



Board of Education Meeting Agenda

Date: Monday, September 9, 2019

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

| <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 July 1, 2019 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. Budget Development Guidelines and Schedule – First Reading..... | CFO Williams |
| | b. TBCC IPM Plan – First Reading..... | Director Ryan |
| 5. | Information-Only Items (Board members may request any item be placed on the discussion agenda) | |
| | a. Timber Reserves Update..... | Commissioner Yamamoto |
| | b. Civil Rights Review Update..... | President Tomlin |
| | c. FMP Update and Discussion..... | President Tomlin |
| | d. Board Retreat Agenda Items..... | President Tomlin |
| | e. Financial Report..... | CFO Williams |
| | f. President’s Report..... | President Tomlin |
| 6. | Board Member Discussion Items ----- | Chair Gervasi |
| 7. | Adjournment ----- | (Action) Chair Gervasi |
| 8. | <u>Executive Session – TBCC Campus – 7:15 pm</u> | |
| | Pursuant to O.R.S. § 192.660 (2)(a)(b) and (e) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of discussing personnel issues on Monday, September 9, 2019 at 7:15 pm in Room 214 at the TBCC Central Campus, 4301 Third Street, Tillamook Oregon. | |

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 MARCH MEETING.

Items for approval:

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



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE SEPTEMBER MEETING.

Board of Education Meeting Agenda

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

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July 1 Board of Education Meeting Minutes

Date: Monday, July 1, 2019

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

TBCC Board Members in Attendance: Kathy Gervasi, Pamela Zweifel, Mary Faith Bell, Jennifer Purcell

TBCC Board Members in Attendance by phone: Betsy McMahon

TBCC Board Members not in Attendance: Mary Jones, Tamra Gammon

TBCC Staff in Attendance: Pat Ryan, Heidi Luquette, Michael Wiessenfluh, Kyra Williams, Teresa Rivenes, Ross Tomlin

TBCC Students in Attendance: None

Guests in Attendance: None

Description

Resource

Call to Order • Acknowledge Guests (agenda item 1) ----- Chair Gervasi
Chair Gervasi called the Board meeting to order at 6:00pm.

Consent Agenda (agenda items 2, 2.a, 2.b, 2.c) ----- (ACTION) Chair Gervasi
No changes were requested to the June 3 minutes or to the July 1, 2019 meeting agenda.

Director Ryan presented the personnel report noting that TBCC recently hired a math instructor who starts on September 16, 2019. The Campus Compact Americorp position was posted today. A half-time community education and contracted training assistant will be posted as well. Director Ryan also announced that we accepted the resignation from Randy Lane for the Commercial Truck Driving Coordinator position. TBCC is trying to replace the position without reposting by reaching out to a previous applicant before posting the position. TBCC will most likely be canceling the July truck driving class.

CAO Rivenes explained that TBCC is beginning the process to start recruiting for the AmeriCorp position which is paid for mostly by a grant from Campus Compact. TBCC will provide benefits and the PERS contribution, and Campus Compact covers all of the salary except for \$5000. The position runs from September to June. This position is good for a student with loans as it gives credit toward student loan repayment. This position will be helping with the equity and inclusion work that we need to get done.



Mary Faith Bell motioned to approve the consent agenda. 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)

Swearing in of Newly Elected Board Members (Agenda item 4.a) --- (ACTION) President Tomlin

Jennifer Purcell completed the oath of office and was sworn in as the newly re-elected zone 4 Board member for a new 4-year term.

Mary Faith Bell completed the oath of office and was sworn in as the newly re-elected zone 7 Board member for a new 4-year term.

Betsy McMahon completed the oath of office and was sworn in as the newly re-elected zone 5 Board member for a new 4-year term.

Job Title Update Policy Appendix A-1 (Agenda item 4.b) ----- (ACTION) CFO Williams

CFO Williams explained that the Appendix A-1 was approved at the last board meeting but there are changes to two titles and pay grades. Grade 20 Dean of Industrial Technology used to be the Dean of Career and Technical Education, Grade 15 the Coordinator for Criminal Justice and Public Safety used to be just Criminal Justice Coordinator.

Mary Faith Bell motioned to approve the changes. Betsy McMahon seconded the motion. The motion carried.

2019/2020 Organization, Finance and Legal Designations (Agenda item 4.c) ----- (ACTION) CFO Williams

CFO Williams explained the changes made are mostly updates for the fiscal year. There was a name change in item 1, wrong year in item 8, item 9 now allows anyone President Tomlin designates to sign federal and state forms and grants. Item 16 changes the title Director of Student Services to Chief Student Services Officer. Items 16 and 20 eliminates the Title III Program Director, item 19 updates our insurance agency, item 20 removes Visit Tillamook Coast employees, item 20 corrects Director of Foundation to Executive Director of Advancement and TBCC Foundation and adds the Marketing Specialist to the list of credit card holders due to the need to purchase marketing items to eliminate a back-up in the business office. The card will be given to her after a 6 month trial period. Chief Hanson was promoted to Chief Student Services Officer from Director with a pay raise taking effect today.

Mary Faith Bell motioned to approve the changes. Jennifer Purcell seconded the motion. The motion carried.



Information Only Items (agenda item 5)

Facilities Master Plan update (agenda item 5.a) -----President Tomlin
President Tomlin explained that the Futures Council went through the Town Hall questions as well, and these responses will be shared with Eileen Casey-White so that she can create a summary report to provide us with data collected over the last several months. President Tomlin informed that the Facilities Master Plan committee will gather at the end of the month to review the results of the community engagement and start to look at recommendations for the new building.

Jennifer Purcell shared that there is still a need for a town hall in north county and that she felt an opportunity has been missed to gather those opinions. Director Luquette expressed that it has been a struggle to get interest and community engagement in north Tillamook County. Jennifer shared that she thinks maybe attending already established meetings and having a presentation might be a better method. It was shared that President Tomlin will be making a presentation at a community meeting at Pine Grove in Manzanita in October 2019.

By October, TBCC should have all data compiled and ready to be shared with the Board at the Board Retreat. RFP has been shared with architect firms and Director Ryan informed that TBCC has recieved half a dozen proposals. By the end of July, TBCC should have a firm picked and ready to come on board by the end of summer. The firm will work with TBCC to look at the priorities that have been created and will develop drawings and a Facilities Master Plan by the end of fall term.

Financial Report (agenda item 5.b)-----CFO Williams
CFO Williams shared that the financials are through the month of May 2019. The tuition financials are less than last year and that was expected. The ending fund balance number is lower than you might expect it should be, but TBCC still has payments coming from the Community College support fund, three more months of property taxes, and interest earnings. CFO Williams expects that TBCC will be close to 100 percent on the revenue when all is said and done.

President's Report (agenda item 5.c) -----President Tomlin
President Tomlin advised that there is no board meeting in August and the next board meeting will be on September 9, 2019. President Tomlin explained that there is an OPC retreat the first week of August in Salem.

President Tomlin recieved word today that the governor has the bill approving the community college budget of \$641 million for this upcoming biennium on her desk prepared to be signed. TBCC will be doing a salary study to determine the appropriate grades for all of our positions. Ideally, TBCC should be able to begin the process this year.

CFO Williams informed that TBCC has the third lowest tuition in the state which allows for a raise in tuition. Even after the raise, TBCC still offers one of the lowest tuitions. CFO Williams explained that TBCC is the absolute lowest in tuition and fees combined across the state. Because of this, it was decided the three dollars per credit increase is reasonable.



President Tomlin informed that the Leadership Team just finished a retreat at the end of last week which consisted of two full days of planning for the strategic plan, fall in-service, facilities master plan process, marketing, new programs, and board meeting reports for the next year.

President Tomlin informed that TBCC received the Civil Rights Audit back from HECC. They went through each category and informed where there were violations and how to remedy them, and also informed where standards were met or exceeded. They also shared where TBCC was not in violation, with a list of commendations.

The Board participated in heavy discussion surrounding translations. Director Luquette explained that it will be extraordinarily expensive. It was decided that TBCC will look into finding grant support for the translation part of the civil rights review.

President Tomlin explained that TBCC must send the voluntary compliance plan back soon and will have until next May 1 to complete all the requirements.

President Tomlin shared that TBCC will revisit the idea of the brown bag series with Board members over the coming year since we were unable to find a time to schedule the first one this spring.

Visit Tillamook Coast is no longer going to be using TBCC as a fiscal agent as of today. As of December, they will be completely divorced from the college but will continue to have their office located at the PRI building.

President Tomlin announced that he is taking a 3 week vacation beginning Wednesday, returning the last week of July.

Board Member Discussion Items (agenda item 6) -----Chair Gervasi
Pam Zweifel shared the Tillamook County Farm, Fish and Forest Tour handout and invited everyone to participate. There are several people that want to attend. This event is on July 18. The Tillamook County Farm, Fish and Forest Tour starts at 7:30 am at the ODF building down the street.

Chair Gervasi shared that AAUW completed another successful TechTrek camp. There were 30 girls that attended. Chair Gervasi informed that 14 women attended Professional Women's Night and 4 of them were engineers from the Creamery.

Adjournments (agenda item 7) -----Chair Gervasi

Chair Gervasi adjourned the meeting at 6:46pm.
Mary faith motioned, Pam seconded.



Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

| Position Title | Application Review Begins | Start Date | Comment | Screening Committee Chair | |
|--|---------------------------|-----------------|---|---------------------------|--|
| Community/Continuing Ed. and Contract Training Assistant | | Sept. 3, 2019 | | Teresa Rivenes | |
| CDL Truck Driving Coordinator | | October 7, 2019 | | Arlene Soto | |
| Part-time Library Assistant | | | First review of applications: 9/2/2019 | Masyn Phoenix | |
| Career Education Advisor/ Enrollment Specialist | | | First review of applications: 8/26/2019 | Rhoda Hanson | |
| Dean of Academic Partnerships | | | First review of applications: 9/9/2019 | 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



Budget Development Guidelines and Schedule – First Reading

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION CFO WILLIAMS

Budget Development Guidelines and Calendar are presented for Board review and comment. In October, the Board will be asked to approve the Guidelines and Calendar so that orderly planning for the 2020-2021 Budget may commence.

The Proposed 2020-2021 Budget Development Guidelines are broad in scope and designed to provide policy direction for preparation of the budget. A table is provided that correlates the guidelines with our Mission and Board-approved goals.



2020-2021 Budget Development Guidelines

| Guideline | Gloss ¹ |
|---|---|
| Assessment and Planning: Financially support comprehensive planning and assessment activities leading to continuous improvement in fulfilling the College's mission, core themes, and strategic initiatives. Strategic college projects are tied to a core theme objective with budget requirements. | Determining the short, intermediate, and long-range goals, objectives, and activities necessary to fulfill the College's mission and core themes in a continuously improving manner is essential to meet the expectations of those TBCC is charged to serve. |
| Educational Program Support: Direct the highest levels of financial support to those programs and courses with a demonstrated potential for growth in the following priority order: (1) degree and certificate programs, (2) other credit courses, (3) reimbursable non-credit programs and courses, (4) non-reimbursable. | This guideline addresses a key principle: to remain viable, resources must be invested where they will provide the best return. It also acknowledges TBCC's roles as a comprehensive community college. There may also be a need for self-supporting courses and programs. |
| Educational Program Equipment: Give priority to maintaining up-to-date instructional technology and training equipment. | In today's highly technological society, students trained in up to date labs and equipment are afforded the highest opportunity for success. In addition, the competitive nature of the higher education industry places an institution that does not maintain up-to-date training equipment at a significant disadvantage. Grant and industry support will be investigated to assist with this need. |
| Facilities: Maintain current facilities and acquire facilities necessary to achieve mission, core themes, and strategic initiatives. | TBCC since 2010 has completed the capital construction projects projected in 2008. They include: the new central campus building, a new technical training center in remodeled Tillamook School District facilities, a new TBCC South facility, and renovated facilities within Neah-Kah-Nie High School. In 2018 construction of the Partners for Rural Innovation was completed. Our facilities are expected to fully support the institution and the students it serves and allow TBCC to better fulfill its mission, goals, and strategic plans. There are no current plans for further facilities expansion and the budget will include maintenance and safety enhancements for existing structures. A Facilities Master Plan will be completed in 2019 and future expansion will be planned and budgeted as needed. |
| Technological Resources: Provide computing and other technological resources leading to enriched educational opportunities for students and enhanced management information systems. | Information technologies are expanding at a phenomenal pace. Developing and maintaining a technological infrastructure to support information technologies is a paramount objective of progressive institutions of higher education. To serve the best interests of students, and to meet the information and accountability demands of the public, TBCC must establish a long-term financial commitment to this objective. |
| Faculty and Staff Development: Encourage faculty and staff development and training. | The professional staff is the single most consequential resource of the College. Maintaining this resource by supporting a process that encourages renewal of professional development and training is essential. |
| Faculty and Staff Remuneration: Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2019-2020 salary levels after accounting for inflation. | A key to attracting and keeping outstanding professional staff is to maintain remuneration at levels competitive with those offered by other similar community college employment opportunities in Oregon. |
| Student Tuition and Fees: Within the constraints imposed by fiscal and other limitations, target movement of general tuition and fees to a level generally equivalent to those of Oregon's other community colleges. | Community colleges are colleges of the people. Providing access to TBCC's educational offerings is a concept intrinsic to the foundation of the College's mission. Targeting tuition and fees to level reflective of neighboring and statewide institutions ensures maintenance of this objective. |



Mission, Core Themes, Vision and Values:

VISION

Tillamook Bay Community College is a local leader in educational excellence and innovation, community advancement, and economic success.

MISSION

Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.

VALUES

Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

STUDENT SUCCESS

TBCC values being keenly receptive and intentionally responsive to students and fully supports achievement of their goals.

ACADEMIC EXCELLENCE

TBCC values rigorous, relevant education and training for students and the community.

RESOURCEFUL TEAMWORK

TBCC values collaboration, effective communication, and the wise use of resources to accomplish our mission.

PERSONAL & FRIENDLY ENVIRONMENT

TBCC values and demonstrates genuine concern and respect for each other, communities we serve, and our students while helping each achieve their potential.

CORE THEMES

Educational Excellence

Economic Success

Leadership, Partnership and Community Engagement

¹ Explanation of logic supporting the implementation of Budget Development Guidelines. The gloss is meant to elucidate, not substitute for, the Guideline.



Tillamook Bay Community College 2020-2021 Budget Schedule

| | Time Line | Personnel | T a s k s |
|-----|--|------------------------------------|--|
| 1. | July 1, 2019 | College Board of Education | Appoint College CFO as Budget Officer |
| 2. | September 9 through October 7, 2019 | College Board of Education | Review and Refine Budget Development Guidelines |
| 3. | October 7, 2019 | College Board of Education | Approve Budget Development Guidelines and Schedule |
| 4. | October 8, 2019 through January 10, 2020 | Budget Managers | Review processes and begin budget development. |
| 5. | January 13 through February 14, 2020 | Budget Managers | Budget Managers work with Departments to prepare recommendations for the 2020-2021 budget along with supporting information. Consult with CFO for needed information. |
| 6. | February 3, 2020 | College Board of Education | Appoint Public Budget Committee members as needed. |
| 7. | February 17, 2020 | Budget Managers | Budget Managers submit budget proposals to the Budget Officer for compiling document. |
| 8. | February 18, 2020 | Budget Officer | Consumer Price Index available for calculating cost of living. Deadline to complete 2020-2021 revenue projection assumptions. |
| 9. | February 18 through March 2, 2020 | Budget Officer Budget Managers | Meet to review and discuss budget proposals and work on balancing budget. |
| 10. | February 18 through March 2, 2020 | Budget Managers | Budget Managers meet with departments to discuss budget balance progress for 2020-2021 Preliminary Proposed Budget. |
| 11. | March 2, 2020 | College Board of Education | Approve 2020-2021 tuition and fee schedule and cost of living adjustment |
| 12. | March 16, 2020 | Budget Officer Budget Managers | Meet to finalize 2020-2021 Proposed Budget. |
| 13. | March 17 through March 3, 2020 | Budget Officer | Compilation of proposed budget document. |
| 14. | April 3, 2020 | Budget Officer | Publish, mail and distribute preliminary 2020-2021 Budget to Public Budget Committee Members and Budget Managers. |
| 15. | April 13, 2020 | Budget Committee Budget Officer | Public Budget Committee Meeting. Receive budget message and deliberate on content. Hold Public Hearing on Proposed Budget, review Proposed Budget and approve 2020-2021 budget and tax levy. |
| 16. | May 20, 2020 | Budget Officer | Publish Notice of Budget Hearing and Financial Summary. |
| 17. | June 1, 2020 | College Board of Education | Hold Public Hearing on 2020-2021 budget approved by Public Budget Committee. Enact Resolutions to adopt budget, make appropriations, levy property taxes and categorize property tax levy for 2020-2021. |
| 18. | By July 15, 2020 | Budget Officer | Submit Budget levy and resolutions to County Assessor. |

TBCC IPM Plan

RECOMMENDATION

First Reading

BACKGROUND INFORMATION.....DIRECTOR RYAN

In 2009 SB 637 was signed which then required schools to adopt Integrated Pest Management Plans. In recent years, the requirement has been expanded to include post-secondary institutions.

An IPM plan includes an emphasis on prevention, monitoring, and nonchemical control measures.

Under ORS 634.705, the governing body responsible for a school shall adopt an integrated pest management plan for use on the campuses of the school. Attached on the following pages is the TBCC IPM Plan. We are asking the Board to approve the plan and this would be the first reading.



TILLAMOOK BAY COMMUNITY COLLEGE

Integrated Pest Management Plan

Revision 1

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I. INTRODUCTION

Structural and landscape pests can pose significant problems in schools. Pests such as mice and cockroaches can trigger asthma. Mice and rats are vectors of disease. Many children and adults are allergic to yellow jacket stings. The pesticides used to remediate these and other pests can also pose health risks to people, animals, and the environment. These same pesticides may pose special health risks to children due in large part to their still-developing organ systems. Because the health and safety of students, staff and community members is our first priority it is the policy of the College to approach pest management with the least possible risk to students and staff. In addition ORS 634.700-634.750 requires all schools to implement integrated pest management.

II. WHAT IS INTEGRATED PEST MANAGEMENT?

Integrated Pest Management, also known as IPM, is a process for achieving long-term, environmentally sound pest suppression through a wide variety of tactics. Control strategies in an IPM program include structural and procedural improvements to reduce the food, water, shelter, and access used by pests. Since IPM focuses on remediation of the fundamental reasons why pests are here, pesticides are used only when necessary.

IPM Basics

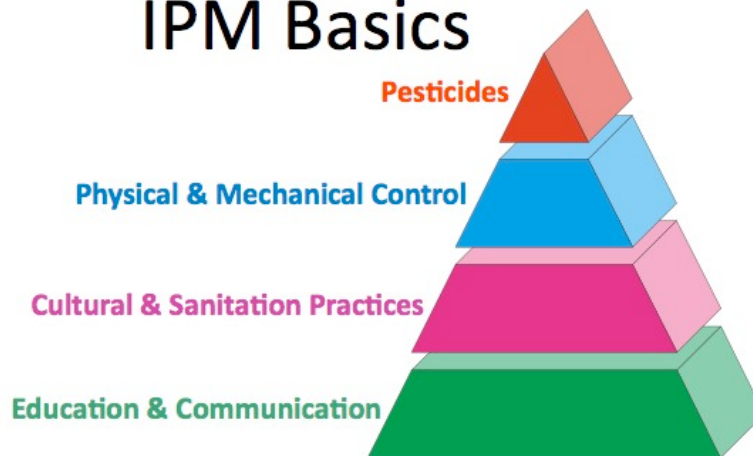
Education and Communication: The foundation for an effective IPM program is education and communication. We need to know what conditions can cause pest problems, why and how to monitor for pests, proper identification, pest behavior and biology before we can begin to manage pests effectively. Communication about pest issues is essential. *A protocol for reporting pests or pest-conducive conditions and a record of what action was taken is the most important part of an effective IPM program.*

Cultural & Sanitation: Knowing how human behavior encourages pests helps you prevent them from becoming a problem. Small changes in cultural or sanitation practices can have significant effects on reducing pest populations. Cleaning under kitchen serving counters, reducing clutter in classrooms, putting dumpsters further from kitchen door/loading dock, proper irrigation scheduling, and over-seeding of turf areas are all examples of cultural and sanitation practices that can be employed to reduce pests.

Physical & Mechanical: Rodent traps, sticky monitoring traps for insects, door sweeps on external doors, sealing holes under sinks, proper drainage and mulching of landscapes, and keeping vegetation at least 24 inches from buildings are all examples of physical and mechanical control.

Pesticides: IPM focuses on remediation of the fundamental reasons why pests are here; pesticides should be used only when necessary.

IPM Basics



III. WHAT IS AN INTEGRATED PEST MANAGEMENT PLAN?

An IPM plan is a proactive strategy that:

(A) Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:

- a) Protect the health and safety of students, staff and faculty;
- b) Protect the integrity of campus buildings and grounds;
- c) Maintain a productive learning environment; and
- d) Protect the local ecosystem health;

(B) Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;

(C) Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;

(D) Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;

(E) Evaluates the need for pest control by identifying acceptable pest population density levels;

(F) Monitors and evaluates the effectiveness of pest control measures;

(G) Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;

(H) Excludes the application of pesticides for purely aesthetic purposes;

(I) Includes school staff education about sanitation, monitoring and inspection and about pest control measures;

(J) Gives preference to the use of nonchemical pest control measures;

(K) Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and

(L) Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The above definition is the basis for the College's IPM plan. This plan fleshes out the required strategy from ORS 634.700 – 634.750 for the College.

Note: As mentioned above, ORS 634.700 allows for the routine application of pesticides designed to be consumed by pests. To avoid a proliferation of pests and/or unnecessary applications of pesticides, we will not set out any ant or cockroach baits until first:

- 1) Informing staff in the area where the pests are that sanitation and exclusion are the primary means to control the pest.
- 2) Establishing an acceptable pest population density
- 3) Cleaning up any food debris in the area.
- 4) Sealing up any cracks or crevices where we know the pests are coming from.
- 5) Setting out sticky insect monitoring traps in the area using the sticky insect monitoring trap protocol.

IV. IPM PLAN COORDINATOR RESPONSIBILITIES

The College designates the Facilities Coordinator as the IPM Plan Coordinator and gives them the authority for overall implementation and evaluation of the IPM plan.

The Coordinator is responsible for:

A) Attending not less than six hours of IPM training each year. The training will include a general review of IPM principles and the requirements of ORS 634.700 – 634.750. It will also include hands-on training on updated exclusion practices, monitoring & inspection techniques, and management strategies for common pests;

- B) Oversee pest prevention efforts and evaluate pest management results;
- C) Assuring that all required notices are given and posted warnings have been placed when pesticide applications are scheduled;
- D) Assuring proper use and application of pesticides when non-pesticide controls have been unsuccessful;
- E) Evaluate the pest situation and determine the means of managing the pest problem that will cause the least possible hazard to people, property and the environment;
- F) Maintaining the approved pesticides list and publishing it annually;
- G) Responding to inquiries and complaints about noncompliance with the IPM plan. Complaints and responses to complaints will be kept on file with the Coordinator.
- H) Keeping records of pest complaints and solutions to pest problems.

V. TRAINING and RESPONSIBILITIES of COLLEGE STAFF

Note: ORS 634.700 (3) (i) requires staff education “about sanitation, monitoring and inspection and about pest control measures”. All staff should have at least a general review of IPM principles and strategy as outlined in Sections II and III.

A. *IPM Plan Coordinator*

1. Training (see section IV above)
2. Responsibilities (see section IV above)

B. *Custodial Staff*

1. Training

Custodial Services are currently contracted to a private company. The college’s custodial supervisor will ensure the custodial practices are designed to minimize pest conducive conditions. An IPM training packet will be provided to the custodial service and reviewed annually.

2. Responsibilities

- 3) Reporting pest problems and pest-conducive conditions to the TBCC custodial supervisor.
- 5) Reporting any unapproved pesticides (such as aerosol spray cans) discovered in their regular duties.

C. Grounds Department

1. Training

Grounds maintenance is currently contracted to a landscape maintenance company. The IPM Coordinator will work with the landscape contractor to ensure that all IPM requirements are being met and make adjustments as necessary.

2. Responsibilities

Grounds crews are responsible for:

~~1) Maintaining proper licensing for any pesticides applied on college property.~~

1) Maintaining the grounds using practices designed to reduce conditions conducive to weeds, gophers, moles, yellow jackets, and other outdoor pests

2) Keeping vegetation (including tree branches and bushes) at least 24 inches from building surfaces when possible.

3) Proper mulching in landscaped areas to reduce weeds.

4) Proper fertilization, over-seeding, mowing height, edging, drainage, aeration, and irrigation scheduling in turf areas to reduce weeds.

~~6) When the decision is made to apply a pesticide, following notification, posting, record-keeping and reporting protocols in Section VII.~~

5) Reporting of pest problems and pest conducive conditions to the IMP Plan Coordinator.

D. Administrative Staff and Faculty

1. Training

The IPM Plan Coordinator (or a designee of the Coordinator) will develop IPM training that will be made available on Moodle **on-line** and will be the individual's responsibility to complete. This short annual training will cover the principals of IPM, responsibilities as outlined below and will review the following with Staff and Faculty.

1) What pest-conducive conditions are (clutter, food debris, moisture, cracks, holes, etc.), and the importance of reporting these in a timely manner.

2) The importance of keeping their classrooms and work areas free of clutter.

3) The importance of having students clean-up after themselves when food or drink is consumed in the classroom.

2. Responsibilities

Faculty and Staff are responsible for:

- 1) Completing mandatory annual IPM training that is available ~~on Moodle~~ **on-line**.
- 2) Keeping their classrooms, offices and work areas free of clutter.
- 3) Making sure students clean up after themselves when food or drink is consumed in the classroom.
- 4) **Timely reporting of** pests and pest-conducive conditions ~~on~~ **using** the Pest Log, **phone, email or in person**. ~~and for~~ **Emergency** situations **must be promptly reported** to the IPM Coordinator by phone or in person.

E. College President

1. Training

(Same training/education as Faculty and Staff)

2. Responsibilities

The College President is responsible for:

- 1) Ensuring that staff and faculty complete the annual IPM training.
- 2) Completing the annual IPM training.
- 3) Encouraging faculty and staff to keep their rooms clean and free of clutter in accordance with good IPM practices.
- 4) Assuring that all faculty, administrators, staff, students and parents receive the annual notice (provided by the IPM Coordinator) of potential pesticide products that could be used on school property as per Section VII.

VI. IPM PROCESS

A. Monitoring – Reporting – Action Protocol

Monitoring is the most important requirement of ORS 634.700 – 634.750. It is the backbone of our college's IPM Program. It provides recent and accurate information to make intelligent and effective pest management decisions. It can be defined as the

regular and ongoing inspection of areas where pest problems do or might occur. Information gathered from these inspections is always written down.

As much as possible, monitoring should be incorporated into the daily activities of college staff. Staff training on monitoring should include what to look for and how to record and report the information.

1. Monitoring & Reporting – All Staff

After the annual training staff will be expected to report pests or pest-conducive conditions they observe during the normal course of their daily work. ~~Reporting will be done using the pest log section on the maintenance request form.~~

2. Sticky monitoring traps for insects

Sticky traps are neither a substitute for pesticides nor an alternative for reducing pest populations, but rather a diagnostic tool to aid in identifying a pest's presence, their reproductive stage, the likely direction pests are coming from, and the number of pests.

All staff will be made aware of the traps and their purpose so they don't disturb them. The IPM Coordinator will be responsible for setting them out and checking them ~~once per month~~, **regularly** and replacing them ~~once every four months~~ **as necessary**.

Sticky monitoring traps will be placed **in** "pest-vulnerable areas" **which** the Coordinator deems necessary.

3. Monitoring for Mice

In addition to monitoring for signs of mice (droppings, gnawing, hair, etc.), snap traps will be placed in areas where signs are found or other vulnerable areas. ~~Traps will be checked monthly by the Coordinator.~~

4. Reporting (pests, signs of pests, and conducive conditions)

When pests or pest-conducive conditions are observed by staff they should ~~report~~ **record** them on the ~~pest log section of the maintenance request form.~~ **a pest log or report them directly to the IPM Plan Coordinator, either in person or by email.**

5. Reporting "Pests of Concern"

"A pest of concern" is a pest determined to be a public health risk or a significant nuisance pest. These include cockroaches (disease vectors, asthma triggers), mice & rats (disease vectors, asthma triggers), yellow jackets (sting can cause anaphylactic shock), cornered nutria, raccoons, cats, dogs, opossums, skunks (they can bite), and bed bugs (significant nuisance pest).

When pests of concern (or their droppings, nests, etc.) are observed, staff should contact the IPM Plan Coordinator immediately.

6. Action!

~~Pests or pest conducive conditions reported on pest logs or for "pests of concern" in~~

~~person or by phone will generate a work order to manage the pest condition in the safest possible way and correct the condition causing the pest issue.~~

The IPM Plan Coordinator will determine the appropriate corrective action and implement the solution following the plan's guidelines. A record will be made of these actions taken and will be kept on file at the office of the IPM Plan Coordinator. ~~on the work order generated by the pest log report.~~

The IPM Coordinator will inform the Facilities/Safety/HR Director of pest issues, actions taken and the results of the efforts. Should outside contractors be necessary the coordinator will monitor the completion of all work being done as well as costs incurred.

7. Acceptable Thresholds

A threshold is the number of pests that can be tolerated before taking action. The acceptable threshold for cockroaches, mice, rats, raccoons, cats, dogs, opossums, skunks, and nutria is 0.

Acceptable thresholds for other pests will be determined by the IPM Coordinator.

B. Inspections

The IPM Plan Coordinator will conduct an annual inspection using the annual IPM inspection form (Appendix 2). During the inspection he or she will also inspect or review:

- 1) The structural condition of the building.
- 2) The level of sanitation inside and out.
- 3) Human behaviors that affect the pests (working conditions that encourage or support pests, food preparation procedures that provide food for pests, etc.)
- 4) Management activities (caulking/sealing, cleaning, setting out traps, treating pests, etc.) and their effects on the pest population.

C. Pest Emergencies (see also Section VII. B. below)

IMPORTANT: If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps. When the IPM Plan Coordinator, after consultation with school faculty and administration, determines that the presence of a pest or pests immediately threatens the health or safety of students, staff, faculty members or members of the public using the campus, or the structural integrity of campus facilities, he or she may declare a pest emergency. Examples include (but are not limited to) yellow jackets swarming in areas frequented by children, a nutria in an area frequented by children, a half a dozen mice or rats running through occupied areas of a school building. The Coordinator will keep records of actions taken using pest logs.

D. Annual IPM Report (completed by IPM Plan Coordinator)

In January of each year, the IPM Plan Coordinator will provide the Facilities/Safety/ HR Director an annual IPM report. The report will include a summary of data gathered from pest logs and work orders, as well as costs for PMPs and pesticides (including turf and landscape pesticides). Costs for items such as sealants, fixing screens, door sweeps and other items that would not normally be considered part of pest control will not be recorded. See Appendix 9 for a template for the annual IPM report.

Prevention and management steps taken that proved to be ineffective and led to the decision to make a pesticide application will be copied and pasted or incorporated into the annual report of pesticide applications (see section VII. D)

VII. PESTICIDE APPLICATIONS: REQUIRED NOTIFICATION, POSTING, RECORD KEEPING, AND REPORTING

Any pesticide application (this includes weed control products, ant baits, and all professional and over-the-counter products) on school property must be made by a licensed commercial or public pesticide applicator.

The application of a germicide, disinfectant, sanitizer, deodorizer, antimicrobial agent or insecticidal soap are not subject to the requirements for a pesticide application under the integrated pest management plan if the application is consistent with the goals of the IPM plan.

At the beginning of January each year an updated list of pesticide products that could be used in the event other pest management measures are ineffective will be posted on our website under Environmental News and will be available to all faculty, administrators, staff, students or anyone interested. Procedures for notification and posting of individual pesticide applications, including those for pest emergencies will be part of the pesticide list.

A. Notification and Posting for Non-emergencies

When prevention or management of pests through other measures proves to be ineffective, the use of a low-risk pesticide is permissible. *Documentation of these measures is a pre-requisite to the approval of any application of a low-risk pesticide. This documentation will remain on file with the IPM Plan Coordinator.*

Non-emergency pesticide applications may occur in or around the college during school hours if the manufacturer and the IPM Plan Coordinator does not specify a reentry time. If the labeling of a pesticide product specifies a reentry time, a pesticide may not be applied to an area of campus where the school expects students to be present before expiration of that reentry time unless the IPM Plan Coordinator authorizes an exception. Reentry times set by the IPM Plan Coordinator will be based on the type of pesticide, the times at which students **or staff** would normally be expected to be in the area, area ventilation and whether the area will be cleaned before students are present.

The IPM Plan Coordinator (or a designee of the Coordinator) will post a notice of a proposed pesticide application on the college website and on bulletin boards at least 24

hours before the application occurs.

A reasonable effort will also be made to ensure that this information is forwarded to the parents of minor-aged students and any other categories of expected building occupants that may need special consideration.

The notice must identify the name, trademark or type of pesticide product, the EPA registration number of the product, the expected area of the application, the expected date of application and the reason for the application.

The IPM Plan Coordinator (or a designee of the Coordinator) shall place warning signs around pesticide application areas beginning no later than 24 hours before the application occurs and ending no earlier than 72 hours after the application occurs.

The sign must bear the words “Warning: pesticide-treated area”, and give the expected or actual date and time for the application, the expected or actual reentry time, and provide the telephone number of a contact person (the person who is to make the application and/or the IPM Plan Coordinator).

B. Notification and Posting for Emergencies

Important Notes:

- 1) *The IPM Plan Coordinator may not declare the existence of a pest emergency until after consultation with school faculty and administration.*
- 2) *If a pesticide is applied at a campus due to a pest emergency, the Coordinator shall review the IPM plan to determine whether modification of the plan might prevent future pest emergencies, and provide a written report and recommendations to the College President.*
- 3) *The College President shall review and take formal action on recommendations in the report.*

The declaration of the existence of a pest emergency is the only time non low-impact pesticides may be applied.

If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps.

If a pest emergency makes it impracticable to give a pesticide application “notice no later than 24 hours before the pesticide application occurs”, the IPM Plan Coordinator shall send the notice no later than 24 hours after the application occurs.

The Coordinator or designee shall place ~~notification~~ warning signs around the area as soon as practicable but no later than at the time the application occurs.

Note: ORS 634.700 also allows the application of a non-low-impact pesticide “by, or at the direction or order of, a public health official”. If this occurs, every effort must be

made to comply with notification and posting requirements above.

C. Record Keeping of Pesticide Applications

The IPM Plan Coordinator or designee shall keep a copy of the following pesticide product information on file at the office of the IPM Plan Coordinator:

- A copy of the label
- A copy of the MSDS
- The brand name and USEPA registration number of the product
- The approximate amount and concentration of product applied
- The location of the application
- The pest condition that prompted the application
- The type of application and whether the application proved effective
- The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide
- The name(s) of the person(s) applying the pesticide
- The dates on which notices of the application were given
- The dates and times for the placement and removal of warning signs
- Copies of all required notices given, including the dates the IPM Plan Coordinator gave the notices

The above records must be kept on file at the office of the IPM Plan Coordinator for at least four years following the application date.

D. Annual Report of Pesticide Applications

In January of each year, the IPM Plan Coordinator will provide the Facilities/Safety/ HR Director an annual report of all pesticide applications made the previous year. The report will contain the following for each application:

- The brand name and USEPA registration number of the product applied
- The approximate amount and concentration of product applied
- The location of the application
- The prevention or management steps taken that proved to be ineffective and led to the decision to make a pesticide application
- The type of application and whether the application proved effective

VIII. APPROVED LIST OF LOW-IMPACT PESTICIDES

Note: All pesticides used must be used in strict accordance with label instructions.

According to ORS 634.705 (5), the governing body of a school district shall adopt a list of low-impact pesticides for use with their integrated pest management plan. The governing body may include any product on the list except products that:

- (a) Contain a pesticide product or active ingredient that has the signal words "warning" or "danger" on the label;

- (b) Contain a pesticide product classified as a human carcinogen or probable human carcinogen under the United States Environmental Protection Agency 1986 Guidelines for Carcinogen Risk Assessment; or
- (c) Contain a pesticide product classified as carcinogenic to humans or likely to be carcinogenic to humans under the United States Environmental Protection Agency 2003 Draft Final Guidelines for Carcinogen Risk Assessment.

The most current list of approved low-impact pesticides is available on our website under “Environmental News”.

IX. INQUIRIES & ADDITIONAL INFORMATION

IPM program questions and concerns are always welcome and encouraged, whether they be from students, family members, employees or the general public.

The point of contact is the IPM Plan Coordinator whose primary role at TBCC is as the Facilities Maintenance Specialist. Current contact information can be found on the TBCC website in the “TBCC Directory” tab or in the “Environmental News” section of the “Safety and Security” selection at the bottom of the web page or by simply asking.

In addition to pertinent notices and the current, approved “Low Impact Pesticide List”, other useful information and on-line links can be found on the same “Environmental News” section mentioned above.

Community Outreach: If additional dissemination of information is deemed appropriate and necessary by the TBCC President, the Facilities/Safety Director or the IPM Plan Coordinator, careful consideration will be given to increasing the scope beyond those mentioned already in the plan.

LIST OF APPENDICES

Appendix 1 Approved Low Impact Pesticide List

Appendix 2 Pesticide Application Notification Form

Appendix 3 Pesticide Application Posting Sign

Appendix 4 Pesticide Application Record Keeping Form

Appendix 5 Annual Inspection Form

Appendix 6 Annual IPM Report Form

Appendix 7 Management Plans for Specific Pests

(These blank and completed forms are available at the Facilities Maintenance Office)

Information Only Items

RECOMMENDATION

Information Only

BACKGROUND INFORMATION ----- Chair Gervasi



Timber Reserves Update

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONCOMMISSIONER YAMAMOTO

Commissioner Yamamoto will update the Board about the Tillamook State Forest issue and how it is affecting the County, including the status of the Timber Reserves money that the college receives annually from the state through the County.



Civil Rights Review Update

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

The College submitted and HECC approved the Voluntary Compliance Plan (VCP) for the work that must be done prior to May 1, 2020 to meet the Compliance Requirements that are a result of the Civil Rights Career and Technical Education On-Site Review on April 24-25, 2019. Provided for you at this meeting will be a copy of the VCP which includes the Leadership Team member in charge of accomplishing each corrective action. We will go through the VCP and answer any questions from the Board.



FMP Update and Discussion

RECOMMENDATION

Information Only

BACKGROUND INFORMATIONPRESIDENT TOMLIN

The Community Engagement Report has been submitted by Eileen Casey White and the FMP Committee has reviewed it. We will share the report with the Board. The information will then be shared with staff at the Fall In-service sessions September 16-18.

The FMP Committee also has chosen FFA from Portland to be the architecture firm that will work with the college to develop the Facilities Master Plan by the end of the calendar year. We will work on the contract with FFA and get them on board to start working with us in October after we have made decisions on the direction to take for the new building. These discussions will be included in the October 7 Board Retreat.



Board Retreat Agenda Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPRESIDENT TOMLIN

The Board Retreat for 2019-20 will be on the next Board meeting day, October 7 from 9am to 4pm, with the regular Board meeting starting at 4pm. We would like to get Board member input regarding agenda items for the retreat. An example of some items we want to include in the Retreat:

- Facilities Master Plan- recommendations from the Board on the focus of a new building
- President's evaluation process for 2019-20
- Board's self evaluation process and form for 2019-20
- Strategic Plan update and discussion on measures, mission fulfillment, SAOs, projects, and College goal for the year
- Guided Pathways
- Accreditation update- new Standards and focus for our upcoming Fall 2021 accreditation visit
- Climate Survey results from 2018-19
- Potential new programs for 2020-21
- Others?



Financial Report

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATIONCFO WILLIAMS

The report for the month of July 2019 is available for your review.



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended July 2019
 8.33% of fiscal year elapsed

| | FY 2018-2019 | | | FY 2019-2020 | | |
|---------------------------|---------------------|------------------------|----------------------|---------------------|------------------------|----------------------|
| | Annual Budget | 07/31/18 Actual | Percentage of Budget | Annual Budget | 07/31/19 Actual | Percentage of Budget |
| Resources | | | | | | |
| Beginning Fund Balance | \$ 1,780,713 | \$ 1,529,648.80 | 85.90% | \$ 1,592,675 | \$ 1,629,913.19 | 102.34% |
| State | \$ 1,719,525 | \$ - | 0.00% | \$ 1,979,868 | \$ - | 0.00% |
| Property Taxes | \$ 1,285,647 | \$ - | 0.00% | \$ 1,336,834 | \$ - | 0.00% |
| Local Contracts | \$ - | \$ - | 0.00% | \$ 74,000 | \$ - | 0.00% |
| Tuition | \$ 944,489 | \$ 55.00 | 0.01% | \$ 973,507 | \$ 76,735.00 | 7.88% |
| Fees | \$ 182,090 | \$ 18,208.40 | 10.00% | \$ 191,406 | \$ 18,525.00 | 9.68% |
| Sale of Goods | \$ 2,000 | \$ 80.00 | 4.00% | \$ 4,500 | \$ 99.75 | 2.22% |
| Interest | \$ 48,000 | \$ 6,357.15 | 13.24% | \$ 100,000 | \$ 10,364.29 | 10.36% |
| Rental | \$ 17,000 | \$ 1,737.50 | 10.22% | \$ 18,000 | \$ 105.00 | 0.58% |
| Miscellaneous | \$ 7,000 | \$ 262.60 | 3.75% | \$ 10,000 | \$ 6.30 | 0.06% |
| Transfers | \$ 88,995 | \$ 3,194.84 | 3.59% | \$ 423,175 | \$ 2,138.42 | 0.51% |
| Total resources | \$ 6,075,459 | \$ 1,559,544.29 | 25.67% | \$ 6,703,965 | \$ 1,737,886.95 | 25.92% |
| Expenditures | | | | | | |
| Instruction | \$ 1,499,878 | \$ 37,633.54 | 2.51% | \$ 1,939,492 | \$ 89,182.09 | 4.60% |
| Instructional Support | \$ 387,671 | \$ 25,168.99 | 6.49% | \$ 542,330 | \$ 45,194.00 | 8.33% |
| Student Services | \$ 468,023 | \$ 39,214.18 | 8.38% | \$ 544,135 | \$ 40,218.32 | 7.39% |
| College Support | \$ 1,464,684 | \$ 147,455.30 | 10.07% | \$ 1,685,232 | \$ 165,257.06 | 9.81% |
| Plant Operation | \$ 367,593 | \$ 49,875.85 | 13.57% | \$ 396,855 | \$ 46,722.05 | 11.77% |
| Transfers | \$ 288,000 | \$ 13,211.40 | 4.59% | \$ 288,000 | \$ 12,879.44 | 4.47% |
| Contingency | \$ 100,000 | \$ - | 0.00% | \$ 107,921 | \$ - | 0.00% |
| Total expenditures | \$ 4,575,849 | \$ 312,559.26 | 6.83% | \$ 5,503,965 | \$ 399,452.96 | 7.26% |
| Ending fund balance | \$ 1,499,610 | \$ 1,246,985.03 | 83.15% | \$ 1,200,000 | \$ 1,338,433.99 | 111.54% |

Agenda Item 5.E. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended July 2019

| | Fund No. | Beginning Fund Balance | 2019-2020 Revenue | 2019-2020 Expenditures | Ending Fund Balance | 2019-2020 Spendable Budget | 2018-2019 Prior Year Expenditures 7/31/2018 |
|--|----------|------------------------|--------------------------|------------------------|-------------------------------|----------------------------|---|
| Nursing Program Agreement | 201 | \$ - | \$ - | \$ - | \$ - | \$ 53,462 | \$ - |
| Dollar General Grant | 215 | \$ - | \$ - | \$ 1,423.66 | \$ (1,423.66) | \$ 3,500 | \$ - |
| United Way Literacy Grant | 216 | \$ 39.13 | \$ - | \$ - | \$ 39.13 | \$ 2,500 | \$ - |
| Title III Grant | 220 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 49,241.50 |
| Pathways Grant | 225 | \$ - | \$ - | \$ 1,554.15 | \$ (1,554.15) | \$ 29,707 | \$ 2,401.48 |
| Industrial Maintenance Tech | 226 | \$ 12,943.89 | \$ 500.00 | \$ 150.00 | \$ 13,293.89 | \$ 47,209 | \$ 3,141.84 |
| SBDC Federal Grant | 230 | \$ - | \$ - | \$ 2,868.28 | \$ (2,868.28) | \$ 35,000 | \$ 141.24 |
| SBDC State Grant | 231 | \$ - | \$ - | \$ 6,193.12 | \$ (6,193.12) | \$ 72,000 | \$ 4,968.69 |
| SBDC Program Income | 232 | \$ 91,330.80 | \$ 955.00 | \$ 2,637.78 | \$ 89,648.02 | \$ 35,990 | \$ - |
| SBDC Rural Outreach Grant | 233 | \$ - | \$ - | \$ - | \$ - | \$ 22,000 | \$ 2,176.00 |
| EDC Contract | 235 | \$ - | \$ - | \$ 9,433.91 | \$ (9,433.91) | \$ - | \$ - |
| Visit Tillamook Coast Contract | 237 | \$ - | \$ - | \$ 23,483.56 | \$ (23,483.56) | \$ - | \$ - |
| TEC Vocational Education Grant | 240 | \$ - | \$ - | \$ - | \$ - | \$ 52,100 | \$ - |
| Food Pantry | 248 | \$ 37.35 | \$ - | \$ - | \$ 37.35 | \$ 1,000 | \$ - |
| ESD STEM HUB Grant | 249 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Connect2Complete | 253 | \$ 6,214.45 | \$ - | \$ 2,394.85 | \$ 3,819.60 | \$ 6,242 | \$ - |
| ASPIRE Program | 254 | \$ 4,461.26 | \$ - | \$ - | \$ 4,461.26 | \$ 3,000 | \$ 360.80 |
| Student Success Grant | 256 | \$ 30,263.47 | \$ - | \$ 12,139.18 | \$ 18,124.29 | \$ 62,000 | \$ 8,965.46 |
| STEP Grant | 258 | \$ 5,979.85 | \$ - | \$ 2,432.94 | \$ 3,546.91 | \$ 38,488 | \$ - |
| Pathways to Opportunity | 259 | \$ 11,634.66 | \$ - | \$ 55.00 | \$ 11,579.66 | \$ 10,000 | \$ - |
| Guided Pathways Implementation | 261 | \$ 23,647.37 | \$ - | \$ - | \$ 23,647.37 | \$ 25,000 | \$ - |
| Partners for Rural Innovation Operations | 289 | \$ 13,388.67 | \$ - | \$ 7,300.08 | \$ 6,088.59 | \$ 38,900 | \$ 6,576.67 |
| Capital Depreciation & Maintenance Fund | 290 | \$ 767,174.57 | \$ 1,729.44 | \$ - | \$ 768,904.01 | \$ 47,100 | \$ - |
| Timber Tax Reserve Fund | 291 | \$ 2,986,529.65 | \$ - | \$ - | \$ 2,986,529.65 | \$ 217,512 | \$ - |
| PRI Capital Maintenance Fund | 292 | \$ 40,000.00 | \$ 90.17 | \$ - | \$ 40,090.17 | \$ 10,000 | \$ - |
| Strategic Investment Fund | 295 | \$ 1,381,838.73 | \$ 3,115.07 | \$ - | \$ 1,384,953.80 | \$ 74,500 | \$ - |
| State IGA Fund | 296 | \$ - | \$ - | \$ - | \$ - | \$ 49,500 | \$ - |
| Total Special Fund | | \$ 5,375,483.85 | \$ 6,389.68 | \$ 72,066.51 | \$ 5,309,807.02 | \$ 936,710 | \$ 77,973.68 |
| Schedule of Special Fund borrowing from General Fund | | | | | | | |
| | | Ending Fund Balance | Less Accounts Receivable | Add Liabilities | Ending Cash Balance 7/31/2019 | | |
| Total of Grants that borrow from the General Fund | | \$ (39,986.11) | \$ 14,412.69 | \$ - | \$ (55,822.46) | | |
| Total of Grants that are not borrowing from the General Fund | | \$ 5,351,216.79 | \$ 292,266.33 | \$ - | \$ 5,058,950.46 | | |
| Total Special Fund | | \$ 5,311,230.68 | \$ 306,679.02 | \$ - | \$ 5,003,128.00 | | |
| Enterprise Fund | | | | | | | |
| | Fund No. | Beginning Fund Balance | 2019-2020 Revenue | 2019-2020 Expenditures | Ending Fund Balance | 2019-2020 Spendable Budget | 2018-2019 Prior Year Expenditures |
| Community Education | 310 | \$ 19,499.60 | \$ 1,398.00 | \$ 1,576.96 | \$ 19,320.64 | \$ 15,467 | \$ 125.54 |
| Driver Education Program | 311 | \$ 5,638.95 | \$ 3,200.00 | \$ 288.00 | \$ 8,550.95 | \$ 14,702 | \$ 1,356.29 |
| Summer Term Fund | 312 | \$ 31,582.82 | \$ - | \$ - | \$ 31,582.82 | \$ 31,583 | \$ 19,717.57 |
| TBCC Store | 320 | \$ 6,477.39 | \$ 74.90 | \$ 39.50 | \$ 6,512.79 | \$ 3,550 | \$ 2.98 |
| Customized Training Projects | 330 | \$ 33,884.66 | \$ - | \$ 670.56 | \$ 33,214.10 | \$ 44,792 | \$ 410.62 |
| Truck Driving Program | 331 | \$ (18,367.57) | \$ 20,000.00 | \$ 11,654.48 | \$ (10,022.05) | \$ 244,390 | \$ 1,535.88 |
| Truck Driving Simulator | 332 | \$ 115,000.00 | \$ - | \$ 57,500.00 | \$ 57,500.00 | \$ - | \$ - |
| TBCC Vending | 340 | \$ 4,590.17 | \$ 242.10 | \$ 116.05 | \$ 4,716.22 | \$ 7,300 | \$ 99.45 |
| Total Enterprise Fund | | \$ 198,306.02 | \$ 24,915.00 | \$ 71,845.55 | \$ 151,375.47 | \$ 361,784 | \$ 23,248.33 |
| PERS Pension Bond Fund | 410 | \$ 27,475.55 | \$ 12,293.99 | \$ 1,600.00 | \$ 38,169.54 | \$ 155,601 | \$ 1,600.00 |
| General Obligation Bond Fund | 420 | \$ 128,312.89 | \$ 356.27 | \$ - | \$ 128,669.16 | \$ 719,925 | \$ - |
| Total Debt Service Fund | | \$ 155,788.44 | \$ 12,650.26 | \$ 1,600.00 | \$ 166,838.70 | \$ 875,526 | \$ 1,600.00 |
| Local Match Fund | 525 | \$ 321,552.26 | \$ 724.87 | \$ - | \$ 322,277.13 | \$ 50,000 | \$ - |
| Grant Construction Fund | 555 | \$ (275,008.57) | \$ - | \$ - | \$ (275,008.57) | \$ - | \$ - |
| Total Capital Projects Fund | | \$ 46,543.69 | \$ 724.87 | \$ - | \$ 47,268.56 | \$ 50,000 | \$ - |
| Associated Students of TBCC | 710 | \$ 3,474.96 | \$ 456.00 | \$ 195.88 | \$ 3,735.08 | \$ 9,000 | \$ 133.36 |
| Phi Theta Kappa Honorary Society Fund | 720 | \$ 1,804.86 | \$ - | \$ - | \$ 1,804.86 | \$ 4,300 | \$ 94.49 |
| Economic Development Council | 730 | \$ 138,222.51 | \$ - | \$ - | \$ 138,222.51 | \$ 195,598 | \$ 854.39 |
| Economic Development Council - USDA Grant | 731 | \$ 25,505.29 | \$ - | \$ - | \$ 25,505.29 | \$ 24,463 | \$ - |
| EDC Business Oregon Grant | 732 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 | \$ - |
| Visit Tillamook Coast | 740 | \$ 404,843.28 | \$ - | \$ - | \$ 404,843.28 | \$ 1,506,245 | \$ 123,676.00 |
| Visit Tillamook Coast - Non-TLT Funds | 741 | \$ - | \$ - | \$ - | \$ - | \$ 132,200 | \$ 4,097.07 |
| Visit Tillamook Coast - RTM Grant | 742 | \$ (0.40) | \$ - | \$ - | \$ (0.40) | \$ 23,500 | \$ - |
| Total Agency Fund | | \$ 573,850.50 | \$ 456.00 | \$ 195.88 | \$ 574,110.62 | \$ 1,945,306 | \$ 128,855.31 |
| PELL Grant | 801 | \$ - | \$ 59,070.00 | \$ 59,070.00 | \$ - | \$ 751,150 | \$ 67,198.00 |
| Supplemental Education Opportunity Grant | 802 | \$ - | \$ 1,260.00 | \$ 1,260.00 | \$ - | \$ 16,875 | \$ 866.00 |
| Direct Loans | 810 | \$ - | \$ 17,627.00 | \$ 20,376.00 | \$ (2,749.00) | \$ 350,000 | \$ 23,392.00 |
| Federal Work Study | 819 | \$ - | \$ - | \$ - | \$ - | \$ 16,944 | \$ 1,286.41 |
| Oregon Opportunity Grant | 821 | \$ - | \$ - | \$ - | \$ - | \$ 190,000 | \$ - |
| Chafee Grant | 822 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 | \$ - |
| Oregon Promise Grant | 823 | \$ - | \$ - | \$ - | \$ - | \$ 90,000 | \$ - |
| Tuition Waivers | 831 | \$ 11,275.39 | \$ - | \$ 300.00 | \$ 10,975.39 | \$ 10,000 | \$ - |
| Board Scholarships | 832 | \$ 106,732.91 | \$ - | \$ 9,000.00 | \$ 97,732.91 | \$ 170,000 | \$ 7,275.00 |
| Institutional Work Study | 833 | \$ 46,146.30 | \$ - | \$ - | \$ 46,146.30 | \$ 10,072 | \$ - |
| Foundation Scholarships | 834 | \$ - | \$ - | \$ 2,285.00 | \$ (2,285.00) | \$ 85,000 | \$ 2,750.00 |
| Student Employees | 835 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Non-Institutional Scholarships | 840 | \$ 4,441.08 | \$ - | \$ - | \$ 4,441.08 | \$ 53,328 | \$ 151.00 |
| Total Financial Aid Fund | | \$ 168,595.68 | \$ 77,957.00 | \$ 92,291.00 | \$ 154,261.68 | \$ 1,758,369 | \$ 102,918.41 |

Agenda Item 5.E. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended July 2019
8.33% of Budget Period Expended

| | General Fund | | | Special Fund | | | Enterprise Fund | | | Debt Service Funds | | |
|---|---------------------|-------------------|--------------|---------------------|------------------|--------------|-------------------|------------------|---------------|--------------------|------------------|--------------|
| | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % |
| Beginning Cash Balance | | \$ 1,851,090 | | | \$ 4,979,814 | | | \$ 217,013 | | | \$ 147,782 | |
| Beginning Fund Balance | \$ 1,592,675 | \$ 1,629,913 | 102.34% | \$ 5,115,639 | \$ 5,375,484 | 105.08% | \$ 105,407 | \$ 198,306 | 188.13% | \$ 54,824 | \$ 155,788 | 0.00% |
| Resources | | | | | | | | | | | | |
| State Aid | \$ 1,979,868 | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Grants and Contracts | \$ 74,000 | \$ - | 0.00% | \$ 411,795 | \$ 500 | 0.12% | \$ 25,000 | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Tuition and Fees | \$ 1,164,913 | \$ 95,260 | 8.18% | \$ 5,000 | \$ 955 | 19.10% | \$ 235,200 | \$ 24,598 | 10.46% | \$ - | \$ - | 0.00% |
| Local Taxes | \$ 1,336,834 | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 674,925 | \$ - | 0.00% |
| Timber | \$ - | \$ - | 0.00% | \$ 614,317 | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Sale of Goods | \$ 4,500 | \$ 100 | 2.22% | \$ - | \$ - | 0.00% | \$ 6,500 | \$ 317 | 4.88% | \$ - | \$ - | 0.00% |
| Interest | \$ 100,000 | \$ 10,364 | 10.36% | \$ 47,125 | \$ 4,935 | 10.47% | \$ - | \$ - | 0.00% | \$ 10,725 | \$ 527 | 4.91% |
| Rental | \$ 18,000 | \$ 105 | 0.58% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Miscellaneous | \$ 10,000 | \$ 6 | 0.06% | \$ 134,922 | \$ - | 0.00% | \$ 39,300 | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Transfers | \$ 423,175 | \$ 2,138 | 0.51% | \$ 50,000 | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 150,000 | \$ 12,123 | 8.08% |
| Total Revenues | \$ 5,111,290 | \$ 107,973 | 2.11% | \$ 1,263,159 | \$ 6,390 | 0.51% | \$ 306,000 | \$ 24,915 | 8.14% | \$ 835,650 | \$ 12,650 | 1.51% |
| Expenditures | | | | | | | | | | | | |
| Salaries and Wages | \$ 4,126,768 | \$ 261,770 | 6.34% | \$ 242,487 | \$ 51,561 | 21.26% | \$ 158,488 | \$ 10,130 | 6.39% | \$ - | \$ - | 0.00% |
| Operating Expenditures | \$ 961,276 | \$ 124,804 | 12.98% | \$ 315,266 | \$ 18,449 | 5.85% | \$ 104,418 | \$ 4,195 | 4.02% | \$ 1,600 | \$ 1,600 | 100.00% |
| Capital Outlay | \$ 20,000 | \$ - | 0.00% | \$ 15,000 | \$ - | 0.00% | \$ 61,155 | \$ 57,500 | 0.00% | \$ - | \$ - | 0.00% |
| Debt Service | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 873,926 | \$ - | 0.00% |
| Transfers | \$ 288,000 | \$ 12,879 | 4.47% | \$ 363,957 | \$ 2,057 | 0.57% | \$ 37,723 | \$ 21 | 0.06% | \$ - | \$ - | 0.00% |
| Other budgetary accounts (Note 1) | \$ 107,921 | \$ - | 0.00% | \$ 5,362,691 | \$ - | 0.00% | \$ 7,325 | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Total expenditures | \$ 5,503,965 | \$ 399,453 | 7.26% | \$ 6,299,401 | \$ 72,067 | 1.14% | \$ 369,109 | \$ 71,846 | 19.46% | \$ 875,526 | \$ 1,600 | 0.18% |
| Ending Fund Balance | \$ 1,200,000 | \$ 1,338,433 | | \$ 79,397 | \$ 5,309,807 | | \$ 42,298 | \$ 151,375 | | \$ 14,948 | \$ 166,838 | |
| Adjustments to bring Ending Fund Balance to Ending Cash Balance | | | | | | | | | | | | |
| Assets | | | | | | | | | | | | |
| Receivables | | \$ 243,231 | | | \$ 306,679 | | | \$ 3,910 | | | \$ 43,521 | |
| Inventories | | \$ 1,214 | | | \$ - | | | \$ 1,288 | | | \$ - | |
| NET EFFECT ON CASH | | \$ (244,445) | | | \$ (306,679) | | | \$ (5,198) | | | \$ (43,521) | |
| Liabilities | | | | | | | | | | | | |
| Accounts Payable | | \$ 25,313 | | | \$ - | | | \$ - | | | \$ - | |
| Unearned Revenue (Note 2) | | \$ 67,239 | | | \$ - | | | \$ - | | | \$ 40,328 | |
| Payroll | | \$ 174,529 | | | \$ - | | | \$ - | | | \$ - | |
| NET EFFECT ON CASH | | \$ 267,081 | | | \$ - | | | \$ - | | | \$ 40,328 | |
| NET ADJUSTMENTS | | \$ 22,636 | | | \$ (306,679) | | | \$ (5,198) | | | \$ (3,193) | |
| ENDING CASH BALANCE | | \$ 1,361,069 | | | \$ 5,003,128 | | | \$ 146,177 | | | \$ 163,645 | |

Agenda Item 5.E. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended July 2019
 8.33% of Budget Period Expended

| | Capital Projects Funds | | | Agency Fund | | | Financial Aid Fund | | |
|---|------------------------|---------------|---------------|---------------------|---------------|--------------|---------------------|------------------|--------------|
| | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % |
| Beginning Cash Balance | | \$ 46,544 | | | \$ 269,709 | | | \$ 167,283 | |
| Beginning Fund Balance | \$ 320,544 | \$ 46,544 | 14.52% | \$ 975,368 | \$ 573,851 | 58.83% | \$ 125,828 | \$ 168,596 | 133.99% |
| Resources | | | | | | | | | |
| State Aid | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Grants and Contracts | \$ - | \$ - | 0.00% | \$ 1,606,500 | \$ - | 0.00% | \$ 1,423,150 | \$ 77,657 | 5.46% |
| 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 | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Interest | \$ 7,000 | \$ 725 | 10.36% | \$ 20,850 | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Rental | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Miscellaneous | \$ - | \$ - | 0.00% | \$ 74,500 | \$ - | 0.00% | \$ 135,000 | \$ - | 0.00% |
| Transfers | \$ - | \$ - | 0.00% | \$ 28,000 | \$ 456 | 1.63% | \$ 130,000 | \$ 300 | 0.23% |
| Total Revenues | \$ 7,000 | \$ 725 | 10.36% | \$ 1,731,850 | \$ 456 | 0.03% | \$ 1,688,150 | \$ 77,957 | 4.62% |
| Expenditures | | | | | | | | | |
| Salaries and Wages | \$ - | \$ - | 0.00% | \$ 498,346 | \$ - | 0.00% | \$ 26,341 | \$ - | 0.00% |
| Operating Expenditures | \$ - | \$ - | 0.00% | \$ 1,407,965 | \$ 196 | 0.01% | \$ 1,729,528 | \$ 92,231 | 5.33% |
| Capital Outlay | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Debt Service | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Transfers | \$ 50,000 | \$ - | 0.00% | \$ 38,995 | \$ - | 0.00% | \$ 2,500 | \$ 60 | 0.00% |
| Other budgetary accounts (Note 1) | \$ - | \$ - | 0.00% | \$ 127,000 | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Total expenditures | \$ 50,000 | \$ - | 0.00% | \$ 2,072,306 | \$ 196 | 0.01% | \$ 1,758,369 | \$ 92,291 | 5.25% |
| Ending Fund Balance | \$ 277,544 | \$ 47,269 | | \$ 634,912 | \$ 574,111 | | \$ 55,609 | \$ 154,262 | |
| Adjustments to bring Ending Fund Balance to Ending Cash Balance | | | | | | | | | |
| Assets | | | | | | | | | |
| Receivables | | \$ - | | | \$ - | | | \$ 1,313 | |
| Inventories | | \$ - | | | \$ - | | | \$ - | |
| NET EFFECT ON CASH | | \$ - | | | \$ - | | | \$ (1,313) | |
| Liabilities | | | | | | | | | |
| Accounts Payable | | \$ - | | | \$ - | | | \$ - | |
| Unearned Revenue (Note 2) | | \$ - | | | \$ - | | | \$ - | |
| Payroll | | \$ - | | | \$ - | | | \$ - | |
| NET EFFECT ON CASH | | \$ - | | | \$ - | | | \$ - | |
| NET ADJUSTMENTS | | \$ - | | | \$ - | | | \$ (1,313) | |
| ENDING CASH BALANCE | | \$ 47,269 | | | \$ 574,111 | | | \$ 152,949 | |

\$ 7,448,349

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

Upcoming Dates

- Ribbon Cutting for Truck Driving Simulator at PRI on Thursday, September 12 at 4pm
- All Faculty-Staff Fall In-service Monday, Tuesday, Wednesday mornings, September 16-18 (lunch on September 16- do you all want to attend or participate?)
- Board Retreat on Monday, October 7 from 9am-4pm, with Board meeting to follow. Cam from OCCA will be in attendance at our Board meeting in October
- OCCA Conference at Salishan on Thursday and Friday, November 7-8. We hope to have a good turnout from the Board
- OPC and OCCA Board meeting will be at TBCC on Thursday/Friday, December 5-6!

Updates

- OPC Retreat in Salem August 5-7
- TBCC part of County Childcare Task Force
- Meetings with new Superintendents and THS Principal
- Salary Study moving forward
- Department Updates from LT members- Sheryl, Heidi, Rhoda



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.



Executive Session

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION-----Chair Gervasi

Pursuant to O.R.S. § 192.660 (2)(a)(b) and (e) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of discussing personnel issues on Monday, September 9, 2019 at 7:15 p.m. in Room 214 at the TBCC Central Campus, 4301 Third Street, Tillamook Oregon.

