



# Board of Education Meeting Agenda

**Date:** Friday, September 10, 2021

**TBCC Board Meeting** Zoom – 4:00pm – 6:00pm

<b>Item</b>	<b>Description</b>	<b>Resource</b>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Gervasi
2.	<b>Consent Agenda:</b> ----- a. Approval of Agenda b. Approval of July 12, 2021 Meeting Minutes c. Personnel Report.....	(Action) Chair Gervasi    Director Ryan
3.	<b>Invitation for Public Comment</b> ----- Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	Chair Gervasi
4.	<b>New Business and/or focused policy discussions</b> a. Staff Recognition: Angelica Ortiz ..... b. Budget Calendar and Guidelines .....	VP Hanson VP Williams
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b> a. Financial Report..... b. President’s Report.....	VP Williams President Tomlin
6.	<b>Board Member Discussion Items</b> -----	Chair Gervasi
7.	<b>Adjournment</b> -----	(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 ITEM

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

Items for approval:

- a. Approval of Agenda
- b. Approval of July 12, 2021 Meeting 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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1.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Gervasi
2.	<b>Consent Agenda:</b> ----- (Action)	Chair Gervasi
	a. Approval of Agenda	
	b. Approval of July 12, 2021 Meeting Minutes	
	c. Personnel Report.....	Director Ryan
3.	<b>Invitation for Public Comment</b> -----	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.	<b>New Business and/or focused policy discussions</b>	
	a. Staff Recognition: Angelica Ortiz .....	VP Hanson
	b. Budget Calendar and Guidelines .....	VP Williams
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b>	
	a. Financial Report.....	VP Williams
	b. President's Report.....	President Tomlin
6.	<b>Board Member Discussion Items</b> -----	Chair Gervasi
7.	<b>Adjournment</b> -----	(Action) Chair Gervasi

## July 12, 2021 Board of Education Meeting Minutes

**Date:** Monday, July 12, 2021

**Members in Attendance:** Kathy Gervasi, Mary Faith Bell, Pam Zweifel, Betsy McMahon, Jennifer Purcell, Tamra Perman, Mary Jones

**Members Not in Attendance:** all were present

**TBCC Staff in Attendance:** President Ross Tomlin, Executive Assistant Candi Merrill, Director Pat Ryan, VP Rhoda Hanson, VP Teresa Rivenes, Director Erin McCarley, Executive Director Heidi Luquette, VP Kyra Williams, Director Sheryl Neu

**Guests in Attendance:** There were no guests present.

**Call to Order • Acknowledge Guests (Agenda Item #1)** ----- **Chair Gervasi**  
Chair Gervasi called the meeting to order at 5:04pm.

**Consent Agenda (Agenda Item #2)** ----- **(Action) Chair Gervasi**

**Approval of Agenda (Agenda Item #2.a)**

**Approval of June 7, 2021 Meeting Minutes (Agenda Item #2.b)**

**Personnel Report (Agenda Item #2.c)** ..... **Director Ryan**  
Director Ryan gave the personnel report. Open positions include Office of Instruction Support Specialist, Human Resource Specialist, Director of Accounting Services, Library Assistant, and Library Coordinator. Blanca Valencia accepted the Library Specialist position, leaving the Library Assistant position open.

No changes or corrections were made to the July 12, 2021 Board minutes. The order of items 4a and 4b were reversed on the September 13, 2021 Board Agenda. Mary Jones motioned to approve the revised consent agenda. Betsy McMahon seconded. **The motion carried.**

**Invitation for Public Comment (Agenda Item #3)** ----- **Chair Gervasi**  
No members of the public were present.

**New Business and/or focused policy discussions (Agenda Item #4)**

**Swearing in Newly Elected Board Members (Agenda Item #4a)** ..... **(Action) President Tomlin**  
President Tomlin expressed his pleasure that the 4 board members were reelected and that the board remains intact for this upcoming very busy time in the College's history. He then swore in Pam Zweifel (Zone 2), Kathy Gervasi (Zone 3), Jennifer Purcell (Zone 4), and Tamra Perman (At Large). Because this was a virtual meeting, the College will make arrangements with each of them to sign their Oath of Office document.

**EmeritX Policy: Second Reading (Agenda Item #4b) ..... (Action) VP Rivenes**  
VP Rivenes recapped the EmeritX policy, a second reading. Mary Faith Bell motioned to approve the policy. Jennifer Purcell seconded the motion. **The motion carried.**

**Election of Board Officers (Agenda Item #4c)..... (Action) Chair Gervasi**  
The board elected its officers for the upcoming term. Mary Faith Bell nominated Kathy Gervasi as Chair. Betsy McMahon nominated Mary Faith Bell as Vice Chair. Both are willing to continue in those positions. There were no other nominations. Pam Zweifel seconded both nominations. A vote was taken, and **the motion carried.**

**Board Committee Assignments (Agenda Item #4d) ..... (Action) President Tomlin**  
The Board decided on committee assignments as follows.

**TBCC Foundation Board:** Tamra Perman has served as Foundation Board Liaison and is willing to continue. Pam Zweifel also volunteered to serve as Foundation Board Liaison. Jennifer will be an alternate.

**OCCA Liaison:** Betsy McMahon has served as TBCC's Liaison to OCCA and would like to continue. Jennifer Purcell will also serve in this capacity.

**Policy Review Committee:** The purpose of this committee is to review TBCC's board policies to make sure any necessary updates are made. Four years ago, it was a big job as all of the policies were updated in a single year. Since then, the policies have been getting updated on an on-going basis. This year, there will be few changes and it can probably be done with 2-3 meetings at most. Kathy Gervasi, Mary Jones, and Mary Faith Bell will serve on the Policy Review Committee.

Mary Faith motioned to approve volunteers to the committee assignments as listed above. Betsy McMahon seconded the motion. **The motion carried.**

**Board Retreat Agenda (Agenda Item #4e) ..... President Tomlin**  
TBCC 214/215 had been reserved for 9am to 4pm on September 13, 2021 for the TBCC Board Retreat and Board meeting. However, Jennifer Purcell and Mary Faith Bell will be unable to attend on the 13<sup>th</sup>. The Board discussed alternate dates for the Board Retreat and Meeting and settled on Friday, September 10. Because this date is a Friday and Board meetings are usually held on Mondays, a reminder email will be sent out. An initial list of topics for discussion at the retreat has been created and more topics can be added as needed. Board members should contact the President if they wish to add agenda items.

**Legal and Financial Designations for 2021-2022 (Agenda Item #4f) ..... (Action) VP Williams**  
Only the dates have changed on the Legal and Financial Designations documents presented by VP Williams, with the single exception of Item 20. The credit limits have changed. Limits have remained static since 2008 and there have been some issues with personnel exceeding their limit on pre-approved purchases and not being able to complete the transaction. We ask the board to approve the increased credit limits. Mary Faith Bell motioned to approve the increased credit limits. Tamra seconded. **The motion carried.**

**Approval of COLA for 2021-2022 (Agenda Item #4g) ..... (Action) VP Williams**

VP Williams explained the Leadership Team's reversal of the decision to provide a Cost Of Living Adjustment this year. The community College Support Fund came through at a higher rate for the new biennium than expected giving TBCC an additional \$100K for 2021-2022. When the budget was developed for the coming year back in the spring, we decided we would not give employees a cost of living increase, but with this additional funding, we would like to do it. A 2% increase for faculty and staff will cost just over \$69,000 including associated benefits. We are asking the Board to approve a 2% COLA for the 2021-21 academic year.

Betsy McMahon motioned to approve the Cost Of Living Adjustment. Mary Faith Bell seconded the motion. **The motion carried.**

**Information-Only Items (Agenda Item #5)**

**President's Report (Agenda Item #5a) ..... President Tomlin**

The Board Retreat and the next Board meeting will be on Sept 10.  
The Leadership Team will hold its retreat on July 26 and 27.  
The OPC Retreat is scheduled for August 1-4 at Rogue Community College.

The President recapped TBCC's recent graduation ceremony. It was the first time the ceremony was held on site at the College and the first time it was held outside. Because of plans changing several times over the last few months due to COVID restrictions, in the end, it was necessary to pull the event together on relatively short notice. Virtually everybody at the College pitched in to make the graduation ceremony work. Betsy McMachon commented that the ceremony went smoothly and was so touching. It felt like a "real" graduation.

Covid guidelines: With the governor having removed all restrictions, TBCC has decided to follow those new guidelines. People are no longer being asked to sign in when they enter the campus building. We are asking those who are not vaccinated to continue wearing a mask but we really don't know who has been vaccinated and who hasn't. We hope that everyone associated with the College continues to be safe and healthy. We won't enforce social distancing in classrooms in the Fall, but realistically, the desks are set at about 3 feet apart under ordinary circumstances; students are not packed tightly together.

TBCC received a letter recently regarding the Class action lawsuit from Linn County regarding the State Forest lawsuit. The state has appealed the verdict and the appeals court should be hearing the case in the fall. The counties would benefit greatly from this case if it goes well.

Senator Kurt Schrader has included our nursing program start-up as one of his 10 earmark projects. If this is approved by Congress in the federal budget for FY2022, it would fund the first year start-up of TBCC's new nursing program.

The EDA grant application is moving along. They like our proposal and sent it on to the legal team who came back to us with five questions, which we were able to answer. It is moving smoothly but it is a long process. Funds from this grant would go to the Center for Industrial Technology building remodel.

The Title III grant application is nearly ready to be submitted. Funds from this grant would help to fund the Nursing program beyond the first year, build capacity for the Foundation, and fund a Career Center for the college. The funds would pay for both personnel and software.

A meeting has been scheduled for August 25<sup>th</sup> with State Senators Anderson and Johnson and Representatives Weber and Gomberg to update them on all the major projects planned at the college over the coming year. The meeting will be followed by a public Town Hall with all four legislators.

By the end of the Legislative session, we had gotten the \$702M community college support funding we had requested and the \$8M in matching funds for capital construction for the planned new TBCC building. We are excited to get this funding and we'll be moving forward as soon as possible with our own fundraising efforts.

The common course numbering bill passed. HECC will accept statewide nominations for a committee; positions are quite limited and college and university people are scrambling to be on the committee. It is important to have representatives from small, medium and large colleges for a balanced perspective.

The part-time faculty benefits bill passed. We will be required to track it, but HECC will reimburse us for the payment of benefits, although the distribution of funds seems to be a gray area. No one knows what this will cost, or what will happen if the available funds are insufficient.

The bills that Oregon community colleges were most concerned about died in committee.

**Board Member Discussion Items (Agenda Item #6)** ----- Chair Gervasi

There were no Board member items for discussion, just a reminder from Chair Gervasi to look at TBCC's new website. It's live!

**Adjournment (Agenda Item #7)** ----- (Action) Chair Gervasi

There being no further discussion items, the meeting was adjourned at 6:01pm.



## Personnel

**RECOMMENDATION**

CONSENT AGENDA

**BACKGROUND INFORMATION**----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Office of Instruction Support Specialist		9/7/2021	Hired - Kennedy Krossen	Teresa Rivenes	
Library Coordinator		Tentative: 9/15/2021	Hired - Clare Sobotka	Teresa Rivenes	
Director of Accounting Services	7/12/2021	TBD	Reposted, Open until filled	Kyra Williams	
Library Assistant	July 19, 2021	TBD	Open until filled	Teresa Rivenes	
Human Resource Specialist	July 26, 2021	TBD	Open until filled	Pat Ryan	
Dean of CTE	Aug. 16, 2021	TBD	Open until filled	Teresa Rivenes	
Dean of Student Success and Academic Partnerships	Aug. 30, 2021	TBD	Open until filled	Teresa Rivenes	
I.T. Coordinator			Open until filled	Sheryl Neu	

## 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

## Staff Recognition: Angelica Ortiz

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ..... VP Hanson

In January, TBCC partnered with Northwest Oregon Works on a 6 month grant to employ a Student Success Coach for Tillamook county. VP Hanson will report on the great work completed by Angelica in this position, and the work she continues to do in Student Services.



August 19, 2021

*Dear TBCC Board of Education,*

*It is my pleasure to recognize Angelica Ortiz for her work as a Student Success Coach.*

*Earlier this year TBCC partnered with Northwest Oregon Works on a 6 month grant to employ a Student Success Coach for Tillamook County. This position was created to provide reengagement assistance (mentoring and financial support) to youth ages 14-21 who had not earned a high school diploma or GED. Angelica accepted the position in January and immediately set out to recruit students for the program.*

*Angelica hit the ground running, promoting the benefits of the program throughout the county. She connected with counselors at each of our local high schools forming connections and receiving referrals. Angelica was not deterred by COVID, and spent February through June traveling the length of Tillamook County providing individualized support. She met with students when they were available, and where they were comfortable.*

*By the end of June, Angelica had connected with over 50 students and their families. The forty six students in the program include past /current students from all 4 area high schools and OYA. With the help of the program, twenty four youth recovered at least one high school credit or passed a GED test, and seven graduated high school!*

*With the grant complete, Angelica transitioned seamlessly to her current position in Student Services as a Career Education Advisor. She continues to envision new ways to recruit students, and on August 17 hosted the first Family Information Night in Spanish. During the event, 7 students registered for ESOL/GED classes and one started the process of pursuing his associate's degree. She has plans to host the event quarterly. We are lucky to have Angelica as part of the TBCC community, and I am grateful for the amazing work she has done, and continues to do to promote educational opportunities in our community.*

*Sincerely,*

A handwritten signature in cursive script that reads "Rhoda Hanson".

*Rhoda Hanson*

*Vice President of Student Services*

# Budget Calendar and Guidelines

## **RECOMMENDATION**

FIRST READING

## **BACKGROUND INFORMATION**.....VP 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 2022-2023 Budget may commence.

The Proposed 2022-2023 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 **current** Vision, Mission, Values and Core Themes.

During 2021-2022, the College will be working through the process of developing new and/or revised Vision, Mission, Values, and Core Themes as a part of strategic planning and the beginning of the next accreditation cycle. By the time the College begins the new fiscal year in July 2022, the College will have a new strategic plan in place.

## Tillamook Bay Community College 2022-2023 Budget Schedule

	Time Line	Personnel	T a s k s
1.	July 12, 2021	College Board of Education	Appoint College VPF as Budget Officer
2.	September 10 through October 4, 2021	College Board of Education	Review and Refine Budget Development Guidelines
3.	October 4, 2021	College Board of Education	Approve Budget Development Guidelines and Schedule
4.	October 5, 2021 through February 18, 2022	Budget Managers	Review processes and begin budget development.
5.	October 5, 2021 through February 18, 2022	Budget Managers	Budget Managers work with Departments to prepare recommendations for the 2022-2023 budget along with supporting information. Consult with VPF for needed information.
6.	February 7, 2022	College Board of Education	Appoint Public Budget Committee members as needed.
7.	February 18, 2022	Budget Managers	Budget Managers submit budget proposals to the Budget Officer for compiling document.
8.	February 18, 2022	Budget Officer	Deadline to complete 2022-2023 General Fund revenue projection assumptions.
9.	February 21 through March 4, 2022	Budget Officer Budget Managers	Meet to review and discuss budget proposals and work on balancing budget.
10.	February 21 through March 4, 2022	Budget Managers	Budget Managers meet with departments to discuss budget balance progress for 2022-2023 Preliminary Proposed Budget.
11.	March 7, 2022	College Board of Education	Approve 2022-2023 tuition and fee schedule.
12.	March 14, 2022	Budget Officer Budget Managers	Meet to finalize 2022-2023 Proposed Budget.
13.	March 15 through April 4, 2022	Budget Officer	Compilation of proposed budget document.
14.	April 5, 2022	Budget Officer	Publish, mail and distribute preliminary 2022-2023 Budget to Public Budget Committee Members and Budget Managers.
15.	April 11, 2022	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 2022-2023 budget and tax levy.
16.	May 17, 2022	Budget Officer	Publish Notice of Budget Hearing and Financial Summary.
17.	June 6, 2022	College Board of Education	Hold Public Hearing on 2022-2023 budget approved by Public Budget Committee. Enact Resolutions to adopt budget, make appropriations, levy property taxes and categorize property tax levy for 2022-2023.
18.	By July 15, 2022	Budget Officer	Submit Budget levy and resolutions to County Assessor.

2022-2023  
Budget Development Guidelines

Guideline	Gloss <sup>i</sup>
<p><b>Assessment and Planning:</b> Financially support comprehensive planning and assessment activities leading to continuous improvement in fulfilling the College's mission, core themes, and strategic initiatives. Every department has Service Area Outcomes which are assessed and analyzed annually and are tied to strategic projects. Strategic projects are tied to a core theme objective and include budget requirements.</p>	<p>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.</p>
<p><b>Educational Program Support:</b> 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.</p>	<p>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.</p>
<p><b>Educational Program Equipment:</b> Give priority to maintaining up-to-date instructional technology and training equipment.</p>	<p>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.</p>
<p><b>Facilities:</b> Maintain current facilities and acquire or construct facilities necessary to achieve mission, core themes, and strategic initiatives.</p>	<p>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. A Facilities Master Plan (FMP) was completed in 2020. TBCC submitted a capital funding request to HECC to receive funds from the State's 2021-2023 budget. TBCC's request was approved by the legislature, however funds will likely not be available until Spring 2023. TBCC has begun the process to have a general obligation bond measure on the ballot for the May 2022 election. Facility expansion will be budgeted as needed to complete the projects in the FMP.</p>
<p><b>Technological Resources:</b> Provide computing and other technological resources leading to enriched educational opportunities for students and enhanced management information systems.</p>	<p>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.</p>
<p><b>Faculty and Staff Development:</b> Encourage faculty and staff development and training.</p>	<p>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.</p>
<p><b>Faculty and Staff Remuneration:</b> Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2021-2022 salary levels after accounting for inflation.</p>	<p>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.</p>
<p><b>Student Tuition and Fees:</b> 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.</p>	<p>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.</p>



**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

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

## Information Only Items

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ----- Chair Gervasi

# Financial Report

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** .....VP Williams

The report for the month of July 2021 is available for your review.

Agenda Item 5.A. Attachment #1  
Tillamook Bay Community College  
Unaudited Summary Financial Information  
General Fund  
Fiscal Year-to-Date Ended July 2021  
8.33% of fiscal year elapsed

	FY 2020-2021			FY 2021-2022		
	Annual Budget	07/31/20 Actual	Percentage of Budget	Annual Budget	07/31/21 Actual	Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 1,600,000	\$ 1,812,105.95	113.26%	\$ 1,600,000	\$ 1,899,121.05	118.70%
State	\$ 2,419,566	\$ 606,016.46	25.05%	\$ 2,784,406	\$ -	0.00%
Property Taxes	\$ 1,402,498	\$ -	0.00%	\$ 1,410,834	\$ -	0.00%
Local Contracts	\$ 74,000	\$ 9,600.00	0.00%	\$ 40,640	\$ 44,285.04	108.97%
Tuition	\$ 942,100	\$ 90,581.06	9.61%	\$ 942,100	\$ 61,479.01	6.53%
Fees	\$ 231,377	\$ 26,713.00	11.55%	\$ 225,077	\$ 16,606.00	7.38%
Sale of Goods	\$ 4,500	\$ -	0.00%	\$ 5,000	\$ 10.00	0.20%
Interest	\$ 115,000	\$ 5,455.22	4.74%	\$ 50,000	\$ 2,403.32	4.81%
Rental	\$ 18,000	\$ -	0.00%	\$ 18,000	\$ -	0.00%
Miscellaneous	\$ 30,000	\$ 0.50	0.00%	\$ 30,000	\$ 40.00	0.13%
Transfers	\$ 412,816	\$ 1,185.60	0.29%	\$ 580,683	\$ 1,607.79	0.28%
Total resources	\$ 7,249,857	\$ 2,551,657.79	35.20%	\$ 7,686,740	\$ 2,025,552.21	26.35%
<b>Expenditures</b>						
Instruction	\$ 2,092,856	\$ 141,283.06	6.75%	\$ 2,255,758	\$ 110,226.62	4.89%
Instructional Support	\$ 679,872	\$ 54,477.29	8.01%	\$ 724,461	\$ 55,548.41	7.67%
Student Services	\$ 608,847	\$ 47,802.35	7.85%	\$ 629,173	\$ 49,265.27	7.83%
College Support	\$ 1,824,031	\$ 188,533.03	10.34%	\$ 2,073,977	\$ 246,841.22	11.90%
Plant Operation	\$ 383,607	\$ 39,256.02	10.23%	\$ 378,180	\$ 43,003.44	11.37%
Transfers	\$ 293,000	\$ 13,445.05	4.59%	\$ 298,000	\$ 13,729.89	4.61%
Contingency	\$ 167,644	\$ -	0.00%	\$ 127,191	\$ -	0.00%
Total expenditures	\$ 6,049,857	\$ 484,796.80	8.01%	\$ 6,486,740	\$ 518,614.85	7.99%
Ending fund balance	\$ 1,200,000	\$ 2,066,860.99	172.24%	\$ 1,200,000	\$ 1,506,937.36	125.58%

Agenda Item 5.A. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended July 2021

	Fund No.	Beginning Fund Balance	2021-2022 Revenue	2021-2022 Expenditures	Ending Fund Balance	2021-2022 Spendable Budget	2020-2021 Prior Year Expenditures 7/31/2020
Nursing Program Agreement	2010	\$ -	\$ -	\$ -	\$ -	\$ 49,000	\$ -
Tillamook Works	2030	\$ 8,301.53	\$ -	\$ 5,136.02	\$ 3,165.51	\$ 77,113	\$ 5,920.06
Pathways Grant	2250	\$ -	\$ -	\$ 3,694.34	\$ (3,694.34)	\$ 29,707	\$ 2,836.07
Industrial Maintenance Tech	2260	\$ 19,314.25	\$ -	\$ -	\$ 19,314.25	\$ 32,679	\$ 2,200.92
SBDC Federal Grant	2300	\$ -	\$ -	\$ 2,274.39	\$ (2,274.39)	\$ 33,000	\$ 2,373.08
SBDC State Grant	2310	\$ -	\$ -	\$ 21,360.16	\$ (21,360.16)	\$ 72,000	\$ 2,808.33
SBDC Program Income	2320	\$ 135,436.91	\$ 1,697.00	\$ 7,377.41	\$ 129,756.50	\$ 115,438	\$ 2,718.63
SBDC Rural Outreach Grant	2330	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 400.00
SBDC CARES Act	2331	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,834.21
EDC Contract	2350	\$ -	\$ -	\$ 12,694.71	\$ (12,694.71)	\$ 161,356	\$ 12,258.75
TEC Vocational Education Grant	2400	\$ (420.48)	\$ -	\$ -	\$ (420.48)	\$ 66,000	\$ -
Food Pantry	2480	\$ 153.43	\$ -	\$ -	\$ 153.43	\$ 1,000	\$ -
ASPIRE Program	2540	\$ 3,444.32	\$ -	\$ -	\$ 3,444.32	\$ 3,000	\$ -
Student Success Grant	2560	\$ -	\$ -	\$ 2,630.00	\$ (2,630.00)	\$ 70,000	\$ 14,573.29
STEP Grant	2580	\$ 29,601.32	\$ -	\$ 3,348.68	\$ 26,252.64	\$ 43,700	\$ 3,160.40
STEP 100% Grant	2581	\$ 3,073.76	\$ -	\$ 1,471.98	\$ 1,601.78	\$ -	\$ -
Pathways to Opportunity	2590	\$ -	\$ -	\$ 4,104.00	\$ (4,104.00)	\$ 18,750	\$ 3,684.50
ONWIB Student Success Coach	2595	\$ -	\$ -	\$ -	\$ -	\$ 36,281	\$ -
Guided Pathways Implementation	2610	\$ 20,810.45	\$ -	\$ -	\$ 20,810.45	\$ 18,000	\$ -
CARES Act Institutional - Section 1	2701	\$ (2,362.50)	\$ -	\$ 72,844.87	\$ (75,207.37)	\$ -	\$ -
CARES Act Institutional - Section 2	2702	\$ -	\$ -	\$ 12,000.00	\$ (12,000.00)	\$ -	\$ -
CARES Act Institutional - Section 3	2703	\$ (3,820.85)	\$ -	\$ 700.00	\$ (4,520.85)	\$ -	\$ -
GEER Institutional Grant	2704	\$ -	\$ -	\$ 4,436.17	\$ (4,436.17)	\$ -	\$ -
Partners for Rural Innovation Operations	2890	\$ 11,218.58	\$ -	\$ 7,479.48	\$ 3,739.10	\$ 39,800	\$ 7,058.30
Capital Depreciation & Maintenance Fund	2900	\$ 938,888.81	\$ 456.44	\$ -	\$ 939,345.25	\$ 35,000	\$ -
Timber Tax Reserve Fund	2910	\$ 3,849,400.84	\$ -	\$ -	\$ 3,849,400.84	\$ 728,568	\$ -
PRI Capital Maintenance Fund	2920	\$ 81,359.57	\$ 39.55	\$ -	\$ 81,399.12	\$ 20,000	\$ -
Strategic Investment Fund	2950	\$ 1,243,831.09	\$ 624.83	\$ -	\$ 1,244,455.92	\$ 300,000	\$ -
<b>Total Special Fund</b>		<b>\$ 6,338,231.03</b>	<b>\$ 2,817.82</b>	<b>\$ 161,552.21</b>	<b>\$ 6,179,496.64</b>	<b>\$ 1,960,392</b>	<b>\$ 62,826.54</b>
<b>Schedule of Special Fund borrowing from General Fund</b>							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 7/31/2021		
Total of Grants that borrow from the General Fund		\$ (110,355.83)	\$ 301,887.38	\$ -	\$ (412,243.21)		
Total of Grants & Reserves that are not borrowing from the General Fund		\$ 6,289,852.47	\$ 167,586.67	\$ -	\$ 6,122,265.80		
<b>Total Special Fund</b>		<b>\$ 6,179,496.64</b>	<b>\$ 469,474.05</b>	<b>\$ -</b>	<b>\$ 5,710,022.59</b>		
	Fund No.	Beginning Fund Balance	2021-2022 Revenue	2021-2022 Expenditures	Ending Fund Balance	2021-2022 Spendable Budget	2020-2021 Prior Year Expenditures
Community Education	3100	\$ 10,586.83	\$ 325.00	\$ 344.33	\$ 10,567.50	\$ 13,769	\$ 735.07
TBCC Store	3200	\$ 13,270.68	\$ 2.55	\$ 35.45	\$ 13,237.78	\$ 5,550	\$ 57.98
Customized Training Projects	3300	\$ 16,503.04	\$ -	\$ -	\$ 16,503.04	\$ 18,295	\$ 300.00
Truck Driving Program	3310	\$ 39,144.77	\$ 15,000.00	\$ 11,414.52	\$ 42,730.25	\$ 153,251	\$ 9,300.75
Truck Driving Simulator	3320	\$ (12,252.88)	\$ -	\$ 479.00	\$ (12,731.88)	\$ 23,935	\$ -
TBCC Vending	3400	\$ 6,751.39	\$ 156.60	\$ 345.46	\$ 6,562.53	\$ 7,300	\$ -
<b>Total Enterprise Fund</b>		<b>\$ 74,003.83</b>	<b>\$ 15,484.15</b>	<b>\$ 12,618.76</b>	<b>\$ 76,869.22</b>	<b>222,100</b>	<b>10,393.80</b>
PERS Pension Bond Fund	4100	\$ 29,121.04	\$ 13,381.07	\$ 1,600.00	\$ 40,902.11	\$ 171,118	\$ 1,600.00
General Obligation Bond Fund	4200	\$ 30,505.23	\$ 14.86	\$ -	\$ 30,520.09	\$ 763,325	\$ -
<b>Total Debt Service Fund</b>		<b>\$ 59,626.27</b>	<b>\$ 13,395.93</b>	<b>\$ 1,600.00</b>	<b>\$ 71,422.20</b>	<b>\$ 934,443</b>	<b>\$ 1,600.00</b>
Local Match Fund	5250	\$ 175,920.62	\$ 85.52	\$ -	\$ 176,006.14	\$ 53,291	\$ -
Grant Construction Fund	5550	\$ (175,008.57)	\$ -	\$ -	\$ (175,008.57)	\$ -	\$ -
<b>Total Capital Projects Fund</b>		<b>\$ 912.05</b>	<b>\$ 85.52</b>	<b>\$ -</b>	<b>\$ 997.57</b>	<b>\$ 53,291</b>	<b>\$ -</b>
Associated Students of TBCC	7100	\$ 6,670.97	\$ 349.80	\$ 163.10	\$ 6,857.67	\$ 9,481	\$ 166.10
Phi Theta Kappa Honorary Society Fund	7200	\$ 1,009.82	\$ -	\$ 21.93	\$ 987.89	\$ 3,725	\$ 46.00
<b>Total Agency Fund</b>		<b>\$ 7,680.79</b>	<b>\$ 349.80</b>	<b>\$ 185.03</b>	<b>\$ 7,845.56</b>	<b>\$ 13,206</b>	<b>\$ 212.10</b>
PELL Grant	8010	\$ -	\$ 27,281.00	\$ 27,281.00	\$ -	\$ 751,150	\$ 58,757.00
Supplemental Education Opportunity Grant	8020	\$ -	\$ 420.00	\$ 420.00	\$ -	\$ 17,625	\$ 800.00
CARES Act for Students	8090	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 26,000.00
CRRSA Act for Students	8093	\$ -	\$ 8,630.00	\$ 8,630.00	\$ -	\$ -	\$ -
Direct Loans	8100	\$ -	\$ 2,518.00	\$ 2,518.00	\$ -	\$ 350,000	\$ 10,888.00
Federal Work Study	8190	\$ -	\$ -	\$ -	\$ -	\$ 16,944	\$ 577.98
Oregon Opportunity Grant	8210	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -
Chafee Grant	8220	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -
Oregon Promise Grant	8230	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -
State CARES Support	8231	\$ -	\$ 1,667.00	\$ 1,667.00	\$ -	\$ -	\$ -
Tuition Waivers	8310	\$ 10,000.00	\$ -	\$ 832.00	\$ 9,168.00	\$ 10,000	\$ -
Board Scholarships	8320	\$ 39,599.62	\$ -	\$ 10,608.00	\$ 28,991.62	\$ 170,000	\$ 18,972.00
Institutional Work Study	8330	\$ 42,359.85	\$ -	\$ -	\$ 42,359.85	\$ 10,072	\$ -
Foundation Scholarships	8340	\$ (45.00)	\$ -	\$ 2,382.80	\$ (2,427.80)	\$ 85,000	\$ 4,374.11
Non-Institutional Scholarships	8400	\$ 420.00	\$ -	\$ -	\$ 420.00	\$ 53,328	\$ 1,524.00
<b>Total Financial Aid Fund</b>		<b>\$ 92,334.47</b>	<b>\$ 40,516.00</b>	<b>\$ 54,338.80</b>	<b>\$ 78,511.67</b>	<b>\$ 1,969,119</b>	<b>\$ 121,893.09</b>

Agenda Item 5.A. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended July 2021  
 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		\$ 1,389,462			\$ 6,118,659			\$ 72,494			\$ 50,650	
Beginning Fund Balance	\$ 1,600,000	\$ 1,899,121	118.70%	\$ 6,244,908	\$ 6,338,231	101.49%	\$ 55,036	\$ 74,004	134.46%	\$ 60,000	\$ 59,626	0.00%
<b>Resources</b>												
State Aid	\$ 2,784,406	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 40,640	\$ 44,285	0.00%	\$ 664,207	\$ -	0.00%	\$ 13,093	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,167,177	\$ 78,085	6.69%	\$ 40,150	\$ 1,697	4.23%	\$ 169,856	\$ 15,325	9.02%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,410,834	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 728,100	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 768,274	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 5,000	\$ 10	0.20%	\$ -	\$ -	0.00%	\$ 6,000	\$ 159	2.65%	\$ -	\$ -	0.00%
Interest	\$ 50,000	\$ 2,403	4.81%	\$ 20,450	\$ 1,121	5.48%	\$ -	\$ -	0.00%	\$ 3,225	\$ 16	0.50%
Rental	\$ 18,000	\$ -	0.00%	\$ 8,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 30,000	\$ 40	0.13%	\$ 84,700	\$ -	0.00%	\$ 28,009	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 580,683	\$ 1,608	0.28%	\$ 53,291	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 160,000	\$ 13,380	8.36%
<b>Total Revenues</b>	<b>\$ 6,086,740</b>	<b>\$ 126,431</b>	<b>2.08%</b>	<b>\$ 1,639,072</b>	<b>\$ 2,818</b>	<b>0.17%</b>	<b>\$ 216,958</b>	<b>\$ 15,484</b>	<b>7.14%</b>	<b>\$ 891,325</b>	<b>\$ 13,396</b>	<b>1.50%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 4,831,360	\$ 299,285	6.19%	\$ 515,634	\$ 55,962	10.85%	\$ 124,892	\$ 7,892	6.32%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 1,210,189	\$ 205,600	16.99%	\$ 325,194	\$ 31,659	9.74%	\$ 84,419	\$ 4,517	5.35%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 20,000	\$ -	0.00%	\$ 15,000	\$ 72,553	483.69%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 932,843	\$ -	0.00%
Transfers	\$ 298,000	\$ 13,730	4.61%	\$ 573,564	\$ 1,378	0.24%	\$ 4,589	\$ 210	4.58%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 127,191	\$ -	0.00%	\$ 6,367,857	\$ -	0.00%	\$ 8,200	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 6,486,740</b>	<b>\$ 518,615</b>	<b>8.00%</b>	<b>\$ 7,797,249</b>	<b>\$ 161,552</b>	<b>2.07%</b>	<b>\$ 222,100</b>	<b>\$ 12,619</b>	<b>5.68%</b>	<b>\$ 934,443</b>	<b>\$ 1,600</b>	<b>0.17%</b>
Ending Fund Balance	\$ 1,200,000	\$ 1,506,937		\$ 86,731	\$ 6,179,497		\$ 49,894	\$ 76,869		\$ 16,882	\$ 71,422	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 255,556			\$ 469,474			\$ 13,500			\$ 37,889	
Inventories		\$ 674			\$ -			\$ 932			\$ -	
NET EFFECT ON CASH		\$ (256,230)			\$ (469,474)			\$ (14,432)			\$ (37,889)	
Liabilities												
Accounts Payable		\$ 170,977			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 65,782			\$ -			\$ -			\$ 35,594	
Payroll		\$ 139,422			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 376,181			\$ -			\$ -			\$ 35,594	
NET ADJUSTMENTS		\$ 119,951			\$ (469,474)			\$ (14,432)			\$ (2,295)	
ENDING CASH BALANCE		\$ 1,626,888			\$ 5,710,023			\$ 62,437			\$ 69,127	

Agenda Item 5.A. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended July 2021  
 8.33% of Budget Period Expended

	Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 912			\$ 7,681			\$ 94,001	
Beginning Fund Balance	\$ 1,291	\$ 912	70.64%	\$ 2,700	\$ 7,681	284.48%	\$ 125,828	\$ 92,334	73.38%
<b>Resources</b>									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,633,750	\$ 40,516	2.48%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ 2,000	\$ 86	4.30%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 50,000	\$ -	0.00%	\$ 3,025	\$ -	0.00%	\$ 135,000	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 350	4.38%	\$ 130,000	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 52,000</b>	<b>\$ 86</b>	<b>0.17%</b>	<b>\$ 11,025</b>	<b>\$ 350</b>	<b>3.17%</b>	<b>\$ 1,898,750</b>	<b>\$ 40,516</b>	<b>2.13%</b>
<b>Expenditures</b>									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 6,266	\$ -	0.00%	\$ 26,341	\$ -	0.00%
Operating Expenditures	\$ -	\$ -	0.00%	\$ 6,940	\$ 185	2.67%	\$ 1,940,248	\$ 54,319	2.80%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 53,291	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 2,530	\$ 20	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 53,291</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 13,206</b>	<b>\$ 185</b>	<b>1.40%</b>	<b>\$ 1,969,119</b>	<b>\$ 54,339</b>	<b>2.76%</b>
Ending Fund Balance	\$ -	\$ 998		\$ 519	\$ 7,846		\$ 55,459	\$ 78,511	
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		\$ 998			\$ 7,846			\$ 78,511	

**\$ 7,555,830**

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 INFORMATION** .....President Tomlin

### Upcoming Dates:

- The next Board meeting is Monday, October 11 at 5:00 pm in Room 214/15.
- Fall In-service will be held on Wednesday-Friday mornings next week, September 15-17 from 8:15 am - Noon. You are all welcome to Zoom in or attend in person.
- Accreditation Visit is virtual and will be October 4-6. We will let you know when they want to meet with the Board, and then the Exit meeting at 10am on Wednesday will be when they announce the recommendations/accommodations.

### Updates:

- COVID guidelines for fall term.
- OPC Retreat highlights.
- Legislative Summit highlights.
- Welcome desk in Lobby is coming!

## 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