



Board of Education Meeting Agenda

Date: Monday, January 7, 2019

TBCC Board Meeting – TBCC Campus – 6:00pm – 7:30pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Gervasi
2.	Consent Agenda: -----	(Action) Chair Gervasi
	a. Approval of Agenda	
	b. Approval of December 3, 2018 Minutes	
	c. Personnel Report.....	Director Ryan
3.	Invitation for Public Comment -----	Chair Gervasi
	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. Policy 110-Reserves (Second Reading)	(ACTION) CFO Williams
	b. Audit Report.....	(ACTION) CFO Williams
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. Tillamook School District Update.....	Superintendent Schild, Principal English
	b. Program Review- AG/NR Program.....	Coordinator Deane-McKenna
	c. Measure Narratives- EE 4.....	Director Hanson, Director Phoenix, Sydney Elliott, Michael Weissenfluh
	d. Board Election Information.....	President Tomlin
	e. Facilities Master Plan Update.....	President Tomlin
	f. ASTBCC Report; Food Pantry Update.....	President Christy
	g. Financial Report.....	CFO Williams
	h. President's Report.....	President Tomlin
6.	Board Member Discussion Items -----	Chair Gervasi
7.	Adjournment -----	(Action) Chair Gervasi

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION

----- Chair Gervasi



Approval of the Consent Agenda

RECOMMENDATION

ACTION

BACKGROUND INFORMATION ----- (Action) Chair Gervasi
MOTION TO APPROVE THE CONSENT AGENDA FOR THE JANUARY MEETING.

Items for approval:

- a. Approval of Agenda
- b. Approval of December Minutes
- c. Approval of the Personnel Report



Approval of the Agenda

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION----- (Action) Chair Gervasi
MOTION TO APPROVE THE AGENDA FOR THE JANUARY MEETING.

Board of Education Meeting Agenda

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| | g. Financial Report..... | CFO Williams |
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| 6. | Board Member Discussion Items ----- | Chair Gervasi |
| 7. | Adjournment ----- | (Action) Chair Gervasi |



December 3 Board of Education Meeting Minutes

Date: Monday, December 3, 2018

TBCC Board Meeting– TBCC Campus – 6:00pm – 8:00pm

TBCC Board Members in Attendance: Kathy Gervasi, Mary Faith Bell, Pam Zweifel, Mary Jones, and Jennifer Purcell.

TBCC Board Members not in Attendance: Betsy McMahon

TBCC Staff in Attendance: Ross Tomlin, Heidi Luquette, Kyra Williams, Pat Ryan, Sheryl Neu, Erin McCarley, Rhoda Hanson, Britney Noel, Teresa Rivenes, Arlene Soto, Suzie Clark

TBCC Students in Attendance: Isabella Christy, Logan Laity, Mariah Hallock

Guests in Attendance: Mark Gregory, Paul Erlebach, Heidi Buckmaster

Description

Resource

Call to Order • Acknowledge Guests (agenda item 1)----- Chair Gervasi
Chair Gervasi called the Board meeting to order at 6:03 pm.

Chair Gervasi acknowledged guests and had them introduce themselves. Neah-Kah-Nie school district superintendent Paul Erlebach introduced himself. Neah-Kah-Nie High School Principle Heidi Buckmaster introduced herself.

Mariah Hallock introduced herself. She also informed that she was a first class scholarship recipient and volunteered to talk to the Board briefly about herself and the impact the first class scholarship has had on her. Mariah graduated from Nestucca High School last June and with the help of the first class scholarship is now a student at Tillamook Bay Community College. She is pursuing an Associate of Arts Transfer Degree and hopes to continue on to Western Oregon University after graduating from TBCC to pursue an education degree. Her goal is to become a 5th grade teacher. The scholarship she received is helping her pursue her educational goals and has reduced the financial stress of college.

Consent Agenda (agenda items 2, 2.a, 2.b, 2.c) ----- (ACTION) Chair Gervasi

Chair Gervasi added an additional new business and/or focused policy discussion to allow for the first reading of Policy 316. No changes were requested to the November 5, 2018 minutes. Director Ryan advised that the Grant Writer and Community and Continuing Education Coordinator positions have been offered to candidates. Interviews for the Marketing Coordinator will take place this week. TBCC has also received applications for the Truck Driving Instructor and Dean of Academic Partnerships positions.



Mary Faith Bell motioned to approve the consent agenda with the addition. Pam Zweifel seconded the motion. The motion carried.

Invitation for Public Comment (agenda item 3) ----- Chair Gervasi
There was no public comment.

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

President's Evaluation Process and Timeline (agenda item 4.a) ----- (ACTION) President Tomlin
President Tomlin advised that during the October 1 Board Retreat, the Board agreed to form a President Evaluation Committee to develop an evaluation tool that could include a 360-degree process. He also presented a draft process and timeline for developing the 360 review. Jennifer Purcell will set up the subcommittee to work on the 360 process with Pam Zweifel and Mary Faith Bell.

Mary Jones motioned to approve the process and timeline. Pam Zweifel seconded the motion. The motion carried.

Board Policy 110 – First Reading (agenda item 4.b) ----- (ACTION) CFO Williams
CFO Williams informed that this is a new policy on reserves and ending fund balance. Most of the language was borrowed from Lane Community College. This policy is required for standard two of the accreditation process. This policy will return for a second reading to be voted on during the January 2019 Board meeting.

Board Policy 316 – First Reading (agenda item 4.c)----- (ACTION) Director Ryan
Director Ryan presented the changes to Board policy 316, which include adjusting a couple of section references in section 316.4. Due to the simplicity of the change Chair Gervasi suggested waiving the two reading policy and asked for a motion to approve the changes to policy 316.

Mary Faith Bell motioned to approve the changes to Policy 316. Mary Jones seconded the motion. The motion carried.

Information-Only Items (agenda item 5)

Neah-Kah-Nie School District Update (agenda item 5.a)-Superintendent Erlebach, Principal Buckmaster, CAO Rivenes

Principal Buckmaster advised that the number of students taking dual credit courses at Neah-Kah-Nie (NKN) has increased. In 2017-18, 13 courses were offered and 831 credits were earned. She advised that they are currently on track to have over 1,000 credits earned this year. Courses offered this year ranged from Art, English, PE/Health, Math, to Natural Resources. This year NKN High School is looking at dual credit partnerships in Economics, Education, Health occupations, Computer Science, Physics, Welding, and more. Principal Buckmaster thanked TBCC because dual credit courses save students money and going to TBCC provides a kinder, gentler approach to college than is offered close to home. She also noted that the First Class Scholar scholarship is a huge opportunity for local students and she looks forward to sending more NKN students to apply.



CAO Rivenes informed that we have a strong collaboration with the high school; through taking dual credit courses, more than 50% of students are learning they are college material. She presented the four principles of guided pathways; clarify the path, help students choose and enter a path, help students stay on the path, and ensure that students are learning.

Superintendent Erlebach informed that a new nine station-welding lab is being created at Neah-Kah-Nie High School. TBCC's APR/MIT Coordinator Darryl Spitzer and Neah-Kah-Nie's Career Technical Education teacher have worked together to get the new lab up and running. The welding partnership has allowed welding to be offered to NKN students and it will only grow with time. Superintendent Erlebach is excited, the community is excited and the students are very exciting to learn this skill. TBCC will continue to enhance its community partnership with NKN School District through the Tillamook Education Consortium (TEC). Every month President Tomlin, CAO Rivenes, and all the School district superintendents and high school principals meet to talk about education in Tillamook County. He advised that Neah-Kah-Nie is committed to ongoing alignment (e.g. syllabus, course outcomes, program outcomes, assessment, and experiences) so that students are prepared for college and high school teachers are supported with curriculum. The ultimate goal is for every high school student to have at least one college course at graduation and believes they can be successful in college. Heidi Buckmaster informed that the High School guidance counselor has been having all NKN graduating students apply for TBCC.

Jennifer Purcell informed that as a Neah-Kah-Nie parent, it is good to see Heidi and Paul here. She can attest to the fact that TBCC and NKN High School have a great partnership from the high school perspective. Jennifer Purcell advised that she has three kids and two of them have graduated from Neah-Kah-Nie High school with 30 plus college credits and both went on to get there bachelor's degree in three years.

Principal Buckmaster also thanked TBCC for the increased outreach to Neah-Kah-Nie High School; TBCC staff have come to open houses, orientations, and financial aid nights.

Measure Narratives - EE 2-3 (agenda item 5.b) ----- Director Hanson, CAO Rivenes
Director Hanson presented Strategic Plan measure narrative EE 2.1 and EE 2.2. She informed that EE2.1 Degree and Certificate Completion measure saw a decrease. She informed that the same strategies presented last month regarding retention would be part of increasing the completion rate. In addition to the ones mentioned last month TBCC is applying with the state of Oregon to be part of cohort 2 of Guided Pathways and one of the goals of the project is to improve completion rates of college students by all students having a clear education plan developed when they enter college. Through this strategy, we hope to see the completion rate improve. EE2.2 Transfer Rates is still in development and being reviewed by the data team to determine approaches taken by external benchmarking agencies and best practice research to determine the best way to develop this measure. Analyst McCarley advised that this measure has been difficult to measure since TBCC was not able to submit data to the National Student Clearinghouse (NSC) which has transfer data on all college students until we became an independent college four years ago. Due to the lag in data with NSC, we are just now able to submit data and get results from them.

CAO Rivenes presented EE3.1 Course Learning Outcomes, EE3.2 Program Learning Outcomes and EE3.3 Institutional Learning Outcomes. The data results fluctuate from yellow to red in these



measures. Moving forward she believes that TBCC will be able to measure this data much more accurately and completely with the Access database that was created through Title III funding.

ASTBCC Update (agenda item 5.c) ----- ASTBCC President Christy
President Christy informed that as a group, ASTBCC has expressed interest in wanting to be involved with the high schools. They will be reaching out and working with Student Services to schedule outreach visits. President Christy informed they also want to create a TBCC video that could be shown to high school students. Additionally, ASTBCC will be creating a fundraising event to support the food pantry that is being planned.

Business Office/Store Program Review (agenda item 5.d) ----- CFO Williams
CFO Williams presented the Business Office/Store program review. Her area accomplished all five of their service area outcomes. Most of the outcomes were around the services that the business office provides to employees and students. One of the service area outcomes was to improve the statistic on past due accounts. They developed a new process to notify students which included broadening their methods of communication and increasing the number of student contacts. They saw a small decrease and will continue to work on trying to lower the number of past due accounts even more.

OCCA Conference Report (agenda item 5.e) ----- President Tomlin, Chair Gervasi
Chair Gervasi advised that she attended the conference and went to the law session. It was eye opening and informative. President Tomlin and CAO Rivenes presented at the conference regarding the Education Program Partnership with Oregon Coast Community College, and President Tomlin and Director Hanson presented about the Career-to-Career scholarship. Next year's conference will be at Salishan. A presentation from a Futurist was very interesting as he presented data showing the number of new fields that will be created in the next decade as Artificial Intelligence expands.

SBDC Report (agenda item 5.f) ----- Director Gregory, Director Soto
Director Soto reports that the Tillamook SBDC has accomplished a great deal this year. They got the small business management program back up and running for the first time in years and have 12 businesses participating in the program. TBCC receives one FTE for each business in the program. She has also almost accomplished everything on the project list that President Tomlin gave her when she started. The SBDC also got a new truck driver program started. Over the last year, the SBDC has seen 115 business clients in Tillamook County and sends a monthly newsletter to 1200 people each month. The newsletter lets them know what the SBDC is doing and tries to get feedback from them. Six new businesses have been created over the past year thanks to help from the SBDC. Director Soto also advised that she did a survey to see what training programs the people in their network wanted for the upcoming year. Forty-six people responded to the survey and she will be using the results to develop programs for the upcoming year. Director Soto introduced Suzie Clark who is the SBDC Coordinator for the Small Business Management program and oversees Customized Training. The SBDC is currently working with the Ford Family Foundation and Business Oregon to obtain additional support for the truck-driving program. President Tomlin recently signed a memorandum of understanding with Clatsop Community College to collaborate with them on the Truck Driving Program. TBCC will offer its truck driver program in Astoria a few times a year to serve Clatsop County.



Director Soto then introduced the State SBDC Network Director, Mark Gregory, who is here from Eugene to talk about how the network office supports the local SBDC centers in the state. Directory Gregory presented four strategic directions. They are; serve small and medium enterprises across the state, leverage partnership support for those small businesses, serve rural and underserved businesses, and form world class service within the SBDC and within the clients that they serve. Director Gregory also briefly spoke about the SBDC's 35th anniversary report.

Director Soto advised that a couple of Tillamook business success stories include Kennedy and Sons and Sunflower Flats.

Community College Budget Ask; Impact to TBCC (agenda item 5.g) ----- President Tomlin
President Tomlin informed that for the upcoming legislative session the Community Colleges would be asking for an increase to the support fund for the 2019-21 biennium. They are asking for \$647M to maintain the current service level, an extra \$70M for career-technical programs with the goal of doubling the graduates in three years, and an extra \$70M for student success initiatives. If community colleges were to get the additional funds TBCC would get and additional \$438,000 to maintain the CSL, \$412,000 for CTE programs, and \$412,000 to spend on student success initiatives over the next biennium.

President Tomlin advised that Governor Brown just released her budget and the base budget actually shows a 4.7% cut to the Community College budget from the current biennium amount. It would also eliminate Oregon Promise in the second year and not increase the Oregon Opportunity Grant. As a group, community colleges would collectively need to increase tuition 17% to make up the difference in the budget to reach the current service level. In addition to the base budget, she is proposing a \$1.9 billion investment package for higher education from the legislature that will require large increases in revenue generated by the state. The investment package would provide the \$647M support fund amount being requested by the community colleges for current service level, would include the \$70M for CTE program growth, and would continue funding the Oregon Promise.

TBCC PR Update (agenda item 5.h) ----- Director Luquette
Director Luquette presented a PR update on what the college is currently doing in regards to marketing. Current marketing efforts include; publications, fliers, posters, news releases, radio spots, social media, website content, annual report, newsletters, program brochures. Director Luquette would also like to do a communication audit this year. Additionally, she is considering a communication survey to find the best way to communicate with the community.

Financial Report (agenda item 5.i) ----- CFO Williams
CFO Williams presented the October financials. She informed that the business office just finished an audit and we are currently 1/3 of the way through the fiscal year. CFO Williams advised that the number of FTEs has increased; however, tuition revenue is reduced. She informed that this is because not all FTE generates revenue in the same way.

President's Report (agenda item 5.j) ----- President Tomlin
President Tomlin advised that he would be attending the Oregon Presidents Council meeting on December 6-7 at Umpqua Community College. TBCC will be having an extended staff meeting at the Tillamook Creamery on December 14, 2018 where the main focus will be a facilities master plan world



café model to generate faculty and staff ideas and feedback. The college will be closed December 24, 2018 through January 1, 2019. The next Board meeting is January 7, 2019.

Board Member Discussion Items (agenda item 6)-----Chair Gervasi
There were no discussion items.

Adjournment (agenda item 7)-----Chair Gervasi
Mary Faith Bell motioned to adjourn the meeting at 8:06 pm. Mary Jones seconded the motion. The meeting was adjourned.



Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Part-time CDL Truck Driving Instructor (Classroom and Behind the Wheel)			Interviews: 12-19-2018	Arlene Soto	
Community and Continuing Education Coordinator		1-2-2019	JoAnn Critelli hired	Teresa Rivenes	
Part-time Grant Writer		1-7-2019	Dorelei Collier hired	Heidi Luquette	
Dean of Academic Partnerships		Open until filled	Interviews held 12-18-2019; offer pending	Teresa Rivenes	
Career Academic Advisor and Enrollment Specialist	1-15-2019	Open until filled		Rhoda Hanson	
Development Specialist	1-3-2019	Open until filled		Heidi Luquette	
Part-time Math Tutor			Two positions filled for Winter Term	Teresa Rivenes	



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 Gervasi



NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Gervasi



Policy 110 – Reserves (Second Reading)

RECOMMENDATION

ACTION Item- Second Reading

BACKGROUND INFORMATIONCFO Williams

We are bringing back the draft Policy 110 for a second reading and asking for approval of the new policy. No changes have been made since the first reading.



Article No.: 110

Approved:

Reference: ORS 294 & ORS 341

Tillamook Bay Community College is committed to the long-term financial sustainability of the College.

A. Ending Fund Balance

Tillamook Bay Community College shall maintain an unrestricted General Fund Ending Fund Balance equal to or greater than 15% of total expenditures and transfers.

The Ending Fund Balance target shall include the Unappropriated Ending Fund Balance as set in section D of this policy. When the Ending Fund Balance falls to less than 15%, the College shall adopt a plan to replenish the Ending Fund Balance to 15% within two years.

If the total Ending Fund Balance (including restricted) falls to levels that require short-term borrowing, the levels set by this policy shall be automatically reviewed and adjusted as necessary.

B. General Fund Contingency

The annual budget shall set aside approximately two percent (2%) of the budgeted expenditures and transfers each year for contingency. Use of contingency shall be at the discretion of the President. A budget resolution transferring contingency to another appropriation category shall be approved by the Board as required by ORS 294.463.

C. Capital Depreciation & Maintenance Reserve Funds

The College shall establish and maintain reserve funds (as described in ORS 341.321 and ORS 294.346) for the following purposes:

1. To replace capital equipment that is broken or beyond its useful life as determined by a capital assets replacement forecast;
2. To maintain and repair college facilities according to a major maintenance schedule;
3. To maintain and upgrade the college's information/telecommunications systems according to planning schedules maintained by Information Technology;
4. To build new instructional facilities and/or to purchase property that facility planned long-term growth of the college.

Appropriate levels of funding for reserves will be determined using existing college decision-making structures. The President will make recommendations to the Board of Education for approval to establish and fund these reserves.

Optimal funding levels will be determined using benchmarks, professional standards and best practices from other colleges and adapting these to Tillamook Bay's specific situation. It is expected that full funding of these reserves will take place over a number

Article No.: 110

Approved:

Reference: ORS 294 & ORS 341

of years and that annual transfers to these reserves will be budgeted from the General Fund and other sources as appropriate.

As required in ORS 294.346, the Board shall periodically review the reserve funds and determine whether the fund will be continued. While ORS 294 allows review to take place every 10 years, reserve funds established under these policies shall be reviewed (a) annually by the President; and (b) at least every three years or more frequently as determined by the Board.

As allowed in ORS 294.346, the Board may determine at any time that a reserve fund is no longer necessary or that some or all of the reserves may be transferred to the General Fund.

D. Stabilization Reserve Fund

The Board may require the President to establish and maintain reserve funds (as described in ORS 341.321 and ORS 294.346) for the purpose of providing short-term stabilization in anticipation of possible shortfalls in revenue.

Stabilization reserve funds include the Timber Tax Reserve and the Strategic Initiative Fund.

A stabilization reserve fund may be established under one or more of the following circumstances:

1. State budget appropriations for community colleges are not approved by the time the college budget is approved and adopted.
2. A situation exists where significant changes in enrollment are possible but not reasonably predictable.
3. When any major revenue source has a reasonable possibility of decreasing after the College budget is approved and adopted.
4. When any operating expenditure that is beyond the control of the college could reasonably be expected to increase after the College budget is approved and adopted.
5. Any other situation in which the Board determines that there is a reasonable expectation that major shifts in revenue or expenditures could occur during the budget year.

Stabilization reserve levels:

1. Minimum reserve levels shall be at the discretion of the Board under advice from the President.
2. Maximum reserve levels shall be no more than the reasonably estimated shortfall at the time of the adoption of the budget.

Article No.: 110

Approved:

Reference: ORS 294 & ORS 341

Stabilization reserves will be reviewed annually as part of the budget development process. The stabilization reserve funds shall be closed out when the Board determines that the precipitating threat to revenues and/or expenditures no longer exists. As long as the conditions exist that caused the fund to be established, the funds shall be kept in reserve for the purpose intended. If and when the fund is closed out, any remaining balance shall be released for use as a resource in the General Fund.

Audit Report

RECOMMENDATION

ACTION ITEM- ACCEPT AND APPROVE FOR FILING AND DISTRIBUTION THE 2017-2018 ANNUAL FINANCIAL REPORT

BACKGROUND INFORMATIONCFO WILLIAMS

Chief Finance Officer Williams will be prepared to present the Annual Financial Report and address questions.

Auditing standards require formal written communications between the auditor and the Board. A letter from the auditor is also included. CFO Williams will be prepared to address the letter.



KENNETH KUHNS & CO.
CERTIFIED PUBLIC ACCOUNTANTS
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SALEM OREGON 97301-3594
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November 30, 2018

Board of Education
Tillamook Bay Community College
Tillamook, Oregon

We have audited the financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2018, and have issued our report thereon dated November 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 20, 2018. Professional standards also require that we communicate to you the following information regarding significant audit findings related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Tillamook Bay Community College are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the College during the 2017-18 year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most significant estimate affecting the College's financial statements is the Net Pension Liability. The Net Pension Liability is an estimate of the College's proportionate share of the Public Employees Retirement System (PERS) Plan's unfunded portion of the total pension liability at a specific point in time. The unfunded portion will change from one year to the next and is based on assumptions about the probability of the occurrence of events far into the future. The amount was actuarially determined with management input. We evaluated the key factors and assumptions used to develop the College's proportionate share of the net pension liability in determining that it is reasonable in relation to the financial statements as a whole.

Certain financial statement disclosures may be particularly sensitive because of their significance to financial statement users. There were no significant sensitive financial statement disclosures for the 2017-18 year.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no corrected or uncorrected misstatements detected as a result of audit procedures that management considered material, either individually or in the aggregate, to the financial statements as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the independent auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 30, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the College's financial statements or a determination of the type of independent auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the College's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Education and management of Tillamook Bay Community College and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Kenneth Kuhns & Co.

Kenneth Kuhns & Co.

TILLAMOOK BAY COMMUNITY COLLEGE TILLAMOOK COUNTY, OREGON

ANNUAL FINANCIAL REPORT Year Ended June 30, 2018

KENNETH KUHNS & CO.

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Salem, Oregon 97301-3594

Telephone: (503) 585-2550

**TILLAMOOK BAY COMMUNITY COLLEGE
TILLAMOOK COUNTY, OREGON**

**ANNUAL FINANCIAL REPORT
Year Ended June 30, 2018**

TILLAMOOK BAY COMMUNITY COLLEGE
Tillamook County, Oregon

OFFICERS AND MEMBERS OF THE GOVERNING BOARD

June 30, 2018

CHAIRPERSON

Kathy Gervasi 104 Park Ave, Tillamook, Oregon 97141

VICE-CHAIRPERSON

Mary Faith Bell P.O. Box 973, Tillamook, Oregon 97141

OTHER MEMBERS

Tamra Gammon 1125 Phelps St, Tillamook, Oregon 97141

Mary Jones P.O. Box 189, Pacific City, Oregon 97135

Betsy McMahon P.O. Box 1163, Manzanita, Oregon 97130

William Schreiber 6665 Tillamook Ave, Bay City, Oregon 97107

Pam Zweifel 7600 Highway 101 S, Tillamook, Oregon 97141

PRESIDENT, CLERK, AND REGISTERED AGENT

Dr. Ross Tomlin 4301 Third Street, Tillamook, Oregon 97141

CONTENTS

	Page
INDEPENDENT AUDITOR'S REPORT	1-3
MANAGEMENT'S DISCUSSION AND ANALYSIS	4-10
BASIC FINANCIAL STATEMENTS	
Statement of Net Position	11
Statement of Revenues, Expenses and Changes in Net Position	12
Statement of Cash Flows	13
Notes to Financial Statements	14-28
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of the Proportionate Share of the Net Pension Liability - OPERS	29
Schedule of Contributions - OPERS	30
Notes to Required Supplementary Information - OPERS	31
OTHER SUPPLEMENTARY INFORMATION	
Description of Budgeted College Funds	32
General Fund: Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	33
Special Revenue Fund: Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	34
Financial Aid Fund: Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	35
Capital Projects Fund: Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	36
Debt Service Fund: Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	37
Enterprise Fund: Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	38
Agency Fund: Schedule of Revenues, Expenditures and Changes in Due to Others - Budget and Actual	39

CONTENTS

	<u>Page</u>
STATISTICAL SECTION	
Schedule of Property Tax Transactions and Taxable Property Values and GO Debt Capacity	40
Schedule of Top 10 Tax Payers and Tax Collections	41
INDEPENDENT AUDITOR'S COMMENTS REQUIRED BY OREGON STATE REGULATIONS	42-43
DISCLOSURES IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS AND THE UNIFORM GUIDANCE	
Independent Auditor's Report on the Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	44-45
Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance	46-47
Schedule of Findings and Questioned Costs	48
Schedule of Expenditures of Federal Awards	49
Notes to Schedule of Expenditures of Federal Awards	50

INDEPENDENT AUDITOR'S REPORT

KENNETH KUHNS & CO.
CERTIFIED PUBLIC ACCOUNTANTS
570 LIBERTY STREET S.E., SUITE 210
SALEM OREGON 97301-3594
TELEPHONE (503) 585-2550

INDEPENDENT AUDITOR'S REPORT

November 30, 2018

Board of Education
Tillamook Bay Community College
Tillamook, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Tillamook Bay Community College's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Tillamook Bay Community College as of June 30, 2018, and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 4 through 10 and the required supplementary information on pages 29 through 31 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Supplementary Information and Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Tillamook Bay Community College's basic financial statements. The other supplementary information listed in the table of contents, statistical section, and schedule of expenditures of federal awards required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The other supplementary information and schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information and schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

The statistical section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Reports on Other Legal and Regulatory Requirements

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2018 on our consideration of Tillamook Bay Community College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Tillamook Bay Community College's internal control over financial reporting and compliance.

Other Reporting Required by Oregon State Regulations

In accordance with the Minimum Standards for Audits of Oregon Municipal Corporations, we have also issued our report dated November 30, 2018 on our consideration of Tillamook Bay Community College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance.

Kenneth Kuhns & Co.

Kenneth Kuhns & Co.

MANAGEMENT'S DISCUSSION AND ANALYSIS

TILLAMOOK BAY COMMUNITY COLLEGE

Management's Discussion and Analysis

This section of Tillamook Bay Community College's (the College) annual financial report presents an analysis of the College's financial performance during the fiscal year that ended June 30, 2018. This report has been prepared by management, along with the financial statements and related footnote disclosures, and should be read in conjunction with them. Consequently, management assumes full responsibility for the completeness and reliability of all the information presented in this report. This discussion is designed to focus on current activities, resulting changes and current known facts.

Accounting Standards

The financial statements have been prepared in accordance with Governmental Accounting Standards Board Statement No. 35, "Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities" which were adopted in November, 1999. The College was required to adopt this standard for the fiscal year ending June 30, 2004.

The College implemented GASB Statement No. 68, "Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27", and Statement No. 71, "Pension Transition for Contributions Made Subsequent to the Measurement Date—an amendment of GASB Statement No. 68", in the year ending June 30, 2015. Additional information can be found in Note 5 to the financial statements.

Using the Financial Statements

This discussion and analysis is intended to serve as an introduction to the College's basic financial statements, which are comprised of entity-wide financial statements prepared in accordance with the accrual basis of accounting and notes to the basic financial statements. This report also contains supplementary information in addition to the basic financial statements themselves.

The entity-wide financial statements are designed to provide readers with a broad overview of the College's finances in a manner similar to a private-sector business. These statements focus on the financial condition of the College, the results of operations, and cash flows of the College as a whole. The entity-wide statements are comprised of the following:

- The *Statement of Net Position* presents the College's assets and deferred outflows of resources, and liabilities and deferred inflows of resources, with the difference between the two reported as *net position*. Over time, increases or decreases in the net position are indicators of the improvement or deterioration of the College's financial health when considered along with non-financial facts such as enrollment levels and the condition of the facilities.
- The *Statement of Revenues, Expenses and Changes in Net Position* presents the revenues earned and the expenses incurred during the year. All changes in net position are reported under the accrual basis of accounting, or as soon as the underlying event giving rise to the change occurs regardless of the timing when the cash is received or occurred. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods. The utilization of long-lived assets is reflected in the financial statements as depreciation, which amortizes the cost of the capital assets over the expected useful life of these assets. Revenues and expenses are reported as either operating or non-operating. The primary sources of operating revenues include tuition, grants and contracts. State appropriations and property taxes are classified as non-operating revenues. Because of the College's dependency on state aid and property tax revenue, this statement presents an operating loss although overall net position remains positive.
- The *Statement of Cash Flows* presents information on cash flows from operating activities, noncapital financing activities, capital financing activities and investing activities. It provides the net increase or decrease in cash between the beginning and end of the fiscal year. This statement assists in evaluating the College's ability to meet financial obligations as they become due.

- The *Notes to Basic Financial Statements* provide additional information that is essential to a full understanding of the data provided in the entity-wide financial statements.

Financial Highlights

In spring of 2017, the Tillamook Bay Community College Board of Education (Board) raised FY 2018 tuition rates by \$1, to \$96 per credit, effective for Summer 2017. For the 2017-2018 academic year, tuition rates increased by over 1%. Tuition and fees revenue decreased by \$9,727 or 2.3% from FY 2017 due to a combination of factors. Enrollment increased by over 6%. However, under the reporting standards, financial aid that is used to pay tuition and fees is deducted from tuition and fees charged for reporting purposes. The amount of financial aid that was used to pay tuition and fees increased from \$587,502 to \$706,992. Financial aid also increased by 25.3%.

The College's largest net position comprises amounts invested in capital assets, net of related debt. Current assets include a significant amount of cash and investments. These assets will be used to support ongoing operations and downturns in the economy. The State's appropriation for community college support is split into 5 or 3 payments in the first and second years of the biennium. In FY 2018, the College received 5 quarterly payments. In FY 2019, the College will receive 3 payments.

Analysis of the Statement of Net Position

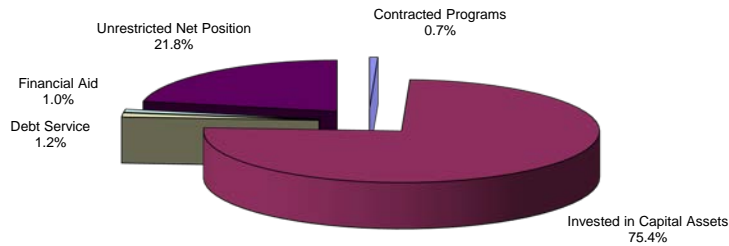
This Statement includes all assets and deferred outflows and liabilities and deferred inflows of the College using the accrual basis of accounting. Net position is the difference between assets and deferred outflows and liabilities and deferred inflows, and is one measure of the financial condition of the College.

	2018	2017
Assets and Deferred Outflows		
Current assets	\$ 8,118,177	\$ 7,193,821
Capital assets, net of depreciation	17,224,138	17,395,513
Deferred outflows	898,065	1,127,737
Total assets and deferred outflows	26,240,380	25,717,071
Liabilities and Deferred Inflows		
Current liabilities	2,470,873	2,665,623
Long term debt and pension transition liability	7,350,745	8,038,538
Net pension liability	1,900,700	2,059,167
Deferred inflows	253,464	90,952
Total liabilities and deferred inflows	11,975,782	12,854,280
Net Position		
Net investment in capital assets	10,748,601	10,354,548
Restricted	402,687	352,942
Unrestricted	3,113,310	2,155,301
Total net position	\$ 14,264,598	\$ 12,862,791

Current assets include operational cash and investments. The College's current assets of \$8,118,177 are sufficient to cover the College's current liabilities of \$2,470,873. This represents a current ratio of 3.3. Receivables consist of taxes, student accounts and various operating receivables. The College's largest non-current assets are its investment in capital assets of \$17,224,138, net of depreciation.

The College's current liabilities consist primarily of accounts payable, payroll and payroll taxes payable, compensated absences payable, unearned revenue from tuition and fees and the current portion of the long-term debt. The non-current liabilities consist of pension obligation bonds and general obligation bonds long-term debt of \$7,109,896, pension transition liability of \$240,849, and net pension liability of \$1,900,700.

The largest portion of the College's net position is the \$10,748,601 in net investment in capital assets. The College's restricted net position consists of amounts set aside for grants and contracts, debt service, and financial aid. The College's unrestricted net position consists of amounts for the continuing operation of the College. The following chart shows the allocation of net position for the College:



Analysis of the Statement of Revenues, Expenses and Changes in Net Position

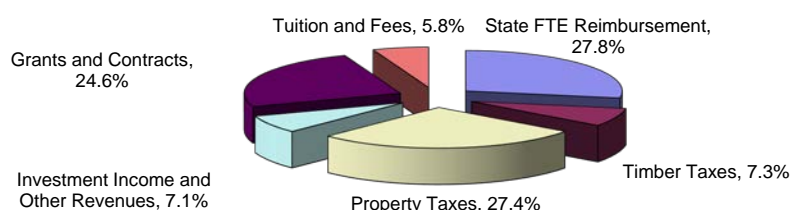
The *Statement of Revenues, Expenses and Changes in Net Position* presents the operating results of the College as well as the non-operating revenues and expenses. Annual state reimbursements and property taxes, while budgeted for operations, are considered non-operating revenues according to accounting principles generally accepted in the United States of America (GAAP).

	2018	2017	% Change
Operating Revenues:			
Federal sources	\$ 1,337,863	\$ 1,351,068	-1.0%
State sources	330,664	946,230	-65.1%
Tuition and fees	405,720	415,447	-2.3%
Local sources	64,015	45,300	41.3%
Other sources	227,982	183,865	24.0%
Total operating revenues	2,366,244	2,941,910	-19.6%
Operating Expenses:			
Instruction	1,425,773	1,394,802	2.2%
Instructional support	792,265	1,249,537	-36.6%
Student services	497,056	567,612	-12.4%
College support	1,648,742	1,555,552	6.0%
Plant operations and maintenance	312,039	324,819	-3.9%
Financial aid	449,906	359,203	25.3%
Depreciation	327,978	360,058	-8.9%
Total operating expenses	5,453,759	5,811,583	-6.2%
Operating Loss	(3,087,515)	(2,869,673)	7.6%
Non-Operating Revenues(Expenses):			
State community college support	1,968,977	1,089,718	80.7%
State timber tax	1,546	1,447	6.8%
Property taxes	1,927,747	1,921,336	0.3%
County timber tax	510,787	468,943	8.9%
Investment income	105,425	50,922	107.0%
Miscellaneous income	7,122	12,357	-42.4%
Interest expense	(185,262)	(211,231)	-12.3%
Loss on disposition of capital assets	(7,045)	-	0.0%
Amortization of loss on bond refunding	-	(164,089)	0.0%
Total non-operating revenues(expenses)	4,329,297	3,169,403	36.6%
Income before capital contributions	1,241,782	299,730	314.3%
Capital Contributions	160,025	2,798,679	-94.3%
Change in net position	1,401,807	3,098,409	-54.8%
Net position, beginning of year	12,862,791	9,764,382	31.7%
Net position, end of year	\$ 14,264,598	\$ 12,862,791	10.9%

Revenues:

The most significant sources of operating revenue for the College are federal, state and local grants and contracts and student tuition and fees. Tuition and fees totaled \$405,720, a decrease of 2.3%. Intergovernmental grants and contracts (including federal, state, and local sources) decreased 26% primarily due to State grants that ended on June 30, 2017.

The largest non-operating revenue source is from state community college support. Revenues of \$1,968,977 were received from the State of Oregon for FTE reimbursement allocation, an increase of 80.7% due to the timing of State disbursements (2018 was a 5 payment year). Additional non-operating revenues of \$1,927,747 were received for property taxes in this fiscal year. This represents a \$6,411 increase over the prior year primarily as a result of statutorily allowed increases in assessed values in FY 2017-18. County timber tax receipts totaled \$510,787, an increase of 8.9%. Investment income increased by 107% primarily due to maintaining reserve funds and increasing interest rates. The following chart shows the allocation of revenues for the College:

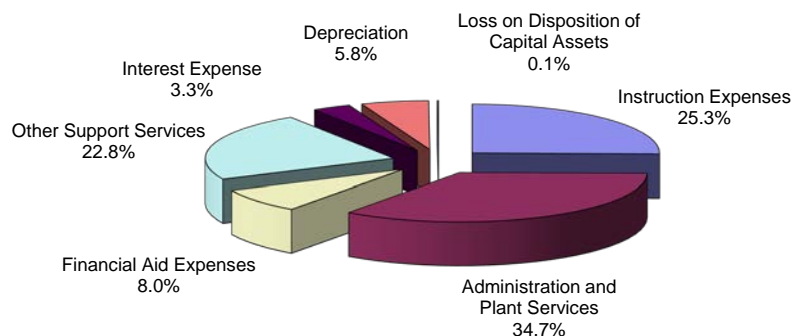


Expenses:

Operating expenses totaling \$5,453,759 include salaries and benefits, materials and supplies, utilities, operating leases, scholarships and depreciation. Administration and Plant Services costs, including college support (\$1,648,742) and plant operations and maintenance (\$312,039), represent the largest percentage of expenses at \$1,960,781 or 34.7% of the total. Instruction expenses represent \$1,425,773 or 25.3% of the total.

During FY 2018, financial aid expenses increased by 25.3% in part due to enrollment increases.

In FY 2017-18, the College made interest payments on PERS bonds and general obligation bonds totaling \$185,262. This was a decrease of \$25,969. The following chart shows the allocation of expenses for the College:



Analysis of the Statement of Cash Flows

This statement provides an assessment of the financial health of the College. Its primary purpose is to provide relevant information about the cash receipts and cash payments of the College during a period. The statement of cash flows also helps users assess the ability of the College to meet obligations as they become due and the need for external financing.

	2018	2017
Cash Provided By (Used In):		
Operating Activities	\$ (2,738,243)	\$ (2,406,535)
Noncapital Financing Activities	3,534,810	2,625,162
Capital Financing Activities	34,568	429,500
Investing Activities	105,425	50,922
Net increase (decrease) in cash	936,560	699,049
Cash -- Beginning of year	6,247,645	5,548,596
Cash -- End of year	\$ 7,184,205	\$ 6,247,645

The major sources of funds included in the operating activities include financial aid receipts and grants and contracts. The College also became the fiscal agent for another agency. Major uses were payments made to employees and suppliers.

State reimbursements, property taxes and timber taxes are the primary source of non-capital financing. The accounting standards require that we reflect these sources of revenue as non-operating even though the College's budget depends on these revenues for operations. Property taxes are assessed to property owners within the College's tax base.

Decreased capital spending in 2018 was primarily due to being in the final phase of construction of a new building in Tillamook. In 2018, the College continued to receive grants and donations for construction, which resulted in positive cash flow from capital financing. Capital cash flows, other than construction, are to repay general obligation bond debt.

Budgetary Highlights

The College adopts an annual budget at the fund level. The level of control established through a Board resolution for each fund is the major expense function level (i.e., Instruction, Instructional Support, Student Services, College Support, Plant Operations and Maintenance, Plant Additions, Financial Aid and Contingencies and Other). The College generally budgets each governmental fund type under the modified accrual basis of accounting and the accrual basis for the enterprise fund. Appropriation transfers between existing budget categories can be authorized by resolution of the Board.

Capital Assets and Debt Administration

Capital Assets:

The College's investment in capital assets at June 30, 2018 amounts to \$17,224,138, net of accumulated depreciation. Investment in capital assets includes land, buildings, equipment and library collections.

Capital assets, excluding depreciation, increased during the fiscal year due to a construction project. More detailed information about the College's capital assets is included in Note 3 to the financial statements.

Debt:

There was a decrease of \$635,428 in the College's debt during the current fiscal year. At the end of the current fiscal year, the College has debt outstanding of \$7,780,537 in pension obligation bonds and general obligation bonds.

Economic Factors and Next Year's Budget

The next few years will continue to be very challenging for all community colleges in Oregon. The College is committed to find the proper balance between affordability for its students and the accessibility to and quality of its instructional programs and services. It is evident that the College cannot rely upon the State of Oregon for additional resources, but must continue to align its expenses with available resources. Additional grants, partnerships and further developing the Foundation are current ways the college is addressing long term financial stability.

During the 2017-18 fiscal year, the College received approximately \$879,000 more in state revenue than fiscal year 2016-17. The primary cause for the difference is the timing (2017 was a 3 payment year) of state FTE reimbursements. The College budgets and records FTE reimbursements with 4 payments in each year to make projecting for revenues and expenses more manageable from year to year.

In a continuing effort to raise additional resources, the Board also raised tuition rates by \$1, to \$97 per credit, effective for Summer 2018.

The College is committed to living within its resources. Historically, in an effort to reduce the budgeted expenses, a combination of furloughs, non-contract days, cost of living adjustment suspensions, and step adjustment suspensions were implemented beginning in FY 2009-2010. After many years of reductions and increase suspensions, the College gave employees a step adjustment and cost of living adjustment in FY 2018-2019. The College is beginning to evaluate the current and ongoing payroll costs for development of the FY 2019-2020 budget. Other Oregon community colleges have had to reduce faculty and staff significantly more than TBCC over the years. The College continues to be committed to keeping staff and faculty and adding support where needed.

To assist with prudent budgeting, in FY 2009-2010, the College also established two reserve funds. Reserves were established for capital maintenance projects and strategic instructional and support initiatives. The College continues to use the reserve funds to support projects and initiatives. As needed, the College will use the funds to stabilize general operations. In FY 2017-2018, no reserve funds were transferred and used, and in fact, no transfers from the reserve funds have been made in 4 of the last 5 years. Transfers were not budgeted for FY 2018-2019 for operations or initiatives, a project to reseal the parking lot was planned and funds will be transferred for that capital maintenance project. The College will be evaluating the need for transfers in the FY 2019-2020 budget development process.

In May 2007, a bond issue in the amount of \$9,865,000 was passed by the voters for the purpose of funding land acquisition and capital construction in North, Central and South Tillamook County. On September 11, 2007, the College sold general obligation bonds. The first principal payment was due in June 2008 and interest is due in December and June. Property taxes are levied to make these payments. Construction of a new main campus building was completed in Central Tillamook County in December 2009. Remodel of the Tillamook High School career technical center was also completed in December 2009 to host the CTE programs for the College. Construction of a satellite facility adjacent to Nestucca Valley Jr./Sr. High School was completed in South County in September 2012 and renovation of facilities at Neah-Kah-Nie High School in North County in September 2013.

In the summer of 2015, proceeds remaining from the bonds were used to design and begin construction of an additional facility near the main campus in Central Tillamook County. Additional state funding of \$2,000,000 was obtained. The College has received grant awards and public donations and continues to work on fundraising to complete funding for the building. The new building was substantially completed in January 2017. In June 2016, all but \$450,000 of the Series 2007 bonds were defeased. The 2016 bonds were issued in the amount of \$7,120,581 to payoff \$6,815,000 in outstanding 2007 general obligation bonds and pay closing costs. The first principal payment on the 2016 bonds was due in June 2017 and interest is due in December and June. Property taxes are levied to make these payments.

In October 2013, the College received notification of award of a Title III grant. This brings significant resources to a College over a 5 year period. The objectives of this grant are 1) Increase Opportunities for Faculty Professional Development and Instructional Innovations, 2) Expand & Support Learning Opportunities to Increase Service Level, 3) Business Process Improvement to Increase Efficiency & Resource Utilization and 4) Increase Resource Development Capacity. The grant brings resources of nearly \$450,000 per grant year totaling an additional \$2,248,221 to complete our objectives. In FY 2014-2015, TBCC made great strides in providing online services and education offerings. In Fall 2015, the College launched its first online degree. The Title III grant ended on September 30, 2018. Many of the projects and positions have been institutionalized and will continue to be funded primarily by the General Fund.

All of the above mentioned strategic revenue options (grants, foundation and self-support) are being actively explored and developed so that the College can offer increased quality education delivery options. The College is committed to being prudent, strategic and nimble as it meets the needs of the community in delivering education.

Contacting the College's Financial Management

This financial report is designed to provide our stakeholders, taxpayers and creditors with a general overview of the College's finances. Questions concerning any of the information in this report or requests for additional financial information should be addressed to:

Business Office
Tillamook Bay Community College
4301 3rd Street
Tillamook, OR 97141

BASIC FINANCIAL STATEMENTS

TILLAMOOK BAY COMMUNITY COLLEGE

Statement of Net Position

June 30, 2018

ASSETS

Current assets:

Cash and investments	\$ 7,184,205
Receivables, net:	
Accounts	126,839
Property taxes	116,196
Timber taxes	212,898
Grants	472,602
Inventories	2,519
Prepaid expenses	2,918
Total current assets	<u>8,118,177</u>

Noncurrent assets:

Non-depreciable capital assets	5,934,210
Depreciable capital assets, net	<u>11,289,928</u>
Total noncurrent assets	<u>17,224,138</u>

Total assets	<u>25,342,315</u>
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DEFERRED OUTFLOWS OF RESOURCES

Deferred outflows related to pensions	<u>898,065</u>
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LIABILITIES

Current liabilities:

Accounts payable	263,857
Payroll payable	320,133
Compensated absences payable	183,998
Due to student organizations	6,340
Due to other organizations	997,541
Accrued interest payable	4,587
Unearned revenue	23,776
Current maturities of long-term obligations	670,641
Total current liabilities	<u>2,470,873</u>

Noncurrent liabilities:

General obligation bonds payable, less current maturities	5,884,896
Pension bonds payable, less current maturities	1,225,000
Net pension liability	1,900,700
Pension transition liability	240,849
Total noncurrent liabilities	<u>9,251,445</u>
Total liabilities	<u>11,722,318</u>

DEFERRED INFLOWS OF RESOURCES

Deferred inflows related to pensions	<u>253,464</u>
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NET POSITION

Net investment in capital assets	10,748,601
Restricted for grants and contracts	97,205
Restricted for debt service	168,750
Restricted for financial aid	136,732
Unrestricted	3,113,310
Total net position	<u>\$ 14,264,598</u>

The notes to the financial statements are an integral part of this statement.

TILLAMOOK BAY COMMUNITY COLLEGE

Statement of Revenues, Expenses and Changes in Net Position

For the year ended June 30, 2018

Operating revenues:	
Federal sources	\$ 1,337,863
State sources	330,664
Tuition and fees (net of financial aid discounts and allowances of \$706,992)	405,720
Local sources	64,015
Other sources	227,982
Total operating revenues	<u>2,366,244</u>
Operating expenses:	
Instruction	1,425,773
Instructional support	792,265
Student services	497,056
College support	1,648,742
Plant operations and maintenance	312,039
Financial aid	449,906
Depreciation	327,978
Total operating expenses	<u>5,453,759</u>
Operating income(loss)	<u>(3,087,515)</u>
Nonoperating revenues(expenses)	
State community college support	1,968,977
State timber tax	1,546
Property taxes	1,927,747
County timber tax	510,787
Investment income	105,425
Miscellaneous income	7,122
Interest expense	(185,262)
Gain(loss) on disposition of capital assets	(7,045)
Total nonoperating revenues(expenses)	<u>4,329,297</u>
Income before capital contributions	1,241,782
Capital Contributions	<u>160,025</u>
Change in net position	1,401,807
Net position - July 1, 2017	<u>12,862,791</u>
Net position - June 30, 2018	<u><u>\$ 14,264,598</u></u>

The notes to the financial statements are an integral part of this statement.

TILLAMOOK BAY COMMUNITY COLLEGE

Statement of Cash Flows

For the year ended June 30, 2018

Cash flows from operating activities:	
Tuition and fees	\$ 404,106
Grants and contracts	866,876
Sales of goods and services	10,654
Financial aid receipts	1,024,373
Agency receipts	1,344,798
Other cash receipts	110,973
Payments to employees for services	(3,269,356)
Payments to suppliers for goods and services	(1,197,174)
Payments for student scholarships and grants	(449,906)
Agency disbursements	<u>(1,583,587)</u>
Net cash used in operating activities	<u>(2,738,243)</u>
Cash flows from noncapital financing activities:	
Principal paid on pension bonds	(70,000)
Interest paid on pension bonds	(65,966)
Cash received from State community college support	1,968,977
Cash received from property taxes and timber taxes	<u>1,701,799</u>
Net cash provided by noncapital financing activities	<u>3,534,810</u>
Cash flows from capital and related financing activities:	
Cash received from State bonds and grants and donations for construction	160,025
Principal paid on general obligation bonds	(565,428)
Interest paid on general obligation bonds	(119,696)
Cash received from property taxes levied for capital debt	710,276
Acquisition of capital assets	<u>(150,609)</u>
Net cash provided by capital and related financing activities	<u>34,568</u>
Cash flows from investing activities:	
Interest on investments	<u>105,425</u>
Net increase in cash and cash equivalents	936,560
Cash and cash equivalents - July 1, 2017	<u>6,247,645</u>
Cash and cash equivalents - June 30, 2018	<u><u>\$ 7,184,205</u></u>
Reconciliation of operating income(loss) to net cash used in operating activities:	
Operating income(loss)	<u>\$ (3,087,515)</u>
Adjustments to reconcile operating income(loss) to net cash used in operating activities:	
Depreciation	327,978
Miscellaneous nonoperating revenues	7,122
Decrease(increase) in:	
Accounts receivable	(4,398)
Grants receivable	45,230
Inventories	321
Prepaid expenses	(944)
Deferred outflows related to pensions	229,672
Increase(decrease) in:	
Operating accounts payable	(38,250)
Payroll payable	(6,190)
Compensated absences payable	35,818
Due to student organizations	2,025
Due to other organizations	(238,789)
Unearned revenue	2,784
Net pension liability	(158,467)
Pension transition liability	(17,152)
Deferred inflows related to pensions	<u>162,512</u>
Total adjustments	<u>349,272</u>
Net cash used in operating activities	<u><u>\$ (2,738,243)</u></u>
Noncash capital, investing and financing activities:	
Disposition of capital assets	\$ 7,045
Gain/(loss) on disposition of capital assets	<u>(7,045)</u>
Total noncash capital, investing and financing activities	<u><u>\$ -</u></u>

The notes to the financial statements are an integral part of this statement.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Tillamook Bay Community College have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB), including GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, and GASB Statement No. 35, *Basic Financial Statements – and Management's Discussion and Analysis – for Public Colleges and Universities*, as amended by Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. The College follows the "business-type activities" reporting requirements of GASB Statement Nos. 34 and 35.

Reporting Entity

Tillamook Bay Community College (the College) was formed on March 31, 1981, in accordance with Oregon Revised Statutes Chapter 341. The College is governed by a seven member Board of Education whose members are elected independently.

The financial statements of the College include all accounts of the College. The Board of Education is not financially accountable for any other entity that is significant to the College's financial statements. Financial accountability is determined in accordance with criteria set forth in GAAP, primarily on the basis of authority to appoint a voting majority of an organization's governing board, ability to impose its will on that organization, the potential for that organization to provide specific financial benefits or impose specific financial burdens and that organization's fiscal dependency.

Measurement Focus and Basis of Accounting

The basic financial statements are reported using the economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Property taxes are recognized as revenues in the years in which they are levied. Grants and other similar types of revenue are recognized as soon as all eligibility requirements imposed by the grantor have been met. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

Operating revenues and expenses are distinguished from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an entity's ongoing operations. The principal operating revenues of the College are charges to students for tuition and fees, grants and contracts for specific operating activities of the College and sales of goods and services. Operating expenses include the cost of faculty, administration and support expenses, bookstore operations, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Deferred Outflows of Resources and Deferred Inflows of Resources

Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until then. Deferred inflows of resources represent an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Investments

Investments are carried at fair value. The College invests in the Oregon Local Government Investment Pool. This investment is authorized by Oregon Revised Statutes. For purposes of the statement of cash flows; cash, demand deposits, the Oregon Local Government Investment Pool and short-term investments purchased with original maturities of three months or less are considered to be cash and cash equivalents.

The College is required by Oregon law to insure its deposits with financial institutions through Federal depository insurance funds coverage or participation in institution collateral pools that insure public deposits. Amounts at the Oregon Local Government Investment Pool are exempt from such requirements.

Property Taxes Receivable

Ad valorem property taxes are levied on all taxable property as of July 1. Property taxes become an enforceable lien on that date for real property and personal property. Collection dates are November 15, February 15 and May 15. Discounts are allowed if amounts due are received by November 15. Taxes unpaid and outstanding on May 16 are considered delinquent. Uncollected taxes are deemed to be substantially collectible or recoverable through liens; therefore, no allowance for uncollectible taxes has been established. Property taxes receivable are recognized as revenues when levied.

Accounts/Grants Receivable

Student accounts receivable are recorded as tuition and fees as assessed.

Unreimbursed grant expenditures due from grantor agencies are recorded in the financial statements as receivables and revenues. Cash received from grantor agencies in excess of related grant expenditures is recorded as unearned revenue.

Inventories

Inventories, primarily books and supplies, are valued at the lower of cost (first-in/first-out method) or market.

Capital Assets

Capital assets include land, buildings and improvements, equipment, and library books with an estimated useful life greater than one year. The College's capitalization threshold is \$5,000 for all capital assets except for library books. Library books are capitalized regardless of cost. Donated capital assets, donated works of art and similar items, and capital assets received in a service concession arrangement are reported at acquisition value. Major outlays for capital assets and improvements are capitalized as projects are constructed. The cost of normal maintenance and repairs that do not add value or functionality to the asset are not capitalized, but are expensed as incurred.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital assets are depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	50
Library books	10
Equipment	5 to 10

Compensated Absences

Employees of the College are permitted to accumulate earned but unused vacation and sick pay. Vacation pay is recorded as a liability and an expense when earned. A liability does not exist for unpaid accumulated sick leave since College policy does not allow payment upon separation of service.

Leases

Leases which meet certain criteria established by the Governmental Accounting Standards Board are classified as capital leases. Leases which do not meet criteria of a capital lease are classified as operating leases.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employees Retirement System (PERS) and additions to/deductions from PERS' fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Scholarship Discounts and Allowances

Financial aid to students is reported in the basic financial statements in accordance with guidance prescribed by the National Association of College and University Business Officers (NACUBO). Certain aid such as loans and funds provided to students as awarded by others is accounted for as a third party payment (credited to the student's account as if the student made the payment). All other aid is reflected in the basic financial statements as operating expenses, or scholarship discounts and allowances, which reduce revenues. The amount reported as operating expense represents the portion of aid that was provided to the student in the form of cash. Scholarship discounts and allowances represent the portion of aid provided to the student in the form of reduced tuition.

Net Position

Net position reported in the Statement of Net Position is the difference between the College's total assets and deferred outflows and total liabilities and deferred inflows. Net position is subdivided into three categories: net investment in capital assets, restricted, and unrestricted.

Net investment in capital assets represents capital assets, less accumulated depreciation and outstanding principal of capital assets related debt, plus unamortized loss on refunding and cash held for construction.

Restricted net position represents amounts for which constraints were imposed by creditors, grantors, contributors or laws or regulations. The College's policy is to first use restricted resources when an expense is incurred for which both restricted and unrestricted resources are available.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

2 – CASH AND INVESTMENTS

Cash and investments are comprised of the following at June 30, 2018:

Cash on hand	\$ 407
Deposits with financial institutions	60,213
Investments	<u>7,123,585</u>
Total cash and investments	<u>\$ 7,184,205</u>

Deposits with Financial Institutions

Deposits with financial institutions are bank demand deposits. The total bank balance, as shown on the bank's records at June 30, 2018, is \$75,758. These deposits were fully covered by federal depository insurance.

The Oregon State Treasurer is responsible for monitoring public funds held by bank depositories in excess of FDIC insured amounts, and for assuring that public funds on deposit are collateralized to the extent required by Oregon Revised Statutes (ORS) Chapter 295. ORS Chapter 295 requires depository banks to place and maintain on deposit with a third-party custodian bank securities having a value of 10%, 25%, or 110% of public funds on deposit depending primarily on the capitalization level of the depository bank.

Custodial credit risk for deposits is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The College follows State law with respect to custodial credit risk and has not adopted a separate policy. Of the College's bank balance, none was exposed to custodial credit risk as of June 30, 2018, because deposits were not in excess of FDIC insurance.

Investments

State statutes authorize the College to invest in general obligations of the U.S. Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers' acceptances, commercial paper and the Oregon Local Government Investment Pool, among others. The College has no investment policy that would further limit its investment choices.

At June 30, 2018, the College's investments consisted of:

Investment in Oregon Local Government	
Investment Pool	\$ 7,122,845
Other	<u>740</u>
Total Investments	<u>\$ 7,123,585</u>

The Oregon Local Government Investment Pool is an open-ended, no-load diversified portfolio pool. Participants' account balances in the pool are determined by the amount of participants' deposits, adjusted for withdrawals and distributed interest. Interest is calculated and accrued daily on each participant's account based on the ending account balance and a variable interest rate determined periodically by the Oregon Short-Term Fund. The College's investment in the Oregon Local Government Pool is approximately 99.99% of total investments

The Oregon Local Government Investment Pool is an external investment pool which is part of the Oregon Short-Term Fund. Investment policies are governed by the Oregon Revised Statutes and the Oregon Investment Council (Council). The State Treasurer is the investment officer for the Council. Investments are further governed by portfolio guidelines issued by the Oregon Short-Term Fund Board. The Oregon Short-Term Fund does not receive credit quality ratings from nationally recognized statistical rating organizations.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

2 – CASH AND INVESTMENTS (continued)

Investments (continued)

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Oregon Short-Term Fund manages this risk by limiting the maturity of the investments held by the fund. Weighted average maturities of the investments in the Oregon Short-Term Fund at June 30, 2018 were: 61% mature within 93 days, 20% mature from 94 days to one year, and 19% mature from one to three years.

3 – CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2018 was as follows:

	Balance July 1, 2017	Increases	Decreases	Balance June 30, 2018
Capital assets not being depreciated:				
Land	\$ 1,529,388	\$ -	\$ -	\$ 1,529,388
Construction in progress	4,285,901	118,921	-	4,404,822
Total capital assets not being depreciated	<u>5,815,289</u>	<u>118,921</u>	<u>-</u>	<u>5,934,210</u>
Capital assets being depreciated:				
Buildings and improvements	13,445,709	-	-	13,445,709
Equipment	1,091,423	28,065	48,657	1,070,831
Library collection	118,421	16,662	13,846	121,237
Total capital assets being depreciated	<u>14,655,553</u>	<u>44,727</u>	<u>62,503</u>	<u>14,637,777</u>
Less accumulated depreciation for:				
Buildings and improvements	2,068,680	269,014	-	2,337,694
Equipment	941,763	46,835	41,612	946,986
Library collection	64,886	12,129	13,846	63,169
Total accumulated depreciation	<u>3,075,329</u>	<u>327,978</u>	<u>55,458</u>	<u>3,347,849</u>
Total capital assets being depreciated, net	<u>11,580,224</u>	<u>(283,251)</u>	<u>7,045</u>	<u>11,289,928</u>
Total capital assets, net	<u>\$ 17,395,513</u>	<u>\$ (164,330)</u>	<u>\$ 7,045</u>	<u>\$ 17,224,138</u>

4 – LONG-TERM OBLIGATIONS

Changes in long-term obligations for the year ended June 30, 2018 are as follows:

	Balance July 1, 2017	Additions	Deletions	Balance June 30, 2018	Due within One Year	Interest Matured and Paid
General obligation bonds payable	\$ 7,040,965	\$ -	\$ 565,428	\$ 6,475,537	\$ 590,641	\$ 119,696
Pension bonds payable	1,375,000	-	70,000	1,305,000	80,000	65,966
Pension transition liability	258,001	-	17,152	240,849	-	-
Net pension liability	<u>2,059,167</u>	<u>-</u>	<u>158,467</u>	<u>1,900,700</u>	<u>-</u>	<u>-</u>
Total long-term obligations	<u>\$ 10,733,133</u>	<u>\$ -</u>	<u>\$ 811,047</u>	<u>\$ 9,922,086</u>	<u>\$ 670,641</u>	<u>\$ 185,662</u>

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

4 – LONG-TERM OBLIGATIONS (continued)

Bonds Payable

In June 2005, the College issued \$1,695,000 of Limited Tax Pension Obligation Bonds and transferred the net proceeds to the State of Oregon Public Employees Retirement System to payoff the College's share of the cost sharing plan's unfunded actuarial liability. The resulting side account is being used to pay a portion of the College's annual required contribution. Principal payments are due annually beginning in June 2009 through June 30, 2028. Interest is payable in December and June of each year with fixed rates ranging from 4.643% to 4.831%.

Future bonded debt requirements for the Series 2005 bond issue are as follows:

	Principal	Interest	Total
2018-19	\$ 80,000	\$ 62,716	\$ 142,716
2019-20	95,000	59,001	154,001
2020-21	105,000	54,590	159,590
2021-22	120,000	49,518	169,518
2022-23	130,000	43,721	173,721
2023-24	145,000	37,440	182,440
2024-25	165,000	30,435	195,435
2025-26	180,000	22,464	202,464
2026-27	200,000	13,768	213,768
2027-28	85,000	4,106	89,106
	\$ 1,305,000	\$ 377,759	\$ 1,682,759

In May 2007, a bond issue in the amount of \$9,865,000 was passed by the voters for the purpose of funding land acquisition and capital construction in North, Central and South Tillamook County. On September 11, 2007, the College sold general obligation bonds.

In June 2016, the College issued General Obligation Refunding Bond Series 2016 in the amount of \$7,120,581, the proceeds of which were used to advance refund \$6,815,000 of Series 2007 General Obligation Bonds through an in-substance defeasance, and to pay bond issuance costs. The in-substance defeasance was accomplished by placing Series 2016 Bond proceeds in an irrevocable trust. The College advance refunded these bonds to reduce its total debt service payments over the life of the Series 2016 Bond by \$809,536 and to obtain an economic gain (difference between the present values of the debt service payments of the old and new debt) of \$736,573. All outstanding Series 2007 Bonds were redeemed on June 15, 2017. Principal on the Series 2016 Bond is due annually on June 15. Interest on the Series 2016 Bond, at 1.7% per annum, is payable semi-annually on June 15 and December 15 of each year. The Series 2016 Bond is not subject to optional redemption, in whole or part, prior to maturity.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

4 – LONG-TERM OBLIGATIONS (continued)

Bonds Payable (continued)

Future bonded debt requirements for the Series 2016 bond issue is as follows:

	Principal	Interest	Total
2018-19	\$ 590,641	\$ 110,084	\$ 700,725
2019-20	619,882	100,043	719,925
2020-21	653,019	89,505	742,524
2021-22	684,921	78,404	763,325
2022-23	715,564	66,760	782,324
2023-24	749,929	54,596	804,525
2024-25	782,878	41,847	824,725
2025-26	819,387	28,538	847,925
2026-27	859,316	14,608	873,924
	<u>\$ 6,475,537</u>	<u>\$ 584,385</u>	<u>\$ 7,059,922</u>

5 – PENSION PLANS

Public Employees Retirement System

Plan Description

The College contributes to two pension plans administered by the Oregon Public Employees Retirement System (PERS). The Oregon Public Employees Retirement Fund (OPERF) applies to the College's contribution for qualifying employees who were hired before August 29, 2003, and is a cost-sharing multiple-employer defined benefit pension plan. The Oregon Public Service Retirement Plan (OPSRP) is a hybrid successor plan to the OPERF and consists of two programs: 1) The Pension Program, the defined benefit portion of the plan which applies to qualifying College employees hired on or after August 29, 2003. Benefits are calculated by a formula for members who attain normal retirement age. The formula takes into account final average salary and years of service. 2) The Individual Account Program (IAP), the defined contribution portion of the plan. Beginning January 1, 2004, all PERS member contributions go into the IAP. PERS members retain their existing PERS accounts, but any future member contributions are deposited into the member's IAP, not the member's PERS account.

Both PERS plans provide retirement and disability benefits, postemployment healthcare benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. PERS is administered under Oregon Revised Statute Chapter 238, which establishes the Public Employees Retirement Board as the governing body of PERS. PERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained at: <https://www.oregon.gov/pers/Pages/Financials/Actuarial-Financial-Information.aspx>.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

5 – PENSION PLANS (continued)

Benefits provided

A. Tier One/Tier Two Retirement Benefit ORS Chapter 238

Pension Benefits

The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer. General service employees may retire after reaching age 55. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Tier Two members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

Death Benefits

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a PERS employer at the time of death,
- the member died within 120 days after termination of PERS-covered employment,
- the member died as a result of injury sustained while employed in a PERS-covered job, or
- the member was on an official leave of absence from a PERS-covered job at the time of death.

Disability Benefits

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 when determining the monthly benefit.

Benefit Changes After Retirement

Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments.

Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes (COLA). The COLA is capped at 2.0 percent.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

5 – PENSION PLANS (continued)

B. OPSRP Pension Program (OPSRP DB)

Pension Benefits

The Pension Program (ORS Chapter 238A) provides benefits to members hired on or after August 29, 2003. This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

Death Benefits

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

Disability Benefits

A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

Benefit Changes After Retirement

Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes (COLA). The COLA is capped at 2.0 percent.

C. OPSRP Individual Account Program (OPSRP IAP)

Pension Benefits

An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the OPSRP Individual Account Program (IAP) may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

5 – PENSION PLANS (continued)

Death Benefits

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Recordkeeping

PERS contracts with VOYA Financial to maintain IAP participant records.

Contributions

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2015 actuarial valuation. The rates based on a percentage of payroll, first became effective July 1, 2017. Employer contributions for the year ended June 30, 2018 were \$198,387, excluding amounts to fund employer specific liabilities. The rates in effect for the fiscal year ended June 30, 2018 were 15.27 percent for Tier One/Tier Two General Service Members and 8.76 percent for OPSRP Pension Program General Service Members, net of 8.32 percent of side account rate relief. An additional 6 percent contribution is required for the OPSRP Individual Account Program.

Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources related to Pensions

At June 30, 2018, the College reported a liability of \$1,900,700 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2015 rolled forward to June 30, 2017. The College's proportion of the net pension liability was based on a projection of the College's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities actuarially determined. PERS has established side accounts for employers that made lump sum payments to the plan in excess of their actuarially required contributions. Since different contribution rates are assessed to employers based on the value of the side accounts, the side account values were reflected separately in the proportionate share calculation. On June 30, 2017, the College's proportion was 0.01580999%.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

5 – PENSION PLANS (continued)

For the year ended June 30, 2018, the College recognized pension expense of approximately \$432,000. At June 30, 2018, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 103,066	\$ -
Changes in assumptions	388,478	-
Net difference between projected and actual earnings on investments	21,956	-
Changes in proportionate share	186,178	130,457
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	123,007
College's contributions subsequent to the measurement date	198,387	-
	<hr/>	<hr/>
Deferred outflows/inflows at June 30, 2018	<u>\$ 898,065</u>	<u>\$ 253,464</u>

Contributions subsequent to the measurement date of \$198,387 reported as deferred outflows of resources will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other deferred outflows of resources totaling \$699,678 less deferred inflows of resources of \$253,464 related to pensions will be recognized in pension expense as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2019	\$ 62,078
2020	237,646
2021	189,231
2022	(44,665)
2023	1,924
Total	<u>\$ 446,214</u>

Actuarial assumptions

The employer contribution rates effective July 1, 2017, through June 30, 2019, were set using the entry age normal actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (2) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 20 years. For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

5 – PENSION PLANS (continued)

The total pension liability in the December 31, 2015 actuarial valuation was determined using the following actuarial assumptions:

Valuation Date	December 31, 2015 rolled forward to June 30, 2017
Experience Study Report	2014, published September 2015
Actuarial Cost Method	Entry Age Normal
Amortization Method	Amortized as a level percentage of payroll as layered amortization bases over a closed period; Tier One/Tier Two UAL is amortized over 20 years and OPSRP pension UAL is amortized over 16 years.
Asset Valuation Method	Fair value of assets
Actuarial Assumptions:	
Inflation Rate	2.50 percent
Investment Rate of Return	7.50 percent
Discount Rate	7.50 percent
Projected Salary Increases	3.50 percent overall payroll growth
Cost of Living Adjustments (COLA)	Blend of 2.00% COLA and graded COLA (1.25%/0.15%) in accordance with <i>Moro</i> decision; blend based on service.
Mortality	<p>Healthy retirees and beneficiaries: RP-2000 Sex-distinct, generational per Scale BB, with collar adjustments and set-backs as described in the valuation.</p> <p>Active Members: Mortality rates are a percentage of healthy retiree rates that vary by group, as described in the valuation.</p> <p>Disabled retirees: Mortality rates are a percentage (70% for males, 95% for females) of the RP-2000 Sex-distinct, generational per Scale BB, disabled mortality table.</p>

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2014 Experience Study which reviewed experience for the four-year period ending on December 31, 2014.

Long-term expected rate of return

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in September 2015 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

5 – PENSION PLANS (continued)

Asset Class	Target Allocation	Compounded Annual Return (Geometric)
Core Fixed Income	8.00%	4.00%
Short-Term Bonds	8.00%	3.61%
Bank/Leveraged Loans	3.00%	5.42%
High Yield Bonds	1.00%	6.20%
Large/Mid Cap US Equities	15.75%	6.70%
Small Cap US Equities	1.31%	6.99%
Micro Cap US Equities	1.31%	7.01%
Developed Foreign Equities	13.13%	6.73%
Emerging Market Equities	4.12%	7.25%
Non-US Small Cap Equities	1.88%	7.22%
Private Equities	17.50%	7.97%
Real Estate (Property)	10.00%	5.84%
Real Estate (REITS)	2.50%	6.69%
Hedge Fund of Funds - Diversified	2.50%	4.64%
Hedge Fund - Event-driven	0.63%	6.72%
Timber	1.88%	5.85%
Farmland	1.88%	6.37%
Infrastructure	3.75%	7.13%
Commodities	1.88%	4.58%
 Total	 <u>100.00%</u>	
 Assumed Inflation - Mean		 2.50%

Discount rate

The discount rate used to measure the total pension liability was 7.50 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

5 – PENSION PLANS (continued)

Sensitivity of the College's proportionate share of the net pension liability to changes in the discount rate

The following presents the College's proportionate share of the net pension liability calculated using the discount rate of 7.50%, as well as what the College's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50%) or 1-percentage-point higher (8.50%) than the current rate:

	<u>1% Decrease (6.50%)</u>	<u>Discount Rate (7.50%)</u>	<u>1% Increase (8.50%)</u>
College's proportionate share of the net pension liability	\$ 3,401,442	\$ 1,900,700	\$ 645,792

Pension plan fiduciary net position

Detailed information about the pension plan's fiduciary net position is available in the separately issued PERS financial report.

Transition Liability

The College reports a separate liability to the plan with a balance of \$240,849 at June 30, 2018. The liability represents the College's allocated share of the pre-SLGRP pooled liability. The College is being assessed an employer contribution rate of 1.76 percent of covered payroll for payment of this transition liability.

6 – OPERATING LEASES

The College has entered into a number of operating leases for classroom and office space and photocopiers. Estimated future minimum lease payments total \$11,347 for the 2018-19 fiscal year and \$11,477 for the 2019-20 fiscal year and \$2,551 for the 2020-21 fiscal year and \$2,589 for the 2021-22 fiscal year and \$1,344 for the 2022-23 fiscal year.

7 – RISK MANAGEMENT

The College is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The College is a member of Property and Casualty Coverage for Education (PACE) and pays an annual premium to PACE for its property, crime, commercial general liability, automobile liability and physical damage, and other coverages. The College is also a member of Special Districts Insurance Services (SDIS) and pays an annual premium to SDIS for workers' compensation coverage. PACE and SDIS are to be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of certain limits. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

8 – CONTINGENCIES AND COMMITMENTS

Grants receivable and grant receipts are subject to adjustment by grantor agencies, principally the Federal Government. Any disallowed claims, including claims already collected, could become a liability to the College.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2018

9 – BUDGET

The College budgets all College funds required to be budgeted in accordance with the Oregon Local Budget Law on a Non GAAP budgetary basis. The College follows these procedures in establishing its budget:

1. In the spring of each year, the Chief Finance Officer of the College, acting as Budget Officer, submits a proposed budget to the budget committee which consists of the Board of Education and an equal number of concerned citizens of the community. Estimated revenues and expenditures are budgeted by fund and department cost centers.
2. The budget committee conducts public hearings for the purpose of obtaining taxpayer comments.
3. The budget committee approves a balanced budget to submit to the Board of Education. The estimated expenditures for each fund may not be increased by more than 10 percent by the Board and ad valorem taxes for all funds may not exceed the amount shown in the budget document unless the Board republishes the budget and holds additional public hearings.
4. The Board legally adopts the budget before July 1 through a Board resolution. The resolution authorizing appropriations for each fund set the level by which expenditures cannot legally exceed appropriations. The level of control established by the resolution for each fund is at the major expense function level (i.e. Instruction, Student Services, etc.). Appropriations lapse at year end.
5. The Board may change the budget throughout the year by appropriation transfers between levels of control and supplemental budgets as authorized by Oregon Revised Statutes. During the fiscal year ended June 30, 2018, the Board adopted 1 supplemental budget as allowed by state law.

REQUIRED SUPPLEMENTARY INFORMATION

TILLAMOOK BAY COMMUNITY COLLEGE

**Schedule of the Proportionate Share of the Net Pension Liability
Oregon Public Employees Retirement System Pension Plan
For the last five fiscal years**

Fiscal Year Ended June 30	(a) College's proportion of the net pension liability (asset)	(b) College's proportionate share of the net pension liability (asset)	(c) College's covered payroll	(b/c) College's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2018	0.0158%	\$ 1,900,700	\$ 1,855,094	102.46%	83.12%
2017	0.0155%	2,059,167	1,736,091	118.61%	80.53%
2016	0.0138%	323,321	1,731,235	18.68%	91.88%
2015	0.0174%	(825,454)	1,614,443	-51.13%	103.60%
2014	0.0174%	469,837	1,614,443	29.10%	91.97%

The amounts presented for each fiscal year were actuarially determined as of December 31 and rolled forward to the measurement date which is a date one year earlier than the fiscal year-end date above.

This schedule is presented to illustrate the requirements to show information for ten years. However, until a full ten-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

TILLAMOOK BAY COMMUNITY COLLEGE

**Schedule of Contributions
Oregon Public Employees Retirement System Pension Plan
For the last five fiscal years**

Fiscal Year Ended June 30	(a) Statutorily required contribution	(b) Contributions in relation to the statutorily required contribution	(a-b) Contribution deficiency (excess)	(c) College's covered payroll	(b/c) Contributions as a percent of covered payroll
2018	\$ 198,387	\$ 198,387	\$ -	\$ 2,032,585	9.76%
2017	89,527	89,527	-	1,855,094	4.83%
2016	85,481	85,481	-	1,736,091	4.92%
2015	131,134	131,134	-	1,731,235	7.57%
2014	123,213	123,213	-	1,614,443	7.63%

The amounts presented for each fiscal year were actuarially determined as of December 31 and rolled forward to the measurement date which is a date one year earlier than the fiscal year-end date above. However, the contributions above represent contributions made during the respective fiscal year indicated above.

This schedule is presented to illustrate the requirements to show information for ten years. However, until a full ten-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

TILLAMOOK BAY COMMUNITY COLLEGE

Notes to Required Supplementary Information Oregon Public Employees Retirement System Pension Plan

Changes in Plan Provisions

Key changes in plan provisions are described in the Oregon Public Employees Retirement System's GASB 68 Disclosure Information which was published on September 18, 2013 and can be found at:

<https://www.oregon.gov/pers/EMP/Documents/GASB/2014/GASB-Disclosure-Information.pdf> and in a letter from the plan's actuary dated May 23, 2016 which can be found at:
<https://www.oregon.gov/pers/EMP/Documents/GASB/2015/Letter-From-Actuary-5-23-16.pdf>

Changes in Assumptions

Key changes in assumptions for the December 31, 2012 and 2013 valuations are described in the Oregon Public Employees Retirement System's 2012 Experience Study (Updated) which was published on September 18, 2013 and can be found at:

<https://www.oregon.gov/PERS/Documents/Financials/Actuarial/2013/Experience-Study-Updated.pdf>

Key changes in assumptions for the December 31, 2014 and 2015 valuations are described in the Oregon Public Employees Retirement System's 2014 Experience Study which was published on September 23, 2015 and can be found at:

<https://www.oregon.gov/PERS/Documents/Financials/Actuarial/2015/Experience-Study.pdf>

OTHER SUPPLEMENTARY INFORMATION

OTHER SUPPLEMENTARY INFORMATION
Description of Budgeted College Funds

Other supplementary information consists of schedules required by the Minimum Standards for Audits of Oregon Municipal Corporations, prescribed by the Oregon Secretary of State. Schedules of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual are presented on a Non GAAP budgetary basis for each College fund required to be budgeted in accordance with the Oregon Local Budget Law, and for the Agency Fund.

Budgeted College funds are as follows:

General Fund - Accounts for all resources traditionally associated with operating the College which are not required legally or by sound financial management to be accounted for in another fund.

Special Revenue Fund - Accounts for proceeds of specific revenue sources restricted for particular educational and related support programs.

Financial Aid Fund - Accounts for financial aid and scholarship programs.

Capital Projects Fund - Accounts for financial resources to be used for the acquisition or construction of major capital facilities.

Debt Service Fund - Accounts for debt service payments on the College's Limited Tax Pension Obligation Bonds which are funded by transfers from other funds and debt service payments on the College's General Obligation Bonds which are funded by property taxes.

Enterprise Fund - Accounts for the operations of the College's store, community education program and customized training projects.

Agency Fund - Accounts for assets held by the College as an agency for the student government, student honorary society, college staff and a legally separate governmental entity for which the College acts as fiscal agent.

TILLAMOOK BAY COMMUNITY COLLEGE

**Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
GENERAL FUND
Year Ended June 30, 2018**

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
State sources	\$ 1,356,106	\$ 1,356,106	\$ 1,616,924	\$ 260,818
Local sources				
Property taxes, current year	1,191,050	1,191,050	1,187,056	(3,994)
Property taxes, prior years	50,000	50,000	40,338	(9,662)
Tuition and fees	1,036,151	1,036,151	1,036,420	269
Other resources	26,500	26,500	96,600	70,100
	<u>3,659,807</u>	<u>3,659,807</u>	<u>3,977,338</u>	<u>317,531</u>
EXPENDITURES:				
Instruction	1,403,246	1,403,246	1,286,480	116,766
Instructional support	344,629	344,629	302,070	42,559
Student services	463,665	467,813	456,343	11,470
College support	1,365,563	1,365,563	1,275,627	89,936
Plant operations and maintenance	288,533	288,533	266,737	21,796
Contingency	950,000	950,000	-	950,000
	<u>4,815,636</u>	<u>4,819,784</u>	<u>3,587,257</u>	<u>1,232,527</u>
Revenues over (under) expenditures	<u>(1,155,829)</u>	<u>(1,159,977)</u>	<u>390,081</u>	<u>1,550,058</u>
OTHER FINANCING SOURCES (USES):				
Transfers in	493,829	497,977	36,390	(461,587)
Transfers out	<u>(288,000)</u>	<u>(288,000)</u>	<u>(281,384)</u>	<u>6,616</u>
Total other financing sources (uses)	<u>205,829</u>	<u>209,977</u>	<u>(244,994)</u>	<u>(454,971)</u>
Revenues and other sources over (under) expenditures and other uses	(950,000)	(950,000)	145,087	1,095,087
FUND BALANCE, BEGINNING	<u>950,000</u>	<u>950,000</u>	<u>1,384,919</u>	<u>434,919</u>
FUND BALANCE, ENDING	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 1,530,006</u></u>	<u><u>\$ 1,530,006</u></u>

TILLAMOOK BAY COMMUNITY COLLEGE

**Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
SPECIAL REVENUE FUND
Year Ended June 30, 2018**

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Federal sources	\$ 696,224	\$ 698,974	\$ 659,177	\$ (39,797)
State sources	133,222	199,049	98,427	(100,622)
Tuition and fees	4,000	4,000	10,645	6,645
Local sources	470,465	476,465	559,321	82,856
Other resources	33,000	35,600	83,325	47,725
	<u>1,336,911</u>	<u>1,414,088</u>	<u>1,410,895</u>	<u>(3,193)</u>
EXPENDITURES:				
Instruction	4,320	6,873	4,724	2,149
Instructional support	543,871	577,695	466,664	111,031
Student services	-	27,237	7,332	19,905
College support	302,877	302,877	291,045	11,832
Plant operations and maintenance	30,000	41,028	34,222	6,806
Financial aid	-	10,000	712	9,288
Contingency	550,000	550,000	-	550,000
Reserves	3,091,229	3,091,229	-	3,091,229
	<u>4,522,297</u>	<u>4,606,939</u>	<u>804,699</u>	<u>3,802,240</u>
Revenues over (under) expenditures	<u>(3,185,386)</u>	<u>(3,192,851)</u>	<u>606,196</u>	<u>3,799,047</u>
OTHER FINANCING SOURCES (USES):				
Transfers in	485,000	485,000	323,111	(161,889)
Transfers out	(467,743)	(471,891)	(20,044)	451,847
	<u>17,257</u>	<u>13,109</u>	<u>303,067</u>	<u>289,958</u>
Revenues and other sources over (under) expenditures and other uses	(3,168,129)	(3,179,742)	909,263	4,089,005
FUND BALANCE, BEGINNING	<u>3,231,763</u>	<u>3,243,376</u>	<u>3,597,220</u>	<u>353,844</u>
FUND BALANCE, ENDING	<u>\$ 63,634</u>	<u>\$ 63,634</u>	<u>\$ 4,506,483</u>	<u>\$ 4,442,849</u>

TILLAMOOK BAY COMMUNITY COLLEGE

**Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
FINANCIAL AID FUND
Year Ended June 30, 2018**

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Federal sources	\$ 1,530,250	\$ 1,530,250	\$ 910,624	\$ (619,626)
State sources	205,000	205,000	232,237	27,237
Other resources	135,000	135,000	113,449	(21,551)
Total revenues	1,870,250	1,870,250	1,256,310	(613,940)
EXPENDITURES:				
Financial aid	2,088,244	2,088,244	1,388,124	700,120
Revenues over (under) expenditures	(217,994)	(217,994)	(131,814)	86,180
OTHER FINANCING SOURCES (USES):				
Transfers in	130,000	154,272	154,269	(3)
Transfers out	(3,250)	(27,522)	(26,389)	1,133
Total other financing sources (uses)	126,750	126,750	127,880	1,130
Revenues and other sources over (under) expenditures and other uses	(91,244)	(91,244)	(3,934)	87,310
FUND BALANCE, BEGINNING	91,244	115,516	140,666	25,150
FUND BALANCE, ENDING	\$ -	\$ 24,272	\$ 136,732	\$ 112,460

TILLAMOOK BAY COMMUNITY COLLEGE

**Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
CAPITAL PROJECTS FUND
Year Ended June 30, 2018**

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Other resources	\$ 255,000	\$ 255,000	\$ 171,709	\$ (83,291)
EXPENDITURES:				
Plant Additions	250,000	250,000	118,921	131,079
Revenues over (under) expenditures	5,000	5,000	52,788	47,788
OTHER FINANCING SOURCES (USES):				
Transfers out	(485,000)	(485,000)	(323,111)	161,889
Revenues and other sources over (under) expenditures and other uses	(480,000)	(480,000)	(270,323)	209,677
FUND BALANCE, BEGINNING	680,000	680,000	270,548	(409,452)
FUND BALANCE, ENDING	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 225</u>	<u>\$ (199,775)</u>

TILLAMOOK BAY COMMUNITY COLLEGE

**Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
DEBT SERVICE FUND
Year Ended June 30, 2018**

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Local sources				
Property taxes, current year	\$ 668,824	\$ 668,824	\$ 685,322	\$ 16,498
Property taxes, prior years	15,000	15,000	25,301	10,301
Other resources	1,305	1,305	7,634	6,329
	<u>685,129</u>	<u>685,129</u>	<u>718,257</u>	<u>33,128</u>
Total revenues				
EXPENDITURES:				
College support	1,600	1,600	1,600	-
Debt service:				
Principal	635,428	635,428	635,428	-
Interest	185,662	185,662	185,662	-
	<u>822,690</u>	<u>822,690</u>	<u>822,690</u>	<u>-</u>
Total expenditures				
Revenues over (under) expenditures	(137,561)	(137,561)	(104,433)	33,128
OTHER FINANCING SOURCES (USES):				
Transfers in	150,000	150,000	145,736	(4,264)
	<u>12,439</u>	<u>12,439</u>	<u>41,303</u>	<u>28,864</u>
Revenues and other sources over (under) expenditures and other uses				
FUND BALANCE, BEGINNING	<u>-</u>	<u>-</u>	<u>105,117</u>	<u>105,117</u>
FUND BALANCE, ENDING	<u>\$ 12,439</u>	<u>\$ 12,439</u>	<u>\$ 146,420</u>	<u>\$ 133,981</u>

TILLAMOOK BAY COMMUNITY COLLEGE

**Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
ENTERPRISE FUND
Year Ended June 30, 2018**

	Budget			Variance With Final Budget Positive (Negative)
	Original	Final	Actual	
REVENUES:				
Tuition and fees	\$ 64,700	\$ 64,700	\$ 65,647	\$ 947
Local sources	35,000	35,000	15,481	(19,519)
Other resources	24,100	24,100	15,477	(8,623)
	<u>123,800</u>	<u>123,800</u>	<u>96,605</u>	<u>(27,195)</u>
EXPENDITURES:				
Instruction	110,055	110,055	64,358	45,697
Instructional support	20,000	20,000	740	19,260
Student services	16,870	16,870	4,629	12,241
Contingency	5,730	5,730	-	5,730
	<u>152,655</u>	<u>152,655</u>	<u>69,727</u>	<u>82,928</u>
Revenues over (under) expenditures	(28,855)	(28,855)	26,878	55,733
OTHER FINANCING SOURCES (USES):				
Transfers out	(4,340)	(4,340)	(1,866)	2,474
Revenues and other sources over (under) expenditures and other uses	(33,195)	(33,195)	25,012	58,207
FUND BALANCE, BEGINNING	<u>52,762</u>	<u>52,762</u>	<u>54,084</u>	<u>1,322</u>
FUND BALANCE, ENDING	<u><u>\$ 19,567</u></u>	<u><u>\$ 19,567</u></u>	<u><u>\$ 79,096</u></u>	<u><u>\$ 59,529</u></u>

TILLAMOOK BAY COMMUNITY COLLEGE

**Schedule of Revenues, Expenditures and Changes in
Due to Others - Budget and Actual
AGENCY FUND
Year Ended June 30, 2018**

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
State sources	\$ -	\$ -	\$ 27,000	\$ 27,000
Local sources	1,060,520	1,090,650	1,242,336	151,686
Other resources	64,055	70,925	77,954	7,029
	<u>1,124,575</u>	<u>1,161,575</u>	<u>1,347,290</u>	<u>185,715</u>
EXPENDITURES:				
Instructional support	122,221	122,221	86,880	35,341
Student services	8,590	8,590	4,437	4,153
College support	1,614,067	1,666,067	1,484,347	181,720
Financial aid	6,035	6,035	1,678	4,357
Contingency	122,000	107,000	-	107,000
	<u>1,872,913</u>	<u>1,909,913</u>	<u>1,577,342</u>	<u>332,571</u>
Revenues over (under) expenditures	<u>(748,338)</u>	<u>(748,338)</u>	<u>(230,052)</u>	<u>518,286</u>
OTHER FINANCING SOURCES (USES):				
Transfers in	8,000	8,000	5,648	(2,352)
Transfers out	<u>(18,496)</u>	<u>(18,496)</u>	<u>(12,360)</u>	<u>6,136</u>
Total other financing sources (uses)	<u>(10,496)</u>	<u>(10,496)</u>	<u>(6,712)</u>	<u>3,784</u>
Revenues and other sources over (under) expenditures and other uses	<u>(758,834)</u>	<u>(758,834)</u>	<u>(236,764)</u>	<u>522,070</u>
DUE TO OTHERS, BEGINNING	<u>1,094,464</u>	<u>1,094,464</u>	<u>1,240,645</u>	<u>146,181</u>
DUE TO OTHERS, ENDING	<u><u>\$ 335,630</u></u>	<u><u>\$ 335,630</u></u>	<u><u>\$ 1,003,881</u></u>	<u><u>\$ 668,251</u></u>

STATISTICAL SECTION

TILLAMOOK BAY COMMUNITY COLLEGE

**Schedule of Property Tax Transactions
Year Ended June 30, 2018**

<u>Fiscal Year Ended</u>	<u>Uncollected Balances July 1, 2017</u>	<u>Add Taxes Levied</u>	<u>Discounts Allowed</u>	<u>Adjustments</u>	<u>Collections</u>	<u>Uncollected Balances June 30, 2018</u>
Current						
2017-18	\$ -	\$ 1,965,690	\$ 48,714	\$ (489)	\$ 1,866,990	\$ 49,497
Prior years						
2016-17	54,200	-	-	(128)	28,079	25,993
2015-16	27,974	-	-	(113)	11,467	16,394
2014-15	18,541	-	-	(105)	11,500	6,936
2013-14	13,409	-	-	(104)	5,638	7,667
2012-13	6,721	-	-	(105)	626	5,990
2011-12	1,057	-	-	(87)	405	565
and prior	3,389	-	-	(13)	222	3,154
TOTALS	<u>\$ 125,291</u>	<u>\$ 1,965,690</u>	<u>\$ 48,714</u>	<u>\$ (1,144)</u>	<u>\$ 1,924,927</u>	<u>\$ 116,196</u>

NOTE

Billing rate per thousand dollars of assessed value \$.2636 plus \$.1491 for bonds

Taxable Property Values and GO Debt Capacity

<u>Total Assessed Value</u>	<u>Urban Renewal Excess</u>	<u>Net Assessed Value</u>	<u>M5 Real Market Value</u>	<u>GO Bond Capacity (1.5% of RMV)</u>	<u>GO Bonds Outstanding</u>	<u>Remaining Capacity</u>
\$ 4,822,227,804	\$ 44,158,137	\$ 4,778,069,667	\$ 6,438,143,587	\$ 96,572,154	\$ 6,475,537	\$ 90,096,617

TILLAMOOK BAY COMMUNITY COLLEGE

Top 10 Tax Payers

Taxpayer	Business/Service	Tax	Assessed Value	Percent of Value
Tillamook PUD	Electrical Utility	\$ 839,009	\$ 78,138,769	1.62%
Stimson Lumber Company	Wood Products	708,200	62,396,317	1.29%
Tillamook County Creamery Association	Dairy Products	707,187	72,836,215	1.51%
CenturyLink	Telecommunications	259,745	24,795,800	0.51%
Charter Communications	Telecommunications	235,986	20,630,600	0.43%
Fred Meyer Stores Inc	Grocery	190,588	16,441,260	0.34%
Hampton Lumber Mills Co	Wood Products	161,833	14,052,610	0.29%
Pacific Carriage Limited	Manufacturing	134,052	13,576,900	0.28%
Nestucca Forests LLC	Timberland Mgmt	113,484	9,783,930	0.20%
Tillamook County Smoker Inc.	Beef Jerky, Sausage	98,886	8,696,510	0.18%
Subtotal - ten of County's largest taxpayers			321,348,911	6.65%
All other County's taxpayers			4,500,878,893	93.35%
Total County			\$ 4,822,227,804	100.00%

Tillamook County Tax Collections ⁽¹⁾

Fiscal Year	Percent Collected as of	
	Levy Year ⁽²⁾	6/30/2018 ⁽³⁾
2017	97.48%	97.48%
2016	97.24%	98.67%
2015	97.02%	99.13%
2014	97.11%	99.62%
2013	96.31%	99.58%
2012	95.67%	99.66%
2011	95.73%	99.97%

(1) Percentage of total tax levy collection in the County. Pre-payment discounts are considered to be collected when outstanding taxes are calculated.

(2) The percentage of taxes collected in the "year of levy" represents taxes collected in a single levy year, beginning July 1 and ending June 30.

(3) The percentage of taxes shown in the column represents taxes collected cumulatively from July 1 of a given levy year through June 30 of the current levy year.

Source: Tillamook County.

**INDEPENDENT AUDITOR'S COMMENTS REQUIRED BY
OREGON STATE REGULATIONS**

KENNETH KUHNS & CO.
CERTIFIED PUBLIC ACCOUNTANTS
570 LIBERTY STREET S.E., SUITE 210
SALEM OREGON 97301-3594
TELEPHONE (503) 585-2550

INDEPENDENT AUDITOR'S COMMENTS
REQUIRED BY OREGON STATE REGULATIONS

November 30, 2018

Board of Education
Tillamook Bay Community College
Tillamook, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2018, and have issued our report thereon dated November 30, 2018.

Internal Control Over Financial Reporting

Our report on Tillamook Bay Community College's internal control over financial reporting is presented elsewhere in this Annual Financial Report.

Compliance

As part of obtaining reasonable assurance about whether Tillamook Bay Community College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to, the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

In connection with our testing nothing came to our attention that caused us to believe Tillamook Bay Community College was not in substantial compliance with certain provisions of laws, regulations, contracts and grant agreements, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of the Board of Education, management and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these specified parties.

Kenneth Kuhns & Co.

Kenneth Kuhns & Co.

**DISCLOSURES IN ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS AND THE UNIFORM GUIDANCE**

KENNETH KUHNS & CO.
CERTIFIED PUBLIC ACCOUNTANTS
570 LIBERTY STREET S.E., SUITE 210
SALEM OREGON 97301-3594
TELEPHONE (503) 585-2550

INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF THE FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

November 30, 2018

Board of Education
Tillamook Bay Community College
Tillamook, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2018, and have issued our report thereon dated November 30, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Tillamook Bay Community College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Tillamook Bay Community College's internal control. Accordingly, we do not express an opinion on the effectiveness of Tillamook Bay Community College's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Tillamook Bay Community College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Kenneth Kuhns & Co.

Kenneth Kuhns & Co.

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

November 30, 2018

Board of Education
Tillamook Bay Community College
Tillamook, Oregon

Report on Compliance for Each Major Federal Program

We have audited Tillamook Bay Community College's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Tillamook Bay Community College's major federal programs for the year ended June 30, 2018. Tillamook Bay Community College's major federal programs are identified in the summary of audit results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Tillamook Bay Community College's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Tillamook Bay Community College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Tillamook Bay Community College's compliance.

Opinion on Each Major Federal Program

In our opinion, Tillamook Bay Community College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

Report on Internal Control Over Compliance

Management of Tillamook Bay Community College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Tillamook Bay Community College's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Tillamook Bay Community College's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Kenneth Kuhns & Co.

Kenneth Kuhns & Co.

TILLAMOOK BAY COMMUNITY COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2018

A - SUMMARY OF AUDIT RESULTS:

1. The independent auditor's report expresses an unmodified opinion on the financial statements of Tillamook Bay Community College.
2. There were no significant deficiencies in internal control over financial reporting reported during the audit of the financial statements of Tillamook Bay Community College.
3. No instances of noncompliance material to the financial statements of Tillamook Bay Community College were disclosed during the audit.
4. There were no significant deficiencies in internal control over compliance reported during the audit of the major federal award programs of Tillamook Bay Community College.
5. The independent auditor's report on compliance for the major federal award programs of Tillamook Bay Community College expresses an unmodified opinion.
6. No audit findings relative to the major federal award programs of Tillamook Bay Community College are reported in this schedule.
7. The programs tested as major programs are as follows:

<u>Program Name</u>	<u>CFDA Number</u>
Student Financial Aid Cluster:	
Federal Supplemental Educational Opportunity Grants	84.007
Federal Work-Study Program	84.033
Federal Pell Grant Program	84.063
Federal Direct Student Loans	84.268

8. The threshold for distinguishing Type A programs from Type B programs was \$750,000.
9. Tillamook Bay Community College was determined to be a low-risk auditee.

B - FINDINGS, FINANCIAL STATEMENTS AUDIT:

None.

C - FINDINGS AND QUESTIONED COSTS, MAJOR FEDERAL AWARD PROGRAMS
AUDIT:

None.

Tillamook Bay Community College
Schedule of Expenditures of Federal Awards
Year ended June 30, 2018

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Grant Period	State/Local Grant Number	Program or award amount	Fund Balance 7/1/2017	Revenue Recognized	Expenditures	Fund Balance 6/30/2018
U.S. SMALL BUSINESS ADMINISTRATION								
Passed-through Oregon Small Business Development Center Network								
Small Business Development Center	59.037	1/1/17-12/31/17	SBA-2016-156	\$ 33,000	\$ -	\$ 16,500	\$ 16,500	\$ -
Small Business Development Center	59.037	1/1/18-12/31/18	SBA-2018-157	33,000	-	16,500	16,500	-
Total U.S. Small Business Administration				66,000	-	33,000	33,000	-
U.S. DEPARTMENT OF EDUCATION								
Direct:								
Student Financial Aid								
Supplemental Educational Opportunity Grants	84.007	7/1/17-6/30/18		13,500	-	17,640	17,640	-
College Work Study	84.033	7/1/17-6/30/18		13,500	-	9,360	9,360	-
Pell Grant	84.063	7/1/17-6/30/18		651,686	-	651,686	651,686	-
Federal Direct Student Loan	84.268	7/1/17-6/30/18		231,938	-	231,938	231,938	-
Total student financial aid				910,624	-	910,624	910,624	-
Title III	84.031A	10/1/13-9/30/18		2,248,222	-	598,690	598,690	-
Passed Through Tillamook Education Consortium								
Vocational Education Technical Grants:								
Carl D Perkins Grant	84.048	7/1/17-6/30/18	N/A	27,487	-	27,487	27,487	-
Total US Department of Education				3,186,333	-	1,536,801	1,536,801	-
Total Federal Financial Assistance				\$ 3,252,333	\$ -	\$ 1,569,801	\$ 1,569,801	\$ -

TILLAMOOK BAY COMMUNITY COLLEGE

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS Year Ended June 30, 2018

1. Purpose of the Schedule:

The accompanying schedule of expenditures of federal awards (the Schedule) is a supplementary schedule to Tillamook Bay Community College's financial statements and is presented for purposes of additional analysis. Because the Schedule presents only a selected portion of the activities of the College, it is not intended to and does not present either the financial position or changes in net position of the College.

2. Significant Accounting Policies:

Reporting Entity: The reporting entity is fully described in Note 1 to the College's financial statements. The Schedule includes all federal financial assistance programs administered by the College for the year ended June 30, 2018.

Basis of Presentation: The information in the Schedule is presented in accordance with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Federal Financial Assistance: Pursuant to the Uniform Guidance, federal financial assistance is defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance or direct appropriations. Accordingly, nonmonetary federal assistance, including federal surplus property, is included in federal financial assistance and, therefore, is reported on the Schedule, if applicable. Federal financial assistance does not include direct federal cash assistance to individuals. Solicited contracts between the state and federal government for which the federal government procures tangible goods or services are not considered to be federal financial assistance.

Basis of Accounting: The expenditures in the Schedule are recognized as incurred based on the accrual basis of accounting and the cost accounting principles contained in the Uniform Guidance. Under those cost principles, certain types of expenditures are not allowable or are limited as to reimbursement. The College has elected not to use the ten percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Matching Costs: The Schedule does not include matching expenditures.

Information Only Items

RECOMMENDATION

Information Only

BACKGROUND INFORMATION ----- Chair Gervasi



Tillamook School District Update

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONSUPERINTENDENT SCHILD, ASST.
SUPERINTENDENT SHELLEY, PRINCIPAL ENGLISH, CAO RIVENES

Administrators from Tillamook School District will update the Board about the partnership between the school district and TBCC and introduce the new Asst. Superintendent, Curt Shelley, who will become the new Superintendent at the end of the year when Randy retires.

Collaboration

TILLAMOOK BAY COMMUNITY COLLEGE & TILLAMOOK
SCHOOL DISTRICT

TILLAMOOK BAY
COMMUNITY COLLEGE

Background
Randy Schild

- Brief history of Tillamook Bay Community College and Tillamook School District.
- Working Relationship
- Highlights of the Partnership

TILLAMOOK BAY
COMMUNITY COLLEGE



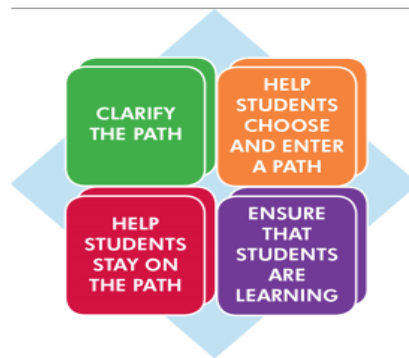
Some Statistics

Greg English

- ✓ In the past year, 447 duplicated (210 non-duplicated) TSD students have taken dual credit courses at TBCC.
- ✓ TSD students earned 1482 credits in 2017-2018.
- ✓ In 2017-2018, 26 courses were offered for dual credit. Courses ranged from Math, Ag, He, Welding, Business, Writing, Econ and more.
- ✓ 32 TSD students are enrolled and degree seeking at TBCC from the 2018 class (and 23 additional TSD students are here from various classes).
- ✓ In the past year, 11 teachers have aligned their content for college credit.
- ✓ This year we are looking at expanding partnerships in XXX
- ✓ TSD sent TBCC 7 First Class Scholars this past year, and 13 of our current First Class Scholars graduated from TSD.

TILLAMOOK BAY
COMMUNITY COLLEGE

Guided Pathways



TILLAMOOK BAY
COMMUNITY COLLEGE

Goals

Teresa Rivenes

- TBCC will continue to enhance its community partnership with TSD through the Tillamook Education Consortium (TEC).
- We are committed to ongoing alignment (e.g. syllabus, course outcomes, program outcomes, assessment, experiences) so that students are prepared for college and high school teachers are supported with curriculum.
- Goal: every student has at LEAST ONE college course at graduation and knows they are college material (belonging).
- Dual credit with at least one class at Wilson River.
- Visit the schools and start a plan- kicked off 2018!

TILLAMOOK BAY
COMMUNITY COLLEGE



Program Review – Agriculture/Natural Resources

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONCOORDINATOR DEANE MCKENNA

Megan Deane McKenna has been with TBCC as the Ag/Forestry/Natural Resources coordinator since September of this year (2018). She works half time for TBCC and halftime for OSU. Megan has a wealth of information to offer TBCC and we are excited to have her here. In this presentation, she will introduce herself, share findings from the Program Review, talk about current goals (developed from Program Review findings) and talk about student enrollment.

Outline of her presentation;

- I. OSU/TBCC Partnership, what is Open Campus and Megan's role at TBCC
- II. Ag/NR and Forestry Program Review & Goals
- III. Ag/NR and Forestry Learning Outcomes
- IV. Strengths of the programs
- V. Opportunities moving forward
- VI. Dual Credit partnerships with local high schools
- VII. Enrollment numbers
- VIII. Questions?





TILLAMOOK BAY

COMMUNITY COLLEGE

Three-Year Instructional Program Review Template
Tentative Due Date: June 30 of the Academic Year Assigned

Program Name: Agriculture and Natural Resources

Degrees and Certificates offered within Program:

- Associate of Applied Science in Agriculture and Natural Resources

Statement of Collaboration

The program faculty listed below collaborated in an open and forthright dialogue to prepare this Program Review. Statements included herein accurately reflect the conclusions and opinions of the program faculty.

Participants in the review:

- Hayden Bush, Agriculture and Natural Resources Instructor and Coordinator

Authorization:

After the document is complete, it must be signed by the Department Faculty and Chief Academic Officer prior to submission to the Curriculum and Assessment Committee.

Signatures of Department Faculty



Signature of Chief Academic Officer



Date of Submission

June 28, 2018

1.0 Mission and Goals

1.1 Briefly describe the relationship of your program to the college's Mission, Vision, and Core Themes.

College Mission & Vision

The Agriculture and Natural Resources (AgNR) program at TBCC offers engaging curriculum and course work in Agricultural Science, Animal Science, Soil Science, Food Science, Forestry, Natural Resources, Environmental Science, and Leadership. These classes directly contribute to the mission and vision of Tillamook Bay Community College (TBCC) by engaging students in learning about the vast resources that help the local Tillamook economy thrive. The AgNR program is relatively new to TBCC still, having only been fully established for just over 3 years. Not only does a degree in this program help students with personal gain and job advancement, but the classes are also designed to transfer on to a four-year institution that offers similar coursework. Program courses are heavily taught by adjuncts, giving students a direct connection to the occupations in which they may seek.

Additionally, the AgNR program is directed by a program advisory committee, with direct representation from most all local agriculture and natural resource entities. This committee has direct influence and oversight on programmatic direction and provides a valuable community connection to instructors and students, alike.

Core Themes

The TBCC AgNR program connects to all three core themes of TBCC, but connects with the "Leadership, Partnership, and Community Engagement" theme very closely. The program and its students and faculty serve as educational and community leaders through professional development, skill building, or partnership with local businesses and school districts, post-secondary institutions, and governmental organizations. With most courses being taught by adjuncts from the industries represented, the connection is often seamless. The program's strong advisory committee also helps raise opportunities for community engagement, which helps to play in to the core theme of "Educational Excellence" as well.

Program Description

Tillamook Bay Community College utilizes the AgNR program to prepare future agricultural and natural resource leaders with curriculum and courses reviewed by local agriculture, natural resources, and forestry agencies and companies. The program is designed to meet a broad range of student needs including recent high school graduates, incumbent workers, people seeking a career, and potential four-year transfer students.

The program combines a foundation of core courses in agriculture and natural resources as well as specialized classes within each area of emphasis; agriculture and

animal science, or natural resources. All courses prepare students with social, thinking, information literacy, and communication skills that are in demand by employers, coupled with facts and issues plaguing current industries. This allows students to apply technical skills and competencies in a variety of contexts as they relate to soil, food science, horticulture animal science, and natural resources. Students also learn to communicate information and professional judgments regarding soil, food science, horticulture, animal science, and natural resources. Furthermore, students will analyze interdependence of individuals, groups, systems and their activities in order to minimize the impact on soil, food science, horticulture, animal science, and natural resources.

Graduates of the program will be prepared to transfer to a four-year institutions (with strong ties to Oregon State University's Agricultural Sciences and Natural Resources programs). If a four-year institution is not the student's goal, the agriculture and animal science emphasis prepares students for careers in areas like agricultural and food manufacturing or farming operations. The natural resources emphasis will help prepare students for employment in public or private forestry/natural resources management agencies.

2.0 Program Data and Trends Analysis

2.1 For each data point listed below, summarize the trend. (Attach three year longitudinal data to appendix.)

Program Name: Business Administration

(See Appendix A for Data Table – pp. A1-A8)

Data Point	Table	Trend	Highest Year
Enrollment	2.1.a	Enrollment has steadily risen in the last 3 years, as the program was basically new 3 years ago.	166
Number Program Majors	2.1.b.1-6	The growth trend was faster between year 1 and 2 than between year 2 and 3, but has grown nonetheless.	9
Total FTE	2.1.c	Program FTE has followed the other growth trends, growing more than 5 times its amount 3 years ago.	15.6
Number Sections Offered	2.1.d	As enrollment has increased, so has the number of offerings in the program.	17
FTEF	2.1.e	FTEF has steadily grown over the course of these years. Due to the limited number of full-time faculty at TBCC in this program, Faculty load has increased. With only 1 regular faculty member at .5FTE, the remainder if the FTE is picked up by adjuncts. Faculty at TBCC often pick up more overall responsibilities than those at other larger institutions because of TBCC's small nature. This trend shows that the FTEF needs are more than what is provided by a .5 faculty member, so adjuncts are needed to pick up the rest.	1.38
Fill Rate	2.1.f	Between 2015 and 2016, fill rate stayed consistent at 18 %, and then jumped to 25% in 2018, where the program saw its highest class numbers. Fill rate should continue to increase as some AgNR classes are now recognized for science credit. This low fill rate is due to 10-15	25%

		seat openings per class, which also contributes to excess capacity per instructor, augmenting some of our FTEF and WSCH figures.	
WSCH/FTEF	2.1.g	Weekly student contact hours per full-time equivalent faculty (WSCH/FTEF) is a productivity measure to evaluate the impact full-time faculty have on FTE generation for the college. For this data, the typical convention nation-wide is to use 510 (the number of hours associated with one FTE) as a comparative measure, which would indicate that a full-time faculty member is generating one FTE, roughly per week for the college. Over the last 3 years, WSCH/FTEF has increased 107%, indicating that student numbers are rising rapidly. Data from 2015-2016 shows a large increase in class offerings between 2015 and 2016 (almost double) and a much less increase from 2016-2017. This is because in 2015 only the first year of the degree program was offered. The second year was offered for the first time in 2016, effectively doubling offerings. This increase in course offerings decreased the overall WSCH/FTEF between 2015 and 2016, but it slightly rose during 2017 since there was a much less dramatic change in course offerings.	386.1
% Students Retained from Fall to Fall	2.1.h.1-4	As the program grows, so does retention. This measure is slightly deceiving, given that the program is still new and has so few students enrolled, comparatively.	50%
Successful Completion Rate	2.1.i	Successful completion rate is relatively high in this program. This is likely due to the smaller class sizes that allow for more individualize interaction of instructor-to-student and peer-to-peer.	94%

2.2 Program Peer Comparison

How does your program compare with peers? (Peers include similar programs at the college or programs at peer institutions as identified by the Office of Institutional Research)

Based on size, location, and curricula, there are no other community colleges quite as small as our TBCC program, but anecdotally, the most comparable would be Klamath Community College (KCC), Treasure Valley Community College (TVCC), and Blue Mountain Community College (BMCC). All three of these colleges have significantly more students than TBCC.

- KCC offers one AAS degree in agriculture and several other transfer options.
- TVCC offers three AAS degrees: 1) Ag Business, 2) Horse Production, and 3) Ranch Management, as well as 5 AS options: 1) Ag Business, 2) Animal Science, 3) Crop Science, 4) General Agriculture, and 5) Soil Science.
- BMCC offers Four AAS degrees: 1) Ag Business, 2) Ag Production - Crops, 3) Ag Production - Livestock, and 4) Ag Production - General as well as AS options for transferring to a university.

KCC has seen an upward trend in enrollment after they hired a sustainable faculty member to guide students and the programs. TVCC has continued to grow given their close proximity to Idaho and BMCC has seen tremendous growth by expanding their offerings and building new facilities.

Analysis:

After review of other programs, the following summary provides insight to gained information:

- Enrollment at all four colleges in agriculture and natural resources is increasing, though TBCC's is growing slower due to the physical accessibility.
- All three of the other community colleges have a multitude of agriculture and natural resource industries within just a few miles of the campuses, whereas the TBCC service area has a limited diversity of types of agricultural operations.
- TBCC's degree is very unique in that it combines core areas of both agriculture and natural resources with the intent of providing a well-rounded student.
- TBCC's program lacks in offering much in the ways of certifications.
- Other programs offer more emphasis on the sciences, such as chemistry, but TBCC focuses more on core ideas in agriculture and natural resources.

2.3 Student Enrollment and Achievement by Gender and Race/Ethnicity

Analyze the achievement levels for each of the groups listed below. Are there differences in achievement levels across groups? Are there strategies you can implement to provide more support for these populations?

(Attach to Appendix or provide below the Retention and Success Rates by Gender and Race/Ethnicity as identified by the Office of Institutional Research)

Program Name: Agriculture and Natural Resources

*This information is unavailable due to Figures being reported as NR (for not reported) follow the FERPA convention of not reporting student figures lower than 5, to preserve student confidentiality.

Analysis:

Though the program is still new enough to not have reliable data, this created a challenge: how does the program increase both retention and diversity? With that said, the program has had 4 graduates to date, with each graduate completing within the two-year time frame. Retention of these students could have contributed to that success.

2.4 (CTE Programs Only) List the certifications students are able to earn through participation in your program.

At this time, there are no certifications associated with the Agriculture and Natural Resources program.

2.5 Other Data

Please include any other data (internal or external) that may be relevant to student achievement, learning, and trends within your Basic Skills, CTE, or Transfer Education program.

At this time, besides information referenced later and found within the Appendices, there is no additional data necessary for listing here.

Analysis

Certificates will be considered as advisory committee members bring opportunities forward.

2.6 Strengths, Weaknesses, Opportunities, Challenges (SWOC)

2.6.1 What are the strengths of your program as indicated in the above data?

- The program is growing fairly rapidly, both in majors and class numbers.
- The program is fairly new and is attracting new students.

- The program and classes are small, compared to other colleges, allowing for more one-on-one support.
- AgNR classes are guaranteed to be offered at a minimum to receive the degree.
- Use of Open Educational Resources is expanding in the program, saving students money.
- The program has a strong connection with the local high schools and community agencies.
- The program uses online teaching tools, such as Moodle, effectively and efficiently.
- AgNR faculty have stepped up to provide leadership in state-wide roles.
- Adjunct teaching faculty provide an easy, real-world connection for students.
- Advisory committee members are utilized for connections and curriculum assistance.

2.6.2 What are the weaknesses of your program as indicated in the above data?

- Low student numbers make data less readily available and reliable.
- All courses are offered only one section per term, meaning that most classes are only offered once per year.
- There are a limited number of agriculture/natural resource electives offered each term.
- There are no certificates available (although a forestry technology certificate is in the works).
- Advisory committee members cautioned program leadership that the two emphasis areas may confuse students and also lend little more credibility to the program, because employers want coachable students with generalized skills (and with this advice, plans include elimination of the emphasis areas and allowing more choice for electives on the behalf of students).

2.6.3 What are the opportunities for your program as indicated in the above data?

- Geographic region is advantageous because students can learn about important industries right from the sources.
- Partnerships between school districts, other colleges and universities, and community organizations will continue to prosper.
- Scholarship needs will increase and we will need to look at how to best handle that.
- Students could become more involved in community-based projects by engaging stakeholders.
- Data shows the need for more FTE, so and increate from a .5FTE position to a higher may be advantageous.

2.6.4 What challenges exist for your program based on the above data?

- Tillamook County lacks affordable housing; the population is a stagnant and aging demographic. As such, TBCC has less potential for student enrollment growth.
- Agriculture and natural resources careers are often viewed as less desirable and portrayed negatively.
- TBCC offers fewer students opportunities, such as social gatherings or clubs, compared with larger institutions.

3.0 Student Learning Outcomes Assessment

3.1 How has assessment of course level SLOs led to improvements in student

After revising the Program Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) college wide in 2017, AgNR faculty had the opportunity to take a comprehensive look at their CLOs of each of their classes. This process included a formal review of student achievement of the CLOs after the class was complete. Each and every class in the AgNR degree reworked their CLOs to do the following:

- More concisely point out the outcomes of the course.
- Better align assessment methods with assessment needs.
- Ensure courses aligned with PLOs.

As a result, most courses condensed their outcomes in a much more concise manner, so that students know exactly what they should take from the course.

3.2 How has assessment of program-level SLOs led to improvements in transfer or certificate/degree awards?

Program level Student Learning Outcomes were revised in 2017 because previous outcomes were confusing and hard to measure. These improved outcomes are much more student-centered and focus on what students will take from the program and be able to contribute to an employer. Furthermore, these outcomes will serve as an assessment method to ensure that new (and existing) courses fit within the scope of the programmatic needs.

3.3 What challenges remain to make course and program level Student Learning Outcome Assessment more effective for your program?

Outcomes will need to constantly be reconsidered for a variety of reasons: continuity with the ever-changing subjects, new faculty, changes at university programs, and changes in community need. This ever-constant need for monitoring these outcomes may prove to be challenging, as outcome changes may mean curricula changes.

4.0 Evaluation of Progress Toward Achievement of Previous Program Plans (Section 4.0 N/A 2017-18)

4.1 Evaluate steps taken to achieve plans established in the last program review.

Not applicable – no former program review exists.

4.2 In cases where resources were allocated toward goals, evaluate the efficacy of that spending.

Not applicable – no former program review exists.

5.0 Program Plans

5.1 Short-term Plans (three year cycle)

5.1.1 Based on the above data and analyses, identify 2 or more concrete plans, measurable outcomes, and activities that you would anticipate resulting in improvements to the program in the next three year cycle.

- **Expand certificates offerings in AgNR program.**

As the program develops, new community needs should arise. Adding certificate offerings may help make this program more relevant to those who just want to gain workforce skills or advance in current employment, without having to complete a full degree. Options might include forestry or animal science technology certificates.

- **Expand course offerings to include more general agriculture and natural resource offerings.**

While the AgNR program at TBCC is very unique, taking advantage of this uniqueness and providing the best and most well rounded education could be key to program success. Courses like agriculture business, general horticulture, and more species-specific animal science courses would be great options in expanding the general course offerings.

- **Review current course offerings and revise as needed.**

Agriculture and Natural Resources are constantly changing, as are the needs of students. Revision and review of course offerings on a consistent basis should help the program provide current and relevant curriculum to students. Possible expansion could include a forestry specific component.

5.1.2 What specific aspects of these plans can be accomplished without additional financial resources? (See 5.1.1 above)

Little to no resources will be needed to implement these plans, but some may be needed after implementation

5.2 Long-term Plans (six year cycle)

5.2.1 Based on the above data and analyses, identify 2 or more concrete plans, measurable outcomes, and activities that you would anticipate resulting in improvements to the program in the next six years.

- **Develop facilities specific to lab requirements, such as a greenhouse or animal facility.**

This goal may be lofty, but either building or partnering with existing groups on space used for laboratory activities would enable further growth and more hands-on training for the program. Local agencies or schools may have existing resources available for a partnership to be developed.

- **Conduct a program alumni and employer survey measuring competency of program in preparing graduates for work.**

Assessing the needs of our students and employers is key to maintaining a strong program, so this survey plan could help to provide valuable programmatic data used to drive future decisions.

5.2.2 What specific aspects of these plans can be accomplished without additional financial resources?

The survey would require little to no resources to implement these plans, but some may be needed to make program changes.

6.0 Requests for Resources

For any specific aspect of a plan listed in 5.0 that would require additional financial resources, complete the form below. If you are aware of a potential funding source other than college general funds, identify the potential source below.

Type of Resource	Requested Amount	Potential Funding Source
Personnel	\$2,000	General fund or community support
Facilities	\$5,000	Grant or community support
Equipment	\$5,000	Grant or community support
Supplies	\$1,000	Grant or community support
Training	\$1,500	Grant or community support
Other (promotion)	\$1,500	Foundation or Advancement
Total Requested Amount	\$16,000	Multiple sources

6.1 Describe the resource request.

With expanded course offerings will come more personnel needs as well as potential needs for professional developments. Expansion of course offerings or changes in curriculum will also need to be advertised locally and/or statewide. A laboratory space, such as a greenhouse, would require supplies for maintenance and, of course, the initial costs to purchase and build.

6.2 What measurable outcome(s) will result from filling this resource request?

As faculty review and/or revise courses and curriculum to meet current industry trends, course outcomes should satisfy both employer and student needs. While the revision focus is to ensure students are gaining relevant skills, it will also address student success in completing courses which further leads to students successfully completing the degree. Both completion of degree measures and course completion measure will help to ensure that these changes are impacting student learning outcomes, and program learning outcomes. Any course or curriculum changes will be benchmarked by student success measures. Additionally, student involvement numbers will help to

measure the success of program expansion, by measuring growth in courses and in the program as a whole.

The information provided by alumni and employers will assist in program improvement by providing feedback from program completers and those who employ them. This information will help the program to drive decisions with increased competency in providing for the workplace needs of today. Additionally, faculty can use such measures to make sure that student learning outcomes at the course level are relevant to their given fields.

6.3 How does this request further college fulfillment of the college mission and its Core Theme objectives?

These improvements will allow the AgNR program to continue linking students with degrees, certificates, and training that is relevant to meet their future goals. These resources focus on academic achievement and providing hands-on training in high wage and high demand fields.

7.0 Advisory Committee and Employer Input (CTE Programs Only):

7.1 List Current Advisory Program Membership

Program Coordinator (Chair)	Hayden Bush
President	Dr. Ross Tomlin
Chief Academic Officer	Dr. Ann Hovey
TBCC Foundation	Heidi Luquette
Curriculum Dept. Representative	Amy Alday-Murray
OSU Extension Service	Troy Downing, Valerie Grant
OSU College of Forestry	Nichole Kent, Randy Rosenberger
OSU College of Agricultural Sciences	Dr. Penny Diebel
OSU Department of Agricultural Education and Agricultural Science	Dr. Jonathan Velez
Oregon Dept. of Fisheries and Wildlife	Rick Klumph
Stimpson Lumber	John Wehage
Hampton Lumber	Dave Kunert
Bureau of Land Management	Karen Shank
Tillamook County	Dave McCall
Tillamook School District	Bruce Rhodes
Tillamook High School	Clair Thomas (NR), Brooklyn Bush (Ag), Lori Loeffler (For)
Tillamook Estuaries Partnership	Claudine Rehn, Lisa Phipps
Oregon Dept. of Forestry	Kate Skinner
Tillamook Bay Watershed Council	Denise Lofman
Tillamook County Farm Bureau	Karl Zwiefel, Carol Marie Luethold
Tillamook County Creamery Association	Dr. Kate Lott
NKN High School	Dr. Heidi Buckmaster
Nestucca High School	Joe Meyer, Ron Smith
Dairy Industry	Derrick Josi

7.2 Discuss the process your program followed to ensure advisory committee membership involvement in and contributions to this program review. Report on comments and concerns shared by members of the advisory committee.

The advisory committee is an integral part of the TBCC AgNR program, providing advice, direction, and needed support to curriculum and student success. The committee meets at least three times per year to ensure that the program is meeting the needs of our diverse agriculture and natural resource employers, as well as other program stakeholders. Members discuss general program content, skills graduates need, job opportunities, career trends, and strategic planning. Committee members

include representatives from business and industry, TBCC faculty, local high school partners, and other agriculture and natural resource allies.

A heavy chunk of the committee is made up of forestry professionals, which has sparked the idea of a separate forestry degree or certificate. The committee, by in large, agreed that that would be a good direction to go next. When asked about the value of industry certifications, the advisory committee said that a certificate specific to forestry may make some sense for those who want to work in public agencies like the Bureau of Land Management or the Department of Forestry, but that certificates were less important to them than the soft skills that students should be graduating with; coachability, problem solving, and work ethic.

7.3 Date final program review to be shared with advisory committee membership:

This program review will be shared at the next advisory committee meeting, which falls on November 1, 2018.

8.0 High School, Community, and Employer Outreach

8.1 (CTE Programs Only) List the largest employers within the service area for your program completers. How do these employers provide input to the program curriculum and information about industry trends?

Tillamook County Creamery Association and its farmer-owner dairy farmers are by far the largest agricultural employer in the area. Our public agencies, such as the Bureau of Land Management, Department of Forestry, and the Department of Fish and Wildlife make up a large sum of the natural resources employers in the area. Additionally, private timber companies are also prevalent in Tillamook. All of these entities have a seat at the table on our advisory committee and are active members in shaping our program curriculum and needs.

8.2: (CTE Programs Only) Discuss local employer perceptions of your program and its graduates. What mechanism did you use to gather this input during the program review process?

By-in-large, most of the employers related to this service area view our program as a great fit for our community. Several community members have commented on the fact that it took so long to get a program started in such an agriculture and natural resource rich area. Many local businesses have graciously opened their doors for TBCC students to become employed, serve as interns, or just for class tours and labs. Some of the food processors in the area have commented, however, that they would like to see more relevant food processing ties with the program, but have also acknowledged that that can only occur where it fits.

The community also understands that the program's goal is to be cooperative and transparent. The most common and useful mechanism used to gather this input during the program review process was discussion and word of mouth. The program coordinator reached out multiple times to stakeholders, advisory committee members, and other community leaders for input that was gladly given and well received.

8.3 (CTE Programs Only) What employment opportunities are available to your program completers (list specific positions)? To your certificate completers?

Students who earn the AAS in Agriculture and Natural Resources have a variety of job opportunities in the area. Local agriculture producers have needs for herdspeople and managers, as well as general labor pool workers with knowledge and skill pre-gained. Our local agencies in agriculture, natural resources, and forestry have a plethora of entry- to mid – level jobs available, like forestry technicians, water quality specialists, park rangers, and wildland firefighters.

8.4 (CTE Programs Only) Provide labor market data regarding the projected number of job openings in the region (northwest Oregon and Portland metropolitan area). Cite the source of this data.

Labor market data was collect from the Oregon Labor Information System (OLMIS) at www.qualityinfo.org. The data is projected information including the Tillamook region (Northwest Oregon), Portland-Metro area, and the state of Oregon.

Jobs in agriculture and farm-related work, specific to general labor or “farmworkers” are expected to grow at a rate of 12% in the area. Specifically, farm workers expect an annual number of job openings of 83. Farm, Ranch, and Other Agriculture Managers have an expected growth rate of 21%, with 22 annual replacement openings. Both occupations are slightly higher than the state average.

Natural Resources Managers are expecting about an 8% annual growth in need. This is coupled with 8 annual replacement openings. Forest Technicians have an annual replacement openings of 16, and expect 5.1% growth. However, the advisory committee has advised the program that many in this field are reaching retirement age and this number should increase dramatically. Both occupations are considerably higher than the state average.

8.5 (CTE and Transfer Programs) What dual credit offerings does your program support? In which area high schools are these dual credit courses offered? How will your program support the expansion of dual credit offerings at area high schools?
Currently, the AgNR program offers unique dual credit and expanded options courses to local high school students wishing to earn credit at TBCC. Courses include:

- ANS 121 – Intro to Animal Science
- AG 221 – Metals and Welding
- ANS 230 – Dairy Cattle Evaluation
- ANS 231 – Livestock Evaluation
- ESR 171 – Environmental Science, Biological Perspectives
- LEAD 242 – Personal Leadership Development

As of now, only Tillamook High School takes advantage of the dual credit opportunities, but plans to expand to Neahkahnie High School and Nestucca High School are in place. Potential plans to expand out of the county have also been discussed.

9.0 Executive Summary

Tillamook Bay Community College utilizes the AgNR program to prepare future agricultural and natural resource leaders with curriculum and courses reviewed by local agriculture, natural resources, and forestry agencies and companies. The program is designed to meet a broad range of student needs including recent high school graduates, incumbent workers, people seeking a career, and potential four-year transfer students.

The program combines a foundation of core courses in agriculture and natural resources as well as specialized classes within each area of emphasis; agriculture and animal science, or natural resources. All courses prepare students to:

- Apply technical skills and competencies in a variety of contexts as they relate to soil, food science, horticulture animal science, and natural resources.
- Communicate information and professional judgments regarding soil, food science, horticulture, animal science, and natural resources.
- Analyze interdependence of individuals, groups, systems and their activities in order to minimize the impact on soil, food science, horticulture, animal science, and natural resources.
-

When comparing the TBCC AgNR program with peer colleges a couple key findings include:

- Enrollment at all four colleges in agriculture and natural resources is increasing, though TBCC's is growing slower due to the physical accessibility.
- All three of the other community colleges have a multitude of agriculture and natural resource industries within just a few miles of the campuses, whereas TBCC has a limited diversity of operations.
- TBCC's degree is very unique in that it combines core areas of both agriculture and natural resources with the intent of providing a well-rounded student.
- TBCC's program lacks in offering much in the ways of certification.
- Other programs offer more emphasis on the sciences, such as chemistry, but TBCC focuses more on core ideas in agriculture and natural resources.

The AgNR program is important for students and the community because it allows for the offering of coursework that provides essential skills to our students, as directed by the program advisory committee. This committee reviews curriculum and offerings regularly to ensure relevance and rigor. Additionally, the large amount of dual credit offerings for the AgNR program provide a pipeline of future students and ensure a valuable connection with our K-12 partners.

Finally, AgNR faculty and advisory committee members identified both short-term and long-term goals as follows:

- Short Term:
 - Expand certificates offerings in AgNR program.
 - Forestry certificate of degree (or both).
 - Expand course offerings to include more general agriculture and natural resource offerings.
 - Courses like agriculture business, general horticulture, and more species-specific animal science courses.
 - Review current course offerings and revise as needed.
 - Possible expansion could include a forestry specific component.
- Long Term
 - Develop facilities specific to lab requirements, such as a greenhouse or animal facility.
 - Greenhouse of lab equipment (partner with K-12, potentially).
 - Conduct a program alumni and employer survey measuring competency of program in preparing graduates for work.
 - Assessing the needs to maintain a strong program.

Potential new ventures may include a forestry component or degree/certificate and expanded faculty (increasing regular faculty from .5FTE).

Success of the TBCC AgNR program has been largely due to the buy-in of community stakeholders, advisory committee membership, and supporting faculty and staff at TBCC and other institutions. As the program moves forward, keeping the foundations of the program in mind will be key to success.

Chief Academic Officer Program Review Summary Page

The relative youth of the Ag/NR program presents a double-edged sword – there is little data available and it may be difficult to interpret since there are so few students, giving disaggregation little meaning. At the same time it is a good time to step back and take stock to look forward with potential plans.

With the resignation of the program coordinator to pursue other opportunities, this review also lays the groundwork for the successor to have a snapshot of the program and its challenges.

The new degree program in Forestry will kick off in the fall of 2018 (the coming academic year), as will the Forestry Technician certificate which is housed in the Ag/NR program. The new forestry degree will be an AS in Forestry – certificates can only be housed within CTE (AAS) programs so this is the reason for the Forestry certificate being integrated into the Ag/NR program. There is significant overlap between the two degrees, giving more flexibility to students.

The reclassification of many of the Ag/NR degree courses from the CTE ACTI code to the 100 LDC code has increased enrollment in many of the Ag/NR courses, which is helping to increase the efficiency of the program. This also gives students pursuing transfer degrees more options to satisfy their transfer requirements.

While expansion of course offerings is a noble goal, and one that could increase enrollment in the program, this could also increase the complexity of staffing and scheduling, and have the effect of diluting enrollment across the board in Ag/NR courses. This strategy needs to be pursued with caution and with attention to the impact it could have on program costs, since there is already significant excess capacity in Ag/NR courses (reflected by the fill rate). The impact of this strategy could be offset if the courses are able to be coded as LDC courses --- but since these may be introductory courses in species-specific areas, that may not be possible.

From a 30,000 foot perspective, one also needs to be mindful of the impact that reclassifying courses as LDC courses may have on enrollment in the traditional LDC courses the college has offered – as this may cause enrollment in those courses to decline.

Right now the majority of courses which have been re-classified are in the science and lab science area – this has resulted in giving transfer students non-biology options to satisfy lab science requirements, making these courses quite popular.

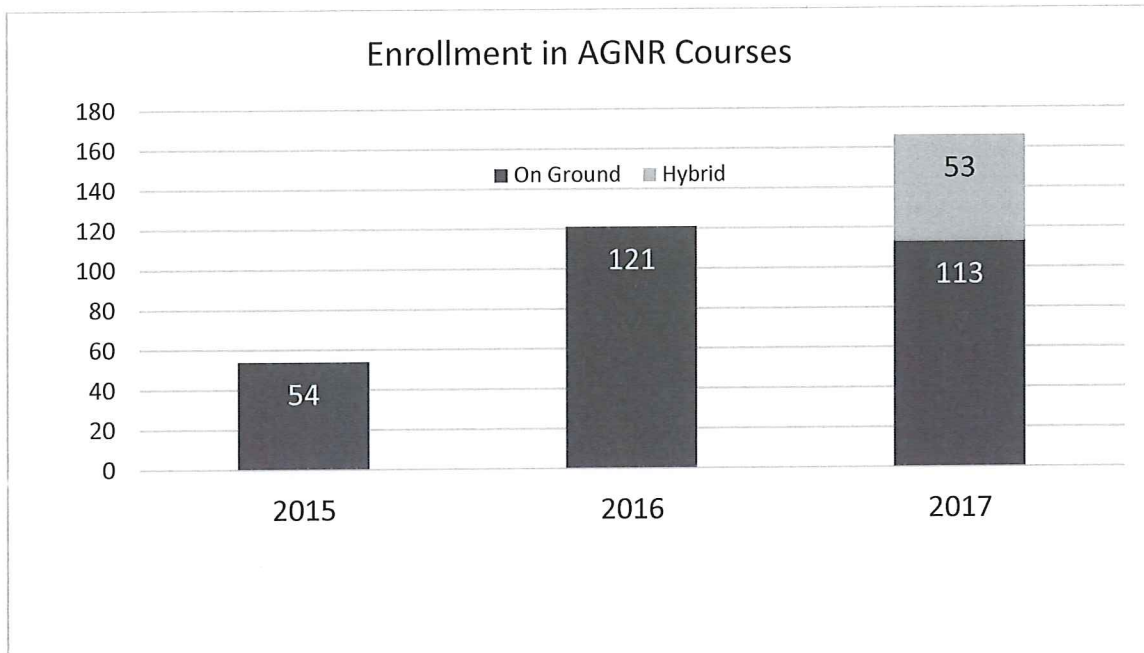
Long-term plans which include the request for a lab space should be considered carefully and integrated into the facilities master plan if approved. Care should be taken to ensure that the lab will not be handling hazardous materials --- or else the facilities must include the capability to store and handle these substances, as the college does not currently have this capability.

An alumni survey could be easily implemented and with little to no cost, with the advisory committee assisting with this. This should be encouraged.

Appendix A: Program Review Data and Trends **Agriculture and Natural Resources**

Section 2.1.a: Program Enrollment

Table 2.1.a: Enrollment in Ag/NR program courses, 2015 – 2017
(includes majors and non-majors)



Source: TBCC Student Information System.

Section 2.1.b: Program Majors

2.1.b.1: Annual Number of Agriculture and Natural Resources Program Majors (Duplicated Headcount – see note)

Row Labels	2015 Count	%	2016 Count	%	2017 Count	%	Total Count	Total %
Agriculture and Natural Resources	3	1.2%	8	3.7%	9	4.5%	20	3.0%
Students in all other majors	251	98.9%	210	96.3%	192	95.5%	653	97.0%
Grand Total	254	100.0	218	100.0	201	100.0	673	100.0

Source: TBCC Student Information System. Percentages may add to more than 100% due to rounding.

Note: Duplicated Headcount: Students are counted in each year they are enrolled and thus may be counted in more than one year.

2.1.b.2: Agriculture and Natural Resources Annual Number of Program Majors Disaggregated by Gender

Row Labels	2015 Count	%	2016 Count	%	2017 Count	%	Total Count	Total %
Agriculture and Natural Resources								
F	NR	NR	NR	NR	NR	NR		
M	NR	NR	6	75.0%	7	77.8%		
Students in all other majors								
F	135	53.8%	123	58.6%	110	57.3%	327	48.6%
M	116	46.2%	87	41.4%	82	42.7%	275	40.9%
Grand Total	254	100.0	218	100.0	201	100.0	673	100.0

Source: TBCC Student Information System. Percentages may add to more than 100% due to rounding.

Note: Duplicated Headcount: Students are counted in each year they are enrolled and thus may be counted in more than one year.

**2.1.b.3: Business Administration Annual Enrollment of Program Majors
Disaggregated by Race/Ethnicity**

Row Labels	2015 Count	%	2016 Count	%	2017 Count	%	Total Count	Total %
Agriculture and Natural Resources								
Hispanic	NR	NR	NR	NR	NR	NR		
White	NR	NR	6	75%	8	88.9%		
Asian	NR	NR	NR	NR	NR	NR		
Unknown	NR	NR	NR	NR	NR	NR		
Students in all other majors								
Native American	5	2.0%	NR	NR	NR	NR	12	1.8%
Hispanic	33	13.2%	37	17.6%	36	18.8%	96	14.3%
White	178	70.1%	148	70.5%	129	67.2%	417	62.0%
MultiRacial	5	2.0%	5	2.4%	7	3.7%	19	2.8%
Asian	NR	NR	NR	NR	NR	NR	NR	NR
Unknown	29	11.6%	14	6.7%	15	7.8%	54	8.0%
Grand Total	254	100.0	218	100.0	201	100.0	673	100.0

Source: TBCC Student Information System. Percentages may add to more than 100% due to rounding. Figures reported as NR (for not reported) follow the FERPA convention of not reporting student figures lower than 5, to preserve student confidentiality.

**Table 2.1.b.4: Agriculture and Natural Resources Program Majors,
for Combined Years 2015-2017**

Row Labels		
Agriculture and Natural Resources		
Student Majors Count		16
Student Majors as %age of all college majors		3.17%
Students in all other majors		
Count		488
%age of all other majors		96.8%
Total Count	504	
Total %	100.0	

Source: TBCC Student Information System. Percentages may add to more than 100% due to rounding

**Table 2.1.b.5: Agriculture and Natural Resources Program Majors,
for Combined Years 2015-2017, Disaggregated by Gender**

Row Labels	F	M	Grand Total
Agriculture and Natural Resources			
Count	4	12	16
%	25%	75%	100%
Students in all other majors			
Count	276	212	488
%	56.6%	43.4%	89.5%
Total Count	280	224	504
Total %	100.0	100.0	100.0

Source: TBCC Student Information System. Percentages may add to more than 100% due to rounding.

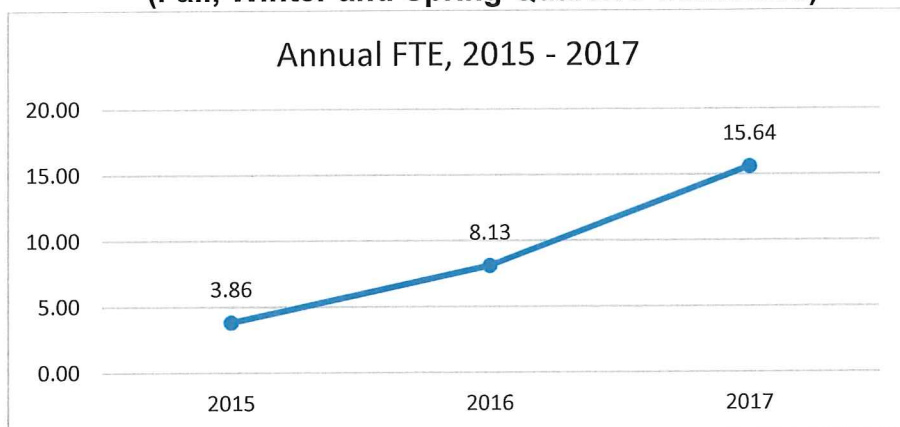
**Table 2.1.b.6: Agriculture and Natural Resources Program Majors,
for Combined Years 2015-2017, Disaggregated by Race/Ethnicity**

Row Labels	Unknown	Hispanic	Native American	Asian	White	MultiRacial	Grand Total
Agriculture and Natural Resources							
Count	NR	NR	NR	NR	13	NR	16
%	NR	NR	NR	NR	81.3%	NR	100.0%
Students in all other majors							
Count	41	70	NR	9	352	13	488
%	8.4%	14.3%	NR	1.8%	72.1%	2.7%	100%
Total Count	41	72	NR	9	365	14	504
Total %	8.1	14.3	NR	1.8	72.4	2.8	100.0

Source: TBCC Student Information System. Percentages may add to more than 100% due to rounding. Figures reported as NR (for not reported) follow the FERPA convention of not reporting student figures lower than 5, to preserve student confidentiality.

Section 2.1.c: Program FTE

**Table 2.1.c: Total Agriculture and Natural Resources Program Annual FTE
(Fall, Winter and Spring Quarters Combined)**



Source: TBCC Student Information System.

Section 2.1.d: Annual Program Sections/Courses Offered

2.1.d: Number of Agriculture and Natural Resources Program Courses and Sections Offered, 2015 – 2017

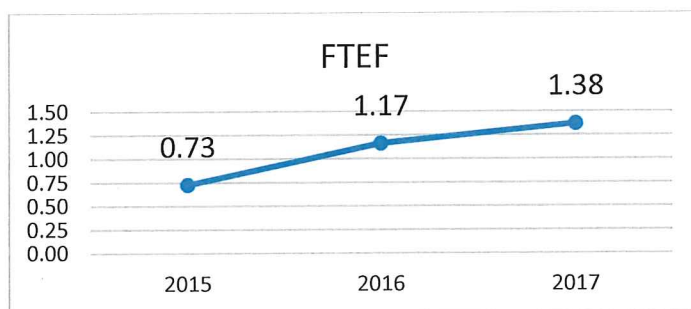
2015 – 8 courses and sections

2016 – 15 courses and sections

2017 – 17 courses and sections

Section 2.1.e: Program FTEF

**Table 2.1.e: Agriculture and Natural Resources Program Full Time Equivalent
Faculty (FTEF)**

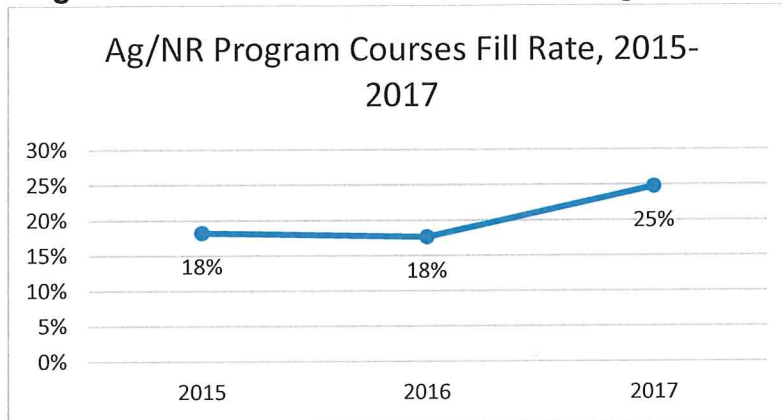


Source: TBCC Student Information System.

Note: FTEF is calculated on the basis of an average full-time faculty load of teaching 16 credits per quarter, or 48 credits over fall, winter, and spring quarters.

Section 2.1.f: Program Section Fill Rate

Table 2.1.f: Agriculture and Natural Resources Program Section Fill Rate

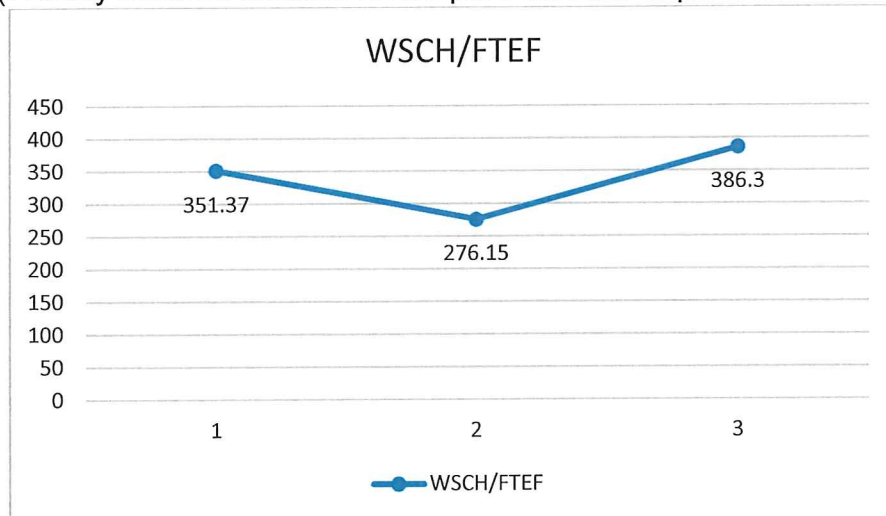


Source: TBCC Student Information System.

Note: Fill rate represents the total enrollment in Ag/NR program course sections as a percentage of available seats. As such it is an indication of capacity available within the program to accommodate increases in enrollment.

Section 2.1.g: Program WSCH/FTEF

Table 2.1.g: Agriculture and Natural Resources Program WSCH/FTEF
(Weekly Student Contact Hours per Full Time Equivalent Faculty)



Source: TBCC Student Information System.

Note: WSCH/FTEF equals the total number of students enrolled in Ag/NR courses multiplied by total weekly contact hours, divided by the FTEF number. As such it is an indication of the weekly FTE generated by full-time faculty within the program. 510 contact hours = one FTE student.

	2015	2016	2017
WSCH/FTEF	351.37	276.15	386.30
FTEF	0.73	1.17	1.38
WSCH	256.5	323.1	533.1

Section 2.1.h: Program Student Retention

Table 2.1.h.1: Agriculture and Natural Resources Student Retention – Fall-to-Fall, 2015-17

Returned Next Fall	Agriculture and Natural Resources	Students in all other majors
yes	50.0%	36.0%
no	50.0%	64.0%
Grand Total	100.0	100.0

Source: TBCC Student Information System. Percentages may add to more than 100% due to rounding. Students are aggregated across years 2015-2017. Students may be duplicated across years since enrolled in more than one year.

Table 2.1.h.2: Agriculture and Natural Resources Annual Student Retention Rates, 2015-2017

Returned Next Fall	2015		2016		2017		Total n	Total %
	n	%	n	%	n	%		
Agriculture and Natural Resources								
yes	NR	NR	NR	NR	6	66.7%	10	50.0%
no	NR	NR	6	75.0%	NR	NR	10	50.0%
Students in all other majors								
yes	91	36.3%	65	30.1%	79	41.1%	235	36.0%
no	160	63.8%	145	69.0%	113	58.9%	418	64.0%

Source: TBCC Student Information System. Percentages may add to more than 100% due to rounding. Figures reported as NR (for not reported) follow the FERPA convention of not reporting student figures lower than 5, to preserve student confidentiality. Students may be duplicated across years since enrolled in more than one year.

**Table 2.1.h.3: Agriculture and Natural Resources Program Fall-to-Fall Student Retention Rates
Disaggregated by Gender, 2015-2017**

Returned Next Fall	Students in all Other Majors				Ag/NR Majors				
	F		M		F		M		
	n	%	n	%	n	%	n	%	
yes	126	34.2%	109	38.3%		NR	NR	9	56.3%
no	242	65.8%	176	61.8%		NR	NR	7	43.8%

Source: TBCC Student Information System. Percentages may add to more than 100% due to rounding. Figures reported as NR (for not reported) follow the FERPA convention of not reporting student figures lower than 5, to preserve student confidentiality.

**Table 2.1.h.4: Agriculture and Natural Resources Program Fall-to-Fall Student Retention Rates
Disaggregated by Year and by Race/Ethnicity**

*At the time of this program review, this data was unavailable from the Office of Institutional Research.

Section 2.1.i: Successful Completion rate

Table 2.1.i: Successful Program Course Completion Rate

2015	2016	2017
81.5%	91.7%	94.0%

Source: TBCC Student Information System.

Measure Narratives – EE4

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONDIRECTOR HANSON

This is our continuing review of the strategic plan measure narratives at each board meeting. The Lead person for each measure narrative will address the findings and analysis.

EE4.1 – Textbook Savings to Students 2017-2018

ACHIEVEMENT \$164,185 (Green)

CORE THEME Educational Excellence

OBJECTIVE EE4 Student needs are met through comprehensive support services.

INDICATOR

Measured by the savings from use of zero or low cost textbook/ancillary materials instead of traditional materials. Calculated by summing the product of class savings and students enrollment, for each course for all Summer, Fall, Winter and Spring courses

Indicator Thresholds: \geq \$150,000 annually: Green; \$125,000 - \$149,999 annually: Yellow; $<$ \$125,000 annually: Red

Purpose and Meaning: Studies show that the use of traditional textbooks increases the number of students that do not have their textbooks on the first day of class, forgo using textbooks, or do not take classes because of the cost of textbooks. This adversely affects student success and retention. The support students receive using Open Educational Resources (OER's) helps to alleviate these problems. Additionally, it provides students with no or low-cost alternative texts, allowing the students to use these funds for other life needs, or reduces the amount they must incur in student loans.

WHAT WAS ACHIEVED? Measure EE4.1 -OER savings of \geq \$150,000 was exceeded in FY 2017-18. Savings in the current year was \$164,185 or 9.5% over the top baseline of \$150,000. There will be a leveling off to some degree as this program matures, however there is still room to grow by additional faculty using OER's, or though growth in class sizes or offerings.

WHAT ARE NEXT STEPS? We will continue to use OER's in existing classes and encourage faculty who are not using them to research and utilize OER's where possible. Reminding faculty of the impact on savings to students, and the flexibility OER's give faculty, will be



key to the continuing success of the program. While there will be no significant changes to this program for the ensuing year, we will be offering professional development to faculty concerning OER's. Additionally, faculty will be informed about help finding and utilizing OER's from our library personnel as well as the state OER librarian.

DATA DOCUMENTATION This information was collected from faculty anecdotally on a term by term basis by those faculty using OER's. We maintain the information on a term basis and a running total from inception of using OER's at TBCC.

ABOUT THIS SUMMARY

Michael Weissenfluh is the lead for this measure.

For more detailed information, contact the Institutional Researcher – erinmccarley@tillamookbaycc.edu

EE4.2: Director Hanson

Objective:

EE4.2 Use of Advising Services 2017-2018

ACHIEVEMENT 89% agreement in 2018

CORE THEME Educational Excellence

OBJECTIVE EE4 - Student needs are met through comprehensive support services.

INDICATOR

Measured by the percentage of student agreeing with the statement, "Student Services is accessible and sufficient for me to reach my educational goals" as reported in the Student Satisfaction Survey.

Indicator Thresholds: >80%: Green, 70-79%: Yellow, <69%: Red

Purpose and Meaning: Student Services is committed to providing supports as a conduit to student success. This measure allows us to determine how we are engaging with students and to determine levels of student satisfaction in regards to services provided.



WHAT WAS ACHIEVED? The results of the 2018 Student Satisfaction Survey indicated that 89% of respondents agreed with this statement, an increase from the 79% who agreed in 2017.

WHAT ARE NEXT STEPS? Upon review of the results, while 89% is an increase from the previous year and achieves a green threshold, Student Services staff will continue to review services while increasing communications and support options.

DATA DOCUMENTATION

The annual Student Satisfaction Survey was administered in the spring of 2018. The survey will be administered annually.

ABOUT THIS SUMMARY

Rhoda Hanson is the lead for this measure, with support from Erin

For more detailed information, contact the Institutional Researcher – erinmccarley@tillamookbaycc.edu

EE4. 3: Masyn Phoenix and Sydney Elliot

EE4.3 - Tutoring Services 2017-2018

ACHIEVEMENT 70% agreement in 2018 (Green)

CORE THEME Educational Excellence

OBJECTIVE EE4 - Student needs are met through comprehensive support services.

INDICATOR Measured by the percentage of students who had used tutoring services, and who rated their satisfaction with tutoring as 'high' or 'moderate'.

Indicator Thresholds: >70%: Green, 60-69%: Yellow, <59%: Red

Purpose and Meaning: A high-quality tutoring service is a great resource for a student body, whereas, a poor tutoring service can be a detriment to a student's time and education at TBCC. It is vital that the people using the tutoring services (the students) feel like they are getting an



excellent experience when using TBCC's tutoring services. It is through their feedback that we can know how effective the program is.

WHAT WAS ACHIEVED?

85% of students who had used one or more tutoring services in 2017-2018 rated TBCC's tutoring services as "moderately satisfied" or "highly satisfied." While the threshold of 70% was surpassed, the 85% only came from 24 students. In last year's survey we made the question regarding tutoring optional, and because of that, only 40% of the respondents even answered the question.

WHAT ARE NEXT STEPS?

Our goal for next year is to make the questions regarding tutoring non-optional so that we can get a more comprehensive picture of how students view our tutoring services. Other than that, we will continue to advertise all the various tutoring options (peer tutors, Writing Studio, math tutoring, Net Tutor, group study), and see if this year's satisfaction survey gives us more robust results. It is worth noting that we have been "beefing up" tutoring options. For example, in Winter term, instead of wrap-around Math tutoring that was limited to only the courses that offered this, we have started a "Math Studio" option (set hours where students can come for help in all math classes). We expect this to meet greater student need and will monitor stats to verify.

Early results for the Writing Studio are positive, and numbers have been growing each term as student recognize this service is available and dependable.

	Winter 2018	Spring 2018	Fall 2018
# of students using WS in RD/WR 115 A	3	2	8
# of students using WS in RD/WR 115 B	5	5	12
# of non-RD/WR 115 students	42	32	22

DATA DOCUMENTATION

The annual Student Climate Survey was administered in the spring of 2018. The survey will be administered annually.

ABOUT THIS SUMMARY

Masyn Phoenix is the lead for this measure, with support from Erin McCarley.

For more detailed information, contact the Institutional Researcher – erinmccarley@tillamookbaycc.edu



Board Election Information

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

Four Board members have their term end in June 2019. They are:

- Mary Faith Bell (Zone 7: At Large)
- Mary Jones (Zone 1: Beaver, Carnahan, Cloverdale, Hebo, Neskowin, Pacific City, Union)
- Betsy McMahon (Zone 5: Nehalem, Pin Grove, Rockaway Beach, Wheeler, Manzanita)
- Jennifer Purcell (Zone 4: Bay City, Garibaldi, Kilchis, Maple Leaf, Foley)

Those that plan to run in the May election for a new term (2019-23) must apply to the County Clerk to be on the Spring ballot between February 9, 2019 and March 21, 2019. The application form follows on the next page. The election is scheduled for May 21, 2019 as a county Special Election. The new term will then start on July 1, 2019.



Candidate Filing District

SEL 190rev 01/16
ORS 255.235

i All information must be completed or the form will be rejected.

This filing is an

☐ Original☐ Amendment**Office Information**

Filing for Office of:

District, Position or County:

Filing Information☐ Filing with the required \$10.00 fee☐ Prospective Petition**Candidate Information****Name of Candidate**

First

MI

Last

Suffix

Title

How you would like your name to appear on the ballot**Candidate Residence/Route Address**

Street Address

City

State

Zip

Candidate Mailing Address and Contact Information: Only one phone number is required.

Street Address or PO Box

City

State

Zip

Work Phone

Home Phone

Cell Phone

Fax

Email Address

Web Site, if applicable

Occupation (present employment) If no relevant experience, None or NA must be entered.**Occupational Background (previous employment)** If no relevant experience, None or NA must be entered.

Educational Background (schools attended) If no relevant experience, None or NA must be entered.

Complete name of School (no acronyms)	Last Grade completed	Diploma/Degree/Certificate	Course of Study
Educational Background (other) Attach a separate sheet if necessary.			

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.**Campaign Finance Information (not applicable to candidates for federal office)****Candidate Committee**

- ☐ Yes, I have a candidate committee.
- ☐ No, I do not expect to spend more than \$750 or receive more than \$750 during each calendar year. I understand I must still keep records of all campaign transactions and if total contributions or total expenditures exceed \$750 during a calendar year, I must follow the requirements detailed in the Campaign Finance Manual.
- ☐ No, but will be filing a Statement of Organization for Candidate Committee (SEL 220).

By signing this document, I hereby state that:

- I will qualify for said office if elected
- all information provided by me on this form is true to the best of my knowledge

**Warning**

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office at the same election. (ORS 249.013 and ORS 249.170)

Candidate's Signature

Date Signed

For Office Use Only Initials _____

Facilities Master Plan Update

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

The Facilities Master Plan Committee updated and finalized the Facilities Master Plan (FMP) process timeline. It can be found on the next page.

The first step in the Facilities Master Plan process was taken on Friday, December 14 at an extended staff meeting hosted by the Tillamook Creamery. Feedback was obtained by the TBCC Faculty and Staff using a World Café model exercise. Five questions were asked of faculty and staff to encourage a brainstorming of ideas on what new facilities are needed at the college for the next 15-20 years.

The brainstorming session produced a list of themes that include:

1.) What does the community need that TBCC should provide?

- Childcare
- Student Support Center
- Training New Businesses
- High School Bridge
- New Art/Cultural/Performance Space
- CTE/Training
 - Space
 - Counseling
 - Alternative to 4 year
- Housing
 - What is the college's role?
- Business Incubator/Accelerator
- Direct services to GED population/Pre-college learning
- Technology (Being ready for the next gen learners)
 - Resources to fill knowledge gap
 - Resources for small business

2.) What does our administration need to better support change and innovation?

- Office Space
- Presentation Space
- Program Space
- Professional Development Space



3.) How can the college better meet the needs of all students so each one can be successful?

- Childcare
 - Maybe have students working the center to make money
- Additional Tech Support
 - Moodle. Email
 - 24/7 Help
- Advising/Student Center
 - Mentoring
- Scholarships
 - Fundraising
 - Have students work or participate for free
- Food Service
 - Coffee cart
- Space on campus for loud and quiet student activities concurrently
- Assessment with career placement/applying for jobs/career search
- Offer additional courses
 - More Online
 - More courses online and on-ground so students have a choice
 - More science courses
- Summer bridge programs
- Involve students families in activities
- More articulation agreements

4.) What new programs would benefit the community and who would enroll in them?

- Childcare
- Healthcare
- Automotive
- Welding
- Industry Credentials/Certificates
- Computer Science/Graphic Design
- Entrepreneurship
- Pathway from high school

5.) What do we need to do, to create the best college for our community? -Erin

- Space that creates change
- Improved communication with the community
- Creative class space
- Innovative programs
- 'Whole" student supports (hub & space)
- Build training paths that meet community needs (*single women in poverty)
- Build our role as leaders in the community.
- Improve/increased diversity
- Business incubator – BUSADNI – SBDC Continuum



The next step is to develop a RFP to send out in January to consulting firms that could help TBCC to obtain community feedback on facilities they feel the college should have, and then work with faculty and staff to develop drawings and costs for future facilities that fit the priorities identified in the process. The RFP will be shared with the Board in February and the Board will be asked to approve our choice of consultants at the March Board meeting. Community feedback will be obtained over the spring term so all data needed to produce the plan will be collected by summer.



TBCC Facilities Master Plan Process
2018-19

November 2018

- Share initial process timeline with Board of Education
- Plan for initial brainstorming session with staff

December 2018

- Brainstorm facility needs with staff
- Discuss project with Futures Council and ask for help with the community engagement process

January

- FMP Committee develops initial list of themes from brainstorming session
- Develop and send out RFP for a consultant to help with the community engagement process and Plan development
- Committee shares list of themes from World Café exercise with Board, College Council, Faculty and Staff

February

- Review consultant applicants for project and choose one to do community engagement and plan

March

- Board approves consultant and decides how they want to provide feedback for FMP
- Meet with consultant to lay out goals and process and format for the FMP
- Consultants (or subcontractors) meet with Futures Council and develop plan for community engagement

April

- Community engagement process is finalized and approved by Leadership Team and shared with Faculty and Staff
- Consultant works with the Futures Council to collect community input and feedback for FMP

May

- Consultant reviews all data collected from all sources with FMP committee
- Information shared with staff; additional feedback on ideas provided to consultants

June

- Consultant produces some preliminary drawings highlighting priorities as identified so far

July

- Consultant works on draft FMP

August

- Consultant shares draft FMP with FMP Committee

September

- Consultant shares draft FMP document with staff; feedback obtained
- Board sees draft FMP and drawings and provides feedback

October

- Draft FMP shared with community groups to obtain feedback

November

- FMP finalized and approved by the Board

ASTBCC Report; Food Pantry Update

RECOMMENDATION

Information Only

BACKGROUND INFORMATION PRESIDENT CHRISTY

Isabella will provide an update on ASTBCC activities as well as an update on the development of the TBCC Food Pantry.

Food Pantry Expansion:

As a project sponsored by the Equity and Inclusion Committee, Isabella Christy is a workstudy student responsible for the expansion and maintenance of the food pantry. The committee recognizes food insecurity as an all-too-common experience among community college students, with national studies finding that 42% of students struggle to get adequate food. The food pantry and co-op will include food staples and non-food staples as well as a clothing exchange and school supplies. These items will be provided by Oregon Food Bank as well as through donation drives. The food pantry expansion will be launched in February with donations from ASTBCC and TBCC.



Financial Report

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONCFO WILLIAMS

The report for the month of November 2018 is available for your review.



Tillamook Bay Community College

Unaudited Summary Financial Information

General Fund

Fiscal Year-to-Date Ended November 2018

41.67% of fiscal year elapsed

	FY 2017-2018			FY 2018-2019		
	Annual Budget	11/30/17 Actual	Percentage of Budget	Annual Budget	11/30/18 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 950,000	\$ 1,384,918.66	145.78%	\$ 1,780,713	\$ 1,530,006.38	85.92%
State	\$ 1,356,106	\$ 796,295.80	58.72%	\$ 1,719,525	\$ 882,190.85	51.30%
Property Taxes	\$ 1,241,050	\$ 927,395.45	74.73%	\$ 1,285,647	\$ 886,321.24	68.94%
Tuition	\$ 881,855	\$ 305,499.00	34.64%	\$ 944,489	\$ 280,511.00	29.70%
Fees	\$ 154,296	\$ 71,616.00	46.41%	\$ 182,090	\$ 74,206.20	40.75%
Sale of Goods	\$ 2,000	\$ 1,386.04	69.30%	\$ 2,000	\$ 1,771.56	88.58%
Interest	\$ 5,500	\$ 16,704.46	303.72%	\$ 48,000	\$ 35,976.87	74.95%
Rental	\$ 12,000	\$ 7,170.00	59.75%	\$ 17,000	\$ 7,272.50	42.78%
Miscellaneous	\$ 7,000	\$ 2,635.07	37.64%	\$ 7,000	\$ 9,908.75	141.55%
Transfers	\$ 493,829	\$ 12,785.87	2.59%	\$ 88,995	\$ 13,528.09	15.20%
Total resources	\$ 5,103,636	\$ 3,526,406.35	69.10%	\$ 6,075,459	\$ 3,721,693.44	61.26%
Expenditures						
Instruction	\$ 1,403,246	\$ 355,483.24	25.33%	\$ 1,499,878	\$ 418,976.64	27.93%
Instructional Support	\$ 344,629	\$ 140,696.51	40.83%	\$ 387,671	\$ 133,039.98	34.32%
Student Services	\$ 463,665	\$ 173,644.81	37.45%	\$ 468,023	\$ 198,541.67	42.42%
College Support	\$ 1,365,563	\$ 582,173.10	42.63%	\$ 1,464,684	\$ 554,135.43	37.83%
Plant Operation	\$ 288,533	\$ 119,606.16	41.45%	\$ 367,593	\$ 135,611.26	36.89%
Transfers	\$ 288,000	\$ 62,424.55	21.68%	\$ 288,000	\$ 68,206.07	23.68%
Contingency	\$ 50,000	\$ -	0.00%	\$ 100,000	\$ -	0.00%
Total expenditures	\$ 4,203,636	\$ 1,434,028.37	34.11%	\$ 4,575,849	\$ 1,508,511.05	32.97%
Ending fund balance	\$ 900,000	\$ 2,092,377.98	232.49%	\$ 1,499,610	\$ 2,213,182.39	147.58%

Agenda Item 5.G. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended November 2018

	Fund No.	Beginning Fund Balance	2018-2019 Revenue	2018-2019 Expenditures	Ending Fund Balance	2018-2019 Spendable Budget	2017-2018 Prior Year Expenditures 11/30/2017
United Way Literacy Grant	216	\$ 1,855.13	\$ 250.00	\$ 840.00	\$ 1,265.13	\$ 3,000	\$ 304.00
Title III Grant	220	\$ -	\$ 209,134.96	\$ 209,134.96	\$ -	\$ 292,751	\$ 257,800.95
Pathways Grant	225	\$ -	\$ -	\$ 12,084.76	\$ (12,084.76)	\$ 29,707	\$ 11,775.07
Industrial Maintenance Tech	226	\$ 36,975.16	\$ 15,000.00	\$ 22,942.97	\$ 29,032.19	\$ 58,759	\$ 10,920.12
SBDC Federal Grant	230	\$ -	\$ -	\$ 9,313.52	\$ (9,313.52)	\$ 33,000	\$ 12,223.98
SBDC State Grant	231	\$ -	\$ -	\$ 35,348.09	\$ (35,348.09)	\$ 120,000	\$ 18,071.31
SBDC Program Income	232	\$ 38,197.03	\$ 36,544.00	\$ 1,133.06	\$ 73,607.97	\$ 15,273	\$ 503.29
SBDC Rural Outreach Grant	233	\$ -	\$ 12,500.00	\$ 11,176.00	\$ 1,324.00	\$ 7,000	\$ -
TEC Vocational Education Grant	240	\$ -	\$ 29,619.00	\$ 29,619.00	\$ -	\$ 40,000	\$ 27,487.00
Connect2Complete	253	\$ 6,242.49	\$ -	\$ -	\$ 6,242.49	\$ 6,574	\$ -
ASPIRE Program	254	\$ 6,107.09	\$ -	\$ 1,003.53	\$ 5,103.56	\$ 8,567	\$ -
Student Success Grant	256	\$ -	\$ 37,505.45	\$ 29,290.40	\$ 8,215.05	\$ 125,000	\$ -
STEP Grant	258	\$ -	\$ -	\$ 3,977.84	\$ (3,977.84)	\$ -	\$ -
Pathways to Opportunity	259	\$ -	\$ 10,000.00	\$ 1,564.39	\$ 8,435.61	\$ -	\$ -
Partners for Rural Innovation Operations	289	\$ 7,827.74	\$ 11,789.66	\$ 15,868.07	\$ 3,749.33	\$ 35,000	\$ 17,222.59
Capital Depreciation & Maintenance Fund	290	\$ 765,217.45	\$ 7,305.11	\$ -	\$ 772,522.56	\$ 20,000	\$ -
Timber Tax Reserve Fund	291	\$ 2,276,682.08	\$ 178,241.00	\$ -	\$ 2,454,923.08	\$ -	\$ -
PRI Capital Maintenance Fund	292	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 40,000.00	\$ 10,000	\$ -
Strategic Investment Fund	295	\$ 1,347,379.59	\$ 12,862.68	\$ -	\$ 1,360,242.27	\$ -	\$ -
State IGA Fund	296	\$ -	\$ -	\$ -	\$ -	\$ 49,500	\$ -
Total Special Fund		\$ 4,506,483.76	\$ 580,751.86	\$ 383,296.59	\$ 4,703,939.03	\$ 854,131	\$ 356,308.31
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 11/30/2018		
Total of Grants that borrow from the General Fund		\$ (59,400.21)	\$ 13,060.07	\$ -	\$ (72,460.28)		
Total of Grants that are not borrowing from the General Fund		\$ 4,763,339.24	\$ 9,925.00	\$ -	\$ 4,753,414.24		
Total Special Fund		\$ 4,703,939.03	\$ 22,985.07	\$ -	\$ 4,680,953.96		
	Fund No.	Beginning Fund Balance	2018-2019 Revenue	2018-2019 Expenditures	Ending Fund Balance	2018-2019 Spendable Budget	2017-2018 Prior Year Expenditures
Community Education	310	\$ 18,147.30	\$ 778.00	\$ 355.63	\$ 18,569.67	\$ 7,823	\$ 607.63
Driver Education Program	311	\$ 4,059.35	\$ 4,185.00	\$ 5,504.34	\$ 2,740.01	\$ 14,171	\$ 5,795.81
Summer Term Fund	312	\$ 10,103.28	\$ 81,017.00	\$ 59,116.50	\$ 32,003.78	\$ 64,775	\$ 43,797.56
TBCC Store	320	\$ 3,215.27	\$ 1,494.81	\$ 316.20	\$ 4,393.88	\$ 3,220	\$ 805.83
Customized Training Projects	330	\$ 38,185.82	\$ 2,440.00	\$ 6,360.70	\$ 34,265.12	\$ 79,577	\$ 10,633.47
Truck Driving Program	331	\$ -	\$ 25,000.00	\$ 18,917.70	\$ 6,082.30	\$ -	\$ -
TBCC Vending	340	\$ 5,384.77	\$ 2,107.26	\$ 4,235.88	\$ 3,256.15	\$ 6,500	\$ 1,187.47
Total Enterprise Fund		\$ 79,095.79	\$ 117,022.07	\$ 94,806.95	\$ 101,310.91	\$ 176,066	\$ 62,827.77
PERS Pension Bond Fund	410	\$ 13,410.45	\$ 63,544.69	\$ 1,600.00	\$ 75,355.14	\$ 144,316	\$ 1,600.00
General Obligation Bond Fund	420	\$ 133,009.26	\$ 475,045.04	\$ -	\$ 608,054.30	\$ 700,725	\$ -
Total Debt Service Fund		\$ 146,419.71	\$ 538,589.73	\$ 1,600.00	\$ 683,409.44	\$ 845,041	\$ 1,600.00
Local Match Fund	525	\$ 313,533.67	\$ 2,993.12	\$ -	\$ 316,526.79	\$ 50,000	\$ -
Grant Construction Fund	555	\$ (313,308.57)	\$ 45,000.00	\$ 6,700.00	\$ (275,008.57)	\$ -	\$ 99,774.63
Total Capital Projects Fund		\$ 225.10	\$ 47,993.12	\$ 6,700.00	\$ 41,518.22	\$ 50,000	\$ 99,774.63
Associated Students of TBCC	710	\$ 4,182.39	\$ 2,212.80	\$ 1,168.25	\$ 5,226.94	\$ 9,000	\$ 1,378.15
Phi Theta Kappa Honorary Society Fund	720	\$ 2,157.32	\$ 471.00	\$ 411.81	\$ 2,216.51	\$ 5,700	\$ 1,016.18
Economic Development Council	730	\$ 81,702.65	\$ 69,125.86	\$ 15,477.21	\$ 135,351.30	\$ 182,229	\$ 33,824.84
Economic Development Council - USDA Grant	731	\$ 26,523.77	\$ -	\$ 393.48	\$ 26,130.29	\$ 22,463	\$ 1,458.29
Visit Tillamook Coast	740	\$ 829,288.31	\$ 372,052.61	\$ 654,371.33	\$ 546,969.59	\$ 1,592,555	\$ 446,754.41
Visit Tillamook Coast - Non-TLT Funds	741	\$ 33,026.41	\$ 43,240.31	\$ 27,693.54	\$ 48,573.18	\$ 77,100	\$ 32,305.91
Visit Tillamook Coast - RTM Grant	742	\$ 27,000.00	\$ 5,000.00	\$ 8,500.00	\$ 23,500.00	\$ -	\$ -
Total Agency Fund		\$ 1,003,880.85	\$ 492,102.58	\$ 708,015.62	\$ 787,967.81	\$ 1,889,047	\$ 516,737.78
PELL Grant	801	\$ -	\$ 253,382.00	\$ 253,382.00	\$ -	\$ 751,150	\$ 259,038.00
Supplemental Education Opportunity Grant	802	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 16,875	\$ 4,400.00
Direct Loans	810	\$ -	\$ 60,783.00	\$ 60,783.00	\$ -	\$ 350,000	\$ 81,933.00
Federal Work Study	819	\$ -	\$ 5,272.91	\$ 6,951.06	\$ (1,678.15)	\$ 16,944	\$ 1,844.05
Oregon Opportunity Grant	821	\$ -	\$ 32,300.00	\$ 46,397.00	\$ (14,097.00)	\$ 190,000	\$ 66,000.00
Chafee Grant	822	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 4,998.00
Oregon Promise Grant	823	\$ -	\$ 40,400.00	\$ 38,991.00	\$ 1,409.00	\$ 65,000	\$ 21,694.00
Tuition Waivers	831	\$ 16,733.89	\$ -	\$ 1,164.00	\$ 15,569.89	\$ 10,000	\$ 1,803.50
Board Scholarships	832	\$ 74,600.21	\$ -	\$ 35,112.83	\$ 39,487.38	\$ 160,000	\$ 41,542.00
Institutional Work Study	833	\$ 44,892.39	\$ 2,754.40	\$ 748.62	\$ 46,898.17	\$ 10,072	\$ -
Foundation Scholarships	834	\$ -	\$ 28,992.46	\$ 30,317.46	\$ (1,325.00)	\$ 85,000	\$ 26,242.05
Student Employees	835	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 933.61
Non-Institutional Scholarships	840	\$ 506.00	\$ 41,769.38	\$ 15,428.89	\$ 26,846.49	\$ 53,328	\$ 15,120.95
Total Financial Aid Fund		\$ 136,732.49	\$ 471,654.15	\$ 495,275.86	\$ 113,110.78	\$ 1,723,369	\$ 525,549.16

Agenda Item 5.G. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended November 2018

41.67% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,940,740			\$ 4,152,051			\$ 76,318			\$ 138,010	
Beginning Fund Balance	\$ 1,780,713	\$ 1,530,006	85.92%	\$ 4,105,217	\$ 4,506,484	109.77%	\$ 71,307	\$ 79,096	110.92%	\$ 43,939	\$ 146,420	0.00%
Resources												
State Aid	\$ 1,719,525	\$ 882,191	51.30%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 742,958	\$ 317,503	42.73%	\$ 35,000	\$ 2,440	6.97%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,126,579	\$ 354,717	31.49%	\$ 9,000	\$ 14,680	163.11%	\$ 79,811	\$ 110,980	139.05%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,285,647	\$ 886,321	68.94%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 661,725	\$ 472,838	71.46%
Timber	\$ -	\$ -	0.00%	\$ 520,172	\$ 178,241	34.27%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 1,772	88.60%	\$ -	\$ -	0.00%	\$ 5,700	\$ 2,804	49.19%	\$ -	\$ -	0.00%
Interest	\$ 48,000	\$ 35,977	74.95%	\$ 22,000	\$ 20,168	91.67%	\$ -	\$ -	0.00%	\$ 4,250	\$ 2,564	60.33%
Rental	\$ 17,000	\$ 7,273	42.78%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 9,909	141.56%	\$ 58,100	\$ 50,160	0.00%	\$ 7,000	\$ 798	11.40%	\$ -	\$ -	0.00%
Transfers	\$ 88,995	\$ 13,528	15.20%	\$ 50,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 63,188	42.13%
Total Revenues	\$ 4,294,746	\$ 2,191,688	51.03%	\$ 1,402,230	\$ 580,752	41.42%	\$ 127,511	\$ 117,022	91.77%	\$ 815,975	\$ 538,590	66.01%
Expenditures												
Salaries and Wages	\$ 3,198,689	\$ 1,086,970	33.98%	\$ 374,307	\$ 160,535	42.89%	\$ 128,187	\$ 76,221	59.46%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 969,160	\$ 353,335	36.46%	\$ 423,234	\$ 217,070	51.29%	\$ 41,753	\$ 15,972	38.25%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 20,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 843,441	\$ -	0.00%
Transfers	\$ 288,000	\$ 68,206	23.68%	\$ 56,590	\$ 5,692	10.06%	\$ 6,126	\$ 2,614	42.67%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 100,000	\$ -	0.00%	\$ 4,604,853	\$ -	0.00%	\$ 22,752	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 4,575,849	\$ 1,508,511	32.97%	\$ 5,458,984	\$ 383,297	7.02%	\$ 198,818	\$ 94,807	47.69%	\$ 845,041	\$ 1,600	0.19%
Ending Fund Balance	\$ 1,499,610	\$ 2,213,183		\$ 48,463	\$ 4,703,939		\$ -	\$ 101,311		\$ 14,873	\$ 683,410	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 224,037			\$ 22,985			\$ -			\$ 40,328	
Inventories		\$ 1,191			\$ -			\$ 1,288			\$ -	
NET EFFECT ON CASH		\$ (225,228)			\$ (22,985)			\$ (1,288)			\$ (40,328)	
Liabilities												
Accounts Payable		\$ 91,776			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 67,239			\$ -			\$ -			\$ 40,328	
Payroll		\$ 128,140			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 287,155			\$ -			\$ -			\$ 40,328	
NET ADJUSTMENTS		\$ 61,927			\$ (22,985)			\$ (1,288)			\$ -	
ENDING CASH BALANCE		\$ 2,275,110			\$ 4,680,954			\$ 100,023			\$ 683,410	

Agenda Item 5.G. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended November 2018

41.67% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ (69,890)			\$ 809,869			\$ 135,938	
Beginning Fund Balance	\$ 480,000	\$ 225	0.05%	\$ 977,068	\$ 1,003,881	102.74%	\$ 116,443	\$ 136,732	117.42%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 1,287,772	\$ 396,696	0.00%	\$ 1,398,150	\$ 398,087	28.47%
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%	\$ 2,000	\$ 861	0.00%	\$ -	\$ -	0.00%
Interest	\$ 10,000	\$ 2,993	29.93%	\$ 16,700	\$ 6,892	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ 45,000	0.00%	\$ 73,000	\$ 85,441	117.04%	\$ 135,000	\$ 70,762	52.42%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 2,213	27.66%	\$ 130,000	\$ 2,805	2.16%
Total Revenues	\$ 10,000	\$ 47,993	479.93%	\$ 1,387,472	\$ 492,103	35.47%	\$ 1,663,150	\$ 471,654	28.36%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 502,303	\$ 122,255	24.34%	\$ 26,341	\$ 7,700	29.23%
Operating Expenditures	\$ -	\$ 6,700	0.00%	\$ 1,362,965	\$ 580,539	42.59%	\$ 1,694,528	\$ 487,576	28.77%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 50,000	\$ -	0.00%	\$ 23,779	\$ 5,222	0.00%	\$ 2,500	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 117,983	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 50,000	\$ 6,700	13.40%	\$ 2,007,030	\$ 708,016	35.28%	\$ 1,723,369	\$ 495,276	28.74%
Ending Fund Balance	\$ 440,000	\$ 41,518		\$ 357,510	\$ 787,968		\$ 56,224	\$ 113,110	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables		\$ -			\$ -			\$ -	
Inventories		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
Liabilities									
Accounts Payable		\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ -			\$ -	
ENDING CASH BALANCE		\$ 41,518			\$ 787,968			\$ 113,110	

\$ 8,682,093

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.

President's Report

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

Upcomng Dates:

- Winter Term classes begin Monday, January 7.
- OPC meeting is in Salem on January 31-February 1.
- OCCA Board meeting is in Salem on Friday, February 1 from 11am-4pm.
- Next Board meeting is Monday, February 4 at 6pm in Room 214/15.

Other Information

- Facilities Master Plan meeting with Staff and TCCA tour at Creamery on December 14.
- Budget update from December OPC meeting.
- Enrollments up over 8% through the fall term.
- Civil Rights on-site review April 24-25.



Board Member Discussion Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Gervasi



Adjournment

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION------(Action)Chair Gervasi
MOTION TO ADJOURN THE MEETING.

