5. Authorize General Fund Borrowing

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



6. Authorize Payrolls

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2016-2017 Fiscal Year.

7. Authorize Accounts Payable

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2016-2017 Fiscal Year.

8. Name the Budget Officer

Move that the Chief Finance Officer/Deputy Clerk be named Budget Officer for Budget Year 2017-2018. (ORS 294.331)

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

Move that the President/Clerk be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2016-2017 Fiscal Year. The President/Clerk may delegate this authority in writing to the Chief Finance Officer, Kyra Williams, at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.

10. Establish Public Contract Review Board

Move that the Board of Directors act as the Contract Review Board for the District for the 2016-2017 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$50,000. (ORS 279A.055)

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

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

12. Establish Reimbursement Rates for Meals and Lodging

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

Out of State Travel:	In State Travel
Breakfast \$12.00	Breakfast \$11.00
Lunch \$18.00	Lunch \$16.00



Dinner \$36.00

Dinner \$34.00

Receipts are required for all meal and lodging reimbursements.

13. Authorize Write-off of Accounts Receivables

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

14. Establish Petty Cash Accounts

Move that a Petty Cash account in the amount shown for the 2016-2017 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office
Custodian

\$ 100.00
Kyra Williams

15. Authorize Acquisition of Federal Surplus Property

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

16. Authorize Check Signatures

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

17. Designation of Auditor

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2015-2016 Fiscal Year audit performed during 2016-2017.

18. Designation of Legal Counsel

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

19. Designation of Insurance Agent of Record



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

20. Credit Cards Authorization

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

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





Master Services Agreement (Governmental Entities)

Customer Tax Identification Number: 930792039

I, William Schreiber, HEREBY CERTIFY that I am Chair of the Board of Education

of TILLAMOOK BAY COMMUNITY COLLEGE

(“Customer”). I further certify that I have full power and lawful authority

to execute this Master Services Agreement (“MSA”) on behalf of Customer. I further certify that Customer has taken all action required by its resolutions and other organizational documents, records or agreements to authorize the individuals listed below to act on behalf of Customer in all transactions contemplated under this MSA. Customer shall not be bound by the terms and conditions for those specific services described, to the extent Customer elects not to use such service(s).

Customer hereby agrees as follows:

DEPOSIT ACCOUNTS:

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

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

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

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

TREASURY MANAGEMENT SERVICES:

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

6. Any one (1) of the persons whose names and signatures appear in Appendix B (individually, a “Treasury Management Signer”) are empowered in the name of and on behalf of the Customer to enter into all transactions contemplated in the Services Agreement including, but not limited to, selecting Treasury Management Services, appointing agents to act on behalf of Customer in the delivery of Treasury Management Services, signing additional documentation necessary to implement the Treasury Management Services and giving Bank instructions with regard to any Treasury Management Service, including without limitation, wire transfers, ACH transfers, and any other electronic or paper transfers from or to any account Customer may maintain with Bank. Bank may, at its discretion, require Customer to execute additional documentation to implement or amend certain Treasury Management Services. In such cases, documentation necessary to implement or amend such Services shall be signed by a Treasury Management Signer. Customer further acknowledges and agrees that Bank may implement or amend Services based on the verbal, written, facsimile, voice mail, email or other electronically communicated instructions that it believes in good faith to have been received from a Treasury Management Signer. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Treasury Management Signers.

MONEY CENTER AND SAFEKEEPING SERVICES:

7. Any one (1) of the persons referenced in Appendix M (individually, a "Money Center Signer") are each authorized and empowered in the name of and on behalf of the Customer to transact any and all depository and investment business through the Bank's Money Center division (the "Money Center") and any securities custodial business through the Bank's Safekeeping Department (the "Safekeeping Department"), which such person may at any time deem to be advisable, including, without limiting the generality of the foregoing, selecting any services that may from time to time be offered by the Money Center or the Safekeeping Department (collectively referred to herein as "Money Center Services" and "Safekeeping Services", respectively), appointing additional Money Center Signers or agents to act on behalf of Customer with respect to Money Center Services and Safekeeping Services, signing additional documentation necessary to implement the Money Center Services and Safekeeping Services and giving Bank instructions with regard to any Money Center Service and Safekeeping Service. Customer has received and reviewed the Services Agreement and may use one or more of the Money Center Services or Safekeeping Services from time to time. Bank may, at its discretion, require Customer to execute additional documentation to implement or amend certain Money Center Services or Safekeeping Services. In those cases, the required documentation shall be signed by a Money Center Signer. Customer further acknowledges and agrees that Bank may take any action with respect to any Money Center Services or Safekeeping Services requested by a Money Center Signer based on the verbal, written, facsimile, voice mail, email or other electronically communicated instructions that Bank believes in good faith to have been received from a Money Center Signer. Any one of the Money Center Signers is also authorized to execute any documentation that Bank may require to add or delete Money Center Signers.

FOREIGN EXCHANGE:

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

FOREIGN CURRENCY ACCOUNTS:

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

OTHER SERVICES:

10. A Contract Signer is authorized and empowered on behalf of Customer to transact any and all other depository and investment business with and through Bank, and, in reference to any such business, to make any and all agreements and to execute and deliver to Bank any and all contracts and other writings which such person may deem to be necessary or desirable.

GENERAL:

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

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

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



Master Services Agreement (Governmental Entities)

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

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

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

The undersigned Contract Signers have executed this MSA as of the 6th day of February, 20 17.

Contract Signer
Signature: _____
Print Name: William Schreiber
Print Title: Chair of Board

Contract Signer
Signature: _____
Print Name: _____
Print Title: _____

Contract Signer
Signature: _____
Print Name: Kathy Gervasi
Print Title: Vice Chair of Board

Contract Signer
Signature: _____
Print Name: _____
Print Title: _____

Contract Signer
Signature: _____
Print Name: _____
Print Title: _____

Contract Signer
Signature: _____
Print Name: _____
Print Title: _____

Contract Signer
Signature: _____
Print Name: _____
Print Title: _____

Contract Signer
Signature: _____
Print Name: _____
Print Title: _____

For Internal Use Only:

Review _____ Validation Method _____ TL Review _____ Imaged _____



Appendix A-1

New Account/Change in Authorized Account Signer(s)

Customer Information

Customer Name: TILLAMOOK BAY COMMUNITY COLLEGE

New Account

Tax Identification Number: 930792039

Change in Authorized Account Signers

Account Information

Account Name	Account Number	Tax Identification Number
TILLAMOOK BAY COMMUNITY COLLEGE	1-536-0227-6633	930792039
TILLAMOOK BAY COMMUNITY COLLEGE	1-536-9524-5214	930792039

Authorized Account Signers

Add Authorized Account Signer(s):

Name	Title	Specimen Signature
Ross Tomlin	Vice President	

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

--	--	--

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

Harold Ray Hoyt Jr.	Ann Hovey	Patrick E. Ryan
Constance C. Green		

The Signer listed below represents and warrants to the Bank that: (i) the signatures listed above are the true and authentic signatures of the additional Authorized Account Signer(s); (ii) that each Customer listed above has taken all action required by its respective organizational documents to appoint the additional Authorized Account Signer(s) and to delete any Existing Authorized Account Signer(s); and (iii) he/she is authorized to complete this Appendix A-1 for each Customer listed above.

Account Signer may execute this Appendix A-1 to add an account(s) for Customer if the Existing Authorized Signers remain the same. Otherwise, this Appendix A-1 must be executed by a Contract Signer. This Appendix A-1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

Signer Signature: _____

Print Title: _____

Print Name: _____

Date: _____

CTN

For Internal Use Only:

Authorized Signers are related to the Master Services Agreement dated: _____

Review _____ Validation Method _____ TL Review _____ Imaged _____



Appendix B-1

Change in Authorized Treasury Management Signer(s)

Customer Information

Customer Name: TILLAMOOK BAY COMMUNITY COLLEGE Tax Identification Number: 930792039

Authorized Treasury Management Signers:

Add Authorized Treasury Management Signer(s):

Name	Title	Specimen Signature
Ross Tomlin	Vice President	

Delete Authorized Treasury Management Signer(s) (list name(s) only):

Lori Gates		
Ronald A. Ellison		

Existing Authorized Treasury Management Signer(s) other than those new Authorized Treasury Management signers listed above (list name(s) only, no specimen signatures are needed)

Constance C. Green	Lori Gates	Ronald A. Ellison
Kyra Williams		

The Contract Signer listed below further represents and warrants to the Bank that the signatures listed above are the true and authentic signatures of the Authorized Treasury Management Signer(s) and that Customer has taken all action required by its organizational documents to appoint the Authorized Treasury Management Signer(s). This Appendix B-1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

Contract Signer Signature: _____ Print Title: _____
 Print Name: _____ Date: _____

For Internal Use Only:
 Authorized Signers are related to the Master Services Agreement dated: _____
 Review _____ Validation Method _____ TL Review _____ Imaged _____

Accreditation Update

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

While the college had anticipated having received the letter from NWCCU communicating the final results of the mid-cycle evaluation by this time, it has not yet been sent to us. Should the letter arrive in the time period between the compilation of this board docket item and the Board meeting itself, it will be forwarded to the Board for discussion at the meeting.

In the meantime, work is progressing at a good pace on the rewrite of our course and program learning outcomes, with assessment methods being also identified. Fulltime faculty members are serving as mentors to adjunct faculty in this process, with regular meetings in small groups to coach the adjuncts through this process. This work is expected to continue through the summer quarter, with the focus on guaranteed courses detailed in the degree maps published in the catalog. Assessment of current course learning outcomes is continuing through this process to provide continuity in data collection and review.



Institutional Learning Outcomes

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

TBCC's Institutional Learning Outcomes (ILOs) "support student development and success through the enhancement and growth of student competencies in Lifelong Learning, Communication Skills, Thinking Skills, Cultural Awareness, and Professional Competence" (TBCC Catalog, p. 102). Historically, these ILO competency areas have been defined through the specification of 14 associated learning outcomes and 36 performance criteria. The assessment of these outcomes is, as a result, quite complex and has not resulted in clarity in terms of linkages between course and program learning outcomes, ILOs, and mission fulfillment.

To provide for more meaningful assessment and clearer linkages in the college's assessment processes, TBCC's ILOs have been rewritten and the proposed definitions are presented below. This rewrite comes as the result of significant research and review of other college ILOs nationwide, and common definitions of these learning outcomes. Professional Competence has been combined with the ILO of Lifelong Learning.

College faculty have also adopted American Association of Colleges and Universities (AACU) VALUE rubrics for the assessment of these ILOs. These rubrics are the product of a nationwide collaboration among college faculty nationwide and were designed for college faculty to adapt to the needs of their own colleges and student body. The rubrics will be utilized initially in their current form, with adaptation occurring through use and as needs are identified.

The proposed Institutional Learning Outcomes, presented below, have been reviewed and approved by the college Curriculum and Assessment committee. They provide a framework for the current outcomes and assessment project and may be adapted in coming years as the assessment process is further refined.

I. LIFELONG LEARNING AND PROFESSIONAL COMPETENCE

Students will engage in and take responsibility for intentional learning, seek new knowledge and skills to guide their continuous and independent development, and adapt to new situations.

II. COMMUNICATION SKILLS



Students will effectively communicate, both orally and in writing, thoughts in a clear, well-organized manner to persuade, inform and/or convey ideas.

III. PROBLEM SOLVING SKILLS (THINKING SKILLS) – includes quantitative, research, analysis

Students will critically analyze and solve problems, differentiating facts from opinions, by using informed judgment based on evidence, sound reasoning, and/or creativity in a variety of situations and areas of study.

IV. CULTURAL AWARENESS

Students will demonstrate respect, honesty, fairness, and ethical principles by understanding and appreciating differences in cultures and behaviors.

Assessment: VALUE Rubric for Review/Adaptation: Intercultural Knowledge and Competence



Board May Elections

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION -----Vice-President Tomlin

This is a reminder and update for Board members to file for their Zone in-between February 4 through March 16. The fee is \$10.00. The links to the website are:

Here is a link to the County, City and District Candidates Manual:

<http://sos.oregon.gov/elections/Documents/county-city-district-candidates.pdf>

Here is a link to the SEL 190 Candidate District Filing Form (fillable):

<http://sos.oregon.gov/elections/Documents/SEL190.pdf>

Position	Name	Start Date	Status	Term Expires	Next election
Director, Zone 1: Beaver, Carnahan, Cloverdale, Hebo, Neskowin, Pacific City, and Union	Mary Jones	1/9/2017	Appointed -Needs to run to complete the term	6/30/19	2017
Director, Zone 2 : Fairview, Netarts, Oceanside, South Prairie, and Westside	Pamela Zweifel	11/2016	Appointed -Needs to run to complete the term	6/30/17	2017
Director, Zone 3: City of Tillamook (precincts 1-6), Eastside, and Trask	Kathy Gervasi	7/01/2015	E	6/30/17	2017
Director, Zone 4: Bay City, Garibaldi,	Billy Schreiber	7/01/2015	E	6/30/17	2017



Kilchis, Maple Leaf, and Foley					
Director, Zone 5: Nehalem, Pine Grove, Rockaway Beach, Wheeler, and Manzanita	Danell M Boggs	7/01/2015	E	6/30/19	2019
Director, Zone 6: At Large	Deborah Lincoln	7/01/2013	E	6/30/17	2017
Director, Zone 7: At Large	Mary Faith Bell	12/12/2016	Appointed -Needs to run to complete the term	6/30/16	2017



Information Only Items

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Schreiber

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



Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION----- Chief Finance Officer Williams

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



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended December 2016
 50.00% of fiscal year elapsed

	FY 2015-2016			FY 2016-2017		
	Annual Budget	12/31/15 Actual	Percentage of Budget	Annual Budget	12/31/16 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	\$ 994,463.46	85.77%	\$ 1,195,863	\$ 1,026,461.33	85.83%
Local Contract	\$ 72,000	\$ -	0.00%			
Tuition	\$ 1,047,472	\$ 299,161.00	28.56%	\$ 868,855	\$ 301,577.50	34.71%
Fees	\$ 175,700	\$ 50,230.88	28.59%	\$ 154,296	\$ 54,083.41	35.05%
Sale of Goods	\$ 2,000	\$ 1,181.50	59.08%	\$ 2,000	\$ 1,189.84	59.49%
Interest	\$ 5,500	\$ 4,685.98	85.20%	\$ 5,500	\$ 6,111.24	111.11%
Rental	\$ 12,000	\$ 7,425.00	61.88%	\$ 12,000	\$ 9,225.00	76.88%
Miscellaneous	\$ 7,000	\$ 12,951.16	185.02%	\$ 7,000	\$ 2,811.12	40.16%
Transfers	\$ 412,570	\$ 27,509.99	6.67%	\$ 442,328	\$ 41,438.54	9.37%
Total resources	\$ 4,770,387	\$ 2,975,224.08	62.37%	\$ 4,793,191	\$ 3,213,623.78	67.05%
Expenditures						
Instruction	\$ 1,507,437	\$ 566,944.31	37.61%	\$ 1,457,046	\$ 485,649.20	33.33%
Instructional Support	\$ 409,489	\$ 165,754.88	40.48%	\$ 370,104	\$ 163,529.63	44.18%
Student Services	\$ 417,211	\$ 173,819.89	41.66%	\$ 416,800	\$ 165,505.31	39.71%
College Support	\$ 1,072,550	\$ 486,059.33	45.32%	\$ 1,198,340	\$ 555,712.40	46.37%
Plant Operation	\$ 270,351	\$ 129,042.06	47.73%	\$ 271,552	\$ 142,635.29	52.53%
Transfers	\$ 288,000	\$ 63,512.80	22.05%	\$ 274,000	\$ 68,446.87	24.98%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 4,015,038	\$ 1,585,133.27	39.48%	\$ 4,037,842	\$ 1,581,478.70	39.17%
Ending fund balance	\$ 755,349	\$ 1,390,090.81	184.03%	\$ 755,349	\$ 1,632,145.08	216.08%

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

	Fund No.	Beginning Fund Balance	2016-2017 Revenue	2016-2017 Expenditures	Ending Fund Balance	2016-2017 Spendable Budget	2015-2016 Prior Year Expenditures 12/31/2015
Adult Basic Education	210	\$ -	\$ 12,926.81	\$ 33,935.17	\$ (21,008.36)	\$ 89,339	\$ 27,807.30
United Way Literacy Grant	216	\$ 2,704.62	\$ 30.26	\$ -	\$ 2,734.88	\$ 2,200	\$ 636.00
Title III Grant	220	\$ -	\$ 246,667.88	\$ 287,041.12	\$ (40,373.24)	\$ 621,603	\$ 156,090.19
Pathways Grant	225	\$ -	\$ 7,299.06	\$ 13,967.36	\$ (6,668.30)	\$ 29,783	\$ 15,317.95
Industrial Maintenance Tech	226	\$ 30,177.01	\$ 15,500.00	\$ 8,010.63	\$ 37,666.38	\$ 60,000	\$ 4,972.27
SBDC Federal Grant	230	\$ -	\$ 16,125.00	\$ 16,125.00	\$ -	\$ 30,250	\$ 15,125.00
SBDC State Grant	231	\$ -	\$ 22,688.82	\$ 22,688.82	\$ -	\$ 45,939	\$ 25,369.35
SBDC Program Income	232	\$ 21,418.46	\$ 6,047.80	\$ 3,060.08	\$ 24,406.18	\$ 12,500	\$ 159.21
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	\$ -
Juan Young TBCC Library	252	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,059.04
Connect2Complete	253	\$ 6,574.45	\$ -	\$ -	\$ 6,574.45	\$ 2,340	\$ -
ASPIRE Program	254	\$ 12,812.50	\$ 10,800.00	\$ 5,725.54	\$ 17,886.96	\$ 12,813	\$ -
Academic Counselor Grant	255	\$ -	\$ 57,692.31	\$ 26,433.77	\$ 31,258.54	\$ 57,692	\$ -
Student Success Grant	256	\$ 15,682.33	\$ -	\$ 1,954.84	\$ 13,727.49	\$ 47,047	\$ -
Student Success Support Grant	257	\$ -	\$ 81,522.88	\$ 37,957.38	\$ 43,565.50	\$ 40,000	\$ -
Oregon Dev Ed Redesign Grant	277	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92.58
Capital Depreciation & Maintenance Fund	290	\$ 83,613.51	\$ 406.10	\$ -	\$ 84,019.61	\$ -	\$ -
Timber Tax Reserve Fund	291	\$ 1,296,951.84	\$ 100,713.73	\$ -	\$ 1,397,665.57	\$ 592,505	\$ -
Strategic Investment Fund	295	\$ 1,310,015.42	\$ 6,362.49	\$ -	\$ 1,316,377.91	\$ 300,000	\$ -
State IGA Fund	296	\$ -	\$ 278,148.57	\$ 312,955.59	\$ (34,807.02)	\$ 550,000	\$ 214,145.54
Total Special Fund		\$ 2,781,510.53	\$ 891,106.71	\$ 798,030.30	\$ 2,874,586.94	\$ 2,535,611	\$ 464,305.34
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 12/31/2016		
Total of Grants that borrow from the General Fund		\$ (102,856.92)	\$ 51,761.19	\$ -	\$ (154,618.11)		
Total of Grants that are not borrowing from the General Fund		\$ 2,977,443.86	\$ 125.00	\$ -	\$ 2,977,318.86		
Total Special Fund		\$ 2,874,586.94	\$ 51,886.19	\$ -	\$ 2,822,700.75		
	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	\$ 1,148.84	\$ 16,671.15	\$ 7,746	\$ 556.30
Driver Education Program	311	\$ 1,858.95	\$ -	\$ 1,597.00	\$ 261.95	\$ 9,800	\$ 4,640.74
TBCC Store	320	\$ 16,211.76	\$ 2,022.91	\$ 8,087.17	\$ 10,147.50	\$ 36,250	\$ 72,973.21
Customized Training Projects	330	\$ 33,917.20	\$ -	\$ 158.00	\$ 33,759.20	\$ 43,664	\$ 21,246.31
Culinary & Hospitality Program	340	\$ 2,260.73	\$ 950.20	\$ 391.43	\$ 2,819.50	\$ 14,175	\$ 2,842.98
Culinary Catering	341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,602.43
Total Enterprise Fund		\$ 70,553.63	\$ 4,488.11	\$ 11,382.44	\$ 63,659.30	\$ 111,635	\$ 105,861.97
PERS Pension Bond Fund	410	\$ 6,143.76	\$ 64,862.02	\$ 36,091.80	\$ 34,913.98	\$ 135,584	\$ 37,368.63
General Obligation Bond Fund	420	\$ 23,692.13	\$ 652,377.65	\$ 71,438.69	\$ 604,631.09	\$ 746,237	\$ 158,118.75
Total Debt Service Fund		\$ 29,835.89	\$ 717,239.67	\$ 107,530.49	\$ 639,545.07	\$ 881,821	\$ 195,487.38
Campus Construction Fund - GO Bonds	520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 995,890.87
Local Match Fund	525	\$ 965,222.79	\$ 4,687.89	\$ -	\$ 969,910.68	\$ 350,889	\$ -
State Match Fund	530	\$ -	\$ 1,523,259.75	\$ 1,938,578.87	\$ (415,319.12)	\$ 2,000,000	\$ -
Grant Construction Fund	555	\$ (624,476.54)	\$ 20,793.96	\$ -	\$ (603,682.58)	\$ 957,000	\$ -
Total Capital Projects Fund		\$ 340,746.25	\$ 1,548,741.60	\$ 1,938,578.87	\$ (49,091.02)	\$ 3,307,889	\$ 995,890.87
Associated Students of TBCC	710	\$ 1,033.98	\$ 1,917.00	\$ 677.16	\$ 2,273.82	\$ 8,605	\$ 925.79
Phi Theta Kappa Honorary Society Fund	720	\$ 1,787.17	\$ 1,842.25	\$ 1,350.53	\$ 2,278.89	\$ 7,525	\$ 346.63
Economic Development Council	730	\$ 61,142.95	\$ 46,415.48	\$ 46,531.72	\$ 61,026.71	\$ 109,500	\$ 51,098.21
Economic Development Council - USDA Grant	731	\$ -	\$ -	\$ 1,413.15	\$ (1,413.15)	\$ -	\$ -
Visit Tillamook Coast	740	\$ 1,318,799.16	\$ 232,901.34	\$ 494,268.24	\$ 1,057,432.26	\$ 1,538,657	\$ 321,634.78
Visit Tillamook Coast - Non-TLT Funds	741	\$ 9,095.00	\$ 4,831.49	\$ 8,168.09	\$ 5,758.40	\$ -	\$ -
Total Agency Fund		\$ 1,391,858.26	\$ 287,907.56	\$ 552,408.89	\$ 1,127,356.93	\$ 1,664,287	\$ 374,005.41
PELL Grant	801	\$ -	\$ 194,058.00	\$ 193,998.00	\$ 60.00	\$ 751,500	\$ 210,784.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 4,600.00	\$ 4,600.00	\$ -	\$ 14,500	\$ 4,375.00
Direct Loans	810	\$ -	\$ 105,978.00	\$ 105,978.00	\$ -	\$ 750,000	\$ 116,403.00
Federal Work Study	819	\$ -	\$ 2,149.75	\$ 2,453.32	\$ (303.57)	\$ 14,350	\$ 3,270.84
Oregon Opportunity Grant	821	\$ -	\$ 33,600.00	\$ 51,375.00	\$ (17,775.00)	\$ 100,000	\$ 35,000.00
Chafee Grant	822	\$ -	\$ 2,334.00	\$ 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	\$ -	\$ 7,335.00	\$ 9,966.00	\$ 7,000	\$ 4,486.00
Board Scholarships	832	\$ 26,313.01	\$ -	\$ 23,750.00	\$ 2,563.01	\$ 172,900	\$ 36,308.93
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 21,744	\$ -
Foundation Scholarships	834	\$ -	\$ 24,462.28	\$ 24,462.28	\$ -	\$ 85,000	\$ 20,793.32
Student Employees	835	\$ 18,740.39	\$ 1,675.42	\$ 984.50	\$ 19,431.31	\$ 18,000	\$ 672.71
Non-Institutional Scholarships	840	\$ 5,333.14	\$ 40,260.00	\$ 12,613.33	\$ 32,979.81	\$ 51,500	\$ 6,758.78
\$5 Tuesday Fund	898	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 300	\$ -
Total Financial Aid Fund		\$ 89,731.20	\$ 423,680.45	\$ 440,838.43	\$ 72,573.22	\$ 1,996,794	\$ 441,184.58

Agenda Item 5.A. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended December 2016

50.00% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,548,489			\$ 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	\$ 777,546	49.34%	\$ 35,000	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,023,151	\$ 355,661	34.76%	\$ 1,000	\$ 2,555	255.50%	\$ 12,300	\$ 1,515	12.32%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,195,863	\$ 1,026,461	85.83%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 733,137	\$ 651,173	88.82%
Timber	\$ -	\$ -	0.00%	\$ 502,113	\$ 100,714	20.06%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 1,190	59.50%	\$ -	\$ -	0.00%	\$ 46,800	\$ 2,056	4.39%	\$ -	\$ -	0.00%
Interest	\$ 5,500	\$ 6,111	111.11%	\$ 7,400	\$ 6,769	91.47%	\$ -	\$ -	0.00%	\$ 1,105	\$ 1,222	110.59%
Rental	\$ 12,000	\$ 9,225	76.88%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 2,811	40.16%	\$ 16,500	\$ 3,523	0.00%	\$ 5,250	\$ 917	17.47%	\$ -	\$ -	0.00%
Transfers	\$ 442,328	\$ 41,438	9.37%	\$ 350,889	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 136,000	\$ 64,845	47.68%
Total Revenues	\$ 4,037,842	\$ 2,160,797	53.51%	\$ 2,453,873	\$ 891,107	36.31%	\$ 99,350	\$ 4,488	4.52%	\$ 870,242	\$ 717,240	82.42%
Expenditures												
Salaries and Wages	\$ 2,793,012	\$ 1,112,673	39.84%	\$ 539,143	\$ 253,333	46.99%	\$ 53,106	\$ 9,264	17.44%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 892,830	\$ 400,359	44.84%	\$ 1,001,012	\$ 497,356	49.69%	\$ 56,158	\$ 1,755	3.13%	\$ 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	\$ 105,930	12.03%
Transfers	\$ 274,000	\$ 68,447	24.98%	\$ 419,456	\$ 34,122	8.13%	\$ 2,371	\$ 363	15.31%	\$ -	\$ -	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	\$ 1,581,479	39.17%	\$ 4,773,108	\$ 798,030	16.72%	\$ 111,635	\$ 11,382	10.20%	\$ 881,821	\$ 107,530	12.19%
Ending Fund Balance	\$ 755,349	\$ 1,632,144		\$ 32,255	\$ 2,874,588		\$ 23,715	\$ 63,660		\$ 421	\$ 639,546	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 176,761			\$ 51,886			\$ 263			\$ 44,417	
Inventories		\$ 1,758			\$ -			\$ 5,794			\$ -	
NET EFFECT ON CASH		\$ (178,519)			\$ (51,886)			\$ (6,057)			\$ (44,417)	
Liabilities												
Accounts Payable		\$ 155,256			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 72,028			\$ -			\$ -			\$ 44,417	
Payroll		\$ 122,105			\$ -			\$ 2,620			\$ -	
NET EFFECT ON CASH		\$ 349,389			\$ -			\$ 2,620			\$ 44,417	
NET ADJUSTMENTS		\$ 170,870			\$ (51,886)			\$ (3,437)			\$ -	
ENDING CASH BALANCE		\$ 1,803,014			\$ 2,822,702			\$ 60,223			\$ 639,546	

Agenda Item 5.A. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended December 2016
 50.00% 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	\$ 340,746	35.42%	\$ 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	\$ 1,544,054	0.00%	\$ 926,117	\$ 251,651	0.00%	\$ 1,640,250	\$ 357,273	21.78%
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	\$ 4,688	93.76%	\$ 2,000	\$ 6,142	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 957,000	\$ -	0.00%	\$ 32,500	\$ 28,198	86.76%	\$ 135,000	\$ 64,722	47.94%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 1,917	23.96%	\$ 130,000	\$ 1,685	1.30%
Total Revenues	\$ 2,962,000	\$ 1,548,742	52.29%	\$ 968,617	\$ 287,908	29.72%	\$ 1,905,250	\$ 423,680	22.24%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 371,815	\$ 145,407	39.11%	\$ 53,344	\$ 3,438	6.44%
Operating Expenditures	\$ 2,957,000	\$ 1,938,579	65.56%	\$ 1,175,221	\$ 400,049	34.04%	\$ 1,940,200	\$ 437,400	22.54%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 350,889	\$ -	0.00%	\$ 17,251	\$ 6,953	0.00%	\$ 3,250	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 100,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 3,307,889	\$ 1,938,579	58.60%	\$ 1,664,287	\$ 552,409	33.19%	\$ 1,996,794	\$ 440,838	22.08%
Ending Fund Balance	\$ 616,111	\$ (49,091)		\$ 768,855	\$ 1,127,357		\$ -	\$ 72,573	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables	\$ -	\$ -		\$ 819	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ (819)	\$ -		\$ -	\$ -	
Liabilities									
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 2)	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ (819)	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ (49,091)	\$ (49,091)		\$ 1,126,538	\$ 1,126,538		\$ 72,573	\$ 72,573	

\$ 6,475,505

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.

Personnel

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Title III Grant Project Director	January 30 2017	March 2017		Connie Green	



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY.

BACKGROUND INFORMATION ----- President Green

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 and Boar meeting at 6:00pm

April 10 – Budget Committee meeting and executive session of the Board 5:30 pm

April 29 – All day In-service – College closed

May 1- Board meeting at 6:00 pm

May 29 – Holiday College Closed

June 5 – Board meeting at 6:00pm

June 16 – Graduation – Nazarene Church –be there by 5:30 for pictures. Graduation begins at 6:00 pm

June 26 – Summer term begins



Board Member Discussion Items

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Schreiber



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE MEETING.

BACKGROUND INFORMATION ----- Chair Schreiber

