



# Board of Education Meeting Agenda

**Date:** Monday, October 3, 2022

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

<b>Item</b>	<b>Description</b>	<b>Resource</b>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Gervasi
2.	<b>Consent Agenda:</b> ----- a. Approval of Agenda b. Approval of Sept 12, 2022 Meeting Minutes c. Personnel Report.....	(Action) Chair Gervasi    Director Daniels
3.	<b>Invitation for Public Comment</b> ----- Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	Chair Gervasi
4.	<b>New Business and/or focused policy discussions</b> a. Resolution Authorizing Sale of Bonds ..... b. Approval to Hire Project Management Firm .....	(ACTION) VP Luquette (ACTION) President Tomlin
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b> a. SBDC Update ..... b. Financial Report ..... c. President’s Report .....	Director Telesmanich VP Luquette 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 October meeting
- b. Approval of September 12, 2022 Meeting Minutes
- c. Approval of the Personnel Report

## Approval of the Agenda

### RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE OCTOBER MEETING

## Board of Education Meeting Agenda

**Date:** Monday, October 3, 2022

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
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 Sept 12, 2022 Meeting Minutes	
	c. Personnel Report.....	Director Daniels
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. Resolution Authorizing Sale of Bonds .....	(ACTION) VP Luquette
	b. Approval to Hire Project Management Firm .....	(ACTION) President Tomlin
5.	<b>Information-Only Items (Board members may request any item be placed on the discussion agenda)</b>	
	a. SBDC Update .....	Director Telesmanich
	b. Financial Report .....	VP Luquette
	c. President's Report .....	President Tomlin
6.	<b>Board Member Discussion Items</b> -----	Chair Gervasi
7.	<b>Adjournment</b> -----	(Action) Chair Gervasi

# September 12, 2022 Board of Education Meeting Minutes

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

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

**Members Not in Attendance:**

**TBCC Staff in Attendance:** President Ross Tomlin, VP Jarrell, VP Heidi Luquette, Director Erin McCarley, AVP Rhoda Hanson, Director Sheryl Neu, Michele DeGraffenreid, Karin Kallevig, Director Hoffmeyer, Director Telesmanich

**Call to Order • Acknowledge Guests (Agenda Item 1) ----- Chair Gervasi**  
Guest Tabatha Welch was welcomed. VP Jarrell introduced Karin Kallevig, nursing adjunct, and Dr. Tiffanie Hoffmeyer, the new Nursing Director. VP Luquette introduced the new HR Director, Debbie Daniels. 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 September 12, 2022 meeting.

**Approval of January 3, 2022 Meeting Minutes (Agenda Item 2.b)**  
There were no corrections to the minutes from the June 6 & 27, 2022 meeting minutes.

**Personnel Report (Agenda Item 2.c)..... Director Daniels**  
The Personnel Report for the month is included in the packet for this meeting. The Director of Nursing, HR Specialist, and CDL Instructor positions have been filled. Interviews are scheduled for the CTE Dean and AVP of Finance positions. Offers have been made and are pending for the Development Specialist, Enrollment Navigator, and Business Office Generalist. The following positions remain open till filled: Payroll & Benefits Specialist, Director of Equity and Inclusion, Business Office Generalist, Finance Accountant, Facilities Specialist, and Marketing Coordinator.

Tamra Perman motioned to approve the Consent Agenda. Pam Zweifel seconded the motion. **The motion carried.**

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

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

**Board Retreat Agenda (Agenda Item 4.a) ..... President Tomlin**  
Ross shared the draft version of the October Board Retreat agenda. It will be held on October 3 in room 105 at PRI from 8 am to 4 pm, with the regular Board meeting starting at 4 pm. He noted that the retreat would start with the board members and Ross going over last year's goals and looking at goals for the coming year. The Leadership Team will join around 10-10:30 to go over the

Strategic Plan implementation, discuss the Culture of Care/Climate Survey documents, and the reorganization. Lastly, they will discuss the upcoming building projects, Healthcare, and CIT building, selling of bonds, and an update on hiring a project manager for these buildings.

Board member Perman asked that the board discuss the skills they are looking for in potential board member candidates. She noted it would be essential to consider what background and skill set they would bring, especially in line with our new mission and vision. The board had no other additions.

**Draft Strategic Plan: Second Reading (Agenda Item 4.b) ..... (Action) Director McCarley**

Director McCarley presented the draft Strategic Plan for a second reading. There were no changes made from the first reading in June. She briefly recapped the new mission and vision statements, five strategic priorities, and the objectives and initiatives. She highlighted that over 45 faculty and staff participated in this process.

Ross highlighted that in the last seven years, the College had 29 measures for the old Strategic Plan, and they plan on lowering that number so that they can focus more on projects and completion. The board requested to know how success will be measured in the new plan. Director McCarley stated that a committee would help develop the list of measures for the plan, which will be many less than the current plan. These will again be used to measure Mission Fulfillment as they are in the current plan. They will also implement a tracking tool called WEAVE that will allow them to track project progress and budget needs. The board then asked who would be doing this work. Erin advised that they would cover this in-depth at the upcoming Board Retreat and share it with staff and faculty at in-service. The board had no further questions or concerns.

Betsy McMahon motioned to approve the draft Strategic Plan as presented. Mary Jones seconded the motion. **The motion carried.**

**Staffing Update (Agenda Item 4.c) ..... Director Daniels**

Director Daniels provided a staffing update to the Board members. She first noted that when she started last month, there were 13 open positions with little to no applicants. The College now has approximately six open positions. Director Daniels noted that she hopes to automate our onboarding system to make navigating our website and applying for positions easier. She added that our system currently does not have fillable forms, so candidates have to print off applications and scan them or mail them in. She highlighted that with the current changes she's made in the month she has been here, she had seen large amounts of applicants for our open positions. For instance, there were 28 applicants for the Business Office Clerk position. Director Daniels stated that she is continuing to look for ways to attract more applicants and has been working with other contracted agencies to help pull applicants. Her goal for this month is to have the Business Office fully staffed by the end of the month.

Board Chair Gervasi asked if our applications were also in Spanish, to which Director Daniels stated no; however, the application tracking system will help change this. The board asked if there are any overwhelming issues the College is struggling with due to location. Director Daniels noted that we struggle with housing, childcare, and other common problems and hiring hourly positions. They are the hardest to fill, partly due to expensive housing. The board had no further questions or concerns.

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

**Staff Recognition: Sommer Hendrickson (Agenda Item 5.a) ..... President Tomlin**

President Tomlin presented Sommer Hendrickson to the board for recognition and highlighted key reasons why she was nominated for staff recognition. These highlights included her strong work ethic,

dedication, and positive demeanor. The board thanked Sommer for the hard work she does for the College.

**Financial Report (Agenda Item 5.b) ..... VP Luquette**

VP Luquette advised the board that no financial report is available for this meeting. The business office is continuing to work on completing the ending fund balance report for June 30, but unfortunately has had some setbacks due to being understaffed. She noted they would have June 30 through August 31 at the October Board meeting.

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

The President began his remarks with a reminder that the next board meeting is scheduled for October 3, 2022, at 4:00 pm in room 105 at PRI.

President Tomlin reminded the board that In-Service starts this Wednesday, September 14, and goes through Friday, September 16. It is hybrid and will be the first face-to-face in-service in 3 years. It will be held in rooms 214 and 215 from 8 am to noon. He advised that board members are welcome and encouraged to attend. Sommer will provide the Zoom link and agenda to board members. He also noted that the In-Service BBQ is on Wednesday, September 14, from 4 to 6 pm and that Board members are welcome to attend to help serve food to staff and faculty. He also reminded the board of the upcoming OCCA Board training on Saturday, September 17 in Independence and that Kathy and Betsy are both planning to attend. The second Board Luncheon to meet Debbie and Paul is scheduled for Tuesday, September 20, from 12:30-2 pm at the Portside Garibaldi.

Next, he noted that the next OPC meeting is Thursday, October 6 and the OCCA board meeting is Friday, October 7, in Pendleton at BMCC, but there will also be a Zoom option. The next OCCA conference will be in Sunriver again during the first week of November 2022.

He then shared updates from the OPC retreat and a copy of the proposed HECC budget for the upcoming biennium. He noted that HECC would be asking for a 22% increase or \$855 million to the Community College Support Fund. This is a big ask of the legislature due to the overall decrease in enrollment in community colleges by over 20% over the last couple of years. President Tomlin advised the board that close to half of the legislators will be new, as well as the Governor.

Ross then shared updates regarding one of the new bills that will be submitted at the upcoming legislative session. We are currently trying to start a Nursing Program that will begin next fall. The next step in this process is finding out how students who have received their ADN, Associates Degree in Nursing, get their BSN, Bachelor of Science in Nursing. Right now, two different curriculums are used in the state of Oregon; the one run through OHSU is OCNE, and six community colleges use a non-OCNE curriculum. Those six colleges are now looking at how they could potentially offer a BSN now that community colleges have been approved to offer 4-year degrees. Unfortunately, due to the State Board of Nursing and other institutions, community colleges cannot provide BSNs due to it not being an applied degree. They are now looking at drafting and submitting a bill to hopefully be approved by legislators to allow community colleges to offer a BSN.

The board requested to know the difference between an applied degree and a bachelor of science. VP Jarrell advised that an Applied Baccalaureate degree must tie into a 2-year Career-Technical degree, whereas a Bachelor's does not.

Universities are now asking that they be involved in the process to approve Applied Baccalaureate programs proposed by community colleges. Two Applied Baccalaureate degrees are coming up in the state and will start next fall. Chemeketa will offer a four-year business degree, and Mt Hood Community College will offer a Cybersecurity degree.

President Tomlin then shared that he met three new presidents at the OPC retreat. They are from Rogue Community College, Lane Community College, and Portland Community College. He also noted that they are all from out of state. President Tomlin said they got a chance to meet Representative Bonamici, who will represent Tillamook County starting in January. He advised that he has sent her an update on all the great things happening at TBCC and will invite her to the College after the November election.

He then shared highlights of the discussion on the funding formula for community colleges. HECC is currently working on revisions to the funding formula for community colleges. He highlighted that this is a really a distribution formula, not a funding formula. The plan is to finalize the revised formula by winter to go to the HECC Board. He shared that the presidents of the community colleges are currently coming up with their own version of the funding formula that they will present to HECC.

Lastly, he shared updates on the Bond project. VP Luquette and President Tomlin met with bond consultants last week and are planning to recommend waiting to sell bonds until February or March. He reminded the board members that once Bonds are sold, they will have to spend 5% of what is sold in six months and 85% within three years. They hope to have a good plan in place before selling to make sure they successfully spend the money by deadlines. He highlighted that they would have a project manager for them to approve at the October board meeting. The project manager will be helping manage both the Healthcare and CIT building projects and send out RFPs to hire an architecture firm for each project by early this winter. The current plan is to have the project manager and the two architects in place before they sell bonds. He added that they would also have to approve a resolution authorizing the college to sell the bonds at the October meeting. They will also share some potential features to add to the new Healthcare building they got from their visit to Chemeketa's new agriculture building at the October meeting.

**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. Tamra Perman seconded the motion. **The motion carried.** The meeting was adjourned at 6:17 pm.



# Personnel Report

**RECOMMENDATION**

CONSENT AGENDA

**BACKGROUND INFORMATION**----- Director Daniels

**Current Posted Openings**

Position Title	Start Date	Status	Committee Chair
Development Specialist	9/21/2022	Hired- Vanessa Steele	Heidi Luquette
Enrollment Navigator	9/26/2022	Hired – Chris Biegun	Rhoda Hanson
Business Office Clerk	9/20/2022	Hired – Karina Amaya	Heidi Luquette
CTE Dean	TBD	Offered – Sherry Cook	Paul Jarrell
AVP Finance	10/12/2022	Hired – Alysha Rayford	Heidi Luquette
Director of Nursing	9/12/2022	Hired- Tiffanie Hoffmeyer	Paul Jarrell
Finance Accountant	Interviews in progress	Open until filled 1st consideration 9/6/22	Heidi Luquette
Business Office Generalist	Interviews in progress	Open until filled 1st consideration 9/6/22	Heidi Luquette
Director of Equity and Inclusion	No applicants	Open until filled	Heidi Luquette
Facilities Specialist	screening	Open until filled	Pat Ryan
Marketing Coordinator	Interviews in progress	Open until filled 1st consideration 9/6/22	Heidi Luquette
CCL Systems Navigator	Screening in progress	Open until filled 1 <sup>st</sup> consideration 9/26/2022	Selena Castro
Student Success Specialist	Screening in progress	Open until filled 1 <sup>st</sup> consideration 9/26/2022	Selena Castro
Tutoring and Testing Specialist	Interviews in progress	Open until filled 1 <sup>st</sup> consideration 9/5/2022	Clare Sobotka
Payroll and Benefits Specialist	No applicants	Open until filled	Debbie Daniels

## 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

# Resolution Authorizing Sale of Bonds

## RECOMMENDATION

ACTION ITEM

## BACKGROUND INFORMATION ..... VP Luquette

At the June 27, 2022 board meeting, the Board of Education approved a motion that affirmed the results of the May 17, 2022 election for Bond Measure 29-165, as well as approved of the issuance of general obligation bonded indebtedness.

We are now asking the Board to pass Resolution 22-2, which provides the parameters and scope for issuance of the bonds. Specifically, Resolution 22-2 authorizes the issuance and sale of one or more series of general obligation bonds in the aggregate principal amount not to exceed \$14,400,000; authorizing appointment of a paying agent and bond registrar; designating an authorized representative, bond counsel and underwriter/placement agent; and related matters. The full text of the resolution is included in the board packet. The resolution does not stipulate a timeline for the issuance.

## RESOLUTION NO. 22-2

### **A RESOLUTION OF TILLAMOOK BAY COMMUNITY COLLEGE DISTRICT, TILLAMOOK COUNTY, OREGON AUTHORIZING THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF GENERAL OBLIGATION BONDS IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$14,400,000; AUTHORIZING APPOINTMENT OF A PAYING AGENT AND BOND REGISTRAR; DESIGNATING AN AUTHORIZED REPRESENTATIVE, BOND COUNSEL AND UNDERWRITER/PLACEMENT AGENT; AND RELATED MATTERS**

WHEREAS, the Board of Education (the “Board”) of Tillamook Bay Community College District, Tillamook County, Oregon (the “District”) submitted to the voters of the District at an election on May 17, 2022, Measure 29-165 which sought the authorization to contract a general obligation bonded indebtedness in an amount not to exceed \$14,400,000 (the “Bonds”) to finance capital costs and pay the costs of issuance of the bonds; and

WHEREAS, the canvas of votes received from the County Clerk indicated a majority of the voters of the District voting on Measure 29-165 approved of the issuance of the general obligation bonded indebtedness; and

WHEREAS, the District now desires to proceed with the issuance of general obligation bonds under the authorization of Measure 29-165 in an amount not to exceed \$14,400,000.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF TILLAMOOK BAY COMMUNITY COLLEGE DISTRICT, TILLAMOOK COUNTY, OREGON THAT:

Section 1. Issuance of Bonds. The Board of the District authorizes the issuance and sale of general obligation bonds in the aggregate principal amount not to exceed \$14,400,000 (the “Bonds”), under the authority of Measure 29-165. The Bonds shall be issued as negotiable general obligation bonds of the District for a term not to exceed 20 years from date of issuance and may be issued in one or more series as determined by the Authorized Representative. The Bonds shall bear interest at a true interest cost not to exceed five and one-half percent (5.5%) and shall be sold at not less than ninety eight percent (98.0%) of par value, disregarding any original issue discount. The District authorizes the Board Chair, President or the Vice President of Administration & College Relations (the “Authorized Representative”), either of them acting individually, or their designee, to designate the principal amount, dated date, interest rates, maturity dates, bond structure, optional redemption dates and premiums, if any, principal serial maturities, term bond maturity or maturities, with or without premium or discount, denominations, interest payment dates, whether to participate in the Oregon School Bond Guaranty Program or obtain bond insurance or some other form of guaranty or security for the payment of the Bonds, to obtain one or more ratings for the Bonds and such other provisions as are deemed necessary and desirable for the sale and issuance of the Bonds.

Section 2. Title and Execution of the Bonds. The Bonds shall be entitled “Tillamook Bay Community College District, Tillamook County, Oregon, General Obligation Bonds, Series 20\_\_,” or such other name approved by the Authorized Representative, and shall bear the manual or facsimile signature of the Chair of the Board of Education of the District and the manual or facsimile signature of the Secretary of the Board of Education. As determined by the Authorized Representative, the Bonds may be initially issued in book-entry form as a single, typewritten bond for each maturity and issued in the registered name of the nominee of The Depository Trust Company, New York, New York or registered in the name of the purchaser. The Bonds may be issued without certificates being made available to the owners.

Section 3. Book-Entry-Only System. If the book-entry-only system is utilized, ownership of the Bonds shall be recorded through entries on the books of banks and broker-dealer participants and correspondents that are related to entries on The Depository Trust Company book-entry-only system. The Bonds may be initially issued in the form of a separate single fully registered type-written bond for each maturity of the Bonds (the “Global Certificates”). Each Global Certificate shall be registered in the name of Cede & Co. as nominee (the “Nominee”) of The Depository Trust Company (the “Depository”) as the “Registered Owner”, and such Global Certificates shall be lodged with the Depository until redemption or maturity of the bond issue. The Paying Agent shall remit payment for the maturing principal and interest on the Bonds to the Registered Owner for distribution by the Nominee for the benefit of the bondholder (the “Beneficial Owner” or “Record Owner”) by recorded entry on the books of the Depository participants and correspondents. While the Bonds are in book-entry-only form, the Bonds will be available in denominations of \$5,000 or any integral multiple thereof.

The Authorized Representative shall file with the Depository a Letter of Representation to induce the Depository to accept the Bonds as eligible for deposit at the Depository. The Underwriter/Placement Agent is authorized to provide the Depository with the Preliminary Official Statement, together with the completed Depository’s underwriting questionnaire.

The execution and delivery of the Letter of Representations and the providing to the Depository of the Preliminary Official Statement and the underwriting questionnaire shall not in any way impose upon the District any obligation whatsoever with respect to persons having interests in the Bonds other than the Registered Owners of the Bonds as shown on the registration books maintained by the Paying Agent and Bond Registrar. The Paying Agent and Bond Registrar, in writing, shall accept the book-entry-only system and shall agree to take all action necessary to comply at all times with the Depository’s operational arrangements for the book-entry-only system. The Authorized Representative may take all other action to qualify the Bonds for the Depository’s book-entry-only system.

In the event the Depository determines not to continue to act as securities depository for the Bonds, or the District determines that the Depository shall no longer so act, then the District will discontinue the book-entry-only system with the Depository. If the District fails to identify another qualified securities depository to replace the Depository, the Bonds shall no longer be a book-entry-only issue but shall be registered in the registration books maintained by the Paying Agent

and Bond Registrar in the name of the Beneficial Owner as appearing on the registration books of the Paying Agent and Bond Registrar and thereafter in the name or names of the bondholder transferring or exchanging Bonds in accordance with the provisions of Section 4 herein.

With respect to Bonds registered in the registration books maintained by the Paying Agent and Bond Registrar in the name of the Nominee of the Depository, the District, and the Paying Agent and Bond Registrar shall have no responsibility or obligation to any participant or correspondent of the Depository or to any Beneficial Owner on behalf of which such participants or correspondents act as agent for the Registered Owner with respect to:

(i) the accuracy of the records of the Depository, the Nominee or any participant or correspondent with respect to any ownership interest in the Bonds,

(ii) the delivery to any participant or correspondent or any other person, other than a Registered Owner as shown in the registration books maintained by the Paying Agent and Bond Registrar, of any notice with respect to the Bonds, including any notice of redemption,

(iii) the selection by the Depository of the beneficial interest in Bonds to be redeemed in the event the District redeems the Bonds in part, or

(iv) the payment to any participant, correspondent or any other person other than the Registered Owner of the Bonds as shown in the registration books maintained by the Paying Agent and Bond Registrar, of any amount with respect to principal or interest on the Bonds. Notwithstanding the book-entry-only system, the District may treat and consider the Registered Owner in whose name each Bond is registered in the registration books maintained by the Paying Agent and Bond Registrar as the Registered Owner and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, or for the purpose of giving notices of redemption and other matters with respect to such Bond, or for the purpose of registering transfers with respect to such Bond, or for all other purposes whatsoever. The District shall pay or cause to be paid all principal of and interest on the Bonds only to or upon the order of the Registered Owner, as shown in the registration books maintained by the Paying Agent and Bond Registrar, or their representative attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligation with respect to payment thereof to the extent of the sum or sums so paid.

Upon delivery by the Depository to the District and to the Registered Owner of a Bond of written notice to the effect that the Depository has determined to substitute a new nominee in place of the Nominee then the word "Nominee" in this Resolution shall refer to such new nominee of the Depository, and upon receipt of such notice, the District shall promptly deliver a copy thereof to the Paying Agent and Bond Registrar.

Section 4. Transfer of Bonds. If the book-entry-only system is not utilized, the Bonds will be issued in certificate form. In such a case, the Bonds are transferable, or subject to exchange, for fully registered Bonds in the denomination of \$5,000 each or integral multiples thereof by the owner thereof in person, or by the owner's attorney, duly authorized in writing, at the office of the

Bond Registrar or the District, as determined by the Authorized Representative. The Bond Registrar shall maintain a record of the names and addresses of the owners of the Bonds. The records of the registered bond ownership are not public records within the meaning of Oregon Revised Statutes 192.410(4).

All bonds issued upon transfer of or in exchange for Bonds shall be valid general obligations of the District evidencing the same debt and shall be entitled to the same benefits as the Bonds surrendered for such exchange or transfer. All fees, expenses and charges of the Paying Agent and Bond Registrar shall be payable by the District. The Bond Registrar shall not be required to transfer or exchange any Bond after the close of business on the record date as determined by the Authorized Representative or transfer or exchange any Bond called or being called for redemption.

Section 5. Printing Bonds. If the Bonds are not in book-entry form, then the Authorized Representative is authorized to contract for the printing of the Bonds. The Authorized Representative may provide for the printing of, in addition to the original issue of Bonds, if any, additional bonds to be printed in blank form as to registration and to be designated by appropriate number for the Bond Registrar for delivery to the owner upon transfer or exchange of Bonds. The additional bonds shall bear the dated date of the Bonds, shall be signed by the manual or facsimile signature of the Chair and shall be attested by the manual or facsimile signature of the Secretary of the Board and the Paying Agent and Bond Registrar shall manually sign the Certificate of Authentication as of the date of delivery or transfer of the Bonds.

Section 6. Sale of Bonds. The Bonds may be sold by a negotiated sale or private placement pursuant to ORS 287A.300 as determined by the Authorized Representative. The Authorized Representative shall determine the requirements for the sale of the Bonds, subject to the provisions of this Resolution, that provide the most advantageous terms to the District. The Authorized Representative is authorized to negotiate and execute a term sheet, commitment letter, purchase agreement or placement agreement setting forth the terms of the sale of the Bonds.

Section 7. Payment of Bonds. If the book-entry-only system is not utilized, the principal of the Bonds shall be payable upon presentation of the Bonds at maturity at the designated corporate trust office of the appointed Paying Agent or the District, as determined by the Authorized Representative. Payment of each installment of interest due each year shall be made by wire, check or draft of the Paying Agent or the District mailed on each interest payment date to the owner thereof whose name and address appears on the registration books of the District maintained by the Paying Agent or the District as of the close of business on the record date as determined by the Authorized Representative.

Section 8. Form of Bonds. The Bonds shall be issued substantially in the form approved by the Authorized Representative and Bond Counsel.

Section 9. Appointment of Paying Agent and Registrar. The Authorized Representative is authorized to designate a Paying Agent and Bond Registrar for the Bonds and to negotiate and execute on behalf of the District a Paying Agent and Registrar Agreement. In addition, the District



requests and authorizes the Paying Agent and Registrar to execute the Certificate of Authentication as of the date of delivery of the Bonds.

Section 10. Tax Levy and Pledge. The Bonds shall be a general obligation of the District. The full faith and credit of the District is pledged to the owners of all the Bonds for the payment of the principal and interest on such Bonds when due. The District shall levy annually, as provided by law, a direct ad valorem tax upon all of the taxable property within the District in sufficient amount, without limitation, to pay the principal of and interest on all such Bonds promptly as they become due and payable. The District covenants with the owners of all the Bonds to pledge such ad valorem taxes in sufficient amount to pay the principal of and interest on all the Bonds as they respectively become due and payable. Pursuant to ORS 310.145, the District hereby classifies the tax levy described in this section to be taxes imposed to pay the principal and interest on exempt bonded indebtedness and such taxes are not subject to the limits of sections 11 or 11b, Article XI of the Oregon Constitution. The District shall give notice of the classification of the tax levy as provided in ORS 305.583(9)(a) and (10).

Section 11. Conditional Redemption. Any notice of optional redemption may state that the optional redemption is conditional upon receipt by the Paying Agent of moneys sufficient to pay the redemption price of such Bonds or upon the satisfaction of any other condition, and/or that such notice may be rescinded upon the occurrence of any other event, and any conditional notice so given may be rescinded at any time before payment of such redemption price if any such condition so specified is not satisfied or if any such other event occurs. Notice of such rescission or of the failure of any such condition shall be given by the Paying Agent to the owner as promptly as practicable upon the failure of such condition or the occurrence of such other event.

Section 12 . Defeasance. The District may defease Bonds by setting aside, with a duly appointed escrow agent, in a special escrow account irrevocably pledged to the payment of the Bonds to be defeased, cash or direct obligations of the United States in an amount which, in the opinion of an independent certified public accountant, is sufficient without reinvestment to pay all principal and interest on the defeased Bonds until their maturity date or any earlier redemption date. Bonds which have been defeased pursuant to this section shall be deemed paid and no longer outstanding, and shall cease to be entitled to any lien, benefit or security under this Resolution except the right to receive payment from such special escrow account.

Section 13. Authorized Uses of the Proceeds of the Bonds. For purposes of ORS 305.583(9)(b), the proceeds of all the bonds issued under the authority of Measure 29-165 shall be used to finance capital costs for the construction, equipping and furnishing of a new healthcare education building on land currently owned by the District (the “Project”).

The bonds will be payable from taxes on property located in Tillamook County.

The District shall give notice of the specification of the authorized uses of the proceeds of bonded indebtedness as provided in ORS 305.583(9)(b) and (10).

Section 14. Contract with Owners of Bonds. In consideration of the purchase and acceptance of the Bonds, the provisions of this Resolution and the Bonds shall be deemed to be and shall constitute a contract between the District and the owners of the Bonds. The covenants and agreements to be performed by or on behalf of the District shall be for the equal benefit, protection and security of the owners of any and all Bonds, all of which shall be of equal rank without preference, priority, or distinction among the Bonds.

Section 15. Tax Covenant. The proceeds of the Bonds shall be used and invested in such manner that the Bonds shall not become “arbitrage bonds” within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”), and the applicable regulations. The District covenants that, within its lawful powers, it will not do, and will refrain from doing, anything in the issuance of the Bonds and in the investment and expenditure of the proceeds thereof which would result in the interest on any tax-exempt Bonds becoming taxable for federal income tax purposes.

Section 16. Appointment of Underwriter/Placement Agent. Piper Sandler & Co. is appointed as the underwriter/placement agent in connection with the issuance of the Bonds.

Section 17. Appointment of Bond Counsel. The law firm of Mersereau Shannon LLP is appointed as Bond Counsel to the District for the issuance of the Bonds.

Section 18. Preliminary and Final Official Statement. If required, the District shall prepare, or cause to be prepared, a preliminary official statement for the Bonds which shall be available for distribution to prospective purchasers of the Bonds. The Authorized Representative is authorized to deem such preliminary official statement final pursuant to Rule 15c2-12 of the Securities and Exchange Commission. If a preliminary official statement is prepared, a final official statement shall be prepared and ready for delivery to the purchasers of the Bonds no later than the seventh (7th) business day after the sale of the Bonds. When the District determines that the final official statement does not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements contained in the final official statement not misleading in the light of the circumstances under which they are made, the Authorized Representative is authorized to certify the accuracy of the final official statement on behalf of the District.

Section 19. Closing of the Sale and Delivery of the Bonds. The Authorized Representative is authorized to determine and execute all the documents, including a tax certificate, and perform any and all other things or acts necessary for the sale and delivery of the Bonds as herein authorized. Such acts of the Authorized Representative are for and on behalf of and are authorized by the Board of the District.

Section 20. Continuing Disclosure. The District covenants and agrees that it will comply with and carry out all of the provisions of any Continuing Disclosure Certificate executed by the District. Failure by the District to comply with a Continuing Disclosure Certificate will not constitute an event of default; however, any owner may take such actions as may be necessary and

appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this section.

Section 21. Post Issuance Compliance Procedures. The Authorized Representative may establish post issuance compliance procedures to ensure that the interest on the Bonds remains exempt from federal income tax and the obligation of the District to provide continuing disclosure as described in continuing disclosure certificates of the District are met. If the Oregon School Bond Guaranty Program is utilized, the Authorized Representative shall establish such post issuance compliance procedures.

Section 22. Effective Date. This Resolution shall take effect on the date of its adoption.

ADOPTED by the Board of Education of Tillamook Bay Community College District, Tillamook County, Oregon, this 3<sup>rd</sup> day of October 2022.

TILLAMOOK BAY COMMUNITY COLLEGE DISTRICT  
TILLAMOOK COUNTY, OREGON

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Chair, Board of Education

ATTEST:

By \_\_\_\_\_  
Secretary of the Board, Board of Education

# Approval to Hire Project Management Firm

## RECOMMENDATION

ACTION ITEM

## BACKGROUND INFORMATION ..... President Tomlin

A RFQ was sent out last month to request proposals for a Project Management firm to act as an Owner's Representative for both the construction of the new Healthcare Education Building as well as the renovations to the Center for Industrial Technology. We received five qualified proposals prior to the deadline.

Pat Ryan, Dr. Paul Jarrell, Heidi Luquette, and myself acted as the review committee for evaluating the proposals to determine a recommendation to the board for filling this position. We each reviewed the proposals using a scoring rubric that was included in the RFQ. We then met to compare scores and rank the proposals based on those scores. From that ranking, we chose 3 firms to interview last week. Each firm came to campus, received a tour, and were asked questions by the committee. After the interviews, the committee met to compare notes and determine who to recommend to fill the Owner's Representative role.

A sheet with our recommendation will be handed out at the meeting that details the background and qualifications of our recommended firm. Committee members will be present to answer questions from the board members and share their thoughts about the process and the recommendation. We are asking the board to approve the college to hire the recommended firm to be the Owner's Representative for both projects: the construction of the new Healthcare Education Building as well as the renovations to the Center for Industrial Technology.

## Information Only Items

**RECOMMENDATION**

INFORMATION ONLY

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

# SBDC Update

## RECOMMENDATION

INFORMATION ONLY

## BACKGROUND INFORMATION ..... Director Telesmanich

I came to Tillamook Bay SBDC after my son graduated from college. I want to devote my efforts to something meaningful for the long term. I believe helping our community's small businesses with the TBCC SBDC is that opportunity.

My wife had a consulting business for many years. I was trained in finance / law and had worked in corporate management for many years, so I could lend a hand in certain areas. Initially I helped my wife with her business license applications, registering and planning. Later I helped with technical writing, bookkeeping and creating simple Excel worksheets. She taught me a lot about professionalism, service and courage.

My vision for the Tillamook Bay SBDC is to raise greater awareness in the community of our program. Small business owners must work hard to succeed. Having a professional support network like ours can help them run effectively by helping them acquire knowledge and resources they need to win. For our team of advisors and instructors, I believe it is important that everyone believes in what we're doing. It is a great feeling to work together toward a common goal.

Current Course Schedule:

**Ready, Set, Start Your Business!** – Various times for clients considering starting a business. Fees \$20

**What's Your Plan: Writing a Compelling Business Plan** Fees \$175

**Oregon Real Estate Broker Pre-Licensing** Fees \$699

**Oregon Property Manager Pre-Licensing** Fees \$629

**Small Business Management** Fees \$399

Oct. Business Strategy, Sustainability, Resiliency & Scalability

Nov. Marketing, Customer Experience & Fulfillment

Dec. Sales, Pricing, Partnering & Pipeline Management

Jan. Budgeting, Accounting, Finance & Access to Capital

Feb. Systems, Technologies & Information Management

Mar. Human Resources & Human Capital Management

Apr. Managing the Supply Chain, Distribution & Inventories

May Operations, Quality & Risk Management

Jun. Contracts Administration & Vendor Management

**SBM ALUMNI MASTERMIND**

**Construction Contractors Board (CCB) Training and Exam Prep Fees \$365**

**Entrepreneurial Development Program: a partnership with EDC. Req's SBM and WYP enrollment. BDA**

# Financial Report

**RECOMMENDATION**

INFORMATION ONLY

**BACKGROUND INFORMATION** ..... VP LUQUETTE

Included in the board packet for review is an unaudited yearend financial statement for fiscal year ending 6/30/2022.



Agenda Item 5.B. Attachment #1  
Tillamook Bay Community College  
Unaudited Summary Financial Information  
General Fund  
Fiscal Year-to-Date Ended June 2022  
100% of fiscal year elapsed

	FY 2020-2021			FY 2021-2022		
	Annual Budget	06/30/22 Actual	Percentage of Budget	Annual Budget	06/30/22 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	\$ 2,525,392.65	104.37%	\$ 2,782,906	\$ 2,936,360.14	105.51%
Property Taxes	\$ 1,402,498	\$ 1,416,054.86	100.97%	\$ 1,412,334	\$ 1,455,939.42	103.09%
Local Contracts	\$ 74,000	\$ 89,727.00	0.00%	\$ 40,640	\$ 56,892.80	139.99%
Tuition	\$ 942,100	\$ 931,509.19	98.88%	\$ 942,100	\$ 808,152.36	85.78%
Fees	\$ 231,377	\$ 249,463.00	107.82%	\$ 225,077	\$ 184,520.00	81.98%
Sale of Goods	\$ 4,500	\$ 8,150.34	181.12%	\$ 5,000	\$ 4,292.63	85.85%
Interest	\$ 115,000	\$ 43,699.15	38.00%	\$ 50,000	\$ 34,262.77	68.53%
Rental	\$ 18,000	\$ 12,000.00	66.67%	\$ 18,000	\$ 13,195.00	73.31%
Miscellaneous	\$ 30,000	\$ 51,776.09	172.59%	\$ 30,000	\$ 33,223.27	110.74%
Transfers	\$ 481,041	\$ 188,214.11	39.13%	\$ 718,774	\$ 201,738.70	28.07%
Total resources	\$ 7,318,082	\$ 7,356,973.74	100.53%	\$ 7,824,831	\$ 7,553,075.96	96.53%
<b>Expenditures</b>						
Instruction	\$ 2,120,745	\$ 2,011,455.63	94.85%	\$ 2,255,758	\$ 1,952,666.50	86.56%
Instructional Support	\$ 679,872	\$ 628,547.55	92.45%	\$ 819,275	\$ 737,511.34	90.02%
Student Services	\$ 608,847	\$ 533,434.73	87.61%	\$ 629,173	\$ 521,254.67	82.85%
College Support	\$ 1,904,295	\$ 1,737,411.00	91.24%	\$ 2,117,254	\$ 1,969,826.21	93.04%
Plant Operation	\$ 383,607	\$ 315,178.38	82.16%	\$ 378,180	\$ 327,689.64	86.65%
Transfers	\$ 293,000	\$ 306,447.58	104.59%	\$ 298,000	\$ 299,194.58	100.40%
Contingency	\$ 107,285	\$ -	0.00%	\$ 127,191	\$ -	0.00%
Total expenditures	\$ 6,097,651	\$ 5,532,474.87	90.73%	\$ 6,624,831	\$ 5,808,142.94	87.67%
Ending fund balance	\$ 1,220,431	\$ 1,824,498.87	149.50%	\$ 1,200,000	\$ 1,744,933.02	145.41%

Agenda Item 5.B. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended June 2022

	Fund No.	Beginning Fund Balance	2021-2022 Revenue	2021-2022 Expenditures	Ending Fund Balance	2021-2022 Spendable Budget	2020-2021 Prior Year Expenditures 6/30/2021
Nursing Program Agreement	2010	\$ -	\$ 40,000.00	\$ 40,000.00	\$ -	\$ 49,000	\$ -
Tillamook Works	2030	\$ 11,523.42	\$ 29,620.78	\$ 29,635.73	\$ 11,508.47	\$ 77,113	\$ 69,585.00
Tillamook Works Intern Contract	2031	\$ -	\$ 2,339.92	\$ 2,339.92	\$ -	\$ -	\$ -
WOU RISE	2040	\$ -	\$ -	\$ 1,999.79	\$ (1,999.79)	\$ 2,000	\$ -
Title III Grant	2200	\$ -	\$ 56,040.73	\$ 113,337.34	\$ (57,296.61)	\$ 139,355	\$ -
Pathways Grant	2250	\$ -	\$ 11,772.66	\$ 25,680.97	\$ (13,908.31)	\$ 29,707	\$ 37,407.00
Industrial Maintenance Tech	2260	\$ -	\$ 47,562.65	\$ 10,289.08	\$ 37,273.57	\$ 32,679	\$ 65,491.00
SBDC Federal Grant	2300	\$ -	\$ 55,843.64	\$ 36,507.97	\$ 19,335.67	\$ 33,000	\$ 29,523.00
SBDC State Grant	2310	\$ -	\$ 89,965.25	\$ 52,543.82	\$ 37,421.43	\$ 72,000	\$ 78,252.00
SBDC Program Income	2320	\$ 135,436.91	\$ 14,632.00	\$ 94,192.00	\$ 55,876.91	\$ 115,438	\$ -
SBDC NOW Grant	2321	\$ -	\$ 8,400.00	\$ -	\$ 8,400.00	\$ -	\$ -
SBDC Rural Outreach Grant	2330	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 30,303.00
SBDC CARES Act	2331	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,397.00
EDC Contract	2350	\$ -	\$ 116,622.19	\$ 152,090.46	\$ (35,468.27)	\$ 161,356	\$ 148,299.00
Visit Tillamook Coast Contract	2370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TEC Vocational Education Grant	2400	\$ -	\$ 11,828.57	\$ 14,516.49	\$ (2,687.92)	\$ 66,000	\$ 29,939.00
Food Pantry	2480	\$ 1,153.43	\$ -	\$ 844.67	\$ 308.76	\$ 1,000	\$ 1,287.00
ASPIRE Program	2540	\$ 3,444.32	\$ -	\$ -	\$ 3,444.32	\$ 3,000	\$ -
Benefits Navigator Grant	2551	\$ -	\$ 23,436.88	\$ 58,268.95	\$ (34,832.07)	\$ 57,120	\$ -
Student Success Grant	2560	\$ -	\$ 49,371.45	\$ 68,037.09	\$ (18,665.64)	\$ 70,000	\$ 79,739.00
STEP Grant	2580	\$ 29,601.32	\$ 48,381.08	\$ 63,419.98	\$ 14,562.42	\$ 66,419	\$ 51,895.00
STEP 100% Grant	2581	\$ 3,073.76	\$ 15,000.00	\$ 14,899.04	\$ 3,174.72	\$ 18,074	\$ 15,599.00
Pathways to Opportunity	2590	\$ -	\$ 14,000.00	\$ 5,339.66	\$ 8,660.34	\$ 18,750	\$ 27,877.00
ONWIB Student Success Coach	2595	\$ -	\$ -	\$ -	\$ -	\$ 36,281	\$ 37,974.00
Guided Pathways Implementation	2610	\$ 20,810.45	\$ -	\$ 470.48	\$ 20,339.97	\$ 18,000	\$ -
CARES Act Institutional - Section 1	2701	\$ -	\$ 471,107.84	\$ 472,402.84	\$ (1,295.00)	\$ 479,099	\$ 124,373.00
CARES Act Institutional - Section 2	2702	\$ -	\$ 26,552.58	\$ 51,911.32	\$ (25,358.74)	\$ 53,885	\$ 12,075.00
CARES Act Institutional - Section 3	2703	\$ -	\$ 1,372.55	\$ 1,372.55	\$ -	\$ 1,373	\$ 167,330.00
GEER Institutional Grant	2704	\$ -	\$ 10,606.35	\$ 10,606.35	\$ -	\$ 10,606	\$ 59,394.00
Strong Start Grant	2771	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
Partners for Rural Innovation Operations	2890	\$ 11,218.58	\$ 23,785.54	\$ 32,906.95	\$ 2,097.17	\$ 39,800	\$ 30,363.00
Capital Depreciation & Maintenance Fund	2900	\$ 938,888.81	\$ 36,823.93	\$ -	\$ 975,712.74	\$ 35,000	\$ -
Timber Tax Reserve Fund	2910	\$ 3,849,400.84	\$ 410,951.73	\$ -	\$ 4,260,352.57	\$ 728,568	\$ 285,403.00
PRI Capital Maintenance Fund	2920	\$ 81,359.57	\$ 20,296.18	\$ -	\$ 101,655.75	\$ 20,000	\$ -
Strategic Investment Fund	2950	\$ 1,243,831.09	\$ 6,998.82	\$ 50,000.00	\$ 1,200,829.91	\$ 300,000	\$ 103,054.00
<b>Total Special Fund</b>		<b>\$ 6,329,742.50</b>	<b>\$ 1,643,313.32</b>	<b>\$ 1,403,613.45</b>	<b>\$ 6,569,442.37</b>	<b>\$ 2,744,623</b>	<b>\$ 1,528,559.00</b>

Schedule of Special Fund borrowing from General Fund

	Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 6/30/2022
Total of Grants that borrow from the General Fund	\$ (101,527.19)	\$ 136,768.98	\$ -	\$ (238,296.17)
Total of Grants & Reserves that are not borrowing from the General Fund	\$ 6,670,969.56	\$ (729.00)	\$ -	\$ 6,671,698.56
<b>Total Special Fund</b>	<b>\$ 6,569,442.37</b>	<b>\$ 136,039.98</b>	<b>\$ -</b>	<b>\$ 6,433,402.39</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	\$ 6,870.00	\$ 7,275.51	\$ 10,181.32	\$ 13,769	\$ 9,375.00
Driver Education Program	3110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,790.00
TBCC Store	3200	\$ 12,338.70	\$ 3,196.49	\$ 791.74	\$ 14,743.45	\$ 5,550	\$ 1,190.00
Customized Training Projects	3300	\$ 16,503.04	\$ 1,150.00	\$ 1,095.98	\$ 16,557.06	\$ 18,295	\$ 1,676.00
Truck Driving Program	3310	\$ 39,144.77	\$ 145,014.17	\$ 168,651.84	\$ 15,507.10	\$ 169,865	\$ 73,143.00
Truck Driving Simulator	3320	\$ (12,252.88)	\$ 1,259.18	\$ 11,045.30	\$ (22,039.00)	\$ 23,935	\$ 59,021.00
TBCC Vending	3400	\$ 6,751.39	\$ 4,121.21	\$ 1,691.44	\$ 9,181.16	\$ 7,300	\$ 2,497.00
<b>Total Enterprise Fund</b>		<b>\$ 73,071.85</b>	<b>\$ 161,611.05</b>	<b>\$ 190,551.81</b>	<b>\$ 44,131.09</b>	<b>\$ 238,714</b>	<b>\$ 152,692.00</b>
PERS Pension Bond Fund	4100	\$ 29,121.04	\$ 165,400.57	\$ 169,517.76	\$ 25,003.85	\$ 171,118	\$ 161,190.00
General Obligation Bond Fund	4200	\$ 30,505.23	\$ 698,391.33	\$ 763,324.75	\$ (34,428.19)	\$ 763,325	\$ 742,525.00
<b>Total Debt Service Fund</b>		<b>\$ 59,626.27</b>	<b>\$ 863,791.90</b>	<b>\$ 932,842.51</b>	<b>\$ (9,424.34)</b>	<b>\$ 934,443</b>	<b>\$ 903,715.00</b>
Local Match Fund	5250	\$ 175,920.62	\$ 967.17	\$ 31,500.00	\$ 145,387.79	\$ 53,291	\$ 56,000.00
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>\$ 30,967.17</b>	<b>\$ 31,500.00</b>	<b>\$ 379.22</b>	<b>\$ 53,291</b>	<b>\$ 579,492.00</b>
Associated Students of TBCC	7100	\$ 6,670.97	\$ 4,817.20	\$ 2,528.16	\$ 8,960.01	\$ 9,481	\$ 2,683.00
Phi Theta Kappa Honorary Society Fund	7200	\$ 1,009.82	\$ 1,245.00	\$ 1,425.03	\$ 829.79	\$ 3,725	\$ 3,359.00
<b>Total Agency Fund</b>		<b>\$ 7,680.79</b>	<b>\$ 6,062.20</b>	<b>\$ 3,953.19</b>	<b>\$ 9,789.80</b>	<b>\$ 13,206</b>	<b>\$ 6,042.00</b>
PELL Grant	8010	\$ -	\$ 449,114.00	\$ 446,047.00	\$ 3,067.00	\$ 751,150	\$ 585,982.00
Supplemental Education Opportunity Grant	8020	\$ -	\$ 18,834.90	\$ 20,834.90	\$ (2,000.00)	\$ 17,625	\$ 20,423.55
CARES Act for Students	8090	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 72,272.00
GEER funds for Students	8091	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,001.00
CARES Act Inst for Students	8092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,036.00
CRRSA Act for Students	8093	\$ -	\$ 463,946.00	\$ 468,426.00	\$ (4,480.00)	\$ -	\$ 69,186.00
HEERF Institutional Grants for Students	8094	\$ -	\$ 69,561.00	\$ 69,561.00	\$ -	\$ -	\$ 114,971.00
Direct Loans	8100	\$ -	\$ 34,348.00	\$ 34,348.00	\$ -	\$ 350,000	\$ 70,893.00
Federal Work Study	8190	\$ -	\$ 6,597.08	\$ 6,597.08	\$ -	\$ 16,944	\$ 6,560.98
Oregon Opportunity Grant	8210	\$ -	\$ 172,500.00	\$ 169,921.00	\$ 2,579.00	\$ 250,000	\$ 195,849.00
Chafee Grant	8220	\$ -	\$ 3,334.00	\$ 3,334.00	\$ -	\$ 15,000	\$ -
Oregon Promise Grant	8230	\$ -	\$ 58,700.00	\$ 56,985.00	\$ 1,715.00	\$ 90,000	\$ 66,671.00
State CARES Support	8231	\$ -	\$ 1,667.00	\$ 1,667.00	\$ -	\$ -	\$ 6,668.00
Tuition Waivers	8310	\$ 10,000.00	\$ -	\$ 3,234.00	\$ 6,766.00	\$ 10,000	\$ 23,206.00
Board Scholarships	8320	\$ 39,599.62	\$ 129,000.00	\$ 125,105.21	\$ 43,494.41	\$ 170,000	\$ 150,258.00
Institutional Work Study	8330	\$ 42,359.85	\$ -	\$ 102.40	\$ 42,257.45	\$ 10,072	\$ 569.31
Foundation Scholarships	8340	\$ -	\$ 87,054.52	\$ 87,054.52	\$ -	\$ 85,000	\$ 73,935.62
Non-Institutional Scholarships	8400	\$ 420.00	\$ 26,792.00	\$ 22,764.72	\$ 4,447.28	\$ 53,328	\$ 49,227.55
<b>Total Financial Aid Fund</b>		<b>\$ 92,379.47</b>	<b>\$ 1,521,448.50</b>	<b>\$ 1,515,981.83</b>	<b>\$ 97,846.14</b>	<b>\$ 1,969,119</b>	<b>\$ 1,539,710.01</b>

Agenda Item 5.B. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended June 2022  
 100% 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%
<b>Resources</b>												
State Aid	\$ 2,781,406	\$ 2,934,709	105.51%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 40,640	\$ 56,893	0.00%	\$ 1,112,938	\$ 871,280	78.29%	\$ 13,093	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,167,177	\$ 992,672	85.05%	\$ 40,150	\$ 13,156	32.77%	\$ 169,856	\$ 133,590	78.65%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,412,334	\$ 1,455,939	103.09%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 728,100	\$ 696,824	95.70%
Timber	\$ 1,500	\$ 1,651	0.00%	\$ 1,107,774	\$ 623,905	56.32%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 5,000	\$ 4,293	85.86%	\$ -	\$ -	0.00%	\$ 6,000	\$ 1,150	19.17%	\$ -	\$ -	0.00%
Interest	\$ 50,000	\$ 34,263	68.53%	\$ 20,450	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 3,225	\$ 1,576	48.88%
Rental	\$ 18,000	\$ 13,195	73.31%	\$ 8,000	\$ 6,815	85.19%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 30,000	\$ 33,223	110.74%	\$ 84,700	\$ 76,197	89.96%	\$ 28,009	\$ 20,967	74.86%	\$ -	\$ -	0.00%
Transfers	\$ 718,774	\$ 201,739	28.07%	\$ 53,291	\$ 32,826	61.60%	\$ -	\$ 5,904	0.00%	\$ 160,000	\$ 165,391	103.37%
<b>Total Revenues</b>	<b>\$ 6,224,831</b>	<b>\$ 5,728,577</b>	<b>92.03%</b>	<b>\$ 2,427,303</b>	<b>\$ 1,624,178</b>	<b>66.91%</b>	<b>\$ 216,958</b>	<b>\$ 161,611</b>	<b>74.49%</b>	<b>\$ 891,325</b>	<b>\$ 863,792</b>	<b>96.91%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 4,831,360	\$ 4,423,060	91.55%	\$ 515,634	\$ 620,773	120.39%	\$ 124,892	\$ 81,667	65.39%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 1,210,189	\$ 1,085,888	89.73%	\$ 325,194	\$ 378,027	116.25%	\$ 84,419	\$ 57,392	67.98%	\$ 1,600	\$ 3,200	200.00%
Capital Outlay	\$ 20,000	\$ -	0.00%	\$ 15,000	\$ 200,870	1339.13%	\$ -	\$ 48,500	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 932,843	\$ 932,843	100.00%
Transfers	\$ 298,000	\$ 299,195	100.40%	\$ 573,564	\$ 203,942	35.56%	\$ 4,589	\$ 2,994	65.24%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ 127,191	\$ -	0.00%	\$ 6,367,857	\$ -	0.00%	\$ 8,200	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 6,486,740</b>	<b>\$ 5,808,143</b>	<b>89.54%</b>	<b>\$ 7,797,249</b>	<b>\$ 1,403,613</b>	<b>18.00%</b>	<b>\$ 222,100</b>	<b>\$ 190,552</b>	<b>85.80%</b>	<b>\$ 934,443</b>	<b>\$ 936,043</b>	<b>100.17%</b>
Ending Fund Balance	\$ 1,338,091	\$ 1,744,933		\$ 874,962	\$ 6,569,622		\$ 49,894	\$ 44,131		\$ 16,882	\$ (12,625)	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 292,522			\$ 136,040			\$ -			\$ 32,931	
Inventories		\$ 2,226			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ (294,748)			\$ (136,040)			\$ -			\$ (32,931)	
Liabilities												
Accounts Payable		\$ 97,331			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 136,160			\$ -			\$ -			\$ (25,859)	
Payroll		\$ 269,454			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ 502,945			\$ -			\$ -			\$ (25,859)	
NET ADJUSTMENTS		\$ 208,197			\$ (136,040)			\$ -			\$ (58,790)	
ENDING CASH BALANCE		\$ 1,953,130			\$ 6,433,582			\$ 44,131			\$ (71,415)	

Agenda Item 5.B. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended June 2022  
 100% 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%
<b>Resources</b>									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,633,750	\$ 1,278,578	78.26%
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	\$ 967	48.36%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 50,000	\$ 30,000	0.00%	\$ 3,025	\$ 1,426	47.14%	\$ 135,000	\$ 113,847	84.33%
Transfers	\$ -	\$ -	0.00%	\$ 8,000	\$ 4,636	57.95%	\$ 130,000	\$ 129,024	99.25%
									\$ 539,521
<b>Total Revenues</b>	<b>\$ 52,000</b>	<b>\$ 30,967</b>	<b>59.55%</b>	<b>\$ 11,025</b>	<b>\$ 6,062</b>	<b>54.99%</b>	<b>\$ 1,898,750</b>	<b>\$ 1,521,449</b>	<b>80.13%</b>
<b>Expenditures</b>									
Salaries and Wages	\$ -	\$ -	0.00%	\$ 6,266	\$ -	0.00%	\$ 26,341	\$ 6,387	24.25%
Operating Expenditures	\$ -	\$ -	0.00%	\$ 6,940	\$ 3,953	56.96%	\$ 1,940,248	\$ 1,507,705	77.71%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 53,291	\$ 31,500	59.11%	\$ -	\$ -	0.00%	\$ 2,530	\$ 1,890	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
									\$ 539,521
<b>Total expenditures</b>	<b>\$ 53,291</b>	<b>\$ 31,500</b>	<b>59.11%</b>	<b>\$ 13,206</b>	<b>\$ 3,953</b>	<b>29.93%</b>	<b>\$ 1,969,119</b>	<b>\$ 1,515,982</b>	<b>76.99%</b>
Ending Fund Balance	\$ -	\$ 379		\$ 519	\$ 9,790		\$ 55,459	\$ 97,846	
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		\$ 379			\$ 9,790			\$ 97,846	

**\$ 8,467,443**

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, November 7, 2022 at 5:00 pm. It will be in person with a Zoom option.
- OPC Meeting on October 6 and OCCA Board meeting on October 7 at Blue Mountain CC.
- Extended Staff Meeting is scheduled for Friday, October 14 from 8:15-11am. All of you are invited to attend and will receive the Zoom link.
- Mildred Davy Scholarship Recognition Luncheon is Friday, October 21 at Noon at the Nazarene Church.
- OCCA Conference is in Sun River on November 2-4.

### Updates:

- Fall In-service sessions
- OCCA Board Training in Independence on September 16-17
- Nursing Program 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