



WARN NO.
2212

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Suite 1400
Minneapolis, MN 55401
(p) 651-325-3253
www.zenith.org

November 3, 2017

John Cook
Tigard City Council
13125 SW Hall Blvd.
Tigard, OR 97223

Kate Brown
State Capitol
900 Court St. N.
Room 160
Salem, OR 97301

John Asher
Oregon Rapid Response Coordinator
Office of Community Colleges and Workforce Development
Higher Education Coordinating Commission
875 Union Street NE
Salem, OR 97311

Re: Reduction In Force

This is to notify you that Zenith Education Group ("Zenith") will be reducing its workforce at its facility at 9600 SW Oak Street Tigard, OR 97223. This campus location will close at the end of the teach-out process. You may contact me at 651-325-3214 for further information. The job losses are expected to be permanent. Zenith expects that the job losses as a result of the downsizing will occur from January 8, 2018 until the completion of the teach-out plan. Attached is a list of job titles of the positions to be affected, and the number of affected employees in each position.

The employees are not represented by a union, and no bumping rights exist. Again, please call me if you require any further information.

Sincerely,

Paula Jahraus
Employee Relations & HR Operations Manager
ECMC Group

Row Labels	Location	State	City	Count of Job Profile
Everest Institute - Tigard	Everest Institute - Tigard	Oregon	Tigard	29
Academic Dean	Everest Institute - Tigard	Oregon	Tigard	1
Account Representative	Everest Institute - Tigard	Oregon	Tigard	1
Adjunct	Everest Institute - Tigard	Oregon	Tigard	3
Admission & Retention Advisor Associate	Everest Institute - Tigard	Oregon	Tigard	1
Admission & Retention Advisor Senior	Everest Institute - Tigard	Oregon	Tigard	2
Career Advisor	Everest Institute - Tigard	Oregon	Tigard	1
Community Recruitment Representative	Everest Institute - Tigard	Oregon	Tigard	1
Dir Career Services	Everest Institute - Tigard	Oregon	Tigard	1
Dir Student Success	Everest Institute - Tigard	Oregon	Tigard	1
Executive Director	Everest Institute - Tigard	Oregon	Tigard	1
Faculty I	Everest Institute - Tigard	Oregon	Tigard	8
Faculty II	Everest Institute - Tigard	Oregon	Tigard	1
Financial Aid Representative	Everest Institute - Tigard	Oregon	Tigard	1
Financial Aid Representative Senior	Everest Institute - Tigard	Oregon	Tigard	1
Program Chair	Everest Institute - Tigard	Oregon	Tigard	1
Receptionist	Everest Institute - Tigard	Oregon	Tigard	1
Work Study Specialist - On Campus	Everest Institute - Tigard	Oregon	Tigard	2
Work Study Specialist - Reading Tutor	Everest Institute - Tigard	Oregon	Tigard	1

Employees are being notified on November 8, 2017