



## Board of Education Meeting Agenda

**Date:** Monday, January 3, 2022

**TBCC Board Meeting** Zoom – 5:00pm – 7:00pm

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Resource</u></b>
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 December 6, 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. Policy 303 Stipends: Second Reading .....	(Action) President Tomlin
	b. Reviewed Policies 100-Level: First Reading .....	President Tomlin
	c. Changing Position Titles on all Policies .....	(Action) President Tomlin
	d. AAS Business/Emphasis in Entrepreneurship: First Reading .....	VP Rivenes
	e. Audit Report .....	(Action) AVP Williams
	f. Organizational, Legal, and Financial Designations .....	(Action) AVP Williams
	g. Authorization for Additional Check Signer .....	(Action) AVP Williams
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b>	
	a. Program Review: Student Services .....	AVP Hanson
	b. Juntos Update .....	Faculty Deane-McKenna, Coordinator Macias
	c. Financial Report .....	AVP Williams
	d. President's Report .....	President Tomlin
6.	<b>Board Member Discussion Items</b> -----	Chair Gervasi
7.	<b>Adjournment</b> -----	(Action) Chair Gervasi

*Per Oregon HB 2560 and HB 2459, all TBCC Board meetings are open for remote public participation via Zoom and are recorded for the purpose of transcribing minutes.*

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 NOVEMBER MEETING.

Items for approval:

- a. Approval of Agenda for the January meeting
- b. Approval of December 6, 2021 Meeting Minutes
- c. Approval of the Personnel Report

## Approval of the Agenda

### RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JANUARY MEETING

## Board of Education Meeting Agenda

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7.	<b>Adjournment</b> .....	(Action) Chair Gervasi



## December 6, 2021 Board of Education Meeting Minutes

**TBCC Board Meeting** Zoom – 5:00pm – 7:00pm

**Members in Attendance:** Kathy Gervasi, Mary Jones, Betsy McMahon, Mary Faith Bell

**Members Not in Attendance:** Pam Zweifel, Tamra Perman, Jennifer Purcell

**Guests:** CTE Dean, Matthew Rehl, and Sarah Lechner, Corragio Group

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

**Call to Order • Acknowledge Guests (Agenda Item #1)** -----Chair Gervasi  
The meeting was called to order at 5:12.

VP Rivenes introduced Matthew Rehl, TBCC's new Dean of CTE. Director McCarley introduced Sarah Lechner from The Corragio Group, who will give a presentation in this meeting.

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

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

There were no changes to the agenda for the December meeting.

**Approval of November 1, 2021 Meeting Minutes (Agenda Item 2b)**

There were no corrections to the minutes from the November meeting.

**Personnel Report (Agenda Item #2c)** .....Director Ryan  
The Personnel Report for the month is included in the packet for this meeting. Director Ryan gave updates verbally.

The Business Office manager position has been hired and that person is scheduled to start on Monday, December 13. The Business Office Specialist position is still open. The IT Support Specialist position has been filled and that person will start on January 7. The Executive Assistant position, and Career Education Advisor positions are posted. The Title III Director position remains open. The Director of Human Resources, a new position, will soon be posted.

Mary Jones motioned to approve the Consent Agenda and Betsy McMahon seconded. **The motion carried.**

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

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

**Policy 303 and AR C005: First Reading (Agenda Item #4a)** ..... President Tomlin  
This was the first reading of a new policy to provide for a stipend to be paid to staff and faculty that speak a second language and are required to use it as a part of their job. This policy also covers cell phone stipends for those responsible for TBCC facilities after hours, ad hoc stipends, and it includes a way to create new stipends as needed. There were no questions from the Board members.

**Academic Calendar (Agenda Item #4b)** ..... (Action) VP Rivenes  
VP Rivenes presented the Academic Calendar, which now includes Juneteenth (June 19) as a paid holiday. This holiday has no impact on class schedules as it falls just after graduation. There were no other changes to the 2022-23 Academic calendar. The 2023-24 Academic calendar was also presented for information only with no changes at this time.

Betsy McMahon motioned to approve Academic Calendars for 2022-23. Mary Jones seconded the motion.  
**The motion carried.**

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

**Equity Update (Agenda Item #5a)** ..... **Director McCarley**  
Director McCarley provided an update on Equity and Inclusion activities at TBCC. TBCC has fully satisfied the requirements of HB 2864. The full report is included in the packet for this meeting. It was noted that the report includes TBCC's response to the pandemic in terms of how responsive faculty and staff have been to the needs of students during this time.

Also noted:

A new work study student is taking responsibility for the food pantry. We are having conversations now about offering more culturally specific foods.

The Board asked how to donate cash to the food pantry. Executive Director Luquette explained that donations can be made through the TBCC website or a check can be sent to the college with a note indicating that it is a donation to the Food Pantry.

Media Campaign/Language Accessibility. TBCC will continue to go through its website and printed materials with the intention of making them more accessible to non-English speakers. TBCC employee Angelica Ortiz and Work-study Cynthia Kimber are helping in this effort by pointing out where this help is needed and by what communities.

Equity and Inclusion is introduced to incoming TBCC employees at new staff orientation. A book club is offered each term; the book for this term is titled, "Finding LatinX."

The Equity and Inclusion committee is currently running a coat and boot drive, and will be organizing volunteers for the 2<sup>nd</sup> annual MLK "Day of Service" at Habitat for Humanity.

TBCC is piloting the Equity Lens Toolkit by applying the lens to graduation and to the Reorganization process. The committee will write up a summary of what they've learned. This will be shared with Leadership, College Council and the Graduation Committee.

**Strategic Planning Update (Agenda Item #5b)** ..... **Director McCarley**  
Director McCarley introduced Sarah Lechner from the Corragio Group, the consulting company that has been hired to assist TBCC in the development of its new strategic plan. She will be the project lead and project manager for TBCC. Ms. Lechner gave an overview of the process of developing a strategic plan. TBCC plans to have the new strategic plan completed by June.

Board members Betsy McMahon, Mary Faith Bell and Mary Jones agreed to participate in one of the focus groups organized by Corragio regarding community needs as part of the strategic planning process. The board thanked Ms. Lechner for her presentation.

**Financial Report (Agenda Item #5c) ..... VP Finance Williams**

The financial report for October 2021 is included in the packet for this meeting. VP Williams added that the audit is being wrapped up at this time. The audit report will be available for the January meeting.

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

In his update on the reorganization plan, President Tomlin shared the new org chart and went through the two divisions position by position. Most comments from staff and faculty on the reorg were positive or neutral. Some of the suggestions offered by TBCC staff have been incorporated into the final version of the org chart. The President also noted that there will be a Lean Audit of Student Services at TBCC after the first of the year and that may lead to additional organizational changes in the Student Services area.

President Tomlin explained the plan for shared governance, delineating the following information.

- The executive cabinet, consisting only of President Tomlin, VP Rivenes and VP Luquette, will not be a decision-making body for the most part, but will exist for the purpose of shared communications between the two major divisions of the College.
- The leadership team is built to serve the five pillars of functionality:
  1. Instruction/Students
  2. Finance
  3. Administration
  4. Data
  5. People
- The full-time Leadership Team, meeting weekly, will consist of:
  1. President
  2. VP Academics and Student Services
  3. VP of Administration and College Relations
  4. Associate VP of Finance
  5. Director, Institutional Effectiveness
  6. Faculty Representative
  7. HR Director
- The part-time Leadership team, meeting monthly will consist of all members of the full-time Leadership Team, plus:
  1. DEI Director
  2. Title III Director
  3. Facilities Director
  4. IT Director
  5. Associate VP of Student Services
  6. College Council Representative

The Board asked to have the org chart and shared governance information sent out to them. They had no other questions or concerns about the Reorganization

The Office Space plan. Enough work spaces have been identified to accommodate everyone, including all the new positions that are planned. It will be a tight fit in the current building, but it will work and it won't require any renovations to the structure.

President Tomlin gave a report on the most recent OPC meeting. Highlights include the following:

- TBCC is one of only two community colleges in Oregon that has increased its FTE from last fall to this fall term. An article in the Oregonian made community college enrollments at all 17 colleges seem dire, but was exaggerated due to using overall headcounts that included community education class enrollments, which were down by a large amount due to the pandemic.
- Community College presidents are jointly sending a letter to the HECC board asking them to cancel or postpone plans to consider changing the funding formula for community colleges.
- Vaccinations mandates that would impact community college faculty and staff in Oregon are on hold for now due to the federal mandate being challenged in court.
- The Department of Education is funding a new position for each college that will coordinate CTE education between community colleges and high schools.

Betsy McMahon provided an update on the OCCA board meeting that she attended, including:

- Morgan Cowling will start as OCCA Executive Director on January 3, 2022.

Reminders:

- The Policy Committee meets on Friday, December 10 at noon.
- Group of Foundation and College Board members will meet to discuss the formation of a Friends of TBCC group on Friday, December 10 at 4pm.

Reminders were sent via email to those board members who have not yet completed the Vector Training.

The Festival of Trees auction is coming up at the Museum. TBCC has a tree in the auction for the first time this year.

**Board Member Discussion Items (Agenda Item #6) ----- Chair Gervasi**  
There were no Board member items for discussion.

**Adjournment (Agenda Item #7) ----- (Action) Chair Gervasi**  
Betsy McMahon motioned to adjourn the meeting. Mary Jones seconded the motion. **The motion carried.**  
The meeting was adjourned at 6:14pm and the Board went into Executive Session.

**Executive Session ----- Chair Gervasi**  
Pursuant to O.R.S. § 192.660 (2)(i) 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 related issues on Monday, December 6, 2021 immediately following the regular Board meeting.

## Personnel Report

### RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Career Education Advisor			Interview on 11/17-18/2021	Rhoda Hanson	
Business Office Specialist			Open until filled	Kyra Williams	
Title III Project Director			First Review 11/19/2021	Heidi Luquette	
Executive Assistant to College President and Board			First Review 11/29/2021	Ross Tomlin	
Human Resources Director			Open until filled	Heidi Luquette	
Dean of General Education and Transfer	Jan. 3, 2022			Teresa Rivenes	
Tillamook Works Coordinator	Jan. 3, 2022			Teresa Rivenes	

**Invitation of Public Comment**

**RECOMMENDATION**

AVAILABLE AT BOTH THE BEGINNING AND END OF THE MEETING IS AN OPPORTUNITY FOR THE PUBLIC TO COMMENT ON ANY ISSUE WITHIN THE JURISDICTION OF THE TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION. THE BOARD CHAIR MAY DETERMINE REASONABLE TIME, SPACE AND MANNER LIMITATIONS. AT THE CONCLUSION OF PUBLIC COMMENT, INDIVIDUAL MEMBERS OF THE BOARD MAY RESPOND TO COMMENTS MADE BY THOSE WHO HAVE ADDRESSED THE BOARD, MAY ASK STAFF TO REVIEW A MATTER, OR MAY ASK THAT A MATTER BE PUT ON A FUTURE AGENDA.

**BACKGROUND INFORMATION**.....Chair Gervasi

## NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

### RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Gervasi

## Policy 303 Stipends: Second Reading

### **RECOMMENDATION**

ACTION ITEM

### **BACKGROUND INFORMATION** ..... President Tomlin

A new Policy and Administrative Rule has been developed to define a stipend and in what categories staff can be eligible for them. This was suggested in College Council in regards to the needs for a dual language stipend for positions where speaking a second language is a preferred qualification in the job description. It was then decided to include language on all stipend categories used at the college.

The AR goes into detail on what stipends there are, the process to apply for them, and the amount to be given for each one. The AR is included for information only.

This is a second reading for Policy 303. No changes have been made since the first reading. We ask the board to approve it.



**STIPENDS**

Article No.: 303

Approved:

Reference: AR C005

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Stipends at TBCC are defined as a fixed monetary amount paid to TBCC staff and faculty for extra duties that are specific to their official job description and go beyond the basic duties expected of all staff in those like positions.

Specific criteria will be listed in the official job descriptions that outlines the requirements for receiving the extra stipend in addition to the regular salary for that position.

Stipends will be a set amount paid per month to perform the extra duties listed in the job description.

To ensure meeting the needs of students/customers there may be evaluation of skills involved to determine if the employee meets the qualifications in order to receive the extra stipend.

Each approved stipend detailed in AR C005 will be reviewed annually to determine if changes in the process or compensation are needed.

Extra work done by faculty or staff that falls outside of the person's official job description will be done as part of a separate SEA and is not considered to be a stipend. Stipends for work done by adjunct faculty are covered in conjunction with Policy 417 and AR D017.

**STIPENDS**

ADMINISTRATIVE RULE NO.: C005

APPROVED:

REFERENCE: Board Policy 303

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## C005.1 Definition

Stipends are a fixed monetary amount paid to TBCC staff and faculty for extra duties that are part of the official job description and go beyond the basic duties expected of all staff in those positions. Stipends are to be paid and taxed according to current state and federal rules and regulations. Current stipends are outlined below.

## C005.2 Dual Language Skill stipend

- A. Dual language skill shall mean the translation to and from English, the interpretation of another language, or the use of sign language. The College will determine language translation skills required to accommodate the student/customer needs.
- B. In order to best meet the needs of students/customers, languages eligible for the stipend will be determined based on the current census data found in AR E009.
- C. Dual language skill stipends are paid to employees who have fluency in a second language as a preferred qualification in their job description. When called upon, employees who receive this stipend will utilize their verbal and/or written language skills to respond to student/customer needs during their scheduled working hours. Compensation will be a monthly stipend of \$100 for Fulltime Employees (prorated for part-time employees).
- D. Certification of dual language proficiency will be done by providing a written and/or oral evaluation of language competency prior to being approved for the stipend.
- E. It is the responsibility of the employee to keep skills current. The college reserves the right to periodically re-evaluate the employee's language proficiency.
- F. Existing staff can go through a reclassification process as defined in Policy 310 if they feel that the dual language skill should be added to their job description. This process includes approval from the person's supervisor and division vice president.

## C005.3 Cell Phone Stipend

- A. The only staff eligible for this stipend would be designated staff in the Facilities Department and Information Technology Departments that are the initial points of contact to respond to after-hours campus situations, respond to campus

emergencies, and ~~maintain~~ critical operations ~~needs~~. Reliable communication is essential to an effective and timely response.

- B. A cell phone stipend is paid, in the amount of \$30 a month, to ~~these approved~~, designated staff of the Facilities ~~Department~~ and Information Technology Departments.

#### C005.4 AD HOC stipend

An AD Hoc stipend has to be approved by the Leadership Team and College Council with clear criteria, eligibility requirements, and amount to be paid. This should be a temporary situation that will be considered by the Leadership Team and College Council to be made permanent.

**Criteria:** As stated by president

**Eligibility:** As stated by president

**Amount:**

#### C005.5 Process for New Stipends

- A. Future circumstances may require consideration for other stipends. Approval of stipends will be through the college governance process.
- B. Requests for stipend consideration will include:
- Stipend name and purpose
  - Criteria for eligibility to receive the stipend
  - Amount of the stipend
  - Certification process to be approved for the stipend
  - Process for college to re-evaluate employees for continuation of the stipend.

## Reviewed Policies, 100-Level: First Reading

### **RECOMMENDATION**

INFORMATION ONLY

### **BACKGROUND INFORMATION**..... President Tomlin

This is the year that we are reviewing all of the Board policies. Our Board Policy Committee (Kathy, Mary Faith, Mary) met in December to review recommended edits to the 100 policies and see if any other edits were suggested. The changes to the 100 policies follow this docket page. Policies where no changes are recommended are not included in the packet.

This is a first reading for these edits. They will be brought back to the next board meeting for final approval.

## BOARD DUTIES AND RESPONSIBILITIES

Article No.: 100

Approved: April 7, 2008, October 13, 2014, November 14, 2016, November 6, 2017, March 1, 2021

Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

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### 100.1 - PHILOSOPHY

~~The Board of Education of Tillamook Bay Community College recognizes that it is responsible to all the citizens of the College service area which constitutes Tillamook County, regardless of political, social, fraternal, religious or other affiliation.~~ The Board of Education of Tillamook Bay Community College recognizes that it is responsible to all the citizens of the College service area which constitutes Tillamook County, regardless of race, ethnicity, family economic status, mobility, language, country of origin, gender, gender expression, sexual orientation, disability, zip code, and religious affiliation.

### MISSION

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

### GOVERNANCE

The Board of Education is primarily concerned with the creation, under existing law, of policies for the College, and for the evaluation of the effectiveness of those policies. The execution of given policy, the daily decisions made within its framework, and the methods used to enforce its provisions, are properly the responsibility of the College professional administrative staff.

### 100.2 - BOARD DUTIES AND RESPONSIBILITIES

The Board of Education shall ~~be responsible for exercise~~ the following roles and responsibilities, ~~being general oversight and control of the community college.~~ consistent with any applicable rules or laws of the State of Oregon or the Higher Education Coordinating Commission: ~~Board of Education, the Board may:~~

- A. Select and appoint the College President, ~~and negotiate and approve the annual contract.~~
- B. Select and appoint candidates to vacant Board positions.
- C. Confirm the hiring of administrative officers, professional personnel and other employees. ~~, define their duties, terms and conditions of employment and prescribe compensation therefore.~~
- ~~D.~~ Enact ~~and approve board~~ policies for the governance of Tillamook Bay Community College. ~~including professional personnel and other employees and students therein and review on an annual basis.~~
- E. ~~Prescribe the educational program including the establishment of the academic requirements for diplomas, certificates and associate degrees including the degree guarantee maps for all degrees.~~ Approve all new academic programs.
- F. ~~Approve the Annual College Budget, including approval of a COLA and/or step~~

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increase.

- G. Approve capital construction contracts and other major expenditures over \$100,000.

~~Control use of and access to the grounds, buildings, books, equipment and other property of the College.~~

~~Acquire, receive, hold control of, convey, sell, manage, operate, lease, lease-purchase, lend, invest, improve and develop any and all property of whatever nature given to or appropriated for the use, support or benefit of any activity under the control of the board, according to the terms and conditions of such gift or appropriation.~~

- H. Approve the purchase, lease, rental, or disposal of real property. ~~upon a contractual basis when the period of time allowed for payment under the contract does not exceed 30 years.~~

- ~~I. Establish standards of admission to Tillamook Bay Community College and prescribe~~  
Approve tuition rates and fees. ~~including fixing different tuition rates for students who reside in the county, students who do not reside in the county, but are residents of the state, and students who do not reside in the state.~~

~~Prescribe and expend funds so raised for special programs and services for the students and for programs for the cultural and physical development of the students.~~

~~Provide and disseminate to the public information relating to the program, operation and finances of Tillamook Bay Community College.~~

~~Establish or contract for advisory and consultant services.~~

~~Take, hold and dispose of mortgages on real and personal property acquired by way of gift or arising out of transactions entered into in accordance with the powers, duties, and authority of the board and institute, maintain and participate in suits and actions and other judicial proceedings in the name of the college for the foreclosure of such mortgages.~~

~~Maintain programs, services and facilities, and, in connection therewith, cooperate and enter into agreements with any person or public or private agency.~~

~~Provide student services consistent with the College's mission to support student achievement of educational goals.~~

~~Join appropriate associations and pay any required dues therefore from resources of the College.~~

~~Apply for state and federal funds and accept and enter into any contracts or agreements for the receipt of such funds from the State or Federal Government or its agencies for educational purposes.~~

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~~Prescribe rules for the use and access to public records of the college that are consistent with ORS 192.420. However, the following records shall not be made available to public inspection for any purpose without consent of the person who is the subject of the record, or upon order of a court of competent jurisdiction:~~

~~Student records relating to matters such as grades, conduct, personal and academic evaluations, results of psychometric testing, disciplinary actions, if any, and other personal matters.~~

~~Employee records relating to matters such as conduct, personal and academic evaluations, disciplinary actions, if any, and other personal matters.~~

~~Enter into contracts for the receipt of cash or property, or both and establish annuities; and, commit, appropriate, authorize and budget for the payment of or other disposition of general funds to pay, in whole or in part, sums due under an annuity agreement, and to provide the necessary funding for reserves or other trust funds.~~

~~Encourage gifts to the College by faithfully devoting the proceeds of such gifts to the college purposes for which intended.~~

~~Approve the staff to build, furnish, equip, repair, lease, purchase and raze facilities; and locate, buy and acquire lands for all college purposes. Financing may be any prudent method, including but not limited to loans, contract purchase or lease. Leases authorized by this section include lease purchase agreements where under the College may acquire ownership of the leased property at a nominal price. Such financing agreements may be for a term of up to 30 years except for lease arrangements which may be for a term of up to 50 years.~~

~~Participate in an educational consortium with public and private institutions that offer secondary, upper division and graduate instruction. To engage in such consortiums the College may expend money, provide facilities and assign staff to assist those institutions offering instruction.~~

J. ~~Annually, the Board of Education will do~~ Draft and implement a Board Self-Evaluation to review its effectiveness as a governing board.

K. ~~Orient new board members.~~

L. Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law.

M. ~~Regularly prepare for and attend board meetings and important college events like graduation, and consistently fulfill their committee obligations.~~

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The Board derives its authority from ORS, Chapter 341. The Board is subject to the provisions of the Constitution of the State of Oregon, applicable state and federal laws, its own policies and procedures, and the expressed will of the electorate. Board members serve without remuneration, except for actual and necessary expenses incurred by Board members in authorized travel for College business, conferences, or professional meetings.

The Board consists of seven positions nominated and elected from zones and at large within Tillamook County. The positions and corresponding zones are:

Position 1	Zone 1:	Beaver, Carnahan, Cloverdale, Hebo, Neskowin, Union, and Pacific City.
Position 2	Zone 2:	Fairview, Netarts, Oceanside, South Prairie, and Westside.
Position 3	Zone 3:	City of Tillamook (Precincts 1-6), Eastside, and Trask.
Position 4	Zone 4:	Bay City, Garibaldi, Kilchis, Maple Leaf, and Foley.
Position 5	Zone 5:	Nehalem, Pine Grove, Rockaway Beach, Wheeler, and Manzanita.
Position 6	At Large	
Position 7	At Large	

Elections are held in accordance with the provisions of the ORS 341.790. The term of office of all Board members shall begin on July 1 following the date of election. Board members shall serve until their successor's term begins. Board members must qualify by taking the oath of office before assuming the duties of the office.

The Board shall declare the office of a Board member vacant if it finds any of the following:

- A. The incumbent has died or resigned, or
- B. The incumbent has been removed, recalled, or the election has been declared void by a court of competent jurisdiction, or
- C. The incumbent has ceased to be a resident of Tillamook County or the zone they were elected to represent.

~~The incumbent has not discharged the duties of office for two consecutive regular monthly meetings or has consistently not fulfilled their committee obligations unless prevented there from by sickness or other unavoidable cause, or unless granted an excuse by the Chairperson of the Board. The Chairperson shall report and have entered such excuses in the minutes of the meeting for which the excuse was granted.~~

Vacant positions upon the Board shall be filled by appointment of a qualified voter residing in the zone in which the vacancy occurs. **Board Members shall make efforts to recruit qualified candidates who represent the diversity of the voters in that zone.** A Board member so appointed shall serve until the next regular Public Election when a successor shall be elected to serve for the remainder of the unexpired term.



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Article No.: 100

Approved: April 7, 2008, October 13, 2014, November 14, 2016, November 6, 2017, March 1, 2021

Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

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The Board shall meet and organize at the June meeting by electing a chairperson and vice-chairperson from its members for the following academic year.

The President of the College shall be appointed the Clerk of the Board. The VP of Finance shall be appointed the Deputy Clerk of the Board, and the President or support staff to the President shall be named the Board Secretary.

### 100.5 - DUTIES OF OFFICERS

The duties of Board officers and committees will be as follows:

#### A. Chairperson

1. To preside at all meetings of the Board.
2. To appoint or provide for the election of all committees.
3. To call special meetings as required.
4. To perform such other duties as may be prescribed by law or by action of the Board.
5. To have the same duty to vote on matters before the Board as the other members.
6. **Communicate with members that are experiencing attendance issues at board meetings or not consistently fulfilling committee obligations.**

#### B. Vice-chairperson

The Vice-chairperson shall uphold the duties of the Chairperson in her/his absence.

#### C. President of the College as Clerk of the Board

1. The President is appointed by the Board as its Executive and shall implement the policies of the Board regarding the operation of the College.

#### D. Deputy Clerk

1. The Deputy Clerk will function as Clerk in the absence of the Clerk. The Deputy Clerk may also be a co-signer for payment of College bills by check.

#### E. Secretary for the Board

The major duties and responsibilities of the Secretary for the Board will be:

1. To notify members of the Board of all regular and special meetings.
2. To attend all Board meetings.
3. To record the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.
4. To have charge of all records, proceedings and documents of the Board.

#### F. Committees

1. The Chairperson shall appoint no more than three members to committees designated for a specific purpose. Committees shall not perform any of the Board's functions.

#### G. Budget Committee

1. As directed by ORS 294.336, the Budget Committee shall consist of seven College Board members and seven members appointed by the Board for three year terms. Appointees must be qualified electors of Tillamook County.

### 100.6 - AUTHORITY OF MEMBERS

## BOARD DUTIES AND RESPONSIBILITIES

Article No.: 100

Approved: April 7, 2008, October 13, 2014, November 14, 2016, November 6, 2017, March 1, 2021

Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

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~~Any duty imposed upon the Board as a body shall be performed at a regular or special meeting and shall be made a matter of record. The consent to any particular measure obtained from individual Board members when the Board is not in session shall not be an act of the Board and shall not be binding upon the College.~~

All formal decisions by the Board must be made at a public meeting where a quorum of board members (four or more) are in attendance and vote on a measure. Measures can be submitted by individual board members but are not binding on the College unless voted on in a public meeting by a quorum of board members.

### 100.7 EMPLOYMENT RIGHTS OF THE BOARD

- A. Pursuant to ORS 341.290, the Board retains and reserves to itself all rights, powers, authority, duties, and responsibilities conferred upon or vested in it by law, including but not limited to the right to employ administrative officers, professional personnel and other employees, define their duties, terms, and conditions of employment and prescribe compensation therefore.
- B. The Board of Education reserves the right to delegate its authority granted through ORS 641.290 to the College President where appropriate.

### 101.1 CONDUCTING BOARD BUSINESS

- A. Annual Organizations Meeting. The first Board of Education meeting of the fiscal year will serve as the annual organizational meeting.
- B. Regular Board Meetings. Regular Board meetings are held monthly. Other meetings are held as needed. The date and location of a regular meeting may be changed by the action of the Board either by letter or by distribution of the minutes carrying a record of the change. In case of a change in date or location of a regular meeting, the Clerk shall take appropriate steps to inform the public of the change in advance of the meeting.
- C. Executive Sessions. Executive sessions shall be held in compliance with Oregon Revised Statutes. Executive sessions, in accordance with Oregon Revised Statutes, are not open to the public.
- D. Rules of Order. Robert's Rules of Order shall be used as a guide in conducting Board Meetings, except as otherwise noted in Board policy.
- E. Public Participation in Board Meetings. All regular meetings of the Board are open to the public. The Board encourages and welcomes participation in its regular Board meetings and provides for public discussion of agenda items during the meeting under the agenda item, "Invitation of Public Comment." The Board, however, has no obligation to act upon any public request or proposal unless such request or proposal is submitted in writing to the College President at least eight days before the meeting, and the Chairperson of the Board places it on the agenda. Public discussion time may be limited by the Chairperson of the Board.
- F. Minutes of Board Meetings. A record of all transactions of the Board will be set forth in the official minutes. The minutes will record the name of the member making a motion, the name of the person seconding it, and the **outcome of the vote**. **Votes that are not unanimous will record the vote** of each Board member.
- G. Voting. Voting at Board meetings will be by voice vote. A member voting against a proposition may state the reasons and have them recorded in the minutes if so requested at the time of voting. Any member may also request the "yeas" and "nays" to be taken and entered in the minutes on any question before the Board. Abstention is not desirable and if insisted upon will be recorded as a "nay" vote.
- H. Quorum. Four members of the Board will constitute a quorum for the transaction of Board business. At least four members of the Board must approve a motion for it to pass.
- I. Meeting Agenda. The agenda for Board meetings will be prepared by the College President. As a general rule, official action will not be taken on items not listed on the agenda.
- J. Resource Persons at Board Meetings. The Board will recognize resource persons from various sections of the college community (instruction, administrative, and business office). ~~Such resource persons will be seated at a resource table at regular Board meetings for the purpose of providing the Board information pertaining to the viewpoints of their respective sections regarding new or revised Board policy.~~ All such representatives serve in an advisory capacity, at the pleasure of the Board, and with no right to vote on matters before the Board.
- K. Board Member Travel Policy. All members of the College Board of Education are authorized to attend and participate in meetings and conferences of organizations of which the College is a member. Travel arrangements for such meetings shall be

coordinated by the Secretary of the Board. Board members may be reimbursed for authorized college travel at approved reimbursement rates.

- L. Special Meeting. When a group, organization, or association wishes to meet with the Board and/or representatives of the Board, the initiating organization is required to prepare the agenda with appropriate supporting material. This agenda and supporting material must be forwarded to the President's Office not less than five (5) days prior to the scheduled meeting for dissemination to Board members in advance of the special meeting. This responsibility includes the Board should they initiate the meeting. All special meetings shall be conducted in compliance with Oregon's Public Meetings Law. The Board reserves the right to deviate from this policy when in their judgement conditions warrant such action.

## 101.2 PLACE OF MEETINGS

All meetings of the Board will be held at the main campus unless previously announced that another location has been selected. In case any meeting is held at a different place, the secretary will notify each member of the change.

## 101.3 – MEETINGS OPEN TO THE PUBLIC

- A. All meetings of the Board will be open to the public except for executive sessions. The Board may exclude from any such public or private meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the Board.
- B. The order of business of any official meeting will include an opportunity for the public to address the Board on any item of business which is included in the agenda. The Board, however, does not obligate itself to act upon request or proposal immediately. In order to place an item on the agenda, it must be submitted to the President in writing at least five (5) working days before the meeting.

## BOARD POLICIES

Article No.: 102

Approved: April 7, 2008, October 13, 2014, November 6, 2017, November 1 2020

Reference:

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### 102.1 - BOARD POLICIES

- A. The policies adopted by the College Board of Education have been written to be consistent with the provisions of law, but do not encompass all laws relating to the College's activities. All employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as College employees.
- B. Any policy needing immediate action may be enacted by a unanimous vote of the entire Board. The vote will be entered in the minutes of the meeting.
- C. Additions, changes and/or deletions of policies governing the College shall be considered by the Board at a minimum of two (2) separate meetings before final action is taken. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.
- D. The President will furnish a copy of the policies and a copy of any amendment thereof to each employee and to any interested person. ~~In lieu of the distribution of the complete manual, the President may prepare a special edition for any specific group of employees; provided, however, that a copy of the complete policies is made readily accessible to all employees and to members of the public. Copies of the policies and procedures will be on file in the office of the President.~~ All Board policies will be available to everyone online from the TBCC website or through the Policy Tech program.
- E. Administrative rules. The College has a number of procedures and operational rules that are implemented operationally on a daily basis. These procedures are policy driven and are approved by the College Council as "Administrative Rules." The College Council ~~has~~ approves all Administrative Rules. ~~with procedures for additions, deletions, and modifications to Administrative Rules.~~ A complete review of the Administrative Rules will take place every six years, in alternating three year intervals with the Board Policy reviews.
- F. Board Policy. The Board policies will be reviewed by the Board Policy Review Committee every six years (alternating on three year intervals with the Administrative Rules review), with changes approved by the Board.

## BOARD COMMUNITY RELATIONSHIPS

Article No.: 103

Approved: April 7, 2008, November 6, 2017

Reference:

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### 103.1 - BOARD COMMUNITY RELATIONSHIPS

Tillamook Bay Community College is a public institution whose purpose is to provide education for the public. The Board encourages and welcomes public participation and awareness of the operation of the College. College activities and public records are open to inspection except in those limited instances where inspection is confidential or exempt from disclosure under law.

- A. The Board recognizes the right of the public to information concerning all of its actions and policies and concerning the details of its educational and business operations. In accordance with this policy, copies of the agenda will be furnished to all interested persons and organizations upon request to the President.
- B. Copies of minutes of Board meetings may also be furnished to interested persons and organizations upon written request.
- ~~C. The Board will provide for the dissemination of information concerning the College and its educational programs and business operations.~~
- C. It will be the practice of the Board to consider input of all interested groups concerning its educational programs and business operations. The Board alone will be the final policy agent.

## **BOARD CONFLICT OF INTEREST**

Page 1/1

Article No.: 105

Approved: April 7, 2008, November 6, 2017

Reference:

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### **105.1 - BOARD CONFLICT OF INTEREST**

Taking **of** a seat on the Board by an employee of the College shall automatically serve to terminate that individual's employment with the College.

In the event of a potential conflict of interest involving any member of the Board, such member shall announce publicly the nature of the potential conflict. This shall be made by the member during the meeting at which any official action related to such conflict of interest shall be proposed or taken and prior to participating in any related discussion or official action thereon, whether by vote or by abstention.

A "potential conflict of interest" means any transaction where a person acting in a capacity as a public official takes any action or makes any decision or recommendation, the effect of which would be to the person's private pecuniary benefit or detriment. There is not a "potential conflict of interest" where the transaction would effect to the same degree a class of persons consisting of all inhabitants of the state, or a smaller class of persons consisting of an entire industry, occupation, or group to which the Board member is associated, or in which the member is engaged.

The Board member need not announce a potential conflict of interest more than once during the meeting. When a Board member announces a potential conflict of interest, it shall be recorded in the minutes of the Board. Notice of the potential conflict and how it was disposed of may, at the request of a majority of the Board or upon request of the member giving notice of the potential conflict, be provided to the Oregon Government Ethics Commission.

## DEBT MANAGEMENT

Page 1/1

Article No.: 108

Approved: February 7, 2011, November 6, 2017

Reference: ORS 341.675; ORS 341.715

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It shall be the policy of Tillamook Bay Community College, to efficiently and effectively manage the use of debt for the purpose of achieving institutional goals and objectives.

The College's Debt Management Policy and accompanying administrative rule provide for planning, issuing and monitoring debt and help ensure the availability of sufficient funds to meet debt service obligations while adequately providing for reoccurring operating requirements.

The issuance of debt limits the College's flexibility to respond to future learning priorities; consequently, the College shall issue and manage debt in a manner that maintains a sound fiscal position, protects its creditworthiness and complies with ORS 341.675 and ORS 341.715.

To meet the objectives of this policy the Board shall ensure that the College incurs and services all debts in a manner that will:

- A. Maintain a balanced relationship between debt service requirements and current operating needs.
- B. Maintain and enhance the College's ability to obtain access to credit markets, at favorable interest rates, in amounts needed for capital improvements and, if necessary, to provide essential services.
- C. Prudently incur and manage debt to minimize costs to the taxpayers and ensure that current decisions do not adversely affect the long-term financial standing of the College.
- D. Preserve the College's flexibility in capital financing by maintaining an adequate margin of statutory debt capacity.

The Board may authorize borrowing for the College, in compliance with state laws, by resolution stating the upper limit to be obligated at any one time. The ~~president~~ President or designee may initiate emergency borrowing prior to Board approval should a quorum of the Board not be available to authorize borrowing. Long-term debt (due more than a year in the future) shall not be issued to fund normal operating needs.



## RESERVES AND ENDING FUND BALANCE

Agenda Item 4.b.7  
January 3, 2022

Article No.: 110

Approved: January 7, 2019

Reference: ORS 294 & ORS 341

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

### A. Ending Fund Balance

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

The Ending Fund Balance target shall include the Unappropriated Ending Fund Balance ~~as set in section D of this policy during the annual budget development process.~~ When the Ending Fund Balance falls to less than 15%, the College shall adopt a plan to replenish the Ending Fund Balance to 15% within two years.<sup>[KW1]</sup>

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

### B. General Fund Contingency

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

### C. Capital Depreciation & Maintenance Reserve Funds

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

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

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

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

## RESERVES AND ENDING FUND BALANCE

Agenda Item 4.b.7

January 3, 2022

Article No.: 110

Approved: January 7, 2019

Reference: ORS 294 & ORS 341

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

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

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

### D. Stabilization Reserve Fund

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

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

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

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

Stabilization reserve levels:

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

## **RESERVES AND ENDING FUND BALANCE**

**Agenda Item 4.b.7**

**January 3, 2022**

Article No.: 110

Approved: January 7, 2019

Reference: ORS 294 & ORS 341

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

## Changing Position Titles on All Policies

### **RECOMMENDATION**

ACTION ITEM

**BACKGROUND INFORMATION** ..... President Tomlin

The College will be implementing a reorganization in January. This will mean title changes for some staff. We are asking the Board to approve us to make title changes through all of the board policies without having to bring them to the Board for individual approval.

## AAS Business/Emphasis in Entrepreneurship: First Reading

### **RECOMMENDATION**

FIRST READING

### **BACKGROUND INFORMATION** ..... VP Rivenes

Tonight we are bring forward for your review the AAS in Business Management. Historically, this degree has contained an emphasis in both Management and Accounting. This year we are planning, with your permission, to add an emphasis in Entrepreneurship. This will bring our Business Administration Department to five (5) programs of study including an Associate of Applied Science (AAS) Business option with emphasis in Accounting, Entrepreneurship, or Management, 2 One-Year Certificates as an Accounting Clerk and Office Supervision, and 2 Career Pathways Certificates in Entry-Level Accounting Clerk and Basic Computer Literacy. All certificates will be earned (wholly contained) within the AAS Business Administration degree.

This is a first reading for your review and comments.

# Associate of Applied Science: Business Administration

## Overview

Business Administration Department offers five (5) programs of study including an Associate of Applied Science (AAS) Business option with emphasis in Accounting, Entrepreneurship, or Management, 2 One-Year Certificates as an Accounting Clerk and Office Supervision, and 2 Career Pathways Certificates in Entry-Level Accounting Clerk and Basic Computer Literacy. All certificates will be earned (wholly contained) within the AAS Business Administration degree.

Business administration professionals play an important role in the local, state, and national economy. Virtually all companies, businesses, and public institutions employ people who are trained in some aspect of business administration including areas such as accounting, business management, retail service, and computer applications. If you enjoy working with, and tracking, numbers and financial information, or see yourself as a supervisor in a business setting, this may be the program for you. Students have the option to choose either an emphasis with coursework in **Accounting**, **Entrepreneurship**, or **Management**.

## Program Learning Outcomes

Upon successful completion of this AAS in Business Administration degree, students will be able to:

- **Social Skills:** Work effectively and ethically within a diverse business team.
- **Thinking Skills:** Apply analytical and critical thinking to evaluate information, solve problems, and make decisions.
- **Communication Skills:** Communicate effectively, appropriately, and professionally to internal and external stakeholders.
- **Computer Information Literacy Skills:** Effectively utilize computer applications to identify, find, evaluate, and use information for managerial analysis, presentations, and reports.

**Associate of Applied Science: Business Administration**  
**With coursework emphasis in Accounting, Entrepreneurship, or Management**

	<b>FALL TERM</b>	<b>WINTER TERM</b>	<b>SPRING TERM</b>
<b>YEAR 1</b>	CG 100 College Survival & Success (3 CR)	BA 131 Intro to Business Tech. I (4 CR) *	WR 121 English Composition I (4 CR) *
	BA 101 Intro to Business (4 CR)	LEAD 242 Personal Leadership Development (3)	BA 205 Business Communication (4 CR)
	BA 211 Principles of Accounting I (4 CR)	BA 212 Principles of Accounting II (4 CR)	BA 213 Managerial Accounting (4 CR)
	CAS 133 Basic Computer Skills (4 CR)	CAS 170 Beginning Excel (3 CR)	CAS 171(A) Intermediate Excel (3 CR) OR CAS 216(E&M) Beginning Word (3 CR)
	<b>15 Credit Total</b>	<b>14 Credit Total</b>	<b>15 Credit Total</b>
<b>YEAR 2</b>	<b>FALL TERM</b>	<b>WINTER TERM</b>	<b>SPRING TERM</b>
	BA 218 Personal Finance (3 CR)	BA 222(A) Financial Management (3 CR) BA 223(E&M) Principles of Marketing (4 CR)	BA 277 Business Ethics (4 CR)
	BA 177(A) Payroll Accounting (3 CR) OR BA 150(E) Intro to Entrepreneurship (3 CR) OR BA 206(M) Management Fund. (3 CR)	BA 256(A) Income Tax (3 CR) OR BA 2XX(E) TBD (3 CR) OR BA 224(M) Human Resources Mgmt (3 CR)	BA 228(A) Comp. Accounting Applications - Quickbooks (4 CR) OR BA 2XX(E) TBD (3 CR) OR BA 250(M) Small Business Mgmt (3 CR)
	BA 285 Human Relations in Organizations (3 CR)	BA 226 Business Law (4 CR)	BA 280 Business Experience (3 CR)
	COMM 111 Public Speaking (4 CR)	EC 201 Microeconomics (4 CR)	BA 290 Business Seminar (4 CR)
	MTH 105 Math in Society (4 CR) *		
	<b>17 Credit Total</b>	<b>14-15 Credit Total</b>	<b>14-15 Credit Total</b>
			<b>Total Credits: 90</b>

**Part Time Students:**

<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>
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Note: Transcribed as Associate of Applied Science in Business Administration/ Emphasis area courses defined with (A) Accounting, (E) Entrepreneurship, or (M) Management.

\* This class may require an additional one CR co-requisite course. Tillamook Bay Community College 2022-2023 - [www.tillamookbaycc.edu](http://www.tillamookbaycc.edu)

# Audit Report

## **RECOMMENDATION**

ACTION ITEM - ACCEPT AND APPROVE FOR FILING AND DISTRIBUTION THE 2020-2021 ANNUAL FINANCIAL REPORT

**BACKGROUND INFORMATION** ..... AVP Williams

Auditing standards require formal written communications between the auditor and the Board. A letter from the auditor is included on the following page.

AVP Williams will be prepared to present the Annual Financial Report and address questions.



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

December 9, 2021

Board of Education  
Tillamook Bay Community College  
Tillamook, Oregon

We have audited the financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2021, and have issued our report thereon dated December 9, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 12, 2021. Professional standards also require that we communicate to you the following information regarding significant audit findings related to our audit.

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Tillamook Bay Community College are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the College during the 2020-21 year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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

Certain financial statement disclosures may be particularly sensitive because of their significance to financial statement users. There were no significant sensitive financial statement disclosures for the 2020-21 year.

*Difficulties Encountered in Performing the Audit*

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

*Corrected and Uncorrected Misstatements*

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

*Disagreements with Management*

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

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 9, 2021.

*Management Consultations with Other Independent Accountants*

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

*Other Audit Findings or Issues*

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

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

Sincerely,

*Kenneth Kuhns & Co.*

Kenneth Kuhns & Co.

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

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## **ANNUAL FINANCIAL REPORT Year Ended June 30, 2021**

**KENNETH KUHNS & CO.**

Certified Public Accountants  
570 Liberty Street S.E., Suite 210  
Salem, Oregon 97301-3594

Telephone: (503) 585-2550

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

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**ANNUAL FINANCIAL REPORT  
Year Ended June 30, 2021**

**TILLAMOOK BAY COMMUNITY COLLEGE**  
**Tillamook County, Oregon**

**OFFICERS AND MEMBERS OF THE GOVERNING BOARD**

**June 30, 2021**

**CHAIRPERSON**

Kathy Gervasi 104 Park Ave, Tillamook, Oregon 97141

**VICE-CHAIRPERSON**

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

**OTHER MEMBERS**

Tamra Perman 1125 Phelps St, Tillamook, Oregon 97141

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

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

Jennifer Purcell 9555 9th St, Bay City, Oregon 97107

Pam Zweifel 7600 Highway 101 S, Tillamook, Oregon 97141

**PRESIDENT, CLERK, AND REGISTERED AGENT**

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

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**INDEPENDENT AUDITOR'S REPORT**



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## INDEPENDENT AUDITOR'S REPORT

December 9, 2021

Board of Education  
Tillamook Bay Community College  
Tillamook, Oregon

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise Tillamook Bay Community College's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

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

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

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

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Tillamook Bay Community College as of June 30, 2021, and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

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

#### ***Other Supplementary Information and Other Information***

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

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

January 3, 2021

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

## **Reports on Other Legal and Regulatory Requirements**

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2021 on our consideration of Tillamook Bay Community College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Tillamook Bay Community College's internal control over financial reporting and compliance.

### ***Other Reporting Required by Oregon State Regulations***

In accordance with the Minimum Standards for Audits of Oregon Municipal Corporations, we have also issued our report dated December 9, 2021 on our consideration of Tillamook Bay Community College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance.

*Kenneth Kuhns & Co.*

Kenneth Kuhns & Co.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

## TILLAMOOK BAY COMMUNITY COLLEGE

### Management's Discussion and Analysis

This section of Tillamook Bay Community College's (the College) annual financial report presents an analysis of the College's financial performance during the fiscal year that ended June 30, 2021. This report has been prepared by management, along with the financial statements and related footnote disclosures, and should be read in conjunction with them. Consequently, management assumes full responsibility for the completeness and reliability of all the information presented in this report. This discussion is designed to focus on current activities, resulting changes and current known facts.

#### Accounting Standards

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

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

#### Using the Financial Statements

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

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

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

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

### **Financial Highlights**

In spring of 2020, the Tillamook Bay Community College Board of Education (Board) raised FY 2021 tuition rates by \$2, to \$102 per credit, effective for Summer 2020. For the 2020-2021 academic year, tuition rates increased by 2%. College-wide tuition and fees revenue decreased by \$32,034 or 6.6% from FY 2020. Overall enrollment also decreased by nearly 7%.

The College's largest net position comprises amounts invested in capital assets, net of related debt. Current assets include a significant amount of cash and investments. These assets will be used to support ongoing operations and downturns in the economy. The State's appropriation for community college support is split into 5 or 3 payments in the first and second years of the biennium. In FY 2021, the College received 3 quarterly payments. In FY 2022, the College will receive 5 payments.

### **Analysis of the Statement of Net Position**

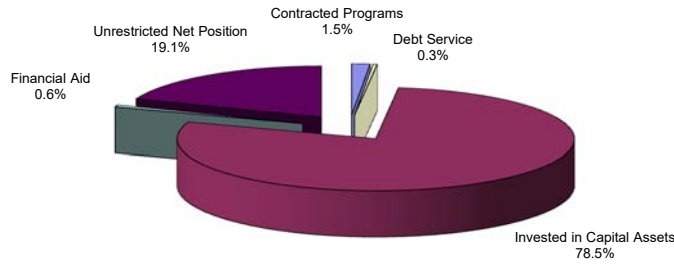
This Statement includes all assets and deferred outflows and liabilities and deferred inflows of the College using the accrual basis of accounting. Net position is the difference between assets and deferred outflows and liabilities and deferred inflows, and is one measure of the financial condition of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

	2021	2020
<b>Assets and Deferred Outflows</b>		
Current assets	\$ 8,444,309	\$ 8,899,186
Capital assets, net of depreciation	16,939,500	16,637,256
Deferred outflows	1,632,764	1,391,384
Total assets and deferred outflows	<u>27,016,573</u>	<u>26,927,826</u>
<b>Liabilities and Deferred Inflows</b>		
Current liabilities	1,786,219	1,614,602
Long term debt and pension transition liability	5,018,363	5,871,613
Net pension liability	4,315,508	3,285,686
Deferred inflows	184,383	277,754
Total liabilities and deferred inflows	<u>11,304,473</u>	<u>11,049,655</u>
<b>Net Position</b>		
Net investment in capital assets	12,327,505	11,372,242
Restricted	379,900	521,822
Unrestricted	3,004,695	3,984,107
Total net position	<u>\$ 15,712,100</u>	<u>\$ 15,878,171</u>

Current assets include operational cash and investments. The College's current assets of \$8,444,309 are sufficient to cover the College's current liabilities of \$1,786,219. This represents a current ratio of 4.7. Receivables consist of taxes, student accounts and various operating receivables. The College's largest non-current assets are its investment in capital assets of \$16,939,500, net of depreciation.

The College's current liabilities consist primarily of accounts payable, payroll and payroll taxes payable, compensated absences payable, unearned revenue from tuition and fees and the current portion of the long-term debt. The non-current liabilities consist of pension obligation bonds and general obligation bonds long-term debt of \$4,832,074, pension transition liability of \$186,289, and net pension liability of \$4,315,508.

The largest portion of the College's net position is the \$12,327,505 in net investment in capital assets. The College's restricted net position consists of amounts set aside for grants and contracts, debt service, and financial aid. The College's unrestricted net position consists of amounts for the continuing operation of the College. The following chart shows the allocation of net position for the College:



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

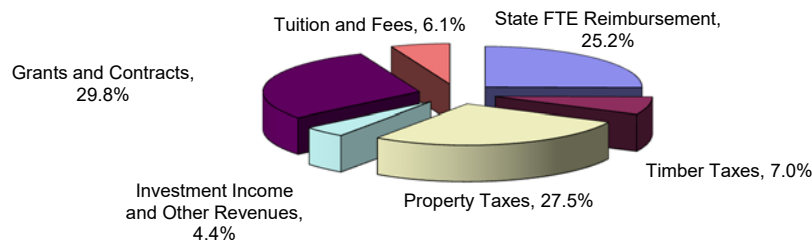
The *Statement of Revenues, Expenses and Changes in Net Position* presents the operating results of the College as well as the non-operating revenues and expenses. Annual state reimbursements and property taxes, while budgeted for operations, are considered non-operating revenues according to accounting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

	2021	2020	% Change
Operating Revenues:			
Federal sources	\$ 1,265,025	\$ 963,667	31.3%
State sources	550,953	431,555	27.7%
Tuition and fees	452,909	484,943	-6.6%
Local sources	408,005	449,927	-9.3%
Other sources	258,385	330,188	-21.7%
Total operating revenues	2,935,277	2,660,280	10.3%
Operating Expenses:			
Instruction	2,500,260	2,222,437	12.5%
Instructional support	1,192,606	1,050,917	13.5%
Student services	799,282	666,224	20.0%
College support	1,912,422	1,779,117	7.5%
Plant operations and maintenance	393,088	410,786	-4.3%
Financial aid	671,243	604,075	11.1%
Depreciation	462,429	423,954	9.1%
Total operating expenses	7,931,330	7,157,510	10.8%
Operating Loss	(4,996,053)	(4,497,230)	11.1%
Non-Operating Revenues(Expenses):			
State community college support	1,879,697	2,703,763	-30.5%
State timber tax	2,695	1,340	101.1%
Property taxes	2,049,415	2,042,781	0.3%
County timber tax	518,500	629,775	-17.7%
Investment income	65,899	177,218	-62.8%
Miscellaneous income	1,100	4,823	-77.2%
Interest expense	(143,634)	(158,605)	-9.4%
Total non-operating revenues(expenses)	4,373,672	5,401,095	-19.0%
Income-(loss) before capital contributions	(622,381)	903,865	-168.9%
Capital Contributions	456,310	50,000	812.6%
Change in net position	(166,071)	953,865	-117.4%
Net position, beginning of year	15,878,171	14,924,306	6.4%
Net position, end of year	\$ 15,712,100	\$ 15,878,171	-1.0%

## Revenues:

The most significant sources of operating revenue for the College are federal, state and local grants and contracts, and student tuition and fees. Tuition and fees totaled \$452,909, a decrease of 6.6%. Intergovernmental grants and contracts (including federal, state, and local sources) increased over 20%. Federal sources increased primarily due to grants from the Higher Education Emergency Relief Fund (HEERF) to support emergency grants for students and pay for loss of institutional revenue and additional expenses caused by COVID-19. State sources increased due to biennium grant spend out requirements reimbursed and additional resources in the STEP grant that increased student support opportunities. Local sources declined by over \$129K due to a contract with a local organization to provide employment services ending during the year. However, other local sources increased to primarily pay for payroll expenses related to educational outreach activities. Other resources decreased by 21.7% primarily due to changes private donations, grants and contracts purpose. In 2021, other resources were more frequently restricted for capital purposes.

One of the largest non-operating revenue sources is from the State Community College Support Fund. Revenues of \$1,879,697 were received from the State of Oregon for FTE reimbursement allocation, a decrease of 30.5% primarily due to the timing of State disbursements (2020 was a 5-payment year). Additional non-operating revenues of \$2,049,415 were received for property taxes in this fiscal year. This represents a \$6,634 increase over the prior year primarily as a result of statutorily allowed increases in assessed values in FY 2020-21. County timber tax receipts totaled \$518,500, a decrease of 17.7%. Investment income decreased by 62.8% primarily due to declining interest rates. The following chart shows the allocation of revenues for the College:



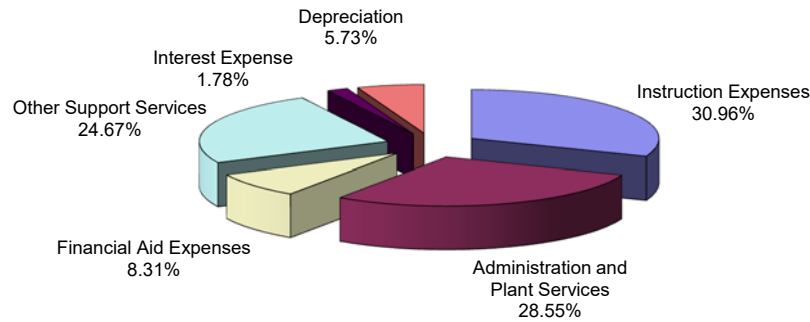
## Expenses:

Operating expenses totaling \$7,931,330 include salaries and benefits, materials and supplies, utilities, operating leases, scholarships and depreciation. Instruction expenses represent the largest percentage of expenses at \$2,500,260 or 30.96% of the total. Administration and Plant Services costs, including college support (\$1,912,422) and plant operations and maintenance (\$393,088), represent \$2,305,510 or 28.55% of the total.

During FY 2021, financial aid expenses increased by 11.1%. Federal funds awarded via the HEERF provided emergency funds for students totaling \$733,854. In 2020-2021, TBCC released over \$151,000 in HEERF emergency grants. In addition, local high school Juniors and Seniors often take free dual credit courses at their high schools. Due to K-12 schools converting to remote learning, TBCC offered those students online credit courses at TBCC and used HEERF to cover all tuition and fee charges totaling nearly \$115,000.

In FY 2020-21, the College made interest payments on PERS bonds and general obligation bonds totaling \$143,634. This was a decrease of \$14,971. The following chart shows the allocation of expenses for the College:





### Capital Contributions:

Capital contributions represents the value of capital items donated to the College as well as grant resources and contributions restricted for capital purposes. The increase in fiscal year 2021 reflects private grants and donations primarily for the purchase of the new Center for Industrial Technology.

### Analysis of the Statement of Cash Flows

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

	2021	2020
Cash Provided By (Used In):		
Operating Activities	\$ (3,880,875)	\$ (4,154,667)
Noncapital Financing Activities	3,644,528	4,669,575
Capital Financing Activities	(423,163)	(134,473)
Investing Activities	65,899	177,218
Net increase (decrease) in cash	(593,611)	557,653
Cash -- Beginning of year	8,237,673	7,680,020
Cash -- End of year	\$ 7,644,062	\$ 8,237,673

The major sources of funds included in the operating activities include financial aid receipts and grants and contracts. Major uses were payments made to employees and suppliers.

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

In 2021, the College continued to receive payments from donation pledges for completed construction projects as well as private grants and donations for property and equipment purchases. Capital cash flows are to repay general obligation bond debt and acquisition of capital assets.

### Budgetary Highlights

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

## Capital Assets and Debt Administration

### Capital Assets:

The College's investment in capital assets at June 30, 2021 amounts to \$16,939,500, net of accumulated depreciation. Investment in capital assets includes land, buildings, equipment and library collections.

Capital assets increased during the fiscal year due to the purchase of the new Center for Industrial Technology. More detailed information about the College's capital assets is included in Note 3 to the financial statements.

### Debt:

There was a decrease of \$758,019 in the College's debt during the current fiscal year. At the end of the current fiscal year, the College has debt outstanding of \$5,636,995 in pension obligation bonds and general obligation bonds.

## Economic Factors and Next Year's Budget

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

During the 2020-21 fiscal year, the College received approximately \$800 thousand less in state revenue than fiscal year 2019-20. The primary cause for the difference is the timing (2020 was a 5 payment year) of state FTE reimbursements. The College budgets and records FTE reimbursements with 4 payments in each year to make projecting for revenues and expenses more manageable from year to year. For the 2021-2023 biennium, Oregon community colleges assessed their budgetary needs to maintain the current service level at \$702M. While the Governors Recommended Budget proposed (\$640.9M) no increase in funding for the new biennium, the State Legislature approved \$699M for distribution to community colleges in the community college support fund in late June 2021.

The College and its students are facing a long road in regards to the financial impacts of COVID-19. However, the College is a direct recipient of federal HEERF totaling \$1,853,308. Some of the funds are dedicated to the emergency financial needs of students while the balance of the funds help the College keep students and employees safe, upgrade classroom technology, and support online instructional needs for both faculty and students. While the College and its students have benefited from the HEERF, the majority of the grant awards will expire in May 2022.

In a continuing effort to raise additional resources, the Board also raised tuition rates by \$2, to \$104 per credit, effective for Summer 2021. In addition, the Board raised fees by \$3, to \$17 per credit. Over time, the College's tuition and fee rates have fallen in comparison to the other Community Colleges in the state. While the College doesn't have the lowest tuition rate, the combination of tuition and fees based on an annualized basis is nearly the lowest. While this is a good thing for the College's students, tuition and fee revenues aren't keeping pace with supporting the institutional personnel costs to support student learning and services. Tuition and fee rates will be an ongoing discussion during budget development for FY 2022-2023.

The College is committed to living within its resources. Historically, in an effort to reduce the budgeted expenses, a combination of furloughs, non-contract days, cost of living adjustment suspensions, and step adjustment suspensions were implemented beginning in FY 2009-2010. After many years of reductions and step adjustment suspensions, the College gave employees a step adjustment and cost of living adjustment in FY 2018-2019 through FY 2021-2022. The College is beginning to evaluate the current and ongoing payroll costs for development of the FY 2022-2023 budget. Other Oregon community colleges have had to reduce faculty and staff significantly more than TBCC over the years. The College continues to be committed to keeping staff and faculty and adding support where needed.

To assist with prudent budgeting, in FY 2009-2010, the College established two reserve funds. Reserves were established for capital maintenance projects and strategic instructional and support initiatives. The College continues to use the reserve funds to support projects and initiatives. As needed, the College will use the funds to stabilize general operations. In FY 2020-2021, reserve funds were transferred to support a new healthcare program and no reserve funds were used for general operations. In fact, no transfers from the reserve funds for general operations have been made in 7 of the last 8 years. Along with private donations, timber tax reserves were transferred and used to purchase real property adjacent to the College. Transfers were budgeted for FY 2021-2022 for operations or initiatives, a capital maintenance project was planned and funds will be transferred for the capital maintenance project. In addition, strategic fund transfers were budgeted to support expenses related to a Title III grant award and timber tax reserves to support operations. At this time, due to a healthy fund balance, the College will continue to evaluate whether or not transfers to support operations will be necessary. The College will also be evaluating the need for transfers in the FY 2022-2023 budget development process.

In October 2021, the College received notification of award of a Title III grant. This will bring significant resources to the College over a 5 year period. The objectives of the grant are 1) Student Services Redesign with a Focus on Equity, 2) Systematic Career Exploration, 3) Learning Communities with a First Year Experience, 4) Expand into a Robust Healthcare Pathway, and 5) Foundation Capacity Building. The grant brings resources of \$450,000 per grant year totaling an additional \$2,250,000 to complete our objectives. TBCC is in the process of hiring a Title III director and implementing plans to achieve the goals and objectives provided in our application.

In 2019, the College prepared a RFP to solicit proposals to draft a Facilities Master Plan to determine future construction needs. An architect was selected in September 2019. A proposal for \$25,000 was accepted from FFA Architecture and Interiors, Inc. The Facilities Master Plan provides support for capital requests from the State. In 2020, the Facilities Master Plan was completed and capital construction funds were requested to begin construction of another building on the main campus with a large space to accommodate events, additional office space, and more classroom, as well as renovations to the current main campus building. The Oregon State Legislature approved a budget for 2021-2023 that included \$8M for the College for capital construction. The College has begun the process of placing a general obligation bond measure on the ballot in May 2022 to provide matching funds to construct the new building on the main campus.

In late 2020, the College purchased an additional property with a building near the main campus designated as the Center for Industrial Technology (CIT). The CIT will be the future home of the Manufacturing and Industrial Technology (MIT) Program. The MIT Program has been expanding and enrollment growth is causing it to outgrow its current classroom and office space. Reserves and private donations provided funds for the purchase. In early 2021, the College submitted a grant application to the US Economic Development Administration to cover renovation costs for the building to meet the MIT Program instructional needs. The College has not yet received notification of an award.

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

### **Contacting the College's Financial Management**

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

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

## **BASIC FINANCIAL STATEMENTS**

TILLAMOOK BAY COMMUNITY COLLEGE

Statement of Net Position

June 30, 2021

**ASSETS**

Current assets:

Cash and investments	\$ 7,644,062
Receivables, net:	
Accounts	151,133
Property taxes	84,211
Timber taxes	166,568
Grants	396,792
Inventories	648
Prepaid expenses	895
Total current assets	<u>8,444,309</u>

Noncurrent assets:

Non-depreciable capital assets	1,634,872
Depreciable capital assets, net	<u>15,304,628</u>
Total noncurrent assets	<u>16,939,500</u>

Total assets	<u>25,383,809</u>
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**DEFERRED OUTFLOWS OF RESOURCES**

Deferred outflows related to pensions	<u>1,632,764</u>
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**LIABILITIES**

Current liabilities:

Accounts payable	131,197
Payroll payable	456,881
Compensated absences payable	370,476
Due to student organizations	7,680
Accrued interest payable	3,267
Unearned revenue	11,797
Current maturities of long-term obligations	804,921
Total current liabilities	<u>1,786,219</u>

Noncurrent liabilities:

General obligation bonds payable, less current maturities	3,927,074
Pension bonds payable, less current maturities	905,000
Net pension liability	4,315,508
Pension transition liability	186,289
Total noncurrent liabilities	<u>9,333,871</u>

Total liabilities	<u>11,120,090</u>
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**DEFERRED INFLOWS OF RESOURCES**

Deferred inflows related to pensions	<u>184,383</u>
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**NET POSITION**

Net investment in capital assets	12,327,505
Restricted for grants and contracts	234,423
Restricted for debt service	53,098
Restricted for financial aid	92,379
Unrestricted	3,004,695
Total net position	<u>\$ 15,712,100</u>

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

**TILLAMOOK BAY COMMUNITY COLLEGE**

**Statement of Revenues, Expenses and Changes in Net Position**  
*For the year ended June 30, 2021*

Operating revenues:	
Federal sources	\$ 1,265,025
State sources	550,953
Tuition and fees (net of financial aid discounts and allowances of \$865,338)	452,909
Local sources	408,005
Other sources	258,385
Total operating revenues	<u>2,935,277</u>
Operating expenses:	
Instruction	2,500,260
Instructional support	1,192,606
Student services	799,282
College support	1,912,422
Plant operations and maintenance	393,088
Financial aid	671,243
Depreciation	462,429
Total operating expenses	<u>7,931,330</u>
Operating income(loss)	<u>(4,996,053)</u>
Nonoperating revenues(expenses)	
State community college support	1,879,697
State timber tax	2,695
Property taxes	2,049,415
County timber tax	518,500
Investment income	65,899
Miscellaneous income	1,100
Interest expense	(143,634)
Total nonoperating revenues(expenses)	<u>4,373,672</u>
Loss before capital contributions	(622,381)
Capital contributions	<u>456,310</u>
Change in net position	(166,071)
Net position - July 1, 2020	<u>15,878,171</u>
Net position - June 30, 2021	<u>\$ 15,712,100</u>

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

**TILLAMOOK BAY COMMUNITY COLLEGE**

**Statement of Cash Flows**  
*For the year ended June 30, 2021*

Cash flows from operating activities:	
Tuition and fees	\$ 450,039
Grants and contracts	798,295
Sales of goods and services	11,391
Financial aid receipts	1,294,920
Other cash receipts	249,282
Payments to employees for services	(4,824,425)
Payments to suppliers for goods and services	(1,189,134)
Payments for student scholarships and grants	(671,243)
Net cash used in operating activities	<u>(3,880,875)</u>
Cash flows from noncapital financing activities:	
Principal paid on pension bonds	(105,000)
Interest paid on pension bonds	(54,591)
Cash received from State community college support	1,879,697
Cash received from property taxes and timber taxes	1,924,422
Net cash provided by noncapital financing activities	<u>3,644,528</u>
Cash flows from capital and related financing activities:	
Cash received from State bonds and grants and donations for construction	421,587
Principal paid on general obligation bonds	(653,019)
Interest paid on general obligation bonds	(89,505)
Cash received from property taxes levied for capital debt	658,430
Acquisition of capital assets	(760,656)
Net cash used in capital and related financing activities	<u>(423,163)</u>
Cash flows from investing activities:	
Interest on investments	<u>65,899</u>
Net decrease in cash and cash equivalents	<u>(593,611)</u>
Cash and cash equivalents - July 1, 2020	<u>8,237,673</u>
Cash and cash equivalents - June 30, 2021	<u><u>\$ 7,644,062</u></u>
Reconciliation of operating income(loss) to net cash used in operating activities:	
Operating income(loss)	<u>\$ (4,996,053)</u>
Adjustments to reconcile operating income(loss) to net cash used in operating activities:	
Depreciation	462,429
Miscellaneous nonoperating revenues	1,100
Decrease(increase) in:	
Accounts receivable	7,184
Grants receivable	(129,580)
Inventories	1,068
Prepaid expenses	5,075
Deferred outflows related to pensions	(241,380)
Increase(decrease) in:	
Operating accounts payable	33,704
Payroll payable	36,020
Compensated absences payable	59,713
Due to student organizations	1,777
Unearned revenue	(10,054)
Net pension liability	1,029,822
Pension transition liability	(48,329)
Deferred inflows related to pensions	(93,371)
Total adjustments	<u>1,115,178</u>
Net cash used in operating activities	<u><u>\$ (3,880,875)</u></u>
Noncash capital, investing and financing activities:	
Grants receivable	\$ (34,723)
Capital contributions	<u>34,723</u>
Total noncash capital, investing and financing activities	<u><u>\$ -</u></u>

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

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Reporting Entity

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

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

Measurement Focus and Basis of Accounting

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

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

Deferred Outflows of Resources and Deferred Inflows of Resources

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



TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of Estimates

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

Investments

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

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

Property Taxes Receivable

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

Accounts/Grants Receivable

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

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

Inventories

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

Capital Assets

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

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

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

Compensated Absences

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

Leases

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

Pensions

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

Scholarship Discounts and Allowances

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

Net Position

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

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

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

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

2 – CASH AND INVESTMENTS

Cash and investments are comprised of the following at June 30, 2021:

Cash on hand	\$ 417
Deposits with financial institutions	350,453
Investments	<u>7,293,192</u>
Total cash and investments	<u>\$ 7,644,062</u>

Deposits with Financial Institutions

Deposits with financial institutions are bank demand deposits. The total bank balance, as shown on the bank's records at June 30, 2021, is \$382,101. Of these deposits, the total covered by federal depository insurance was \$250,000.

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

Custodial credit risk for deposits is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The College follows State law with respect to custodial credit risk and has not adopted a separate policy. Deposits in excess of FDIC insured amounts were exposed to custodial credit risk as of June 30, 2021, because these deposits were uncollateralized and/or were collateralized but not held by the third-party custodian bank in the College's name.

Investments

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

At June 30, 2021, the College's investments consisted of:

Investment in Oregon Local Government	
Investment Pool	\$ 7,292,913
Other	<u>279</u>
Total Investments	<u>\$ 7,293,192</u>

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

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

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

2 – CASH AND INVESTMENTS (continued)

Investments (continued)

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Oregon Short-Term Fund manages this risk by limiting the maturity of the investments held by the fund. Weighted average maturities of the investments in the Oregon Short-Term Fund at June 30, 2021 were: 58% mature within 93 days, 17% mature from 94 days to one year, and 25% mature from one to three years.

3 – CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2021 was as follows:

	Balance July 1, 2020	Increases	Decreases	Balance June 30, 2021
Capital assets not being depreciated:				
Land	\$ 1,529,388	\$ 105,484	\$ -	\$ 1,634,872
Construction in progress	-	-	-	-
Total capital assets not being depreciated	<u>1,529,388</u>	<u>105,484</u>	<u>-</u>	<u>1,634,872</u>
Capital assets being depreciated:				
Buildings and improvements	17,857,231	418,008	-	18,275,239
Equipment	1,095,804	213,325	-	1,309,129
Library collection	140,882	27,856	11,791	156,947
Total capital assets being depreciated	<u>19,093,917</u>	<u>659,189</u>	<u>11,791</u>	<u>19,741,315</u>
Less accumulated depreciation for:				
Buildings and improvements	3,052,184	365,605	-	3,417,789
Equipment	863,359	81,128	-	944,487
Library collection	70,506	15,696	11,791	74,411
Total accumulated depreciation	<u>3,986,049</u>	<u>462,429</u>	<u>11,791</u>	<u>4,436,687</u>
Total capital assets being depreciated, net	<u>15,107,868</u>	<u>196,760</u>	<u>-</u>	<u>15,304,628</u>
Total capital assets, net	<u>\$ 16,637,256</u>	<u>\$ 302,244</u>	<u>\$ -</u>	<u>\$ 16,939,500</u>

4 – LONG-TERM OBLIGATIONS

Changes in long-term obligations for the year ended June 30, 2021 are as follows:

	Balance July 1, 2020	Additions	Deletions	Balance June 30, 2021	Due within One Year	Interest Matured and Paid
General obligation bonds payable	\$ 5,265,014	\$ -	\$ 653,019	\$ 4,611,995	\$ 684,921	\$ 89,505
Pension bonds payable	1,130,000	-	105,000	1,025,000	120,000	54,591
Pension transition liability	234,618	-	48,329	186,289	-	-
Net pension liability	<u>3,285,686</u>	<u>1,029,822</u>	<u>-</u>	<u>4,315,508</u>	<u>-</u>	<u>-</u>
Total long-term obligations	<u>\$ 9,915,318</u>	<u>\$ 1,029,822</u>	<u>\$ 806,348</u>	<u>\$ 10,138,792</u>	<u>\$ 804,921</u>	<u>\$ 144,096</u>

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

4 – LONG-TERM OBLIGATIONS (continued)

Bonds Payable

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

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

	Principal	Interest	Total
2021-22	\$ 120,000	\$ 49,518	\$ 169,518
2022-23	130,000	43,721	173,721
2023-24	145,000	37,440	182,440
2024-25	165,000	30,435	195,435
2025-26	180,000	22,464	202,464
2026-27	200,000	13,768	213,768
2027-28	85,000	4,106	89,106
	<u>\$ 1,025,000</u>	<u>\$ 201,452</u>	<u>\$ 1,226,452</u>

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

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

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

	Principal	Interest	Total
2021-22	\$ 684,921	\$ 78,404	\$ 763,325
2022-23	715,564	66,760	782,324
2023-24	749,929	54,596	804,525
2024-25	782,878	41,847	824,725
2025-26	819,387	28,538	847,925
2026-27	859,316	14,608	873,924
	<u>\$ 4,611,995</u>	<u>\$ 284,753</u>	<u>\$ 4,896,748</u>

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

5 – PENSION PLANS

Public Employees Retirement System

Plan Description

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

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

<https://www.oregon.gov/pers/Pages/Financials/Actuarial-Financial-Information.aspx>.

Benefits provided

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

**Pension Benefits**

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

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

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

5 – PENSION PLANS (continued)

**Death Benefits**

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

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

**Disability Benefits**

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

**Benefit Changes After Retirement**

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

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

**B. OPSRP Pension Program (OPSRP DB)**

**Pension Benefits**

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

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

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

**Death Benefits**

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

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

5 – PENSION PLANS (continued)

**Disability Benefits**

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

**Benefit Changes After Retirement**

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

**C. OPSRP Individual Account Program (OPSRP IAP)**

**Pension Benefits**

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

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

**Death Benefits**

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

**Recordkeeping**

PERS contracts with VOYA Financial to maintain IAP participant records.

Contributions

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2017 actuarial valuation. The rates based on a percentage of payroll, first became effective July 1, 2019. Employer contributions for the year ended June 30, 2021 were \$419,106, excluding amounts to fund employer specific liabilities. The rates in effect for the fiscal year ended June 30, 2021 were 20.67 percent for Tier One/Tier Two General Service Members and 14.64 percent for OPSRP Pension Program General Service Members, net of 7.28 percent of side account rate relief. An additional 6 percent contribution is required for the OPSRP Individual Account Program.



TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

5 – PENSION PLANS (continued)

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

At June 30, 2021, the College reported a liability of \$4,315,508 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2020 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2018 rolled forward to June 30, 2020. The College's proportion of the net pension liability was based on a projection of the College's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities actuarially determined. PERS has established side accounts for employers that made lump sum payments to the plan in excess of their actuarially required contributions. Since different contribution rates are assessed to employers based on the value of the side accounts, the side account values were reflected separately in the proportionate share calculation. On June 30, 2020, the College's proportion was 0.01890310%.

For the year ended June 30, 2021, the College recognized pension expense of approximately \$1,114,000. At June 30, 2021, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 181,564	\$ -
Changes in assumptions	221,392	7,757
Net difference between projected and actual earnings on investments	485,083	-
Changes in proportionate share	325,619	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	176,626
College's contributions subsequent to the measurement date	419,106	-
Deferred outflows/inflows at June 30, 2021	<u>\$ 1,632,764</u>	<u>\$ 184,383</u>

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

5 – PENSION PLANS (continued)

Contributions subsequent to the measurement date of \$419,106 reported as deferred outflows of resources will be recognized as a reduction of the net pension liability in the year ended June 30, 2022. Other deferred outflows of resources totaling \$1,213,658 less deferred inflows of resources of \$184,383 related to pensions will be recognized in pension expense as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2022	\$ 263,283
2023	320,320
2024	271,345
2025	171,697
2026	<u>2,630</u>
Total	<u>\$ 1,029,275</u>

Actuarial assumptions

The employer contribution rates effective July 1, 2019, through June 30, 2021, were set using the entry age normal actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (2) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 20 years. For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years. The total pension liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions:

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

5 – PENSION PLANS (continued)

Valuation Date	December 31, 2018 rolled forward to June 30, 2020
Experience Study Report	2018, published July 24, 2019
Actuarial Cost Method	Entry Age Normal
Amortization Method	Amortized as a level percentage of payroll as layered amortization bases over a closed period; Tier One/Tier Two UAL is amortized over 20 years and OPSRP pension UAL is amortized over 16 years.
Asset Valuation Method	Fair value of assets
Actuarial Assumptions:	
Inflation Rate	2.50 percent
Investment Rate of Return	7.20 percent
Discount Rate	7.20 percent
Projected Salary Increases	3.50 percent overall payroll growth
Cost of Living Adjustments (COLA)	Blend of 2.00% COLA and graded COLA (1.25%/0.15%) in accordance with <i>Moro</i> decision; blend based on service.
Mortality	Healthy retirees and beneficiaries: Pub-2010 Healthy Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation. Active Members: Pub-2010 Employee, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation. Disabled retirees: Pub-2010 Disabled Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2018 Experience Study which reviewed experience for the four-year period ending on December 31, 2018.

Long-term expected rate of return

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

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

5 – PENSION PLANS (continued)

Asset Class	Target Allocation	Compounded Annual Return (Geometric)
Core Fixed Income	9.60%	4.07%
Short-Term Bonds	9.60%	3.68%
Bank/Leveraged Loans	3.60%	5.19%
High Yield Bonds	1.20%	5.74%
Large/Mid Cap US Equities	16.17%	6.30%
Small Cap US Equities	1.35%	6.68%
Micro Cap US Equities	1.35%	6.79%
Developed Foreign Equities	13.48%	6.91%
Emerging Market Equities	4.24%	7.69%
Non-US Small Cap Equities	1.93%	7.25%
Private Equities	17.50%	8.33%
Real Estate (Property)	10.00%	5.55%
Real Estate (REITS)	2.50%	6.69%
Hedge Fund of Funds - Diversified	1.50%	4.06%
Hedge Fund - Event-driven	0.38%	5.59%
Timber	1.13%	5.61%
Farmland	1.13%	6.12%
Infrastructure	2.25%	6.67%
Commodities	1.13%	3.79%
Total	100.00%	
Assumed Inflation - Mean		2.50%

Discount rate

The discount rate used to measure the total pension liability was 7.20 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2021

5 – PENSION PLANS (continued)

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

The following presents the College's proportionate share of the net pension liability calculated using the discount rate of 7.20%, as well as what the College's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20%) or 1-percentage-point higher (8.20%) than the current rate:

	<u>1% Decrease (6.20%)</u>	<u>Discount Rate (7.20%)</u>	<u>1% Increase (8.20%)</u>
College's proportionate share of the net pension liability	\$ 6,315,941	\$ 4,315,508	\$ 2,638,058

Changes in plan provisions

Senate Bill 1049, signed into law in June 2019, introduced a limit on the amount of annual salary included for the calculation of benefits. Beginning in 2020, annual salary in excess of \$195,000 (as indexed for inflation in future years) will be excluded when determining member benefits. Additionally, effective July 1, 2020, a portion of the 6% of salary member contribution to the Individual Account Program will be redirected to Employee Pension Stability Accounts, which will help fund the defined benefits provided under Tier One/Tier Two and OPSRP. For Tier One/Tier Two members, the prospectively redirected amount will be 2.50% of salary, and for OPSRP members the amount will be 0.75% of salary. The redirection will only apply to members earning \$2,500 per month or more (indexed for inflation).

Pension plan fiduciary net position

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

Transition Liability

The College reports a separate liability to the plan with a balance of \$186,289 at June 30, 2021. The liability represents the College's allocated share of the pre-SLGRP pooled liability. The College is being assessed an employer contribution rate of 1.71 percent of covered payroll for payment of this transition liability.

6 – OPERATING LEASES

The College has entered into a number of operating leases for classroom and office space and photocopiers. Estimated future minimum lease payments total \$22,446 for the 2021-22 fiscal year, \$12,786 for the 2022-23 fiscal year, \$7,037 for the 2023-24 fiscal year, \$6,519 for the 2024-2025 fiscal year, and \$3,656 for the 2025-2026 fiscal year.

7 – RISK MANAGEMENT

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

**TILLAMOOK BAY COMMUNITY COLLEGE**  
**Notes to Basic Financial Statements**  
**June 30, 2021**

**8 – CONTINGENCIES AND COMMITMENTS**

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

**9 – BUDGET**

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

1. In the spring of each year, the Chief Finance Officer of the College, acting as Budget Officer, submits a proposed budget to the budget committee which consists of the Board of Education and an equal number of concerned citizens of the community. Estimated revenues and expenditures are budgeted by fund and department cost centers.
2. The budget committee conducts public hearings for the purpose of obtaining taxpayer comments.
3. The budget committee approves a balanced budget to submit to the Board of Education. The estimated expenditures for each fund may not be increased by more than 10 percent by the Board and ad valorem taxes for all funds may not exceed the amount shown in the budget document unless the Board republishes the budget and holds additional public hearings.
4. The Board legally adopts the budget before July 1 through a Board resolution. The resolution authorizing appropriations for each fund set the level by which expenditures cannot legally exceed appropriations. The level of control established by the resolution for each fund is at the major expense function level (i.e. Instruction, Student Services, etc.). Appropriations lapse at year end.
5. The Board may change the budget throughout the year by appropriation transfers between levels of control and supplemental budgets as authorized by Oregon Revised Statutes. During the fiscal year ended June 30, 2021, the Board adopted 1 supplemental budget as allowed by state law.

During the 2020-21 fiscal year, the College had no instances whereby expenditures were in excess of related appropriations.

**REQUIRED SUPPLEMENTARY INFORMATION**

TILLAMOOK BAY COMMUNITY COLLEGE

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

Fiscal Year Ended June 30	(a) College's proportion of the net pension liability (asset)	(b) College's proportionate share of the net pension liability (asset)	(c) College's covered payroll	(b/c) College's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2021	0.0189%	\$ 4,315,508	\$ 2,398,706	179.91%	75.79%
2020	0.0186%	3,285,686	2,234,104	147.07%	80.23%
2019	0.0173%	2,510,599	2,032,585	123.52%	82.07%
2018	0.0158%	1,900,700	1,855,094	102.46%	83.12%
2017	0.0155%	2,059,167	1,736,091	118.61%	80.53%
2016	0.0138%	323,321	1,731,235	18.68%	91.88%
2015	0.0174%	(825,454)	1,614,443	-51.13%	103.60%
2014	0.0174%	469,837	1,614,443	29.10%	91.97%

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

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



**TILLAMOOK BAY COMMUNITY COLLEGE**

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

Fiscal Year Ended June 30	(a) Statutorily required contribution	(b) Contributions in relation to the statutorily required contribution	(a-b) Contribution deficiency (excess)	(c) College's covered payroll	(b/c) Contributions as a percent of covered payroll
2021	\$ 419,106	\$ 419,106	\$ -	\$ 2,894,522	14.48%
2020	358,568	358,568	-	2,398,706	14.95%
2019	206,778	206,778	-	2,234,104	9.26%
2018	198,387	198,387	-	2,032,585	9.76%
2017	89,527	89,527	-	1,855,094	4.83%
2016	85,481	85,481	-	1,736,091	4.92%
2015	131,134	131,134	-	1,731,235	7.57%
2014	123,213	123,213	-	1,614,443	7.63%

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

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

**TILLAMOOK BAY COMMUNITY COLLEGE**

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

**Changes in Plan Provisions**

Key changes in plan provisions effective for the June 30, 2015 measurement date are described in the Oregon Public Employees Retirement System's GASB 68 Disclosure Information which was published on September 18, 2013 and can be found at:

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

<https://www.oregon.gov/pers/EMP/Documents/GASB/2015/Letter-From-Actuary-5-23-16.pdf>

Key changes in plan provisions effective for the June 30, 2020 measurement date are as follows:

Senate Bill 1049, signed into law in June 2019, introduced a limit on the amount of annual salary included for the calculation of benefits. Beginning in 2020, annual salary in excess of \$195,000 (as indexed for inflation in future years) will be excluded when determining member benefits. Additionally, effective, July 1, 2020, a portion of the 6% of salary member contribution to the Individual Account Program will be redirected to Employee Pension Stability Accounts, which will help fund the defined benefits provided under Tier One/Tier Two and OPSRP. For Tier One/Tier Two members, the prospectively redirected amount will be 2.50% of salary, and for OPSRP members the amount will be 0.75% of salary. The redirection will only apply to members earning \$2,500 per month or more (indexed for inflation).

**Changes in Assumptions**

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

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

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

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

Key changes in assumptions for the December 31, 2016 and 2017 valuations are the reduction of the discount rate and the assumed investment rate of return from 7.5% to 7.2%.

**OTHER SUPPLEMENTARY INFORMATION**

**OTHER SUPPLEMENTARY INFORMATION**  
**Description of Budgeted College Funds**

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

Budgeted College funds are as follows:

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

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

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

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

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

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

Agency Fund - Accounts for assets held by the College as an agency for the student government, student honorary society, and college staff.

TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Revenues, Expenditures and Changes in  
Fund Balance - Budget and Actual  
GENERAL FUND  
Year Ended June 30, 2021

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
State sources	\$ 2,419,566	\$ 2,419,566	\$ 2,525,393	\$ 105,827
Local sources				
Property taxes, current year	1,365,498	1,365,498	1,372,144	6,646
Property taxes, prior years	37,000	37,000	43,911	6,911
Local Contract	74,000	74,000	89,727	15,727
Tuition and fees	1,173,477	1,173,477	1,180,972	7,495
Other resources	167,500	167,500	115,626	(51,874)
Total revenues	5,237,041	5,237,041	5,327,773	90,732
<b>EXPENDITURES:</b>				
Instruction	2,092,856	2,120,745	2,011,456	109,289
Instructional support	679,872	684,506	628,548	55,958
Student services	608,847	608,847	533,435	75,412
College support	1,824,031	1,904,295	1,737,411	166,884
Plant operations and maintenance	383,607	383,607	315,178	68,429
Contingency	167,644	107,285	-	107,285
Total expenditures	5,756,857	5,809,285	5,226,028	583,257
Revenues over (under) expenditures	(519,816)	(572,244)	101,745	673,989
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	412,816	481,041	188,214	(292,827)
Transfers out	(293,000)	(308,797)	(306,448)	2,349
Total other financing sources (uses)	119,816	172,244	(118,234)	(290,478)
Revenues and other sources over (under) expenditures and other uses	(400,000)	(400,000)	(16,489)	383,511
<b>FUND BALANCE, BEGINNING</b>	1,600,000	1,600,000	1,840,988	240,988
<b>FUND BALANCE, ENDING</b>	\$ 1,200,000	\$ 1,200,000	\$ 1,824,499	\$ 624,499

TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Revenues, Expenditures and Changes in  
Fund Balance - Budget and Actual  
SPECIAL REVENUE FUND  
Year Ended June 30, 2021

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Federal sources	\$ 85,078	\$ 793,475	\$ 456,031	\$ (337,444)
State sources	218,883	275,655	278,864	3,209
Tuition and fees	40,150	40,150	37,087	(3,063)
Local sources	906,585	958,244	836,778	(121,466)
Other resources	161,250	206,250	101,314	(104,936)
Total revenues	1,411,946	2,273,774	1,710,074	(563,700)
<b>EXPENDITURES:</b>				
Instruction	85,349	455,596	259,186	196,410
Instructional support	497,890	584,092	460,813	123,279
Student services	102,811	203,750	173,713	30,037
Plant operations and maintenance	48,900	263,900	61,365	202,535
Financial aid	25,000	69,988	69,988	-
Contingency	511,000	261,000	-	261,000
Reserves	5,737,935	5,737,935	-	5,737,935
Total expenditures	7,008,885	7,576,261	1,025,065	6,551,196
Revenues over (under) expenditures	(5,596,939)	(5,302,487)	685,009	5,987,496
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	60,791	60,791	56,000	(4,791)
Transfers out	(397,553)	(751,181)	(503,494)	247,687
Total other financing sources (uses)	(336,762)	(690,390)	(447,494)	242,896
Revenues and other sources over (under) expenditures and other uses	(5,933,701)	(5,992,877)	237,515	6,230,392
<b>FUND BALANCE, BEGINNING</b>	6,035,908	6,095,084	6,111,542	16,458
<b>FUND BALANCE, ENDING</b>	\$ 102,207	\$ 102,207	\$ 6,349,057	\$ 6,246,850

TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Revenues, Expenditures and Changes in  
Fund Balance - Budget and Actual  
FINANCIAL AID FUND  
Year Ended June 30, 2021

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Federal sources	\$ 1,128,150	\$ 1,128,150	\$ 973,304	\$ (154,846)
State sources	355,000	355,000	269,188	(85,812)
Other resources	135,000	135,000	123,321	(11,679)
Total revenues	1,618,150	1,618,150	1,365,813	(252,337)
<b>EXPENDITURES:</b>				
Financial aid	1,815,869	1,815,869	1,537,486	278,383
Revenues over (under) expenditures	(197,719)	(197,719)	(171,673)	26,046
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	130,000	130,000	130,000	-
Transfers out	(2,500)	(2,500)	(2,224)	276
Total other financing sources (uses)	127,500	127,500	127,776	276
Revenues and other sources over (under) expenditures and other uses	(70,219)	(70,219)	(43,897)	26,322
<b>FUND BALANCE, BEGINNING</b>	125,828	125,828	136,277	10,449
<b>FUND BALANCE, ENDING</b>	<u>\$ 55,609</u>	<u>\$ 55,609</u>	<u>\$ 92,380</u>	<u>\$ 36,771</u>

TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Revenues, Expenditures and Changes in  
Fund Balance - Budget and Actual  
CAPITAL PROJECTS FUND  
Year Ended June 30, 2021

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Other resources	\$ 55,000	\$ 293,089	\$ 289,678	\$ (3,411)
<b>EXPENDITURES:</b>				
Plant Additions	-	523,492	523,492	-
Revenues over (under) expenditures	55,000	(230,403)	(233,814)	(3,411)
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	285,403	285,403	-
Transfers out	(60,791)	(60,791)	(56,000)	4,791
Total other financing sources (uses)	(60,791)	224,612	229,403	4,791
Revenues and other sources over (under) expenditures and other uses	(5,791)	(5,791)	(4,411)	1,380
<b>FUND BALANCE, BEGINNING</b>	5,791	5,791	5,324	(467)
<b>FUND BALANCE, ENDING</b>	\$ -	\$ -	\$ 913	\$ 913



TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Revenues, Expenditures and Changes in  
Fund Balance - Budget and Actual  
DEBT SERVICE FUND  
Year Ended June 30, 2021

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Local sources				
Property taxes, current year	\$ 678,624	\$ 678,624	\$ 633,085	\$ (45,539)
Property taxes, prior years	17,100	17,100	24,344	7,244
Other resources	13,000	13,000	2,708	(10,292)
Total revenues	708,724	708,724	660,137	(48,587)
<b>EXPENDITURES:</b>				
College support	1,600	1,600	1,600	-
Debt service:				
Principal	758,019	758,019	758,019	-
Interest	144,095	144,096	144,096	-
Total expenditures	903,714	903,715	903,715	-
Revenues over (under) expenditures	(194,990)	(194,991)	(243,578)	(48,587)
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	155,000	170,797	171,042	245
Revenues and other sources over (under) expenditures and other uses	(39,990)	(24,194)	(72,536)	(48,342)
<b>FUND BALANCE, BEGINNING</b>	50,900	50,900	132,160	81,260
<b>FUND BALANCE, ENDING</b>	\$ 10,910	\$ 26,706	\$ 59,624	\$ 32,918

TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Revenues, Expenditures and Changes in  
Fund Balance - Budget and Actual  
ENTERPRISE FUND  
Year Ended June 30, 2021

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Tuition and fees	\$ 229,000	\$ 229,000	\$ 100,188	\$ (128,812)
Local sources	26,500	26,500	-	(26,500)
Other resources	58,000	58,000	55,630	(2,370)
Total revenues	313,500	313,500	155,818	(157,682)
<b>EXPENDITURES:</b>				
Instruction	220,679	220,679	123,908	96,771
Instructional support	74,397	74,397	16,679	57,718
Student services	10,850	10,850	3,687	7,163
Contingency	7,200	7,200	-	7,200
Total expenditures	313,126	313,126	144,274	168,852
Revenues over (under) expenditures	374	374	11,544	11,170
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	40,520	40,520
Transfers out	(12,763)	(12,763)	(8,418)	4,345
Total other financing sources (uses)	(12,763)	(12,763)	32,102	44,865
Revenues and other sources over (under) expenditures and other uses	(12,389)	(12,389)	43,646	56,035
<b>FUND BALANCE, BEGINNING</b>	57,491	57,491	29,427	(28,064)
<b>FUND BALANCE, ENDING</b>	\$ 45,102	\$ 45,102	\$ 73,073	\$ 27,971

TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Revenues, Expenditures and Changes in  
Due to Others - Budget and Actual  
AGENCY FUND  
Year Ended June 30, 2021

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Other resources	\$ 3,000	\$ 3,000	\$ 2,414	\$ (586)
<b>EXPENDITURES:</b>				
Student services	6,615	6,615	4,663	1,952
Financial aid	6,185	6,185	1,379	4,806
Total expenditures	12,800	12,800	6,042	6,758
Revenues over (under) expenditures	(9,800)	(9,800)	(3,628)	6,172
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	8,000	8,000	5,405	(2,595)
Revenues and other sources over (under) expenditures and other uses	(1,800)	(1,800)	1,777	3,577
<b>DUE TO OTHERS, BEGINNING</b>	2,800	2,800	5,903	3,103
<b>DUE TO OTHERS, ENDING</b>	\$ 1,000	\$ 1,000	\$ 7,680	\$ 6,680

**STATISTICAL SECTION**

TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Property Tax Transactions  
Year Ended June 30, 2021

Fiscal Year Ended	Uncollected Balances July 1, 2020	Add Taxes Levied	Discounts Allowed	Adjustments	Collections	Uncollected Balances June 30, 2021
Current 2020-2021	\$ -	\$ 2,082,793	\$ 53,463	\$ (1,153)	\$ 1,987,493	\$ 40,684
Prior years						
2019-20	50,419	-	-	(1,131)	28,654	20,634
2018-19	25,228	-	-	(782)	13,400	11,046
2017-18	12,855	-	-	(12)	8,685	4,158
2016-17	5,315	-	-	(10)	3,470	1,835
2015-16	1,918	-	-	(12)	614	1,292
2014-15	596	-	-	(10)	154	432
and prior	14,437	-	-	(310)	9,997	4,130
TOTALS	<u>\$ 110,768</u>	<u>\$ 2,082,793</u>	<u>\$ 53,463</u>	<u>\$ (3,420)</u>	<u>\$ 2,052,467</u>	<u>\$ 84,211</u>

**NOTE**

Billing rate per thousand dollars of assessed value \$ .2636 plus \$ .1203 for bonds

**Taxable Property Values and GO Debt Capacity**

Total Assessed Value	Urban Renewal Excess	Net Assessed Value	M5 Real Market Value	GO Bond Capacity (1.5% of RMV)	GO Bonds Outstanding	Remaining Capacity
\$ 5,494,400,037	\$ 66,080,733	\$ 5,428,319,304	\$ 7,726,815,106	\$ 115,902,227	\$ 4,611,995	\$ 111,290,232

TILLAMOOK BAY COMMUNITY COLLEGE

Top 10 Tax Payers

Taxpayer	Business/Service	Tax	Assessed Value	Percent of Value
Tillamook PUD	Electrical Utility	\$ 992,895	\$ 90,491,320	1.65%
Tillamook County Creamery Association	Dairy Products	943,503	103,710,220	1.89%
Stimson Lumber Company	Wood Products	767,635	70,381,473	1.28%
CenturyLink	Telecommunications	411,533	38,146,000	0.69%
Charter Communications	Telecommunications	254,684	22,440,400	0.41%
Hampton Lumber Mills Co	Wood Products	222,099	18,665,880	0.34%
Fred Meyer Stores Inc	Grocery	213,805	17,965,790	0.33%
Store Capital Acquisitions LLC	Commercial Real Estate	196,550	17,149,590	0.31%
Pelican Brewing Company	Hospitality	150,619	12,516,110	0.23%
Kiwanda Lodge LLC	Hospitality	139,210	11,262,930	0.20%
Subtotal - ten of County's largest taxpayers			402,729,713	7.33%
All other County's taxpayers			5,091,670,324	92.67%
Total County			\$ 5,494,400,037	100.00%

Tillamook County  
Tax Collections<sup>(1)</sup>

Fiscal Year	Percent Collected as of	
	Levy Year <sup>(2)</sup>	6/30/2021
2020	98.05%	98.05%
2019	97.58%	99.01%
2018	97.31%	99.45%
2017	97.48%	99.79%
2016	97.24%	99.91%
2015	97.02%	99.93%
2014	97.11%	99.98%

- (1) Percentage of total tax levy collection in the County. Pre-payment discounts are considered to be collected when outstanding taxes are calculated.
- (2) The percentage of taxes collected in the "year of levy" represents taxes collected in a single levy year, beginning July 1 and ending June 30.
- (3) The percentage of taxes shown in the column represents taxes collected cumulatively from July 1 of a given levy year through June 30 of the current levy year.

Source: Tillamook County.

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

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

INDEPENDENT AUDITOR'S COMMENTS  
REQUIRED BY OREGON STATE REGULATIONS

December 9, 2021

Board of Education  
Tillamook Bay Community College  
Tillamook, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2021, and have issued our report thereon dated December 9, 2021.

**Internal Control Over Financial Reporting**

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

**Compliance**

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

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

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



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

### **Purpose of this Report**

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

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



Kenneth Kuhns & Co.

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

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

December 9, 2021

Board of Education  
Tillamook Bay Community College  
Tillamook, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2021, and have issued our report thereon dated December 9, 2021.

**Internal Control Over Financial Reporting**

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

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

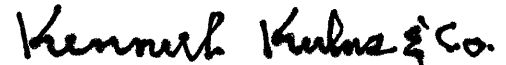
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

## Compliance and Other Matters

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

## Purpose of this Report

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



Kenneth Kuhns & Co.

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

December 9, 2021

Board of Education  
Tillamook Bay Community College  
Tillamook, Oregon

**Report on Compliance for Each Major Federal Program**

We have audited Tillamook Bay Community College's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Tillamook Bay Community College's major federal programs for the year ended June 30, 2021. Tillamook Bay Community College's major federal programs are identified in the summary of audit results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

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

***Auditor's Responsibility***

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

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

### ***Opinion on Each Major Federal Program***

In our opinion, Tillamook Bay Community College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

### **Report on Internal Control Over Compliance**

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

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

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

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

*Kenneth Kuhns & Co.*

Kenneth Kuhns & Co.

TILLAMOOK BAY COMMUNITY COLLEGE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2021

A - SUMMARY OF AUDIT RESULTS:

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

<u>Program Name</u>	<u>CFDA Number</u>
Student Financial Aid Cluster:	
Federal Supplemental Educational Opportunity Grants	84.007
Federal Work-Study Program	84.033
Federal Pell Grant Program	84.063
Federal Direct Student Loans	84.268
Education Stabilization Fund	84.425

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

B - FINDINGS, FINANCIAL STATEMENTS AUDIT:

None.

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

None.

Tillamook Bay Community College  
Schedule of Expenditures of Federal Awards  
Year ended June 30, 2021

Federal Grantor/Pass-Through Grantor/Program Title	Federal Assistance Listing Number	Grant Period	State/Local Grant Number	Program or award amount	Fund Balance 7/1/2020	Revenue Recognized	Expenditures	Fund Balance 6/30/2021
<b>U.S. SMALL BUSINESS ADMINISTRATION</b>								
Passed-through Oregon Small Business Development Center Network								
Small Business Development Center	59.037	1/1/20-12/31/20	SBA-2020-157	\$ 33,000	\$ -	\$ 16,500	\$ 16,500	\$ -
Small Business Development Center	59.037	1/1/21-12/31/21	SBA-2020-157	33,000	-	13,023	13,023	-
			SBAHQ-20-C-0074	40,000	-	33,397	33,397	-
COVID-19 - Small Business Development Center - CARES	59.037	4/1/20-9/30/21			-			-
				106,000	-	62,920	62,920	-
<b>U.S. DEPARTMENT OF EDUCATION</b>								
Direct:								
Student Financial Aid								
Supplemental Educational Opportunity Grants	84.007	7/1/20-6/30/21		20,424	-	20,424	20,424	-
College Work Study	84.033	7/1/20-6/30/21		6,576	-	6,539	6,539	-
Pell Grant	84.063	7/1/20-6/30/21		585,982	-	585,982	585,982	-
Federal Direct Student Loan	84.268	7/1/20-6/30/21		70,893	-	70,893	70,893	-
				683,875	-	683,838	683,838	-
Total student financial aid								
COVID-19 - CARES Act for Students	84.425E	4/27/20-5/13/22		733,854	-	151,494	151,494	-
COVID-19 - CARES Act Institutional - Section 1	84.425F	5/4/20-5/13/22		879,172	-	239,344	239,344	-
COVID-19 - CARES Act SIP - Section 2	84.425M	5/28/20-8/5/22		71,579	-	12,075	12,075	-
COVID-19 - CARES Act FIPSE - Section 3	84.425N	8/11/20-8/11/21		168,703	-	167,330	167,330	-
Passed Through Higher Education Coordinating Commission:								
COVID-19 - GEER Student Support	84.425C	6/2/20-9/30/21	20-074V	23,001	-	23,001	23,001	-
COVID-19 - GEER Distance Learning Support	84.425C	8/1/20-6/30/22	20-075V-001	70,000	-	59,394	59,394	-
				1,946,309	-	652,638	652,638	-
Passed Through Tillamook Education Consortium Vocational Education Technical Grants:								
Carl D Perkins Grant	84.048	7/1/20-6/30/21	N/A	29,939	-	29,939	29,939	-
Total US Department of Education				2,660,123	-	1,366,415	1,366,415	-
Total Federal Financial Assistance				\$ 2,766,123	\$ -	\$ 1,429,335	\$ 1,429,335	\$ -



TILLAMOOK BAY COMMUNITY COLLEGE

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
Year Ended June 30, 2021

1. Purpose of the Schedule:

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

2. Significant Accounting Policies:

**Reporting Entity:** The reporting entity is fully described in Note 1 to the College's financial statements. The Schedule includes all federal financial assistance programs administered by the College for the year ended June 30, 2021.

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

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

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

**Matching Costs:** The Schedule does not include matching expenditures.

## Organizational, Legal, and Financial Designations

### **RECOMMENDATION**

AUTHORIZE CHANGES TO THE ORGANIZATIONAL, LEGAL, AND FINANCIAL DESIGNATIONS  
FOR FY 2021-2022

**BACKGROUND INFORMATION** ..... AVP Williams

Changes incorporated into the updated organizational, legal and financial designations for FY 2021-2022 include:

- Update job titles throughout
- Authorize additional job titles to sign checks
- Authorize an additional credit card

## 2021-2022 Organization, Finance, and Legal Designations

### 1. Designate Clerk, Deputy Clerk, Secretary

Move that the President be designated Clerk, Associate Vice President of Finance be designated Deputy Clerk, and Executive Assistant to President and Board be designated Board Secretary for the 2021-2022 Fiscal Year. (ORS 332.515)

### 2. Authorize Insuring of District Employees

Move that insurance for the 2021-2022 Fiscal Year be purchased, which includes broad crime coverage for all employees, non-compensated officers, and directors.

### 3. Designate Depositories for TBCC Funds

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Umpqua Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2021-2022; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2021-2022 Fiscal Year. (ORS 328.441 and 294.805 to 294.895)

### 4. Authorize Investment of TBCC Funds

Move that the President/Clerk as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2021-2022 Fiscal Year. The Clerk may delegate this authority in writing to the Associate Vice President of Finance, at such times and to such extent as the Clerk determine to be necessary or desirable.

### 5. Authorize General Fund Borrowing

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

### 6. Authorize Payrolls

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2021-2022 Fiscal Year.

### 7. Authorize Accounts Payable

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2021-2022 Fiscal Year.

**8. Name the Budget Officer**

Move that the Associate Vice President of Finance/Deputy Clerk be named Budget Officer for Budget Year 2022-2023. (ORS 294.331)

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

Move that the President/Clerk be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2021-2022 Fiscal Year. The President/Clerk may delegate this authority at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.

**10. Establish Public Contract Review Board**

Move that the Board of Directors act as the Contract Review Board for the District for the 2021-2022 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$50,000. (ORS 279A.055)

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

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

**12. Establish Reimbursement Rates for Meals and Lodging**

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

Out of State Travel:	In State Travel
Breakfast \$12.00	Breakfast \$11.00
Lunch \$18.00	Lunch \$16.00
Dinner \$36.00	Dinner \$34.00

Receipts are required for all meal and lodging reimbursements.

**13. Authorize Write-off of Accounts Receivables**

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

#### **14. Establish Petty Cash Accounts**

Move that a Petty Cash account in the amount shown for the 2021-2022 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office  
Custodian

\$ 100.00  
Associate Vice President of Finance

#### **15. Authorize Acquisition of Federal Surplus Property**

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

#### **16. Authorize Check Signatures**

Authorize the President/Clerk; Director of Human Resources; Director of Facilities and Safety; Vice President of Academics and Student Services; Vice President of Administration and College Relations or Associate Vice President of Student Services be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures of the following six individuals: the President/Clerk; Director of Human Resources; Director of Facilities and Safety; Vice President of Academics and Student Services; Vice President of Administration and College Relations; or Vice President of Student Services, be authorized/required.

#### **17. Designation of Auditor**

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2020-2021 Fiscal Year audit performed during 2021-2022.

#### **18. Designation of Legal Counsel**

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

#### **19. Designation of Insurance Agent of Record**

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

## 20. Credit Cards Authorization

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

<b>Name</b>	<b>Credit Limit</b>
President	\$ 5,000
Associate Vice President of Student Services	\$ 5,000
Vice President of Academics and Student Services	\$ 5,000
Associate Vice President of Finance	\$ 10,000
Vice President of Administration and College Relations	\$5,000
Executive Director of the Foundation	\$ 5,000
Business Office Specialist (A/P, Purchasing)	\$ 20,000
Small Business Development Center Director	\$ 5,000
Marketing Coordinator	\$2,500
Director of Business Services	\$10,000

## Authorization for Additional Check Signer

### **RECOMMENDATION**

AUTHORIZE BOARD CHAIR TO SIGN TO APPROVE ADDITIONAL CHECK SIGNER

**BACKGROUND INFORMATION** ..... AVP Williams

Upon executing and returning the attached US Bank form, Heidi Luquette will be added as an authorized signer for checks issued by TBCC.



## Appendix A-1: New Account/Change in Authorized Account Signer(s)

### Customer information

**Customer name:** TILLAMOOK BAY COMMUNITY COLLEGE **Tax identification number:** 930792039

☐ New account

☒ Change in authorized account signers

### Account information

Account name	Account number	Tax identification number
TILLAMOOK BAY COMMUNITY COLLEGE	1-536-0227-6633	930792039
TILLAMOOK BAY COMMUNITY COLLEGE PAYROLL	1-536-9524-5214	930792039

### Authorized account signers

#### Add authorized account signer(s)

Name	Title	Email address	Specimen signature
HEIDI LEIGH LUQUETTE			

#### Delete authorized account signer(s)

List names only.


#### Existing authorized account signer(s)

Provide the names and email addresses of existing authorized signer(s), other than those new authorized signers listed above. No specimen signatures are needed.

Authorized signer	Email address	Authorized signer	Email address
PATRICK E RYAN			
ROSS TOMLIN			
RHODA HANSON			
TERESA RIVENES			



**Appendix A-1**  
**New Account/Change in Authorized Account Signer(s)**

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

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

Signature:	_____	Email address:	_____
Print name:	_____	Date:	_____
Print title:	_____		

CTN: MDG-012603

**For Internal Use Only:**

Authorized signers are related to the Master Services Agreement dated: \_\_\_\_\_

Review _____	Validation method _____	TL review _____	Imaged _____
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## Information Only Items

### **RECOMMENDATION**

INFORMATION ONLY

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

## Student Services Program Review

### **RECOMMENDATION**

INFORMATION ONLY

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

The Student Services Program Review is attached for your review. During the time reviewed, the department was operated under the guidance of the Vice President of Student Services and existed in four categories: the Registrar, Financial Aid, Engagement and Career Education Advising.

While COVID-19 has impacted our efforts, the Student Services office focuses on 1) achieving optimal enrollment levels through recruitment and retention activities, 2) supporting students in realizing their goals, by providing mentoring and coaching 3) ensuring students progress toward a degree or certificate in a timely manner, 4) removing financial barriers from higher education connecting students to available local, federal, state, and institutional resources, and 5) fostering student engagement by providing access clubs, cohort groups, workshops, and participation opportunities.

Student Services continues to grow and add services. We look forward to the LEAN audit this year to inform additional staffing decisions and streamline processes.

**TBCC Student Services Service Area Program Review****I. Program/Service Area Description –**

Student Services at Tillamook Bay Community College is dedicated to student success. Operated under the guidance of the Vice President of Student Services, the department exists in four categories: the Registrar, Financial Aid, Engagement, and Career Education Advising. These offices focus on achieving optimal enrollment levels and supporting students in realizing their goals, ensuring students' progress toward a degree or certificate in a timely manner, removing financial barriers from higher education, and fostering student engagement. Student Services supports the mission of the college by meeting student needs through focused outreach, expanded funding, consistent contact, and individualized Career Education Planning as they pursue the quality education we provide.

**II. Program/Service Area Details****a. Staff (Individual and FTE)**

1. The Student Services office has 8 full-time employees (1 FTE)
2. Staff discussed in this report include Vice President of Student Services, Registrar Specialist, Career Education Advisors, Career Education and SNAP Advisor, the Student Engagement Facilitator, Enrollment Services Coordinator, and Financial Aid Advisor

**b. Duties, responsibilities, and professional development –**

Rhoda Hanson, Vice President of Student Services

Duties and Responsibilities

- Long range planning and program development for Student Services (SS)
- SS budget development and oversight
- Oversee planning, organization, and coordination of SS activities and operations
- Provide leadership and direction with respect to policies, practices, systems, operations, and activities in Student Services
- Responsible for accurate completion of required documentation related to financial aid, grant reporting, and accreditation
- Personnel management of SS employees including hiring, supervision, and staff evaluations
- Oversee maintenance of the College's student degree audit and advising system
- Serve as a member of the statewide affinity group for Student Service Administrators
- Hear and decide on student appeals for financial aid, admission, registration, and scholarships
- Develop programs designed to aid in the recruitment, retention, and successful completion of students
- Serve on the College's Leadership Team

- Collaborate with faculty and staff to research and resolve student issues related to admission, registration, financial aid, records, and graduation
- Functions as the Director of Financial Aid
- Serve as the College's 504 coordinator and Title 9 investigator

#### Professional Development

- Equity training including Somos Latinx, Equity lens training, and book club readings
- Staff coaching series including creating a culture of teamwork, Women in Leadership, student centered design, managing employees remotely, setting expectations that get more from your team

#### Ron Neu, Registrar Specialist

##### Duties and Responsibilities

- Oversees graduation evaluation and ensures validity of awards and credentials
- Process transfer credit evaluation
- Responsible for FERPA compliance and training
- Entry and verification of course data into Jenzabar, in the catalog, and term schedules.
- Ensures degree and program requirements are reflected in the degree trees and advising module in Jenzabar
- Serves on the curriculum committee
- Serves on the statewide Registrars' affinity group
- Process transcript requests
- Oversees the collection and posting of grades and grade changes
- Oversees archival, retention, and confidential destruction of student records
- Ensures regularly scheduled uploads of college data to NSC
- Assist students, faculty, staff, and community members with general questions pertaining to SS functions via the front counter, phone, and email
- Assist with Student Services processes of admissions, registration, and add/drop of courses.

##### Professional Development

- The Registrar Specialist is currently a temporary position. We will create a professional development plan as we review the position

#### Sara Mustonen, Career Education Advisor

##### Duties and responsibilities of all Career Education Advisors:

- Train and mentor student creation and maintenance of individual Career Education Plan for each degree/certificate seeking student.
- Understand, interpret, and apply the policies and procedures related to academic advising

- Participate in the recommendation and implementation and/or revision of administrative rules and procedures related to Student Services
- Monitor Career Education Plans and advise students on their progress so that students accomplish their goals
- Play a role in the creation and support of first-term student success activities and processes such as new student advising, orientation, and new student activities.
- Support the success of at-risk students using multiple methods and processes including early alerts through Dropout Detective, in person meetings, phone, zoom, and email
- Conduct initial meetings with students to confirm degree selection and determine initial course placement
- Facilitate coordination of activities in local high schools that support currently enrolled high school students in preparation for or in the transition from high school to college
- Serve as a member of the statewide/ National advisors groups
- Serves on college council
- Manages the Student Success grant including tracking data, reporting and participating in meetings
- Perform Student Services processes of registration, and add/drop of courses
- Assist students, faculty, staff, and community members with general questions pertaining to SS functions via the front counter, phone, and email
- Assist with Student Services processes of admissions, registration, and add/drop of courses.

#### Additional Duties

- Serve on College Council
- Manages the Student Success grant including tracking data, reporting, and participating in meetings

#### Professional Development

- The NACADA (National Academic Advising Association) conference
- The Student Success and Retention conference
- Student Success webinars
- A Threat Assessment seminar

#### Career Education Advisor/Disability Services

##### Additional Duties

- Serve on Curriculum Committee
- Identify needs and implement reasonable intervention or accommodations for students qualifying under ADA
- Ensure compliance with the Americans with Disabilities Act
- Meet with, advise, and monitor student needs through evaluation of documentation and creation of student support plan to be shared with the student and appropriate faculty.
- Request, catalog, and maintain college materials, equipment and supplies used for accommodations

#### Professional Development

- Sara H left mid-year she participated in the ORAHEAD (Oregon Association for Higher Education and Disability) conference - Angelica is new to her position

#### Jenny Case, Career Education and SNAP Advisor

##### Duties and Responsibilities

- Perform outreach and recruitment to SNAP recipients, both internally and through DHS, workforce partners, and community organizations.
- Assist participants with job search and job search training and connect to work-based learning opportunities.
- Work with students in ABE/GED/ESOL and developmental education to determine which option is best suited to their needs. Continue supporting participants as they move through their remediation programs creating a path to college or the workforce
- Responsible for STEP budget creation and management
- Assist eligible students using a case management model
- Participate in the statewide STEP consortia group
- Prepare for and participates in audits of the STEP program with DHS and the consortia
- Provide reporting on the Pathways to Opportunity Grant
- Proof, edit and recommend changes to the STEP section of TBCC website, schedule of classes and catalog.
- Assist students, faculty, staff, and community members with general questions pertaining to SS functions via the front counter, phone, and email
- Assist with Student Services processes of admissions, registration, and add/drop of courses.

#### Professional Development

- Student Success and Retention Conference
- The Northwest regional Equity Conference
- NCDA (National Career Development Association) certification

#### Kellie McKeehan, Student Engagement Facilitator

##### Duties and Responsibilities

- FCS/CtoC scholarship engagement facilitator
- First/Second year student support; Bridges and Navigators and Summer Start advisor
- Equity and Inclusion Committee student liaison
- ASTBCC (ASSOCIATED STUDENTS OF TILLAMOOK BAY COMMUNITY COLLEGE) and PTK (Phi Theta Kappa) Advisor

- Design and Implement campus-wide student engagement opportunities quarterly
- Coordinate informational workshops quarterly
- Coordinate New Student Orientation
- Establish new clubs based on student interest
- Work with student group officers to foster leadership and organizational skills
- Coffee and Connect
- Coordinate quarterly registration drives
- Partner with local schools in activities that support students in preparation for or in the transition from high school to college
- Assist students, faculty, staff, and community members with general questions pertaining to SS functions via the front counter, the phone, and email
- Assist with Student Services processes of admissions, registration, and add/drop of courses.

#### Professional Development

- Student Success and Retention Conference
- The Northwest Regional Equity conference
- Equity Lens training
- Pedagogy training

Kelsey Jordan, Enrollment Services Coordinator – this is a new position effective 04/2021

#### Duties and Responsibilities

- Provides leadership in enrollment policies and procedures
- Manage daily operations in the Student Services office
- Manages the admission process
- Serves as the graduation event facilitator
- Participate in recommendations for development and implementation of institutional policy, administrative rules, philosophy, and procedures to affect distribution of student aid funds in accordance with applicable federal and system regulations
- Resolve data conflicts and complete professional judgement
- Award and adjust financial aid packages
- Monitor and evaluate SAP for financial aid
- Provide critical and diverse counseling to financial aid recipients
- Process R2TIVs
- Complete transfer monitoring
- Disburse aid / reconcile federal and state funding
- Assist students, faculty, staff, and community members with general questions pertaining to SS functions via the front counter, phone, and email



- Assist with Student Services processes of admissions, registration, and add/drop of courses.

Professional Development

- OASFAA (Oregon Association of Financial Aid Administrators) conference
- Achieving the Dream (ATD) Conference

Sally Jackson, Financial Aid Advisor

Duties and responsibilities

- Maintenance of the FA Handbook
- Currently serves as the college's Veteran's Certifying Official
- Notify students of their financial aid requirements, needed documentation, and award packages
- Counsel students and families regarding the financial aid opportunities and processes
- Resolve data conflicts and obtain documentation to support Professional Judgments
- Disburse financial aid
- Assist with Student Services processes of admissions, registration, and add/drop of courses.
- Assist students, faculty, staff, and community members with general questions pertaining to SS functions via the front counter, the phone, and email

Professional Development

- Over 100 hours of webinars on FA, customer service, FA literacy, campus safety and veteran's
- The OASFAA (Oregon Association of Financial Aid Administrators) conference

### III. Program/Service Area Outcomes

Intended Outcomes	Assessment/ thresholds	Assessment Results	Refinements/Modifications
<b>SAO #1:</b>  Students are provided with the services and supports to pay for college.	<b>Assessment Tool:</b> Total the % of degree seeking students completing a FAFSA/ORSAA  <b>Threshold:</b> Green:>60%	<b>Results:</b> 18/19: 49.12% 19/20:59.6% 20/21: 66%  Over the past 3 years, the Financial Aid office has increased the percentage of FAFSA/ORSAA completers from 49.12% in 18/19 to 66% in 20/21. While we were able to meet our goal, we still have work to do. The Hope survey confirmed what we	Will keep this SAO and increase the goal to 65%.  New Thresholds: Green >65% Yellow: 60-65%

	Yellow: 55-59% Red<55%	knew anecdotally; a large portion of our students face housing and food insecurity. We need to ensure all applicants and students have access to information on funding options, and FAFSA/ORSAA completion is the first step to accessing many types of aid. We will continue promoting FAFSA/ORSAA completion both internally and externally, identifying inequities in completion levels and addressing them.	Red: < 60%
<b>SAO #2:</b> Students completing the admission process are prepared to successfully complete their first term courses	<b>Assessment Tool:</b> Calculate the percentage of new degree seeking students completing their first term at TBCC successfully. (Completed at least 2/3 of the courses they attempted with a 2.0 GPA or higher)  <b>Threshold:</b> Green: >85% Yellow: 80-85% Red: <80%	<b>Results:</b> 18/19: 84% - this was prior to the definition of successful completion 19/20: 76% 20/21: 78.9%  To reach the goal of 85% term completion, we: 1. Created a summer bridge program – this scholarship program provides free developmental coursework including any required textbooks and course materials as well as mentoring new students wanting to get a jump on coursework prior to fall term. 2. Refined New Student Orientation (NSO) – Students have access to necessary information via Moodle prior to attending an in-person session divided by Learning Community. This allows new students the chance to complete the homework at their own pace while offering the chance to connect with students and faculty in their selected program. 3) Added four additional check-ins to new students in their first term – reaching out to students proactively allows for: early intervention at the first sign of difficulty and increases the probability of student success. We know that COVID took a toll on our students as well as staff. When we checked in with them, new students reported struggling with online learning, supporting their children with their studies, and well as anxiety and depression dealing with the pandemic. While we did not reach our goal in 20/21, with these additional measures we saw an increase in term completion.	It is difficult separating out the success of interventions with the negative impact of COVID on student completion. We will keep this SAO with the same threshold for at least another year as we continue to track our progress with the additional outreach and interventions.

<p><b>SAO #3:</b></p> <p>Students have an education plan that they follow in order to be successful.</p>	<p><b>Assessment Tool:</b></p> <p>Calculate the percentage of new students completing their CEP prior to the start of their second term.</p> <p><b>Threshold:</b></p> <p>Green: &gt;88%</p> <p>Yellow: 85-88%</p> <p>Red: &lt;85%</p>	<p><b>Results:</b></p> <p>18/19: 75%</p> <p>19/20: 65%</p> <p>20/21: 92%</p> <p>When students have a plan to complete, they are far more likely to continue their education. CEPs are being reviewed and updated as students meet with their advisor prior to registering for winter term and reviewed/updated prior to registration for subsequent terms. Over the 3 years, this has been difficult to maintain as we face changes in advising staff.</p>	<p>Will keep this SAO with the current threshold for at least another year as we implement J1 web advising with the online plan component</p>
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#### IV. Project list for current year

Project list - 20/21			Core Theme Objective:		
Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Progress

Coordinate and Implement a Strategic Enrollment Management plan	<p><i>Create a summer bridge program:</i></p> <ol style="list-style-type: none"> <li><i>1. Recruit an AmeriCorps student</i></li> <li><i>2. Create a plan for cohort</i></li> </ol> <p><i>Guided pathways –admissions group- rework orientation</i></p> <ol style="list-style-type: none"> <li><i>1. Create orientations specific to xfr, Dual credit, first time, and online students.</i></li> <li><i>2. Incorporate additional engagement opp.</i></li> <li><i>3. Include a marketing lens</i></li> </ol> <p>Identify and implement strategies and programs to recruit a diverse student body.</p> <ol style="list-style-type: none"> <li>1. Work w/ Dean of Ac PT. to increase % of Latinx students taking Dual Credit courses</li> <li>2. Increase work w/ students in GED program, 4 local HS and OYA</li> </ol> <p>SS will implement new student check-in at 4 points:</p> <ol style="list-style-type: none"> <li>1. W/in 2 weeks of initial meeting</li> <li>2. W/in 1 week of registration</li> <li>3. During week 1</li> <li>4. At mid-term</li> </ol>	Students completing the admission process are prepared to successfully complete their first term of courses	Continued to 2020/21	\$2500 match for AmeriCorps	<p>We adapted the plan due to COVID and recruited 15 students for the summer program. For this group, 60% of the cohort completed both their college level math and writing requirement within the first 12 months of enrollment. We received enough funding through the SSG to create a fall and winter cohort as well. These students receive funding for specific courses as well as additional mentoring and support. We will track their progress going forward.</p> <p>1. We piloted orientation by Learning Community with an online component for the fall term. We are continuing to update the content.</p> <p>1. Rollover to 21/22 due to COVID</p> <p>2. We have increased our outreach to our GED students by offering them assistance with taking credit classes concurrently with their GED program, and support to transition to degree seeking. Due to the free courses, we offered HS students due to COVID, we have increased our advising these students.</p> <p>This is being done each term.</p>
			2020/21	SSG funds for Coursework (\$7500 from 19/20)	
			DC and online rolled to 2021/22	Unknown	
			2020/21		
			2020/21		

Core Theme Objective:					
Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Progress
Coordinate and implement a Strategic Enrollment Management plan	FA staff will work with the Foundation to create one-stop acceptance of Foundation Scholarships and Financial Aid. This will reduce confusion and create a simpler process for students to accept and understand aid.	Students are provided with the services and supports to pay for college	<i>Rollover 2020/2021</i>	Unknown	This is in the discussion phase and may not be possible due to the different programs involved.
	<p>Increase options for financial aid and scholarships to support the educational pursuits of under-represented students.</p> <ol style="list-style-type: none"> <li>1. Promote ORSAA (Oregon Student Aid Application) completion at local High schools and in the community</li> <li>2. Create preferences for existing scholarships</li> <li>3. Create new scholarships aimed at assisting Latinx students</li> </ol>		2020/2021	N/A	<ol style="list-style-type: none"> <li>1. <i>We partnered with the local HS to increase ORSAA completion</i></li> <li>2. <i>We have created a preference matrix for our CtoC, FCS and Strong Start scholarships</i></li> <li>3. <i>We are working on creating opportunities with CRRSAA \$\$ as allowed</i></li> </ol>

Core Theme Objective:					
Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Progress
Coordinate and implement a Strategic Enrollment Management plan	<p>SS staff will continue working on plan to ensure all 2<sup>nd</sup> year students have a transition plan.</p> <ol style="list-style-type: none"> <li>1. Continue and expand the Navigators program</li> <li>2. Offer additional career workshops and campus visits and increase participation</li> </ol> <p>SS staff will create a process to have all CEP's available online</p> <ol style="list-style-type: none"> <li>1. Create new template</li> <li>2. Implement new advising syllabus</li> </ol>	Students have an education plan that they follow in order to be successful	<p>20/21</p> <p><i>Continued from 19/20</i></p>	<p>Plan to use remaining ASPIRE funds</p> <p>N/A</p>	<p>We recruited 8 new students to the Navigators program and hosted our first virtual transfer days on Jan.19. Other activities were limited due to COVID.</p> <p>A new CEP template was created and implemented.</p> <p>New advising syllabus implemented and available on JICS.</p> <p>We are in the process of moving all CEPS to the K drive while we research J1web advising.</p>

## V. Project list for next year

1. The Strategic Enrollment Management Plan (SEM) is the overarching strategic project for the Student Services department. SEM helps the college look at enrollment issues from an institution-wide perspective. While recruiting and maintaining students is a core element to any SEM plan, it is not simply about growing enrollment. SEM is about developing institutional programs and services to recruit, retain, and support targeted groups of students throughout their educational career. Implementation of the plan requires involvement of each office of the college.

A metric from the SEM that Student Services monitors is the conversion rate. We define conversion rate as the percentage of applicants matriculating in the current term. After collecting 3 years of data, we set goals for: the number of applications we receive; the number of applicants completing the process, and the number of applicants enrolled through census date. We have not yet met our goals, and in fact had a reduction in numbers for 20/21. It is difficult knowing what effect the pandemic and remote services/learning had on these numbers. We will continue focusing on the admission process as the gateway to successful first term attendance; refining new student orientation and offering additional support to applicants throughout the process.

2. After receiving the results of the HOPE survey which shows that TBCC students experience higher rates of food insecurity, housing insecurity, and homelessness than their peers in other community colleges in Oregon as well as other two-year institutions nationwide and reviewing the current loan debt accrued by current and past TBCC students; the TBCC Financial Aid Office (FAO) stepped up their efforts to connect students to available financial resources. The FAO increased work with students providing information about the potential effects of excess loan borrowing, and access to funding resources. Because of these efforts, we were able to reduce the annual loan debt acquired by our students from \$232,170 in 17/18 down to \$71,652 in 20/21. The FAO also has done an amazing job implementing our DPP (Default Prevention Plan), reducing our Cohort Default Rate (the rate of student loan borrowers defaulting within a given year) from 32.6% in 2018, to 11.3% in 2021.

Even with these results, we still have work to do. As we (hopefully) leave the pandemic behind, students will be re-entering repayment on their student loans after a break of a year and a half, and may need assistance navigating the options of deferment, discharge, and income-based repayment plans. In addition, many students are still experiencing the effects of unemployment and/or family illness caused by the pandemic. During the upcoming year, the FAO will need to focus their efforts on connecting all students to available funding, including the emergency money available through HEERF (Higher Education Emergency Funds), and institutional scholarships.



3. As the TBCC implements its equity plan, one of the goals is to have the student demographics reflect the diversity of the TBCC college district. Student Services is uniquely placed to assist with this goal and with creating recruitment, admission and retention efforts aimed at achieving this goal.
4. Students without a plan are far less likely to complete their education. Students create a Career Education Plan in CG-100 and review/adapt it each term prior to registration with their academic advisor. Currently this process is a static paper document that is scanned and stored online. With J1 web advising, the student/ advisor will be able to review and update the form online in real-time, allowing for a more robust plan.

Even though we call it a Career Education Plan, the career component of the CEP has not been the focus of the planning process. In 21/22, TBCC will implement Career Coach (CC), a software product that allows current and potential students to participate in interest-based career and academic program exploration. CC will help participants clarify their career goals and find the right educational program for them. This program will connect to the students' academic plan in J1web advising allowing students and advisors to review and discuss the results as they maintain the students CEP.

Provide relevant data to support these trends

1. Appendix 1: TBCC SEM progress
2. Appendix 2: TBCC 2019 RealCollege Survey report
3. Appendix 3: TBCC Federal loan amounts and default rates

Project list form – 21/22

<p>Core Theme: Educational Excellence</p> <p>Objective: EE1 Students make consistent and timely progress toward their educational goals.</p> <p>EE2 Students exhibit successful completion of credit degrees, and/or licensing/certifications or transfer.</p> <p>EE4 Students' needs are met through comprehensive support services</p>					
Project	Description (Activities)	Intended Outcome	Year	Budget Requirements	Progress

<i>Coordinate and Implement a Strategic Enrollment Management plan</i>	GP Admissions: Create orientations specific to xfr, Dual credit, and online students	Students completing the admission process are prepared to successfully complete their first term of courses	Rollover from 20/21	N/A	
	<p>Create/implement plan to track/act on New Student Survey (distributed at NSO)</p> <p>Implement Career Coach adding an assessment to the admission process</p> <p>Identify and implement strategies and programs to recruit a diverse student body.</p> <p>1. Work w/ Dean to increase % of Latinx students participating in the Dual Credit programs</p> <p>2 Create/Host Family Information Nights quarterly in Spanish</p> <p>-</p>	The student demographics reflect the diversity of the TBCC college district	21/22	\$500	

Core Theme: Educational Excellence

Objective EE1 Students make consistent and timely progress toward their educational goals.

EE2 Students exhibit successful completion of credit degrees, and/or licensing/certifications or transfer.

EE4 Students' needs are met through comprehensive support services

Project	Description (Activities)	Intended Outcome	Year	Budget Req	Progress
Coordinate and Implement a Strategic Enrollment Management plan	Create and implement a plan to distribute remaining HEERF funding to students	Students are provided with the services and supports to pay for college	21/22	N/A	
	Create and implement a plan to assist student loan borrowers as the pandemic deferment ends		21/22	N/A	
	Review process for awarding institutional scholarships using our Equity Lens tool		21/22	N/A	

Core Theme: Educational Excellence

Objective: EE1 Students make consistent and timely progress toward their educational goals.

EE2 Students exhibit successful completion of credit degrees, and/or licensing/certifications or transfer.

EE4 Students' needs are met through comprehensive support services

Project	Description (Activities)	Intended Outcome-new	Year	Budget Req	Progress
Coordinate and Implement a Strategic Enrollment Management plan	<p>Create workshops for students that encourage diverse racial and ethnic participation</p> <p>Create diversity workshops that include student participation and student involvement</p> <p>Create a usable badge and/or certificate program to help encourage/reward participation</p> <p>Review/update graduation ceremony using the TBCC Equity Lens tool</p>	The student demographics reflect the diversity of the TBCC college district		<p>N/A</p> <p>Unknown</p> <p>N/A-awarding previously purchased Swag</p> <p>N/A</p>	

Core Theme: Educational Excellence

Objective: EE1: The college programs and services support and advance local business growth through training and skill building opportunities.

Project	Description (Activities)	Intended Outcome	Year	Budget Req	Progress
Coordinate and implement a Strategic Enrollment Management plan	Implement J1 web advising	Students have an education plan that they follow in order to be successful	21/22	Unsure – use HEERF \$\$	•
	Implement a career center for students:		21/22	Title III/HECC	
	- Implement Career Coach/ tie it in with J1web advising		21/22		
	Increase Auto awarding of degrees/certificates as new programs are created			N/A	

## VI. **SWOC Analysis** – include an assessment of emerging needs and trends

### Strengths

- The greatest strength of Student Services at TBCC is the staff. The staff are student-centered and will do whatever is needed to help. They think creatively about how best to help students in need and provide individualized support.
- Students have access to services in person and/or online.
- TBCC has a great staff to student ratio which allows us to provide great customer service.
- We have sufficient funding to provide financial assistance to students.
- Bilingual staff

### Weaknesses

- The number and continuity of staff.
- Technology solutions – with limited/inconsistent staffing in Student Services, it has been difficult keeping up with upgrades and updates to Jenzabar and PowerFacts (the financial aid software)
- Student Engagement – during the pandemic, opportunities for student engagement and student desire to participate have been limited
- We offer limited Career search/guidance for students
- Shared office space limits the privacy of student meetings
- Our students' demographics do not currently reflect the diversity of the TBCC college district

### Opportunities

- Funding – we currently have access to funding from the state (Pathways to Opportunity, the Student Success Grant, HB2835- funding for a Benefits navigator) and the federal government (STEP -Snap Training and Employment Program, HEERF- Higher Education Emergency Relief Funds, and Title III hopefully) that allow us to expand our services.
- Online – moving to online for several months has increased capacity to meet with students in different modalities
- Recruitment – by increasing outreach methods to student applicants, connecting with area high schools, and advising CNOW students, Student Services is increasing meaningful contact with potential applicants
- The increased number of programs TBCC offers
- The FMP

#### Challenges

- Many TBCC students prefer/require face to face classes to be successful, and we were forced to move most classes online due to the pandemic. We may need to offer classes and support services remotely for 21/22 as well as experience another surge.
- Falling birthrates
- The effect COVID has on future enrollment remains to be seen
- The number of schools offering online programs

## **VII.Budget**

#### Facilities and equipment needs

- Additional office space to allow private student meetings. Individual offices for Student Services staff are in the current TBCC Facilities Master Plan.
- The creation of a career center – this may be a physical center staffed with an advisor, or a virtual center where students explore career and programs based in interest. - We have requested money in our Title III grant application and will receive funding from HECC to purchase the Career Coach software.



#### Staff needs

- Academic advising is key to any student's success in college. As we expand the duties of our advisors to include Learning Communities as well as additional career coaching, we will need to increase the number and training of our advisors to serve our students. We have requested the money for two additional advisors in our Title III grant application.

#### **VIII. Using all the information you've gathered and described above (goal/SAO setting)**

The COVID 19 pandemic has thrown a wrench into most of the efforts Student Services has tried to accomplish in the last 1 ½ years and will likely continue at least into the next school year. We will continue to be flexible in our efforts, adapting to the continually evolving restrictions related to in-person contacts. We will continue our work on our three existing SAO's which all relate to student support, while adding one on relating to equity and inclusion. The college WIG for 21/22 has not yet been set, but this work is aimed at improving student retention, completion, and transfer which supports the College values and mission.

SAO #1- Students are provided with the services and supports to pay for college.

Connecting students to available financial resources and limiting the need for student loans continues to be a priority for the FAO. We will continue looking for ways to increase aid applications while we seek to distribute our HEERF money in an equitable manner.

SAO #2- Students completing the admission process are prepared to successfully complete their first term of courses.

Successful completion of student degrees/certificates begins with retention, which follows term completion. We will continue our efforts on the admission process including: 1. Creating NSO specific to different populations including Dual credit and Transfer students and 2. Adding Career Coach to the process. 3. Adding support specific to Latinx students.

SAO #3- Student have an education plan that they follow in order to be successful.

As we continue with our Guided Pathways work, we will be starting the process of redesigning advising at TBCC partnering advisors with faculty/staff from the Office of Instruction to lead our new Learning Communities. We will be implementing Career Coach with a career center to help students tie their educational program with their career goals. In addition, we are implementing J1 web advising, as well as researching Jenzabar Communications Plus, which will allow us to increase the presence of SS online, a virtual SS office. This work will strengthen our partnership with the Office of Instruction as we work to strengthen students plan creation with an eye to their end goal of career.

SAO#4- The student demographics reflect the diversity of the TBCC college district

With the addition of this SAO, we will be able to track our work on recruiting and supporting Latinx students. This work will begin with strategies to increase participation in Dual Credit courses while in high school, continue with efforts to recruit and locate funds for students, and the creation/implementation of support measures to assist with the transition to degree seeking coursework.

#### Appendix

A metric from the SEM that Student Services monitors is the conversion rate. We define our conversion rate as the percentage of applicants matriculating in the current term. We collected three years of data tracking the number of applicants completing the admission process, registering in classes, and staying enrolled through census date. Over the three years, we had an average of 340 degree seeking applicants, with 230 or 68% completing the admission process, and only 193 (57%) were enrolled through census date

Applicant Status	Applicants	Admitted	Percent	Enrolled	Conversion Rate
2016-17	311	207	66.56%	177	56.91%
2017-18	351	256	72.93%	224	63.82%
2018-19	357	226	63.31%	179	50.01%
3-year average	340	230	67.65%	193	56.76%

#### **Based on these numbers, we set 3-year goals of:**

- a) 375 degree or certificate seeking applicants,
- b) with 70% completing the admission process and
- c) 225 matriculating (60%)

#### **What we did to help achieve these goals:**

- a) Redesigned the admissions application
- b) Revised the messages we send to applicants
- c) Advisors met with all students prior to orientation
- d) Contacted all new students the first week of the term to offer assistance

**Results from 19/20:**

Applicant Status	Applicants	Admitted	Percent	Enrolled	Conversion Rate
19/20 results	341	205	60.1%	176	51.46%
20/21 results	351	210	59.59%	177	50.43%

**We are planning:**

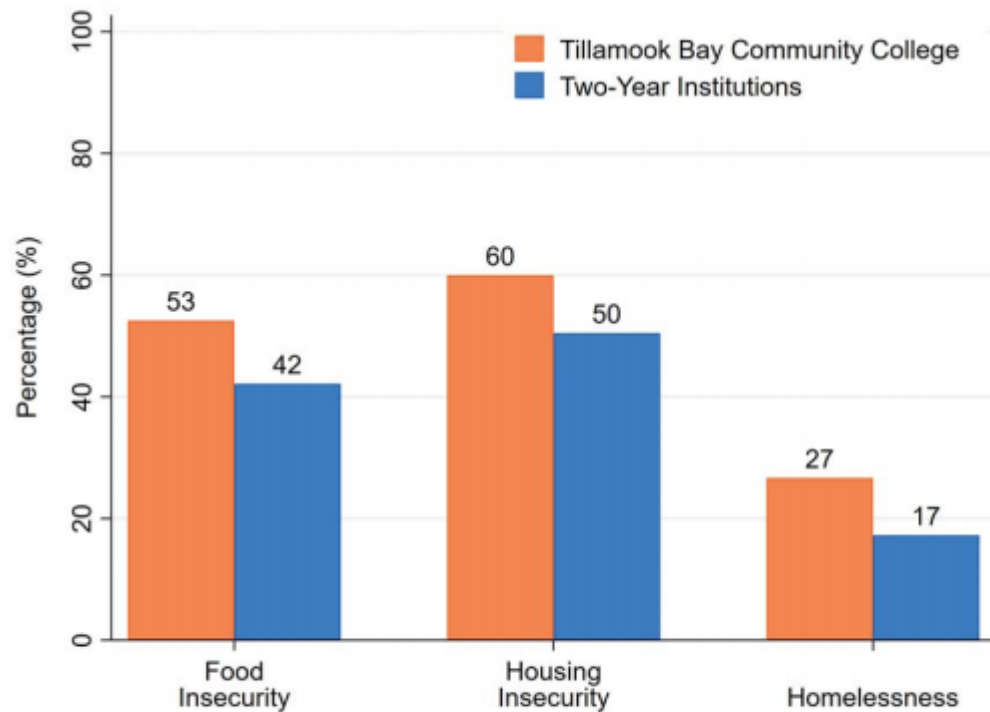
- a) New Student Orientations (NSO) by Learning Communities
- b) *Strong Start* cohorts
- c) Create specific orientations for online, dual credit students
- d) Additional check-in points for all new students
  - 1. Within 2 weeks of initial meeting - advisor
  - 2. Within 1 week of registration- financial aid advisor
  - 3. During week one - advisor
  - 4. At mid-term – advisor

**We will review and update at the end of 20/21**

### COMPARISON TO SURVEY RESPONDENTS ATTENDING TWO-YEAR INSTITUTIONS

In comparison to the rates for all survey respondents at two-year institutions nationwide in 2019, Tillamook Bay Community College has a higher rate of food insecurity, a higher rate of housing insecurity, and a higher rate of homelessness (Figure 5).

**Figure 5. Comparison of Basic Needs Insecurity Rates**



Source: 2019 #RealCollege Survey

Year Effective	Cohort year	CDR	Interventions
2018	2015	32.6%	<p>Began conducting in-person Entrance Counseling Sessions.</p> <p>Incorporated “Drop Out Detective” as an early alert system and used as a tool to monitor class participation, boost retention and, thus, aid in default prevention.</p>
2019	2016	26.6%	<p>Offered Inceptia’s Financial Avenue modules for ongoing Financial Literacy activities.</p> <p>Emergency Funds became available reducing the number of students needing to take out loans.</p>
2021	2017	18.3%	<p>Introduced a <i>Financial Aid Syllabus</i> to provide to each student during their quarterly financial aid check in. The syllabus outlined next steps and provided a summary of their expenses for the term and how their aid would be applied.</p> <p>Partnered with local financial institution to facilitate quarterly financial literacy workshops such as budgeting, organizing finances and tax information.</p>
2021	2018	11.3% (draft rate)	<p>Introduced <i>Strong Start</i> scholarships to eligible students to defray tuition costs of basic level courses, thus reducing the need for student loans.</p>

Annual loan totals:

<u>Year</u>	<u>Dsub</u>	<u>Dsub30</u>	<u>Dunsub</u>	<u>Dunsub30</u>	<u>total</u>
13/14	329,536	99,373	243,035	54,243	726,187
14/15	271,864	121,277	129,999	46,090	569,230
15/16	169,927	64,197	56,490	24,454	315,068
16/17	141,678	57,845	49,088	29,842	278,453
17/18	115,153	45,108	61,168	10,741	232,170
18/19	94,738	8,407	55,246		158,391
19/20	61,803	7,118	56,138	7,392	132,451
20/21	41,522	2,334	27,110	686	71,652
	<b>1,226,221</b>	<b>405,659</b>	<b>678,274</b>	<b>173,448</b>	<b>2,483,602</b>

## Juntos Update

### **RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ..... Faculty Deane-McKenna, Coordinator Macias

Juntos Afuera is a 10-week outdoor summer camp associated with the OSU Extension Juntos Program. Juntos is a program for Spanish-speaking students and their families to learn more about the pathways from middle and high school to higher education. The goal of this camp is to show Latinx students that the outdoors are an inclusive and safe space where they can learn about and celebrate their culture. Additionally, the camp provides leadership development skills that begin to grow an active group of Latinx explorers and stewards.



# JUNTOS AFUERA





# JUNTOS AFUERA TEAM



**Nat Macías**



**Megan Deane  
McKenna**



**Crystal Hernandez**



# WHAT IS JUNTOS AFUERA?

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An outdoor camp for Latinx students to *learn about and celebrate Latinx culture*, while providing *leadership development* skills that grow an active group of Latinx explorers and stewards.





# CURRICULUM INSPIRATION FOR **JUNTOS AFUERA**

**SOMOS LATINX**





# FUNDING

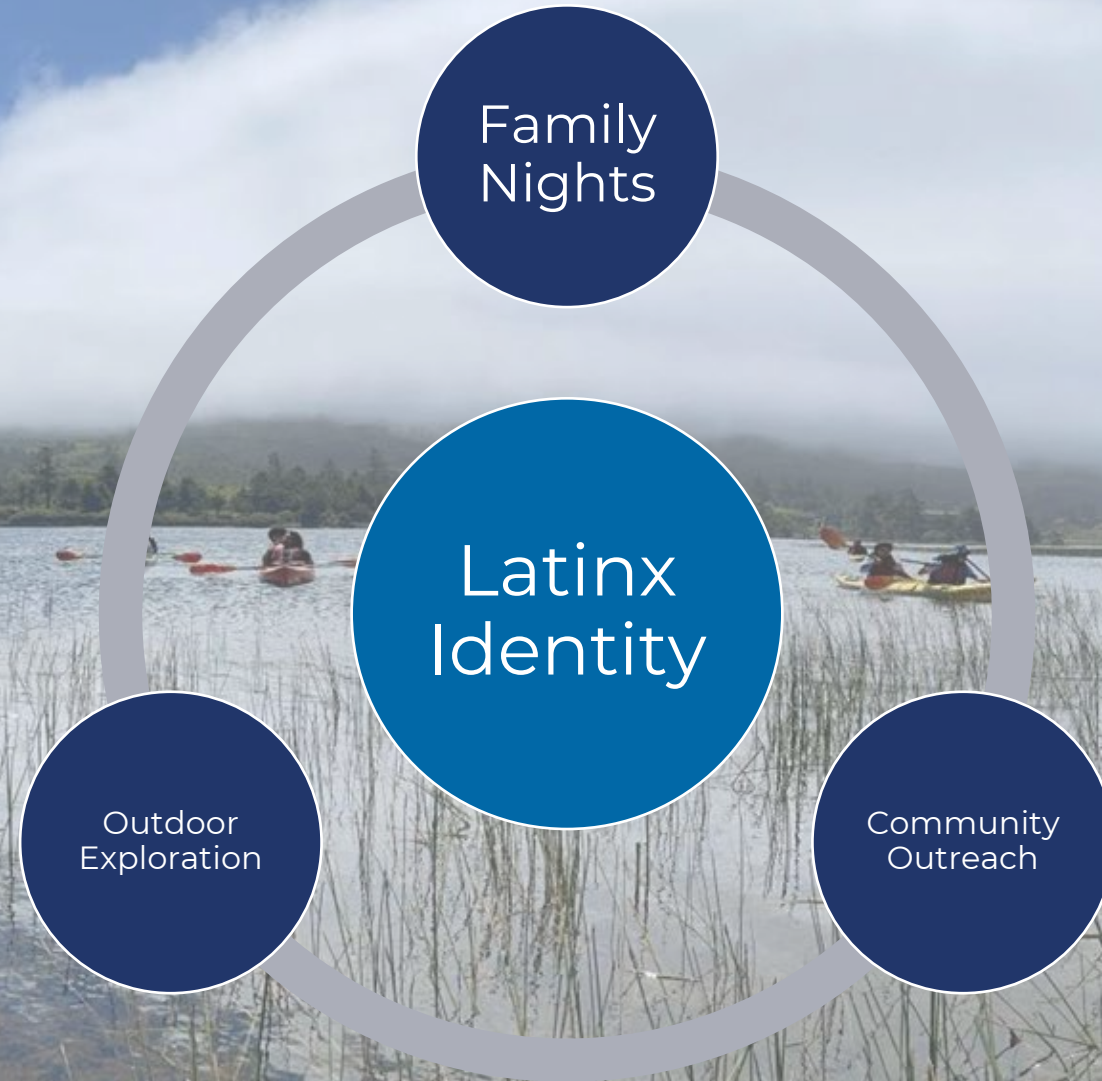
\$25,000 grant from OCF to support summer programming

~\$20,000 grant from Tillamook Community Health Centers to support mobile vaccination clinics

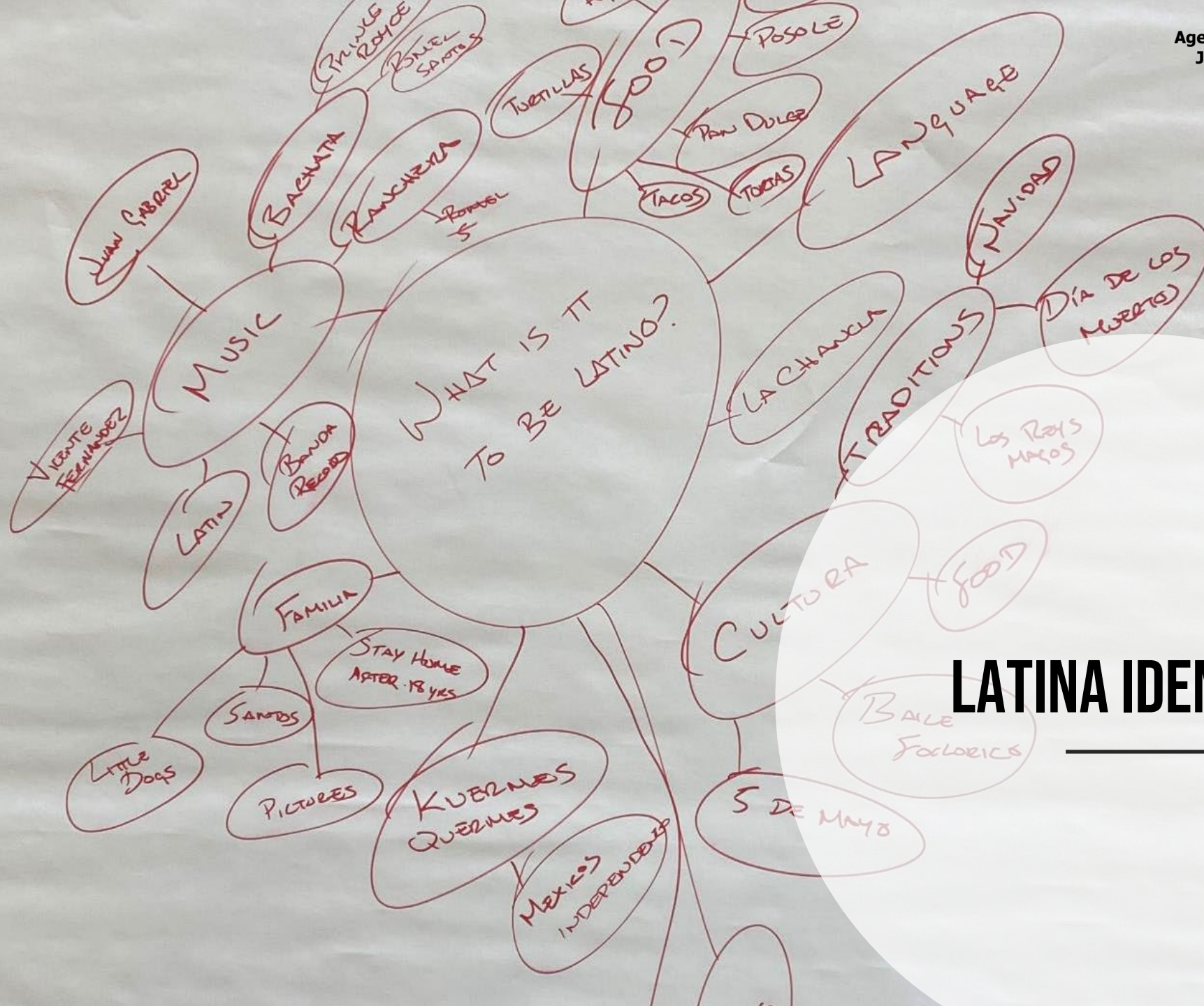
**Oregon  
Community  
Foundation**



**TILLAMOOK BAY**  
— COMMUNITY COLLEGE —  
**F O U N D A T I O N**

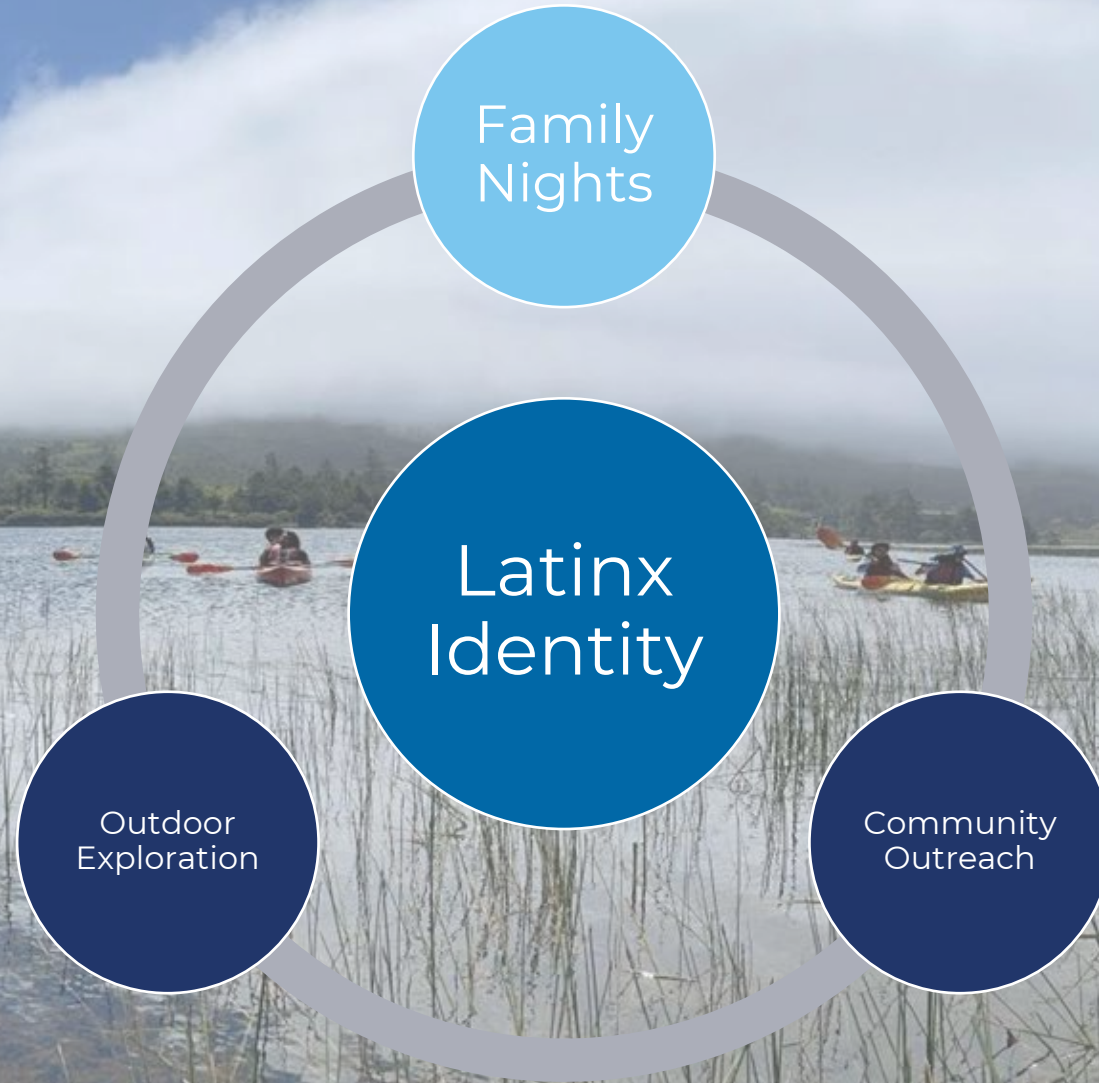






## LATINA IDENTITY







# FAMILY NIGHTS







Agenda Item 5.b.1  
January 3, 2022

# HUEHCA OMEYOCAN @ HYDRANGEA RANCH

First family night







Agenda Item 5.b.1  
January 3, 2022

# MUSIC + VACCINATIONS

Second family night





# DÍA DE LOS MUERTOS

Third family night





# FAMILY NIGHT IMPACTS

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- Created community among Latinx families in Tillamook County
- Provided vaccinations to Latinx families
- Increased requests for more family nights
- Continued attendance to subsequent family nights, with attendance from new families.
- Partnership with Tillamook County Health Department







Agenda Item 5.b.1  
January 3, 2022



# FUTURE

- Host educational and culturally relevant nights for families
- Provide additional resources to families from different partners
- Invite entertainment that is culturally relevant









# COMMUNITY OUTREACH





# JUNE DAIRY PARADE







# PRESENTING TO THE COUNTY COMMISSIONERS

---

# DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12 	13	14	15	16 	17 	18 
19 	20 	21 	22 	23 	24 Christmas Eve 	25 Merry Christmas! 
26	27	28	29	30	31 HAPPY NEW YEAR	
Days of Las Posadas- 						

## SHARING WITH THE COMMUNITY

Presentation to the commissioners:  
Multicultural calendar



# COMMUNITY OUTREACH IMPACTS

- In an end-of-camp survey, students indicated that presenting to the commissioners was the experience that **most taught them a new skill.**
- Students are more willing to try new activities or speak publicly after presenting to the commissioners.
- Commissioners learned about Juntos Afuera and its impacts directly from students.
- Students continue to create the multicultural calendar and hope to share the final product with commissioners in the future.







# FUTURE

Continue to have students share with schools, boards and commissioners  
Provide students opportunities to work together for different events and holidays



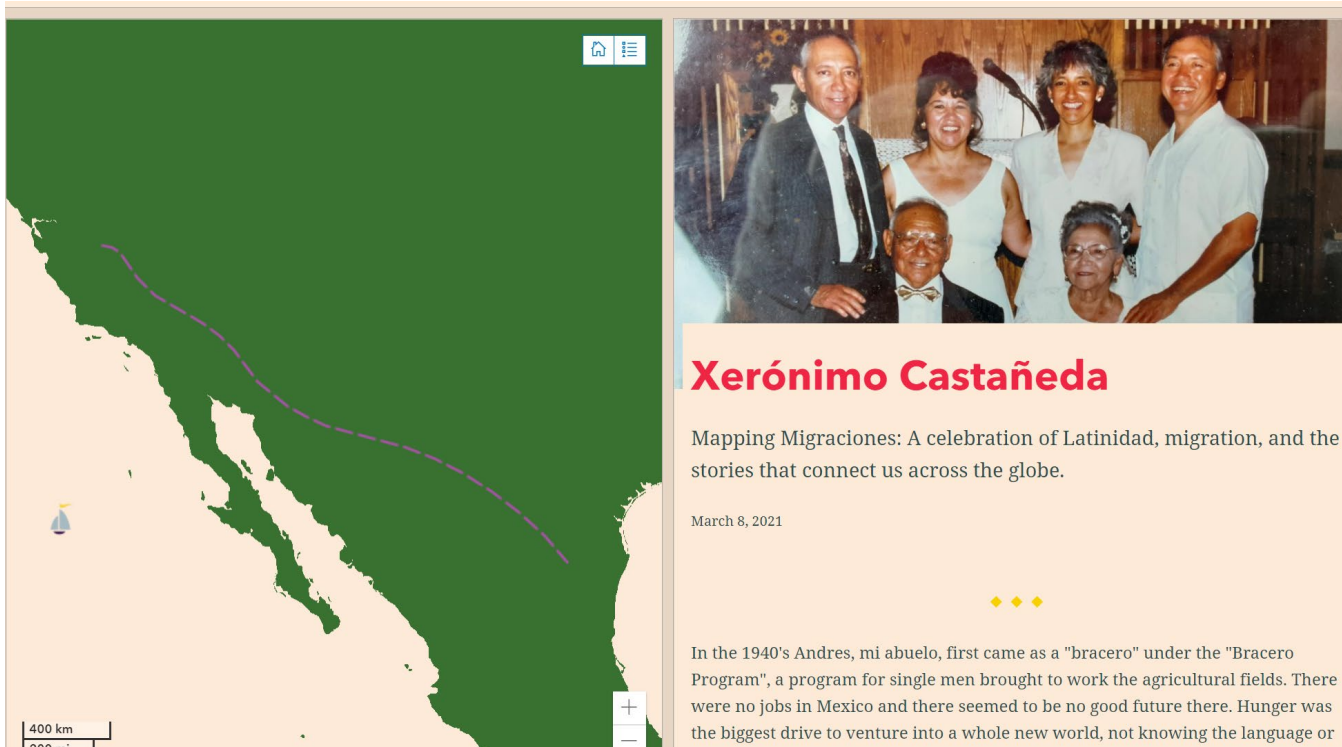
# OUTDOOR EXPLORATION







# BIRDING AND LATINA IDENTITY



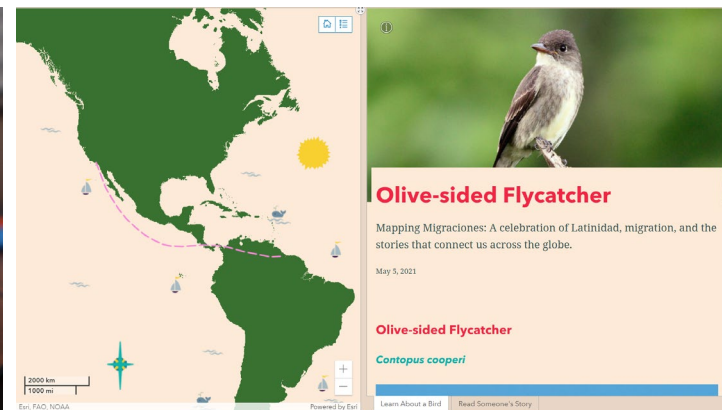
**Xerónimo Castañeda**

Mapping Migraciones: A celebration of Latinidad, migration, and the stories that connect us across the globe.

March 8, 2021

◆ ◆ ◆

In the 1940's Andres, mi abuelo, first came as a "bracero" under the "Bracero Program", a program for single men brought to work the agricultural fields. There were no jobs in Mexico and there seemed to be no good future there. Hunger was the biggest drive to venture into a whole new world, not knowing the language or



**Olive-sided Flycatcher**

Mapping Migraciones: A celebration of Latinidad, migration, and the stories that connect us across the globe.

May 5, 2021

**Olive-sided Flycatcher**

*Contopus cooperi*

[Learn About a Bird](#) [Read Someone's Story](#)



Agenda Item 5.b.1  
January 3, 2022

# OUTDOOR EXPLORATION

Kayaking Netarts Bay to find Brown Pelicans  
(not exactly the same as an American White Pelican, but close enough for us ☺)





# CAREER EXPLORATION

Wildlife Biologist Lily Calderón

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THE START OF MY CAREER WITH  
**FISH AND WILDLIFE SERVICE**

 **Hispanic  
Access  
Foundation**



**DIRECTORATE  
FELLOWS  
PROGRAM**

**PROGRAM DETAILS**

- 11-week paid summer position
- 1-week Orientation with cohort
- Direct Hire Authority eligible after completing Program requirements
- Many locations nationally
- Travel funding provided
- Housing may be available

**ELIGIBILITY**

- Current students: Undergraduate junior or senior; enrolled or current graduate students
- GPA: 3.0 or higher
- U.S. Citizen or permanent resident, age 17 or older
- Available for 11 weeks during the summer

**Who are we?**  
The U.S. Fish and Wildlife Service (FWS) mission is to work with others to conserve, protect, and enhance fish, wildlife, plants and their habitats for the continuing benefit of the American people. Our ~9000 employees work in all 50 states and U.S. territories in partnership with others to achieve this mission.

**What is DFP?**  
DFP is a Direct Hire Authority Program that includes an 11-week Fellowship project for current students at the rising senior undergraduate or graduate school level. Upon successful completion of the Fellowship program, along with degree conferral, participants may be directly appointed without competition to full time, permanent positions.

**Why is DFP important to FWS?**  
The U.S. Fish & Wildlife Service goal is to promote and maintain a diverse and inclusive workforce that thrives in an environment accessible to all and free of employment discrimination. DFP provides an opportunity for interested students from all diverse backgrounds, including women, minorities, and other underrepresented populations to gain valuable experience leading to a career in conservation.

Lily Calderón (she/h...



# CAREER EXPLORATION

Diversity in the outdoors

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## REPRESENTATION MATTERS



Lily Calderón (she/h...



## REPRESENTATION MATTERS

*"After Juntos Afuera, I have seen that there has not been a lot of Latina representation [outdoors] which gives me hope that I can change that and continue to influence others" - student*





# CAREER EXPLORATION

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Forest Service and Tillamook Bay Community College





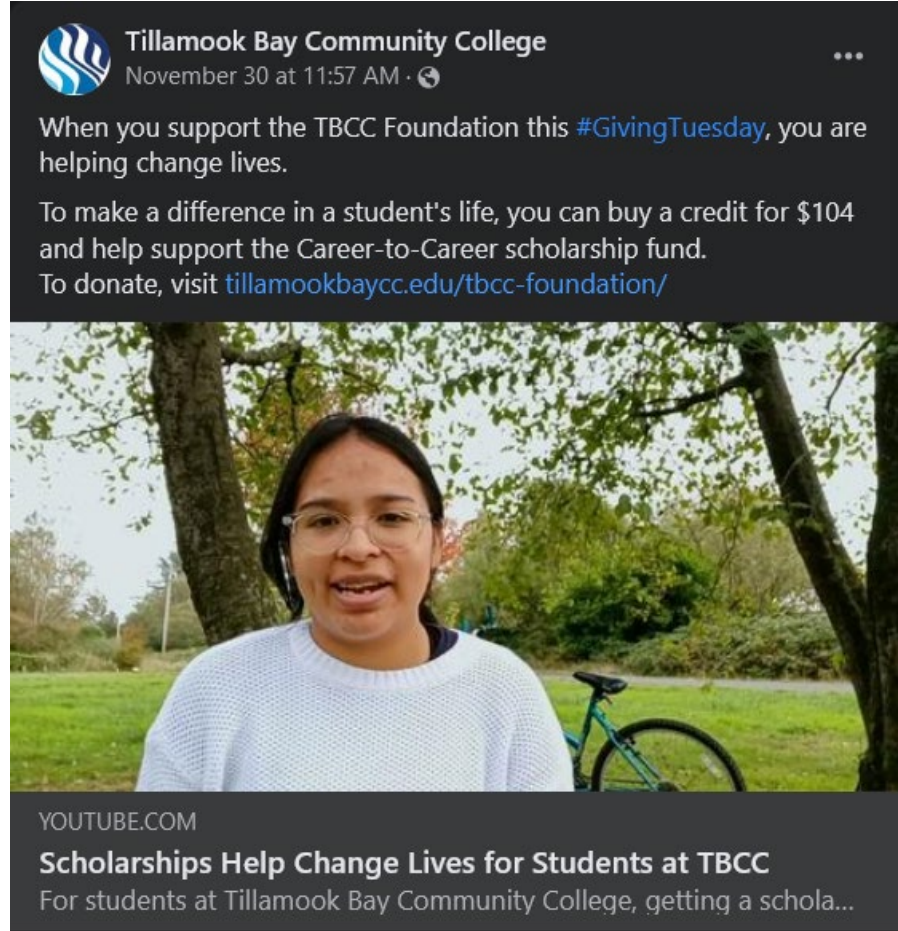
**TBCC + US FS + JUNTOS AFUERA**



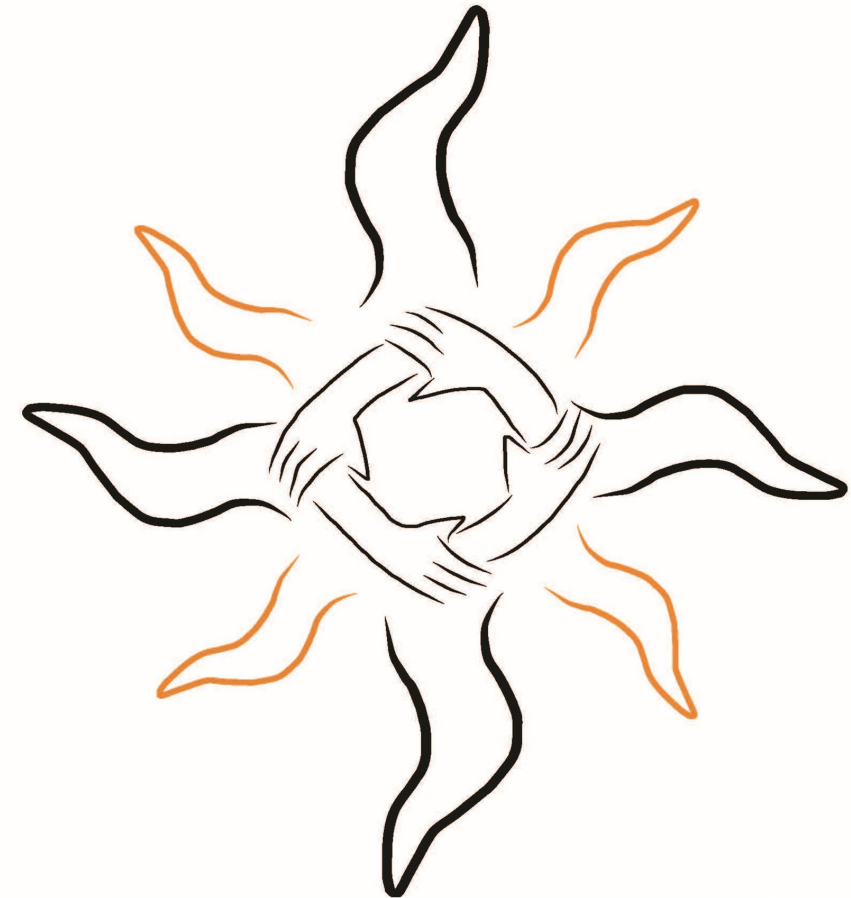




# MARISSA VELAZQUEZ



Current TBCC student  
and  
scholarship recipient



**Juntos**<sup>®</sup>

FOR A BETTER EDUCATION | PARA UNA MEJOR EDUCACIÓN







A scenic view of a forested area with a lake and two people ziplining. The image shows a dense forest of evergreen and deciduous trees. In the background, a calm lake reflects the sky. Two people wearing helmets and harnesses are seen ziplining over the forest. A wooden railing is visible in the foreground, suggesting the viewer is on a platform or bridge. The sky is overcast.

# OUTDOOR EXPLORATION IMPACTS

- In an end-of-camp survey, students indicated they enjoyed **ziplining** and **kayaking** the most.
- Exposure to new professional options.
- Increased awareness around the importance of Latinx representation in outdoor spaces.
- Partnership with local high school ESL teacher and possibility to develop future fieldtrips with her classes.



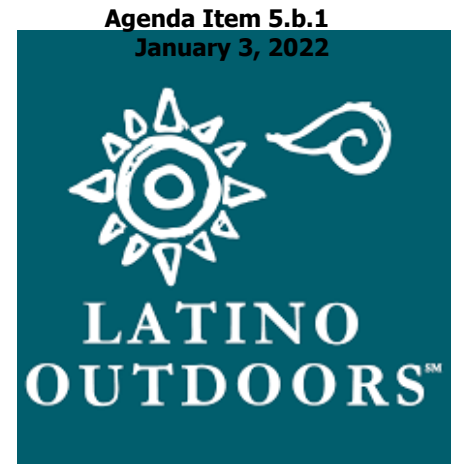
# FUTURE PLANS

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- Continue to get outside
- Introduce new activities (ex: SUP, STEM research, etc.)
- Introduce students to a variety of careers







## MOVING FORWARD

**Create, build, and enhance**  
relationships and partnerships among  
a variety of organizations to support  
diversity in the outdoors





# FUTURE PLANNING

## Grants

Searching for grants

## Activities

- SUP
- STEM research project
- Fish Hatchery

## Recruiting

Students from all locations in the county, with special focus on students from North and South County



# Financial Report

## **RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** .....AVP Williams

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

Tillamook Bay Community College  
 Unaudited Summary Financial Information  
 General Fund  
 Fiscal Year-to-Date Ended November 2021  
 41.67% of fiscal year elapsed

	FY 2020-2021			FY 2021-2022		
	Annual Budget	11/30/20 Actual	Percentage of Budget	Annual Budget	11/30/21 Actual	Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 1,600,000	\$ 1,840,987.35	115.06%	\$ 1,600,000	\$ 1,824,498.87	114.03%
State	\$ 2,419,566	\$ 1,236,913.91	51.12%	\$ 2,784,406	\$ 1,459,728.06	52.43%
Property Taxes	\$ 1,402,498	\$ 1,221,147.21	87.07%	\$ 1,410,834	\$ 1,197,229.78	84.86%
Local Contracts	\$ 74,000	\$ 9,600.00	0.00%	\$ 40,640	\$ 44,285.04	108.97%
Tuition	\$ 942,100	\$ 407,088.53	43.21%	\$ 942,100	\$ 333,118.43	35.36%
Fees	\$ 231,377	\$ 110,291.00	47.67%	\$ 225,077	\$ 78,769.00	35.00%
Sale of Goods	\$ 4,500	\$ 2,374.70	52.77%	\$ 5,000	\$ 1,699.25	33.99%
Interest	\$ 115,000	\$ 21,725.46	18.89%	\$ 50,000	\$ 11,822.04	23.64%
Rental	\$ 18,000	\$ 5,000.00	27.78%	\$ 18,000	\$ 4,455.00	24.75%
Miscellaneous	\$ 30,000	\$ 12,844.70	42.82%	\$ 30,000	\$ 21,587.09	71.96%
Transfers	\$ 412,816	\$ 15,346.30	3.72%	\$ 580,683	\$ 33,013.49	5.69%
Total resources	\$ 7,249,857	\$ 4,883,319.16	67.36%	\$ 7,686,740	\$ 5,010,206.05	65.18%
<b>Expenditures</b>						
Instruction	\$ 2,092,856	\$ 769,342.27	36.76%	\$ 2,255,758	\$ 704,443.20	31.23%
Instructional Support	\$ 679,872	\$ 256,637.82	37.75%	\$ 724,461	\$ 272,398.42	37.60%
Student Services	\$ 608,847	\$ 223,145.39	36.65%	\$ 629,173	\$ 224,841.46	35.74%
College Support	\$ 1,824,031	\$ 691,176.71	37.89%	\$ 2,073,977	\$ 800,368.63	38.59%
Plant Operation	\$ 383,607	\$ 125,396.50	32.69%	\$ 378,180	\$ 136,098.76	35.99%
Transfers	\$ 293,000	\$ 70,996.31	24.23%	\$ 298,000	\$ 71,765.38	24.08%
Contingency	\$ 167,644	\$ -	0.00%	\$ 127,191	\$ -	0.00%
Total expenditures	\$ 6,049,857	\$ 2,136,695.00	35.32%	\$ 6,486,740	\$ 2,209,915.85	34.07%
Ending fund balance	\$ 1,200,000	\$ 2,746,624.16	228.89%	\$ 1,200,000	\$ 2,800,290.20	233.36%

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

	Fund No.	Beginning Fund Balance	2021-2022 Revenue	2021-2022 Expenditures	Ending Fund Balance	2021-2022 Spendable Budget	2020-2021 Prior Year Expenditures 11/30/2020
Nursing Program Agreement	2010	\$ -	\$ -	\$ -	\$ -	\$ 49,000	\$ -
Tillamook Works	2030	\$ 11,523.42	\$ -	\$ 26,255.01	\$ (14,731.59)	\$ 77,113	\$ 31,562.72
Tillamook Works Intern	2031	\$ -	\$ -	\$ 1,825.14	\$ (1,825.14)	\$ -	\$ -
Title III Grant	2200	\$ -	\$ -	\$ 1,440.00	\$ (1,440.00)	\$ -	\$ -
Pathways Grant	2250	\$ -	\$ -	\$ 9,221.64	\$ (9,221.64)	\$ 29,707	\$ 14,594.51
Industrial Maintenance Tech	2260	\$ 19,314.25	\$ 12,500.00	\$ 4,290.89	\$ 27,523.36	\$ 32,679	\$ 44,561.70
SBDC Federal Grant	2300	\$ -	\$ -	\$ 11,345.47	\$ (11,345.47)	\$ 33,000	\$ 12,712.55
SBDC State Grant	2310	\$ -	\$ -	\$ 41,618.97	\$ (41,618.97)	\$ 72,000	\$ 13,689.67
SBDC Program Income	2320	\$ 135,436.91	\$ 6,155.00	\$ 29,754.95	\$ 111,836.96	\$ 115,438	\$ 12,704.87
SBDC - NOW Grant	2321	\$ -	\$ 8,400.00	\$ -	\$ 8,400.00	\$ -	\$ -
SBDC Rural Outreach Grant	2330	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 5,813.98
SBDC CARES Act	2331	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,174.62
EDC Contract	2350	\$ -	\$ 37,983.36	\$ 63,765.42	\$ (25,782.06)	\$ 161,356	\$ 62,169.37
TEC Vocational Education Grant	2400	\$ -	\$ -	\$ -	\$ -	\$ 66,000	\$ 5,761.00
Food Pantry	2480	\$ 1,153.43	\$ -	\$ 289.04	\$ 864.39	\$ 1,000	\$ 701.04
ASPIRE Program	2540	\$ 3,444.32	\$ -	\$ -	\$ 3,444.32	\$ 3,000	\$ -
Benefits Navigator Grant	2551	\$ -	\$ 5,632.40	\$ 17,911.63	\$ (12,279.23)	\$ -	\$ -
Student Success Grant	2560	\$ -	\$ 18,221.63	\$ 26,151.32	\$ (7,929.69)	\$ 70,000	\$ 31,954.05
STEP Grant	2580	\$ 29,601.32	\$ 16,183.48	\$ 30,011.10	\$ 15,773.70	\$ 43,700	\$ 18,490.00
STEP 100% Grant	2581	\$ 3,073.76	\$ 15,000.00	\$ 5,912.11	\$ 12,161.65	\$ -	\$ -
Pathways to Opportunity	2590	\$ -	\$ -	\$ -	\$ -	\$ 18,750	\$ 14,889.43
ONWIB Student Success Coach	2595	\$ -	\$ -	\$ -	\$ -	\$ 36,281	\$ -
Guided Pathways Implementation	2610	\$ 20,810.45	\$ -	\$ 470.48	\$ 20,339.97	\$ 18,000	\$ -
CARES Act Institutional - Section 1	2701	\$ -	\$ 193,982.83	\$ 254,993.80	\$ (61,010.97)	\$ -	\$ 46,393.47
CARES Act Institutional - Section 2	2702	\$ -	\$ 15,950.00	\$ 15,950.00	\$ -	\$ -	\$ 8,106.08
CARES Act Institutional - Section 3	2703	\$ -	\$ 1,372.55	\$ 1,372.55	\$ -	\$ -	\$ 9,129.50
GEER Institutional Grant	2704	\$ -	\$ -	\$ 10,606.35	\$ (10,606.35)	\$ -	\$ -
Partners for Rural Innovation Operations	2890	\$ 11,218.58	\$ 10,901.02	\$ 19,025.31	\$ 3,094.29	\$ 39,800	\$ 17,383.97
Capital Depreciation & Maintenance Fund	2900	\$ 938,888.81	\$ 1,977.63	\$ -	\$ 940,866.44	\$ 35,000	\$ -
Timber Tax Reserve Fund	2910	\$ 3,849,400.84	\$ 108,943.96	\$ -	\$ 3,958,344.80	\$ 728,568	\$ -
PRI Capital Maintenance Fund	2920	\$ 81,359.57	\$ 171.36	\$ -	\$ 81,530.93	\$ 20,000	\$ -
Strategic Investment Fund	2950	\$ 1,243,831.09	\$ 2,640.12	\$ -	\$ 1,246,471.21	\$ 300,000	\$ -
<b>Total Special Fund</b>		<b>\$ 6,349,056.75</b>	<b>\$ 456,015.34</b>	<b>\$ 572,211.18</b>	<b>\$ 6,232,860.91</b>	<b>\$ 1,960,392</b>	<b>\$ 364,792.53</b>
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 11/30/2021		
Total of Grants that borrow from the General Fund		\$ (183,059.52)	\$ -	\$ -	\$ (183,059.52)		
Total of Grants & Reserves that are not borrowing from the General Fund		\$ 6,415,920.43	\$ 3,966.89	\$ -	\$ 6,411,953.54		
<b>Total Special Fund</b>		<b>\$ 6,232,860.91</b>	<b>\$ 3,966.89</b>	<b>\$ -</b>	<b>\$ 6,228,894.02</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	\$ 1,951.00	\$ 2,242.28	\$ 10,295.55	\$ 13,769	\$ 3,890.41
TBCC Store	3200	\$ 12,338.70	\$ 555.84	\$ 35.45	\$ 12,859.09	\$ 5,550	\$ 167.37
Customized Training Projects	3300	\$ 16,503.04	\$ -	\$ 1,095.66	\$ 15,407.38	\$ 18,295	\$ 300.00
Truck Driving Program	3310	\$ 39,144.77	\$ 72,609.17	\$ 98,352.98	\$ 13,400.96	\$ 153,251	\$ 30,143.05
Truck Driving Simulator	3320	\$ (12,252.88)	\$ 1,259.18	\$ 1,948.79	\$ (12,942.49)	\$ 23,935	\$ 17,138.41
TBCC Vending	3400	\$ 6,751.39	\$ 1,316.36	\$ 897.21	\$ 7,170.54	\$ 7,300	\$ 397.21
<b>Total Enterprise Fund</b>		<b>\$ 73,071.85</b>	<b>\$ 77,691.55</b>	<b>\$ 104,572.37</b>	<b>\$ 46,191.03</b>	<b>222,100</b>	<b>\$ 52,036.45</b>
PERS Pension Bond Fund	4100	\$ 29,121.04	\$ 69,831.26	\$ 1,600.00	\$ 97,352.30	\$ 171,118	\$ 1,600.00
General Obligation Bond Fund	4200	\$ 30,505.23	\$ 572,821.45	\$ -	\$ 603,326.68	\$ 763,325	\$ -
<b>Total Debt Service Fund</b>		<b>\$ 59,626.27</b>	<b>\$ 642,652.71</b>	<b>\$ 1,600.00</b>	<b>\$ 700,678.98</b>	<b>\$ 934,443</b>	<b>\$ 1,600.00</b>
Local Match Fund	5250	\$ 175,920.62	\$ 370.54	\$ -	\$ 176,291.16	\$ 53,291	\$ -
Grant Construction Fund	5550	\$ (175,008.57)	\$ 30,000.00	\$ -	\$ (145,008.57)	\$ -	\$ -
Center for Industrial Technology Fund	5551	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 523,492.00
<b>Total Capital Projects Fund</b>		<b>\$ 912.05</b>	<b>\$ 30,370.54</b>	<b>\$ -</b>	<b>\$ 31,282.59</b>	<b>\$ 53,291</b>	<b>\$ 523,492.00</b>
Associated Students of TBCC	7100	\$ 6,670.97	\$ 1,934.40	\$ 1,014.48	\$ 7,590.89	\$ 9,481	\$ 930.11
Phi Theta Kappa Honorary Society Fund	7200	\$ 1,009.82	\$ 340.00	\$ 473.53	\$ 876.29	\$ 3,725	\$ 1,182.84
<b>Total Agency Fund</b>		<b>\$ 7,680.79</b>	<b>\$ 2,274.40</b>	<b>\$ 1,488.01</b>	<b>\$ 8,467.18</b>	<b>\$ 13,206</b>	<b>\$ 2,112.95</b>
PELL Grant	8010	\$ -	\$ 186,865.00	\$ 186,865.00	\$ -	\$ 751,150	\$ 258,637.00
Supplemental Education Opportunity Grant	8020	\$ -	\$ 4,035.15	\$ 4,035.15	\$ -	\$ 17,625	\$ 4,200.00
CARES Act for Students	8090	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 72,272.00
GEER funds for Students	8091	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,897.00
CARES Act Inst for Students	8092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CRRSA Act for Students	8093	\$ -	\$ 201,473.00	\$ 201,473.00	\$ -	\$ -	\$ -
HEERF III Institutional Grants for Students	8094	\$ -	\$ 30,402.00	\$ 30,402.00	\$ -	\$ -	\$ -
Direct Loans	8100	\$ -	\$ 17,363.00	\$ 17,363.00	\$ -	\$ 350,000	\$ 31,627.00
Federal Work Study	8190	\$ -	\$ 376.22	\$ 577.82	\$ (201.60)	\$ 16,944	\$ 2,780.58
Oregon Opportunity Grant	8210	\$ -	\$ 89,200.00	\$ 63,431.00	\$ 25,769.00	\$ 250,000	\$ 81,025.00
Chafee Grant	8220	\$ -	\$ 1,667.00	\$ 1,667.00	\$ -	\$ 15,000	\$ -
Oregon Promise Grant	8230	\$ -	\$ 22,100.00	\$ 26,484.00	\$ (4,384.00)	\$ 90,000	\$ 26,519.00
State CARES Support	8231	\$ -	\$ 1,667.00	\$ 1,667.00	\$ -	\$ -	\$ -
Tuition Waivers	8310	\$ 10,000.00	\$ -	\$ 832.00	\$ 9,168.00	\$ 10,000	\$ 70,627.00
Board Scholarships	8320	\$ 39,599.62	\$ -	\$ 46,092.20	\$ (6,492.58)	\$ 170,000	\$ 60,818.00
Institutional Work Study	8330	\$ 42,359.85	\$ -	\$ 102.40	\$ 42,257.45	\$ 10,072	\$ 75.57
Foundation Scholarships	8340	\$ -	\$ 35,555.77	\$ 35,555.77	\$ -	\$ 85,000	\$ 35,467.53
Non-Institutional Scholarships	8400	\$ 420.00	\$ 17,817.00	\$ 10,576.24	\$ 7,660.76	\$ 53,328	\$ 21,592.55
<b>Total Financial Aid Fund</b>		<b>\$ 92,379.47</b>	<b>\$ 608,521.14</b>	<b>\$ 627,123.58</b>	<b>\$ 73,777.03</b>	<b>\$ 1,969,119</b>	<b>\$ 684,538.23</b>

Agenda Item 5.C - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended November 2021

41.67% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund			Debt Service Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 1,389,462			\$ 6,118,659			\$ 72,494			\$ 50,650	
Beginning Fund Balance	\$ 1,600,000	\$ 1,824,499	114.03%	\$ 6,244,908	\$ 6,349,057	101.67%	\$ 55,036	\$ 73,072	132.77%	\$ 60,000	\$ 59,626	0.00%
Resources												
State Aid	\$ 2,784,406	\$ 1,459,728	52.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 40,640	\$ 44,285	0.00%	\$ 664,207	\$ 333,392	50.19%	\$ 13,093	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,167,177	\$ 411,887	35.29%	\$ 40,150	\$ 6,155	15.33%	\$ 169,856	\$ 66,138	38.94%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,410,834	\$ 1,197,230	84.86%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 728,100	\$ 572,570	78.64%
Timber	\$ -	\$ -	0.00%	\$ 768,274	\$ 108,944	14.18%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 5,000	\$ 1,699	33.98%	\$ -	\$ -	0.00%	\$ 6,000	\$ 985	16.42%	\$ -	\$ -	0.00%
Interest	\$ 50,000	\$ 11,822	23.64%	\$ 20,450	\$ 4,789	23.42%	\$ -	\$ -	0.00%	\$ 3,225	\$ 253	7.84%
Rental	\$ 18,000	\$ 4,455	24.75%	\$ 8,000	\$ 2,735	34.19%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 30,000	\$ 21,587	71.96%	\$ 84,700	\$ -	0.00%	\$ 28,009	\$ 9,162	32.71%	\$ -	\$ -	0.00%
Transfers	\$ 580,683	\$ 33,013	5.69%	\$ 53,291	\$ -	0.00%	\$ -	\$ 1,407	0.00%	\$ 160,000	\$ 69,830	43.64%
Total Revenues	\$ 6,086,740	\$ 3,185,706	52.34%	\$ 1,639,072	\$ 456,015	27.82%	\$ 216,958	\$ 77,692	35.81%	\$ 891,325	\$ 642,653	72.10%
Expenditures												
Salaries and Wages	\$ 4,831,360	\$ 1,675,068	34.67%	\$ 515,634	\$ 271,484	52.65%	\$ 124,892	\$ 38,308	30.67%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 1,210,189	\$ 463,083	38.27%	\$ 325,194	\$ 118,421	36.42%	\$ 84,419	\$ 16,533	19.58%	\$ 1,600	\$ 1,600	100.00%
Capital Outlay	\$ 20,000	\$ -	0.00%	\$ 15,000	\$ 149,327	995.51%	\$ -	\$ 48,500	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 932,843	\$ -	0.00%
Transfers	\$ 298,000	\$ 71,765	24.08%	\$ 573,564	\$ 32,979	5.75%	\$ 4,589	\$ 1,231	26.83%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 127,191	\$ -	0.00%	\$ 6,367,857	\$ -	0.00%	\$ 8,200	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 6,486,740	\$ 2,209,916	34.07%	\$ 7,797,249	\$ 572,211	7.34%	\$ 222,100	\$ 104,572	47.08%	\$ 934,443	\$ 1,600	0.17%
Ending Fund Balance	\$ 1,200,000	\$ 2,800,289		\$ 86,731	\$ 6,232,861		\$ 49,894	\$ 46,192		\$ 16,882	\$ 700,679	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 222,770			\$ 3,967			\$ 14,500			\$ 25,859	
Inventories		\$ 554			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ (223,324)			\$ (3,967)			\$ (14,500)			\$ (25,859)	
Liabilities												
Accounts Payable		\$ 32,929			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 51,449			\$ -			\$ -			\$ 25,859	
Payroll		\$ 199,637			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 284,015			\$ -			\$ -			\$ 25,859	
NET ADJUSTMENTS		\$ 60,691			\$ (3,967)			\$ (14,500)			\$ -	
ENDING CASH BALANCE		\$ 2,860,980			\$ 6,228,894			\$ 31,692			\$ 700,679	

Agenda Item 5.C - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended November 202

41.67% 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	\$ 92,379	73.42%
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,633,750	\$ 555,147	33.98%
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	\$ 371	18.55%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 50,000	\$ 30,000	0.00%	\$ 3,025	\$ 340	11.24%	\$ 135,000	\$ 53,373	39.54%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 1,934	24.18%	\$ 130,000	\$ 1	0.00%
Total Revenues	\$ 52,000	\$ 30,371	58.41%	\$ 11,025	\$ 2,274	20.63%	\$ 1,898,750	\$ 608,521	32.05%
Expenditures									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 6,266	\$ -	0.00%	\$ 26,341	\$ 662	2.51%
Operating Expenditures	\$ -	\$ -	0.00%	\$ 6,940	\$ 1,488	21.44%	\$ 1,940,248	\$ 626,252	32.28%
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	\$ 210	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 53,291	\$ -	0.00%	\$ 13,206	\$ 1,488	11.27%	\$ 1,969,119	\$ 627,124	31.85%
Ending Fund Balance	\$ -	\$ 31,283		\$ 519	\$ 8,467		\$ 55,459	\$ 73,776	
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		\$ 31,283			\$ 8,467			\$ 73,776	

**\$ 9,935,771**



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, February 7 at 5:00 pm on Zoom.
- Accreditation meeting with the NWCCU Board of Commissioners on Thursday, January 20.

#### Updates:

- Bond Campaign update
- Strategic Plan update

## 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