



Board of Education Meeting Agenda

Date: Monday, April 3, 2023

Executive Session 4:30-5:00pm

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, April 3, 2023 at 4:30pm.

TBCC Board Meeting - Hybrid – 5:00pm – 7:00pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Gervasi
2.	Consent Agenda: ----- a. Approval of Agenda b. Approval of March 6, 2023 Meeting Minutes c. Personnel Report.....	(Action) Chair Gervasi Director Daniels
3.	Invitation for Public Comment -----	Chair Gervasi
	Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair will call on people who indicate they want to provide public comment. They will have up to 3 minutes to speak. If a speaker has further comments, they can provide those in writing and the comments will be shared with all board members.	
4.	New Business and/or focused policy discussions a. TBCC 2021-22 Financial Audit (ACTION) b. Approval of Architects for CIT project (ACTION)..... c. President’s Contract, Goals for 2023-2024 (ACTION) d. Board Meeting Schedule for 2023-2024 (First Reading)..... e. Contract for Jenzabar for 23-24 (ACTION).....	AVP Reagan President Tomlin Chair Gervasi President Tomlin VP Luquette
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda) a. All Oregon Academic Scholar.. b. Foundation Update..... c. ASTBCC Report d. Financial Report..... e. President’s Report	AVP Hanson Director Lawrence ASTBCC President AVP Reagan President Tomlin
6.	Board Member Discussion Items -----	Chair Gervasi
7.	Adjournment -----	(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 April meeting
- b. Approval of March 6, 2023 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE APRIL MEETING

Board of Education Meeting Agenda

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Executive Session 4:30-5:00pm

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	a. Approval of Agenda	
	b. Approval of March 6, 2023 Meeting Minutes	
	c. Personnel Report.....	Director Daniels
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4.	New Business and/or focused policy discussions	
	a. TBCC 2021-22 Financial Audit (ACTION)	AVP Reagan
	b. Approval of Architects for CIT project (ACTION).....	President Tomlin
	c. President’s Contract, Goals for 2023-2024 (ACTION)	Chair Gervasi
	d. Board Meeting Schedule for 2023-2024 (First Reading).....	President Tomlin
	e. Contract for Jenzabar for 23-24 (ACTION).....	VP Luquette
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. All Oregon Academic Scholar	AVP Hanson
	b. Foundation Update.....	Director Lawrence
	c. ASTBCC Report	ASTBCC President
	d. Financial Report.....	AVP Reagan
	e. President’s Report	President Tomlin
6.	Board Member Discussion Items	Chair Gervasi
7.	Adjournment	(Action) Chair Gervasi

Board of Education Meeting Agenda

Date: Monday, March 6, 2023

TBCC Board Meeting TBCC Board Tour of Adventist Hospital 4:30 - 5:00pm, Hybrid and in person at Adventist Health Tillamook in Conference Rooms A, B, C – 5:00pm – 6:00pm

Members in Attendance: Andrea Goss, Mary Faith Bell, Mary Jones, Kathy Gervasi, Betsy McMahon, Shannon Hoff

Members Not in Attendance: Tamra Perman

TBCC Staff in Attendance: President Ross Tomlin, VP Heidi Luquette, VP Paul Jarrell, AVP Rhoda Hanson, Director Erin McCarley, Director Debbie Daniels, Director Sheryl Neu, AVP Kristen Reagan, Dean Sherry Cook, Dean Selena Castro, Dean Doug Goodwin, Michele DeGraffenreid, Lorie Lund, ASTBCC VP Emilee Nguyen, Jay Bankhead

Guests in attendance: Audra Stelzig, Kerrin Swanson, Eric Swanson, John Hay, Marissa Velazquez

Call to Order • Acknowledge Guests (Agenda Item1)Chair Gervasi
VP Jarrell introduced Jay Bankhead, the new Healthcare Coordinator. The meeting was called to order at 5:01 pm.

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

Approval of Agenda (Agenda Item 2.a)
There were no changes to the agenda for the March 6, 2023 meeting.

Approval of February 6, 2023 Meeting Minutes (Agenda Item2.b)
There were no changes to the agenda for the February 6, 2023 meeting minutes

Personnel Report (Agenda Item2.c)..... **Director Daniels**
The Personnel Report is included in the packet for this meeting. There is a hope that second round interview will be held for the Diversity, Equity, Inclusion and Title IX Coordinator position. Jay Bankhead has filled the Healthcare Coordinator position. Payroll and Benefits Specialist position has been placed under review at this time and is on hold.

Betsy McMahon motioned to approve the Consent Agenda. Mary Faith Bell seconded the motion. **The motion carried.**

Invitation for Public Comment (Agenda Item 3) ----- Chair Gervasi
Eric Swanson, President of Adventist Health Tillamook, expressed gratitude to TBCC for their work with Healthcare students. He also said he is looking forward to continued work with TBCC and our students in the new Nursing Program. President Tomlin emphasized the importance of our partnership with Adventist Health.

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

Budget Update (Agenda 4.a)President Tomlin

The draft budget is being finalized to present to Leadership Team for review Monday, March 13, 2023. The balanced budget should be ready to present to the Board by the next Board meeting, April 3, 2023. There will be a deficit and there will be a need to use some Timber Tax funds that the college has kept in reserve to close that gap.

The Timber Tax has been a major source for the college reserves in the past. County Commissioner Yamamoto has let the college know that we will be getting less money from the Timber Tax in the future. The reason is that there is a new habitat conservation plan to be implemented by the Dept. of Forestry that will reduce logging to 165M board feet in the coming year. This will be a 35% reduction to logging in State Forests. This will impact our reserves and future budgets as that revenue goes down.

There was a PSU study done for TBCC on salary and benefits comparable to other similar entities to evaluate where we might need to adjust some salaries to be competitive. That report will be completed in a couple of weeks and then Leadership will decide how we will use that data. College Council gave opinion on where they thought increases or benefits should be prioritized. That information with the data report will be taken into consideration by Leadership to make decisions. They felt COLA and step increase should be the top priority.

Budget Development Guidelines (Agenda Item 4.b) (ACTION) AVP Reagan

AVP Reagan presented the Budget Guidelines that are published in the budget book. There are not many changes from previous years. The Guidelines refer to the TBCCs Vision, Mission and Values. They have been updated to reflect strategic priorities.

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

College Tuition and Fees (Agenda Item 4.c) (Second Reading)(Action) AVP Reagan

AVP Reagan presented the second reading of the proposed 2023-2024 schedule of Tuition and Fees for the Boards review and approval.

During the first reading it was proposed there be a \$2/credit increase of tuition and a \$2/credit increase in the Universal fees. Currently, TBCC is the least expensive in Oregon at \$130 per credit overall.

Shannon Hoff made a motion to approve, Betsy McMahon seconded motion. **The motion carried.**

XI-G State Bond Sale for the \$8M Matching Funds (Agenda Item 4.d)..(ACTION) VP Luquette

In the 2021 Legislative session, TBCC was authorized to receive an \$8 Million state match for the new Healthcare Education Building on the TBCC Campus. In February TBCC was notified by Oregon State Department of Administrative Services (DAS) that there will be a May 2023 XI-G bond sale to meet this obligation and we realized we would need to take advantage of the sale now instead of waiting for two more years.

AVP Regan and Wenaha Group demonstrated that TBCC could meet the spending plan requirements in order to participate in the DAS May 2023 XI-G bond sale. It is requested that the Board grant President Tomlin the authority to obligate the College by participating in the DAS May 2023 XI-G sale.

Andrea Goss made a motion to approve, Mary Jones seconded motion. **The motion carried.**

OCCA Legislative Priorities Board Resolution (Agenda Item 4.e)....ACTION) President Tomlin

The Oregon Community College Association (OCCA) developed a legislative priorities board resolution and are asking community college Boards to approve the resolution which indicates our college supports the three main legislative priorities for community colleges in this legislative session.

The three priorities include our CCSF ask of \$855M for the biennium, the increase to the Oregon Opportunity Grant, and the passing of SB 523 regarding community colleges being able to offer Bachelor of Science in Nursing degrees. The OCCA board has approved these priorities and now it is requested of the board to formally approve them for the record as a show of support for these legislative efforts.

Shannon Hoff made a motion to approve, Mary Jones seconded motion. **The motion carried.**

Information-Only Items (Board members may request any item be placed on the discussion agenda) (Agenda Item 5)

National CTE Month- Apprenticeship/Work-based Training (Agenda Item 5.a)..VP Jarrell/Dean Cook

VP Jarrell and Dean Cook presented information on how TBCC can provide students of all ages with academic and technical skills, knowledge, and training to succeed. VP Jarrell advised the Board that TBCC is currently undergoing a Program Gap Analysis. This analysis will let TBCC know what we offer vs what is needed in the community and will help us determine where we will go in the future.

Dean Cook advised the Board that we have a new community partnership with O'Brien Construction who will work with TBCC on an Apprenticeship program. The college was approved as the training partner for the Oregon Coast Joint Apprenticeship Training Center. This partnership should increase our FTE. In the future TBCC will be increasing their opportunities for work-based learning including Internships, pre-apprenticeships, and more apprenticeships.

Nursing Update (Agenda Item 5.b) VP Jarrell

VP Jarrell gave an update on the Nursing Program. He explained that the program is moving forward. The Nursing program is going through the process of approvals first with the HECC, then the NWCCU, along with the State Board of Nursing. VP Jarrell does not expect any issues with the program getting approved and moving forward. Final review will be in June with the State Board of Nursing.

The Office of Instruction will be recruiting Adjunct Faculty in the near future to teach the Nursing courses. There is an anticipation that there would be a need for 4 instructors. The goal is to begin classes in Winter term next year. There is hope for 8 students to be in the first class.

ASTBCC Report(Agenda Item 5.c)..... ASTBCC President Mitchell

ASTBCC VP Emilee Nguyen gave the update for the ASTBCC in place of the ASTBCC President who was not present. ASTBCC recently did a fundraiser for them selling doughnuts and 39 dozen donuts were ordered. VP Nguyen updated the Board that there is a new club for fiber arts and it has been well attended. ASTBCC will continue fundraising throughout the year. ASTBCC is raising funds to attend next year's National Student Advocacy Conference in Washington DC.

Financial Report (Agenda Item 5.d)..... AVP Reagan

AVP Reagan presented the January 2023 financial report. She explained that the Audit has been completed. Budget season is under way and all departments are working on their budgets with a deadline of March 9, 2023.

President's Report (Agenda Item 5.e)..... President Tomlin

The President began his remarks with a reminder that the next board meeting is scheduled for April 3, 2023. He also reminded the Board that the Budget Committee meeting will be on April 10, 2023.

He then mentioned the upcoming Legislative Summit that both Board and Leadership will be attending March 8 and 9, this week. He then remarked that the OPC will meet on Friday, March 10.

He also mentioned that Spring break is scheduled for the last week of March.

Finally, he updated the Board on the Community College Support Fund (CCSF) money from the legislature for the next 2 years. He informed the Board that the HECC Board voted to wait a year to implement the revised funding formula. The Growth Management Component will be maintained until a better alternative is determined.

Lastly, He did a TEC update, stating that the education consortium is in a very positive place for future partnership and growth.

Board Member Discussion Items (Agenda Item 6) Chair Gervasi

Adjournment (Agenda Item 7)(Action) Chair Gervasi

Betsy McMahon motioned to adjourn the meeting. Shannon Hoff seconded the motion. **The Motion carried.** The meeting adjourned at: 6:25pm.

Executive Session (Agenda Item 8) 6:00-7:00pm (Action) Chair Gervasi

Move to the Executive Session of the Meeting.

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 issues on Monday, March 6 at 6:00pm or when regular board meeting ends.

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

TBCC 2021-22 Financial Audit

RECOMMENDATION

ACTION ITEM – ACCEPT AND APPROVE FOR FILING AND DISTRIBUTION THE 2021 – 2022 ANNUAL AUDITED FINANCIAL REPORT

BACKGROUND INFORMATION AVP Reagan

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

AVP Reagan 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

February 13, 2023

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, 2022, and have issued our report thereon dated February 13, 2023. 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 26, 2022. 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 2021-22 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 2021-22 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 February 13, 2023.

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.

Approval of Architects for CIT project

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION President Tomlin

Wenaha Group, our Project Managers for both the new Healthcare Building and Center for Industrial Technology (CIT) Building projects, put out a RFQ to hire an architecture firm for the renovations to the CIT building. We received 7 proposals from firms across the state.

The same selection committee included Ross, Paul, Heidi, Pat, and Sherry Cook, our CTE Dean. We scored the seven proposals and the clear winner was Opsis, the same firm that will be designing the new Healthcare Education Building. Wenaha is in the process of negotiating the contract with Opsis. It should be ready to share with the Board at this April board meeting. As long as that is the case, we will then ask the Board to approve the contract with Opsis to design and oversee the renovations to the CIT building.



ACTION REQUIRED

Contract Award for Opsis Architecture, LLP

Background

On February 21, 2023 Tillamook Bay Community College issued a Request for Proposals (RFP) soliciting architectural firms interested in providing design and construction administration services for the TBCC Center for Industrial Technology (CIT) project. The RFP was advertised in the Oregon Daily Journal of Commerce on February 22, 2023, the Headlight Herald on February 28, 2023 and on the TBCC website beginning on February 21, 2023.

An existing 80' x 60' prefabricated metal building constructed in 1993 and located at 4360 3rd Street is the building selected for the CIT program. It is estimated that the total cost of the project will be approximately \$1.1 million, including construction and soft costs. The project is funded from multiple sources including TBCC funds and a matching grant from the U.S. Economic Development Administration, and all project activities shall meet the requirements and restrictions of this federal agency.

Seven firms submitted proposals which were due March 13, 2023 at 4 PM. In addition to sharing their background, all proposers were required to address their staffing plan, including consultants, project examples and references, and their proposed design process for the project.

A selection committee comprised of college administration reviewed and scored all proposals. The committee concluded that Opsis Architecture would be the best match for the College.

Notice of Intent to Award was sent to the firms that participated on March 17, 2023.

Wenaha Group negotiated on behalf of the College with Opsis Architecture considering:

- Scope of services required
- Schedule of the work
- Cost of services proposed
- Any other matters in the interests of the College

The negotiation process was collaborative and interest based. Prior to submission to the board for approval, the contract terms were reviewed and approved by legal counsel.

The final lump sum fee agreement was reviewed by Wenaha Group. Wenaha's construction and design contract experience across the region allowed them to compare fee proposals to

similar projects from across Oregon and Washington to verify that proposed pricing is within expected margins for like projects.

ACTION REQUESTED

Authorize TBCC to enter into contract with Opsis Architecture, LLP for design services for the CIT Building renovation in the amount of \$98,000 plus an allowance of \$1,000 for reimbursable expenses.

MOTION REQUESTED

“I move to authorize President Tomlin to enter into a contract with Opsis Architecture, LLP for design services for the CIT Building renovation in the amount of \$98,000 plus an allowance of \$1,000 for reimbursable expenses.”

President's Contract, Goals for 2023-2024

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION Chair Gervasi

At the executive session prior to this board meeting, the Board members reviewed evaluation results for the President among themselves, then shared with the President. They then discussed the President's contract language changes for 2023-24, salary for 2023-24, and his goals for 2023-24. The Board is now asked to approve the President's Contract and Goals for 2023-24.

Board Meeting Schedule for 2023-2024

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION President Tomlin

The Board normally meets on the first Monday of the month (at 5 pm) except where the first Monday falls on a Holiday. Then the Board meets on the following Monday. There are **NO Board meetings in the months of July or August, except in Special Election years.** This is a first reading for these dates for the following academic year of 2023-24.

DATE	YEAR	TIME	NOTE
July	2023	5:00PM	Swear in Board members from election, elect officers and make committee assignments
August	2023	-	No Board Meeting
September 11	2023	5:00PM	The first Monday in September is a holiday.
October 2	2023	5:00PM	Board Retreat and regular board meeting
November 6	2023	5:00PM	
December 4	2023	5:00PM	
January 8	2024	5:00PM	The first Monday in January is a holiday.
February 5	2024	5:00PM	
March 4	2024	5:00PM	
April 1	2024	5:00PM	
May 6	2024	5:00PM	
June 3	2024	5:00PM	

Contract for Jenzabar for 23-24

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION VP Luquette

In December, Sheryl Neu, IT Director presented information to the board in her program review that the College was considering whether it was more advantage to transition our current contract with our ERP system provider, Jenzabar, to a hosted contract. We have been anticipating this move for a few years and expected when the cost differential made sense we would make the migration. There are multiple benefits to the College to make this move. Upon receipt of our contract renewal pricing this year, we are recommending for the board to approve a new contract with Jenzabar to move to J1 SaaS (hosted). The reason this is coming before the board is because the contract is over \$100,000 and requires the board approval.

Keep current set-up

Current year contract = \$98,809

2023 contract renewal = \$116,211

Proposed J1 SaaS Service (hosted)

\$143,866 (3-year contract price held all three years)

The spread between the renewal and proposal is \$27,655. We have a grant that will cover that cost and will pay up to \$22,000 in customization and training support. We need to take advantage of this opportunity.

The benefits to the college in moving to Jenzabar One SaaS are the following:

- It eliminates the need for a Jenzabar database manager on site. This supports the succession plan for the IT team.
- It eliminates the need for hardware, servers, and backup services and their repair and replacement. Current servers can be repurposed saving money on future server purchases.
- J1 SaaS includes additional modules that TBCC does not currently have. These added modules will improve the ability of our student services team and faculty to engage with students and improve department efficiencies. They also add capacity to the business office to track fixed assets which is now being done via spreadsheets. Examples of modules include:
 - Jenzabar Mobile App
 - Electronic Transcript Interface
 - Fixed Assets
 - Retention Full Suite
 - CRM Admissions Officer
 - Financial Health Analytics Suite
- The number one benefit to TBCC is that all system upgrades, enhancements, and updates to the Jenzabar software will now be performed by Jenzabar and will no longer require in-house expertise to manage. We gain a dedicated account management team to support us.

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Gervasi

All Oregon Academic Scholars

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION AVP Hanson

Each year, community colleges in Oregon nominate students to the All- Oregon Academic Team based on their academic excellence, leadership and community service. In April, OCCA (Oregon Community College Association) hosts the All-Oregon Academic Team luncheon in Salem to honor students with their families. AVP Hanson will introduce TBCC's nominees for 2023..

Foundation Update

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONExecutive Director Lawrence

The TBCC Foundation has had an exciting year, welcoming new board members, hosting a fundraiser for the Career to Career Scholarship program, Strategic Planning and board development work, as well as starting three new endowments and two new annual scholarships.

The TBCC Foundation welcomed Alicia Ritter, Joe Warren and Ann Batchelder to the board this fiscal year. The additional expertise in non-profit consulting with Director Ritter, community support and personal experience Director Warren and additional healthcare representation, Director Batchelder have already been extremely beneficial additions to the board.

Three new endowments, and two annual scholarships have been established with the foundation this fiscal year. The outpouring of community support and excitement surrounding the new things TBCC has been fantastic.

- Hampton Lumber Endowed Scholarship: \$100k, to support a student pursuing a degree in Forestry or Manufacturing and Industrial Technology.
- John R. and Janet J. Stahl, Gloria Languedoc Memorial Endowed Scholarship: \$25k, to support a student pursuing a degree in the Arts and Letters learning community.
- Loren E. Parks Trust Endowed Scholarship: \$100k, to support a student pursuing a degree in the Healthcare Pathways learning community.
- Juntos Afuera Scholarship: to support a student that has participated in the Juntos Afuera summer camp.
- Tillamook Coast Outdoor Program Scholarship: to support a student that is pursuing an education in the Nature and Outdoors or Math and Science (outdoor focused) learning communities.

The Title III grant TBCC was awarded is funding board development, capacity building and strategic planning work for the TBCC Foundation Board. Consultant Eric Vines with Page Two Partners has been retained to execute this scope of work.

The North Coast Throwdown cornhole tournament fundraiser was held Saturday January 14th at the Tillamook County Fairgrounds. Funds raised at the NCTD supported the Career to Career Scholarship Program. The TBCC Foundation was able to net over \$3,000 at this event to support the CtoC Scholarship program which is intended to support Tillamook County residents returning to education to advance within their current career, or transition to a career that will improve their livelihood. For a first year fundraiser the TBCC Foundation Board was very happy with the attendance and participation from the community. We look forward to growing this event in the future, as well as continuing to familiarize a new demographic with the good work the college and the foundation does.

In 2020 the TBCC Foundation established a donor recognition program called Giving Circles. These organizations and individuals are recognized on our website, as well as sent a certificate thanking them for their contributions to the foundation. Due to the pandemic, the social events that we originally planned on hosting for our Giving Circle members were unable to be executed. The first giving circle "Breakfast with the President" will be held mid April at Alderbrook golf course.

ASTBCC Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONASTBCC PRESIDENT

The ASTBCC President will update the Board on recent activities of ASTBCC.

Financial Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONAVP REAGAN

The report for the month of February 2023 is available for your review.

Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended February 28, 2023
 66.67% of fiscal year completed

	FY 2021-2022			FY 2022-2023		
	Annual Budget	2/28/2022 Actual	Percentage of Budget	Annual Budget	2/28/2023 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 1,600,000	\$ 1,824,498.87	114.03%	\$ 1,800,000	\$ 1,755,414.01	97.52%
State	\$ 2,784,406	\$ 2,187,788.29	78.57%	\$ 3,066,186	\$ 1,663,012.96	54.24%
Property Taxes	\$ 1,410,834	\$ 1,344,625.49	95.31%	\$ 1,473,213	\$ 2,106,973.84	143.02%
Local Contracts	\$ 40,640	\$ 44,285.04	0.00%	\$ 40,640	\$ 28,712.00	70.65%
Tuition	\$ 942,100	\$ 583,989.69	61.99%	\$ 942,100	\$ 557,015.73	59.12%
Fees	\$ 225,077	\$ 130,695.00	58.07%	\$ 230,577	\$ 132,637.00	57.52%
Sale of Goods	\$ 5,000	\$ 3,111.50	62.23%	\$ 5,000	\$ 1,235.39	24.71%
Interest	\$ 50,000	\$ 19,268.29	38.54%	\$ 45,000	\$ 31,228.82	69.40%
Rental	\$ 18,000	\$ 8,080.00	44.89%	\$ 18,000	\$ 18,724.74	104.03%
Miscellaneous	\$ 30,000	\$ 21,012.84	70.04%	\$ 30,000	\$ 13,362.08	44.54%
Transfers	\$ 718,774	\$ 91,095.08	12.67%	\$ 774,816	\$ 4,303.50	0.56%
Total resources	\$ 7,824,831	\$ 6,258,450.09	79.98%	\$ 8,425,532	\$ 6,312,620.07	74.92%
Expenditures						
Instruction	\$ 2,255,758	\$ 1,221,351.82	54.14%	\$ 2,463,532	\$ 1,570,521.10	63.75%
Instructional Support	\$ 819,275	\$ 466,238.86	56.91%	\$ 757,033	\$ 417,739.09	55.18%
Student Services	\$ 629,173	\$ 350,731.90	55.74%	\$ 648,400	\$ 364,678.42	56.24%
College Support	\$ 2,117,254	\$ 1,279,467.46	60.43%	\$ 2,451,261	\$ 1,609,551.19	65.66%
Plant Operation	\$ 378,180	\$ 215,769.14	57.05%	\$ 455,629	\$ 277,788.39	60.97%
Transfers	\$ 298,000	\$ 113,279.79	38.01%	\$ 308,000	\$ 106,183.42	34.48%
Contingency	\$ 127,191	\$ -	0.00%	\$ 141,677	\$ -	0.00%
Total expenditures	\$ 6,624,831	\$ 3,646,838.97	55.05%	\$ 7,225,532	\$ 4,346,461.61	60.15%
Ending fund balance	\$ 1,200,000	\$ 2,611,611.12	217.63%	\$ 1,200,000	\$ 1,966,158.46	163.85%

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Tomlin

Upcoming Dates:

- The next Board meeting is Monday, May 1, 2023 at 5:00 pm in Room 214/15 on campus and on Zoom.
- Virtual OPC meeting on April 6.
- First Instructional Space Design and Admin Space Design committee meetings for the new Healthcare Education Building on April 7.
- I am chairing an accreditation visit to Montana on April 17-19.
- Next Extended Staff Meeting in Room 214/15 on Friday, April 21 from 8:15-11am. All board members are invited to attend in person or on Zoom.
- All Oregon Academic Team Luncheon in Salem on Friday, April 21.
- Budget Committee meeting moved to Monday, April 24 at 5pm in Room 214/15 and on Zoom.

Updates:

- Due diligence/Bond Rating meetings on March 21-22.
- Budget Development process.
- Legislative Summit 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