

# Tillamook Bay Community College

## Basic Institutional Data Form

**Fall 2008**

Dates of Accreditation  
Visit for Candidacy:  
October 29-31, 2008

Tillamook Bay

COMMUNITY COLLEGE

2510 First Street, Tillamook Oregon 97141 — (503) 842-TBCC — [www.TillamookBay.cc](http://www.TillamookBay.cc)





***NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES***

**BASIC INSTITUTIONAL DATA**

Information and data provided in the institutional self-study are usually for the academic and fiscal year preceding the year of the evaluation committee visit. The purpose of this form is to provide the Commission and the members of the evaluation committee with current data for the year of the visit.

After the self-study report has been finalized, complete this form to ensure the information is current for the time of the evaluation committee visit. Please provide a completed copy of this form with each copy of the self-study distributed to Commissioners, the Commission office, and members of the visiting committee.

To enable consistency of reporting, please refer to the glossary in the 2003 Accreditation Handbook for definitions of terms.

<b>Institution:</b>			<b>If part of a multi-institution system:</b>		
Name: <b>Tillamook Bay Community College</b>			Name of System:		
Address: 2510 First Street			Address:		
Address:			Address:		
City: Tillamook	State: OR	ZIP: 97141	City:	State:	ZIP:
Highest Degree Offered:	<input type="checkbox"/> Doctorate <input type="checkbox"/> Masters <input type="checkbox"/> Baccalaureate <input checked="" type="checkbox"/> Associate <input type="checkbox"/> Other (specify)				
Type of Institution:	<input checked="" type="checkbox"/> Comprehensive <input type="checkbox"/> Specialized <input type="checkbox"/> Health-related <input type="checkbox"/> Religious-based <input type="checkbox"/> Tribal				
	<input type="checkbox"/> Other (specify)				
Institutional control:	<input checked="" type="checkbox"/> Public <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Federal				
	<input type="checkbox"/> Private/Independent <input type="checkbox"/> Non-profit <input type="checkbox"/> For Profit				
Institutional calendar:	<input checked="" type="checkbox"/> Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Trimester <input type="checkbox"/> 4-1-4 <input type="checkbox"/> Continuous Term				
	<input type="checkbox"/> Other (specify)				

**Specialized/Programmatic accreditation:** List program or school, degree level(s) and date of last accreditation by an agency recognized by the Council for Higher Education Accreditation (CHEA). (Add additional pages if necessary.)

<b>Program or School</b>	<b>Degree Level(s)</b>	<b>Recognized Agency</b>	<b>Date</b>
None	0	0	0

**Full-Time Equivalent (FTE) Enrollment.**

State the formula used by the institution to compute FTE: 1 FTE = 510 Contact Hours of Instruction

**Official Fall Term Enrollments**

Classification	Current Year	One Year Prior	Two Years Prior
	Dates: 2007	Dates: 2006	Dates: 2005
Undergraduate	339	347	275
Graduate	0	0	0
Professional	0	0	0
Unclassified	574	663	681
Total all levels	913	1010	956

**Full-Time Unduplicated Headcount Enrollment.** Count students enrolled in credit courses only.**Official Fall Term Enrollments**

Classification	Current Year	One Year Prior	Two Years Prior
	Dates: 2007	Dates: 2006	Dates: 2005
Undergraduate	339	347	275
Graduate	0	0	0
Professional	0	0	0
Unclassified	0	0	0
Total all levels	339	347	275

**Numbers of Full-Time and Part-Time Instructional Faculty & Staff and Numbers of Full-Time (only) Faculty & Staff by Highest Degree Earned.** Include only professional personnel who are primarily assigned to instruction or research.

Total Number    Number of Full Time (only) Faculty and Staff by Highest Degree Earned

Rank	Full Time	Part Time	Less than Associate	Associate	Bachelor	Masters	Specialist	Doctorate
Professor	0	0	0	0	0	0	0	0
Associate Professor	0	0	0	0	0	0	0	0
Assistant Professor	0	0	0	0	0	0	0	0
Instructor	6	25	0	0	0	4	0	2
Lecturer and Teaching Assistant	0	0	0	0	0	0	0	0
Research Staff and Research Assistant	0	0	0	0	0	0	0	0
Undesignated Rank	0	0	0	0	0	0	0	0

Number of instructional staff added for current year: 0

Number of instructional staff who were employed previous year but not reemployed: 0

**Mean Salaries and Mean Years of Service of Full-Time Instructional and Research Staff.** Include only full-time personnel with professional status who are primarily assigned to instruction or research.

Rank	Mean Salary	Mean Years of Service
Professor	0	0
Associate Professor	0	0
Assistant Professor	0	0
Instructor	55,043	13
Lecturer and Teaching Assistant	0	0
Research Staff and Research Assistant	0	0
Undesignated Rank	0	0

**Financial Information.** Complete each item in the report using zero where there is nothing to report. Enter figures to the nearest dollar. Auxiliary and service enterprises of the institution (housing, food service, book stores, athletics, etc.) should be included. The institution's audit materials should be an excellent reference for completing the report.

Fiscal year of the institution: FY2007		
Reporting of income:	Cash Basis	Accrual Basis modified
Reporting of expenses:	Cash Basis	Accrual Basis modified

**BALANCE SHEET DATA**

ASSETS	Last Completed FY Dates: 2007	One Year Prior to Last Completed FY Dates: 2006	Two Years Prior to Last Completed FY Dates: 2005
<b>CURRENT FUNDS</b>			
Unrestricted			
Cash &			
Investments	1,989,065	1,873,243	1,706,921
Accounts receivable <i>gross net</i>	267,474	281,058	226,892
Less allowance for bad debts			
Inventories	25,379	20,340	13,737
Prepaid expenses and deferred charges	8,516	7,790	1,375
Other (identify)			
Due from			
<b>Total Unrestricted</b>	2,290,434	2,182,431	1,948,925
Restricted			
Cash			
Investments			
Other ( <i>pension assets</i> )	2,042,073	1,895,499	1,695,000
Due from			
<b>Total Restricted</b>	2,042,073	1,895,499	1,695,000
<b>TOTAL CURRENT FUNDS</b>	4,332,507	4,077,930	3,643,025
<b>ENDOWMENT AND SIMILAR FUNDS</b>			
Cash			
Investments			
Other (identify)			
Due from			
<b>TOTAL ENDOWMENT AND SIMILAR FUNDS</b>	0	0	0
<b>PLANT FUND</b>			
Unexpended			
Cash			
Investments			
Other (identify)			
<b>Total unexpended</b>	0	0	0
Investment in Plant			
Land	114,643	114,643	114,643
Land improvements			
Buildings	1,107,569	1,100,758	945,896
Equipment	467,970	451,997	203,729
Library resources	51,981	43,319	35,615
Other (identify)			
<b>Total investments in plant</b>	1,742,163	1,710,717	1,299,883
Due from			
Other plant funds ( <i>accumulated depreciation</i> )	(422,691)	(372,375)	(324,251)
<b>TOTAL PLANT FUNDS</b>	1,319,472	1,338,342	975,632

<b>OTHER ASSETS (IDENTIFY)</b>			
<b>TOTAL OTHER ASSETS</b>			
<b>TOTAL ASSETS</b>	5,651,979	5,416,272	4,618,657

**BALANCE SHEET DATA (continued)**

<b>LIABILITIES</b>	<b>Last Completed FY Dates: 2007</b>	<b>One Year Prior to Last Completed FY Dates: 2006</b>	<b>Two Years Prior to Last Completed FY Dates: 2005</b>
<b>CURRENT FUNDS</b>			
Unrestricted			
Accounts & Payroll payable	247,495	283,676	237,149
Accrued liabilities ( <i>compensated absences</i> )	56,330	62,038	91,399
Students' deposits ( <i>scholarships</i> )	8,174	3,030	1,577
Deferred credits ( <i>unearned revenue</i> )	31,599	49,254	36,266
Other liabilities ( <i>current maturities</i> )	0	25,000	0
Due to <i>Student Organizations</i>	1,495	1,010	1,470
Fund balance	0	0	0
<b>Total Unrestricted</b>	345,093	424,008	367,861
Restricted			
Accounts payable			
Other ( <i>pension bonds</i> )	1,670,000	1,670,000	1,695,000
Due to			
Fund balance			
<b>Total Restricted</b>	1,670,000	1,670,000	1,695,000
<b>TOTAL CURRENT FUNDS</b>	2,015,093	2,094,008	2,062,861
<b>ENDOWMENT AND SIMILAR FUNDS</b>			
Restricted			
Quasi-endowed			
Due to			
Fund balance			
<b>TOTAL ENDOWMENT AND SIMILAR FUNDS</b>	0	0	0
<b>PLANT FUND</b>			
Unexpended			
Accounts payable			
Notes payable			
Bonds payable			
Other liabilities (identify)			
Due to			
Fund balance			
<b>Total unexpended</b>	0	0	0
Investment in Plant			
Notes payable			
Bonds payable			
Mortgage payable			
Other liabilities (identify)			
Due to			
Other plant fund liabilities (identify)			
<b>TOTAL INVESTMENTS IN PLANT FUND</b>	0	0	0
<b>OTHER LIABILITIES (IDENTIFY)</b>	0	0	0
<b>TOTAL OTHER LIABILITIES</b>	0	0	0
<b>TOTAL LIABILITIES</b>	2,015,093	2,094,008	2,062,861
<b>FUND BALANCE</b>	3,636,886	3,322,264	2,555,796

**CURRENT FUNDS, REVENUES, EXPENDITURES, AND OTHER CHANGES**

<b>REVENUES</b>	<b>Last Completed FY Dates: 2007</b>	<b>One Year Prior to Last Completed FY Dates: 2006</b>	<b>Two Years Prior to Last Completed FY Dates: 2005</b>
Tuition and fees	625,535	511,620	455,549
Federal appropriations			
State appropriations	832,648	1,404,773	1,031,277
Local appropriations	1,106,645	1,128,183	996,784
Grants and contracts	232,216	222,106	287,855
Endowment income			
Auxiliary enterprises			
Other ( <i>investments &amp; miscellaneous income</i> )	527,849	520,625	176,857
<b>EXPENDITURE &amp; MANDATORY TRANSFERS</b>			
Educational and General			
Instruction	992,381	887,988	866,865
Research			
Public services			
Academic support	340,334	429,860	428,257
Student services	475,779	451,123	367,142
Institutional support	851,342	888,250	862,904
Operation and maintenance of plant	105,010	149,977	134,173
Scholarships and fellowships ( <i>financial aid</i> )	112,723	82,682	58,109
Other ( <i>depreciation</i> )	50,316	48,124	30,263
Mandatory transfers for:			
Principal and interest			
Renewal and replacements			
Loan fund matching grants			
Other (identify)			
<b>Total Educational and General</b>	<b>2,927,885</b>	<b>2,938,004</b>	<b>2,747,713</b>
Auxiliary Enterprises			
Expenditures			
Mandatory transfers for:			
Principal and interest			
Renewals and replacements			
<b>Total Auxiliary Enterprises</b>			
<b>TOTAL EXPENDITURE &amp; MANDATORY TRANSFERS</b>	<b>2,927,885</b>	<b>2,938,004</b>	<b>2,747,713</b>
<b>OTHER TRANSFERS AND ADDITIONS/DELETIONS</b> ( <i>interest/amortization</i> )	(82,386)	(82,835)	0
<b>EXCESS</b> [deficiency of revenues over expenditures and mandatory transfers (net change in fund balances)]	314,622	766,468	200,609

**INSTITUTIONAL INDEBTEDNESS**

<b>TOTAL DEBT TO OUTSIDE PARTIES</b>	<b>Last Completed FY Dates: 2007</b>	<b>One Year Prior to Last Completed FY Dates: 2006</b>	<b>Two Years Prior to Last Completed FY Dates: 2005</b>
For Capital Outlay	0	0	0
For Operations ( <i>retirement liability</i> )	1,670,000	1,670,000	1,695,000

**Domestic Off-Campus Degree Programs and Academic Credit Sites:** Report information for off-campus sites within the United States where degree programs and academic coursework is offered.

**Degree Programs** – list the names of degree programs that can be completed at the site.

**Degrees Awarded** – report the number of degrees (by program) awarded at the location last year.

**Academic Credit Courses** – report the total number of academic credit courses offered at the site.

**Student Headcount** – report the total number (headcount) of students currently enrolled in programs at the site.

**Faculty Headcount** – report the total number (headcount) of faculty (full-time and part-time) teaching at the site.

**PROGRAMS AND ACADEMIC CREDIT OFFERED AT OFF-CAMPUS SITES WITHIN THE UNITED STATES**

Location of Site NameCity, State, ZIP	Degree Programs	Degrees Awarded	Academic Credit Courses	Student Headcount	Faculty Headcount
None	0	0	0	0	0

**Programs and Academic Courses Offered at Sites Outside the United States.** Report information for sites outside the United States where degree programs and academic credit courses are offered, including study abroad programs and educational operations on military bases.

**Degree Programs** – list the names of degree programs that can be completed at the site.

**Degrees Awarded** – report the number of degrees (by program) awarded at the location last year.

**Academic Credit Courses** – report the total number of academic credit courses offered at the site.

**Student Headcount** – report the total number (headcount) of students currently enrolled in programs at the site.

**Faculty Headcount** – report the total number (headcount) of faculty (full-time and part-time) teaching at the site.

**PROGRAMS AND ACADEMIC CREDIT COURSES OFFERED AT SITES OUTSIDE THE UNITED STATES**

Location of Site Name City, State, ZIP	Degree Programs	Degrees Awarded	Academic Credit Courses	Student Headcount	Faculty Headcount
None	0	0	0	0	0



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