



Notice of Public Meeting

Pursuant to O.R.S. §192.640, 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 will hold a meeting open to the public on Monday, September 8, 2003, at 6:30 p.m., in Room 8, Tillamook Bay Community College, First Street Campus, 2510 First Street, Tillamook, Oregon 97141.

A copy of the agenda for the meeting will be available beginning Thursday, September 4, 2003, after 9:00 a.m. at the Office of the College President, Tillamook Bay Community College, First St. Campus, 2510 First St., Tillamook, Oregon 97141.

Agenda items include an Invitation for Public Comment, Business Meeting, as well as Announcements and General Information. The Board reserves the right to change the order of items on the agenda.

The Board meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify Board Secretary, Sue Owens, at (503) 842-8222, ext. 159 at least 48 hours in advance.

Pursuant to O.R.S. §192.660, the Board may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session, which will not be open to the public.

DATE NOTICE PUBLISHED: Wednesday, September 3, 2003

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

RALPH ORR - PRESIDENT
TILLAMOOK BAY COMMUNITY COLLEGE

Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.tbcc.cc.or.us

Board of Education Meeting Agenda

Date:
September 8, 2003

First Street Campus • Room 8
2510 First Street • Tillamook, Oregon 97141

Time:
6:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chairman McGinnis
2.	Approval of the Agenda ----- (Action)	Chairman McGinnis
3.	Invitation of Public Comment -----	Chairman McGinnis
	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.	
4.	Board Minutes from August 4, 2003 Meeting ----- (Action)	Chairman McGinnis
5.	Reports:	
	A. Financial Position -----	M. Sybouts
	B. Oregon Community College Association -----	A. Swain
6.	Old Business:	
	A. 2003-2004 Budget Resolutions ----- (Action)	M. Sybouts
7.	New Business:	
	A. 2004-2005 Budget Development Guidelines and Budget Schedule -----	M. Sybouts
8.	Standing Business:	
	A. Strategic Planning and Accreditation -----	L. Gates
	B. Personnel ----- (Action)	President Orr
	Pursuant to O.R.S. § 192.660(1)(b), the Board may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session, which will not be open to the public to consider Agenda Item 8.B.	
	C. Grants and Contracts -----	President Orr
	D. Board of Education Policy -----	President Orr
9.	Announcements and General Information -----	President Orr
10.	Invitation of Public Comment -----	Chairman McGinnis
11.	Adjournment ----- (Action)	Chairman McGinnis



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Board of Education Meeting Minutes

August 4, 2003
2510 First Street, Tillamook, Oregon
Room 8

- Call to Order:** Chairman Wakefield called the meeting to order at 6:33 p.m.
- Directors Present:** Craig Wakefield, Steve Shaw, Wayne Jensen, Jim McGinnis, Ann Swain, Bob Weitman, Rose Wharton (by phone)
- Staff Present:** President Orr, Lori Gates, Mark Sybouts, Sue Owens
Jim Fullan, Emmy Lou Orahood
- Guests:** Jerry Orahood

Approval of Agenda:

Director Jensen moved to approve the August 4, 2003 agenda. Seconded by Director Shaw, approved unanimously (7/0).

Election of Board Officers:

Chairman Wakefield opened the floor for nominations for Chair. Director Swain nominated Director McGinnis; Director Jensen seconded. Approved unanimously (7/0).

New Chairman McGinnis opened the floor for position of Vice-Chair. Director Swain nominated Director Wakefield; seconded by Director Weitman. Approved unanimously (7/0).

Chairman McGinnis asked to be removed from one subcommittee. He asked for a volunteer. Director Shaw volunteered to take his position on the Personnel Subcommittee.

Director Wharton asked to be removed from the Personnel Subcommittee. Director Jensen volunteered to take her position.

Director Swain moved to accept the revised subcommittee membership as follows. Motion seconded. Approved unanimously (7/0).

Finance Subcommittee	Jim McGinnis Ann Swain Bob Weitman
Personnel Subcommittee	Steve Shaw Ann Swain Wayne Jensen
Facilities Subcommittee	Wayne Jensen Steve Shaw Craig Wakefield



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Invitation of Public Comment: No comments.

Approval of Minutes:

Chairman McGinnis asked for a motion to approve the June 16, 2003 Regular Meeting minutes. Director Wakefield so moved, seconded by Director Jensen. Approved unanimously (7/0).

Director Swain moved to approve the June 16, 2003 Executive Session minutes seconded by Director Shaw. Approved unanimously (7/0).

Reports:

Finance: (Item 6.A) Director of Administrative Services Mark Sybouts shared that the fourth quarter timber money was still not in. It is expected mid-August.

President Orr commented on the success of the college in weathering the budget crisis last year and credited Mark Sybouts and the entire staff for their successful work and sacrifice. Chairman McGinnis echoed the praise.

OCCA: (Item 6.B) Director Swain shared that there is some discussion regarding the legality of using students' social security numbers. Discontinuing use will create problems with reporting and research; continuation can have negative impact on students.

Director Swain also stated there is some expansion of HB 3603 and that there is a PERS lawsuit pending.

Old Business:

No old business.

New Business:

2003-2004 Organization, Finance and Legal Designations (Item 8.A) Director of Administrative Services Mark Sybouts explained changes in the legal documents, in particular, specifying the Auditor and Attorneys, and credit card users. Chairman McGinnis requested Mr. Sybouts read each article for the record. Upon completion of the reading, Director Jensen moved to approve the 2003-2004 Organization, Finance and Legal Designations as presented. Seconded by Director Shaw. Approved unanimously (7/0).

2003-2004 Budget Resolutions: (Item 8.B) Director of Administrative Services Mark Sybouts explained the attached resolutions. Director Jensen moved to approve and authorize the Board Chair to sign Budget Resolutions 2003-2004 #4 through 2003-2004 #7. Director Swain seconded. Approved unanimously (7/0).

Standing Business:

Strategic Planning and Accreditation: (Item 9.A) President Orr stated that due to the importance of Strategic Planning and Accreditation it would now be a regular agenda item. Dr. Lori Gates, Dean of Instruction and Student Services explained the strategic planning and the self-study plan and current status. This process not only evaluates our progress but our compliance with our PCC contract. Many of the requirements necessary to meet PCC's contract are duplicated in the self-study and are



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necessary and valuable regardless of our accreditation status.

Chairman McGinnis asked if this process helps us with our self-study. Dr. Gates stated yes, we'd have to do it whether independent or contracting.

Director Wakefield asked if there were any issues that were of concern, such as minimum faculty requirements. Dr. Gates noted that many of the requirements were based on institutional self-definition. If it agrees with the mission and goals it is generally sufficient. She then stressed the importance of having mission and goals clearly stated and noted that finances are critical—are there sufficient funds to follow through with the mission and goals?

President Orr shared some possible areas of concern and expounded on the actions needed or being taken to meet the criteria. He expressed confidence in Dr. Gates and Fred Bennett (English Instructor), who are co-directing this project, and noted that the new Institutional Research Coordinator, Joe Kishur, also had experience in the accreditation process.

Director Swain asked if the self evaluation that was done a few years ago was any use. Dr. Gates stated that she was accumulating any and all related documentation she could find in preparation for developing the new plan.

Director Wakefield asked if a drop in enrollment would have any bearing on accreditation. Dr. Gates explained that it wasn't the number of students that is important, but what is being done with the ones you have and what contingency plans are in place. The biggest danger, she explained, would be saying we could do all things for everyone.

Director Swain asked if a self-supporting Community Education program would be helpful. Dr. Gates felt it was beneficial, especially in light of state funding. It shows planning and anticipation in attempt to cope with current and future funding changes.

Personnel - (Item 9.B) President Orr reported the following people had been hired:
Steve Ankrom - Computer Application Systems/Computer Information Systems Instructor;
Joe Kishur – Coordinator of Institutional Research;
Tom Atchison – Business Administration Instructor;
Dr. Geza Laszlo – Mathematics Instructor.

President Orr stated twelve to fourteen applications had been received for the two remaining open positions of Director of Skills Development and Director of Community Education and that both hiring committees would hold interviews soon.

Grants and Contracts - (Item 9.C) President Orr drew attention to the Adult Education and Family Literacy Program grant as noted in the board packet. No action was needed for this item.

Board of Education Policy - (Item 9.D) President Orr presented Articles 225, 300.3, 311, 400, 402, 403, 405, 406, 407, Appendix A-1, Appendix A-2, Appendix B-1, Appendix B-2, Appendix C-1, Appendix C-2 and Appendix C-3 for approval. He stated Article 316 was being tabled for further revision and would be presented again at a later date.



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Director Weitman asked the nature of the changes in the articles presented for approval. President Orr stated there were a number of changes including references to "direct supervisor" and since our current configuration doesn't have that level of management the policies were changed to reflect that. Director Jensen moved to approve the policy articles as presented. Director Swain seconded. Motion carried unanimously (7/0).

Announcements and General Information.

President Orr drew attention to the news release included in the board packet introducing Dr. Jerry Berger as the new Interim President at PCC. He stated that he was encouraged that Dr. Berger was well acquainted with contracting college issues and that he was hoping to meet with Dr. Berger in the next few weeks.

Legislature hasn't passed a budget yet, however there is agreement in the House for community colleges to receive \$430 million. This means a \$38,000 increase for TBCC.

President Orr stated that he was unable to have a meeting with President Carreon before he left PCC, but understands that Guy Sievert from PCC has been instructed to carefully analyze and review contractual language used in contracting with colleges.

With no more announcements to share, President Orr invited all board members to meet Judy Anderson, LRC Director and tour the new Learning Resource Center.

Invitation of Public Comment:

None.

Adjournment.

Director Jensen moved to adjourn the meeting. Director Shaw seconded. Approved unanimously (7/0). Meeting adjourned at 7:35 p.m.

Respectfully submitted,



Ralph Orr
Clerk



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Financial Position

RECOMMENDATION

Receive the financial reports.

BACKGROUND INFORMATION

----- Mark Sybouts

Mr. Sybouts will be prepared to explain the financial reports and address questions.



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Agenda Item 5.A. Attachment #1
 Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended July 2003

	2002-2003 Annual Budget	2002-2003 Actual	2002-2003 Percentage of Budget	2003-2004 Annual Budget	2003-2004 Actual	2003-2004 Percentage of Budget
Resources						
State	\$ 1,110,312	\$ -	0.00%	\$ 1,436,895	\$ 284,701.00	19.81%
Tuition	\$ 354,722	\$ 33,703.00	9.50%	\$ 339,321	\$ 17,712.00	5.22%
Fees	\$ 46,000	\$ 9,264.07	20.14%	\$ 93,423	\$ 8,941.00	9.57%
Taxes	\$ 661,596		0.00%	\$ 684,150		0.00%
Timber	\$ 164,000		0.00%	\$ 118,910		0.00%
Sale of Goods	\$ 17,350	\$ 815.00	4.70%	\$ 20,050	\$ 290.00	1.45%
Interest	\$ 9,000	\$ 279.18	3.10%	\$ 6,000	\$ 96.68	1.61%
Rental	\$ 50		0.00%	\$ 50		0.00%
Miscellaneous	\$ 45,000	\$ 1,901.77	4.23%	\$ 10,210	\$ 8.00	0.08%
Working capital	\$ 440,335	\$ 457,951.09	104.00%	\$ 354,000	\$ 449,437.57	126.96%
Transfers				\$ 893		
Total resources	\$ 2,848,365	\$ 503,914.11	17.69%	\$ 3,063,902	\$ 761,186.25	24.84%
Expenditures						
Instruction	\$ 896,655	\$ 60,128.36	6.71%	\$ 719,290	\$ 43,304.28	6.02%
Instructional Support	\$ 271,341	\$ 18,266.53	6.73%	\$ 373,797	\$ 17,409.87	4.66%
Student Services	\$ 357,112	\$ 24,448.88	6.85%	\$ 264,047	\$ 19,315.55	7.32%
College Support	\$ 838,872	\$ 78,368.52	9.34%	\$ 853,434	\$ 94,503.26	11.07%
Plant Operation	\$ 172,030	\$ 6,955.25	4.04%	\$ 148,065	\$ 13,980.23	9.44%
Financial Aid	\$ 10,400	\$ 380.00	3.65%	\$ 11,500	\$ 324.00	2.82%
Transfers				\$ 40,000		
Contingency	\$ 1,955	\$ -	0.00%	\$ 50,000		0.00%
Total expenditures	\$ 2,548,365	\$ 188,547.54	7.40%	\$ 2,460,133	\$ 188,837.19	7.68%
Ending fund balance	\$ 300,000	\$ 315,366.57		\$ 603,769	\$ 572,349.06	

Mark Sybouts:
 This is due to payment
 pf annual memberships
 and property and
 liability insurance.

Mark Sybouts:
 This is due to additional
 cost savings and
 revenue increases
 (such as timber) since
 February projection of
 ending fund balance.

Agenda Item 5.A. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended July 2003

	Fund No.	Beginning Working Capital	2003-2004 Revenue	2003-2004 Expenditures	Ending Working Capital	2003-2004 Spendable Budget	2002-2003 Prior Year Expenditures
Adult Basic Education	2	\$ -		\$ 748.61	\$ (748.61)	\$ 41,025.00	\$ 512.49
SBDC Federal Grant	4	\$ -		\$ 2,286.79	\$ (2,286.79)	\$ 30,250.00	\$ 30.78
SBDC State Grant	5	\$ -		\$ 326.13	\$ (326.13)	\$ 41,983.00	\$ 1,202.36
Veterans Grant	6	\$ -			\$ -	\$ -	\$ 3,968.27
Adult Ed Program Corrections Grant	8	\$ -			\$ -	\$ -	\$ 1,709.77
Student Assistance	9	\$ 4,485.83		\$ 25.00	\$ 4,460.83	\$ 5,667.00	\$ -
SBDC Program Income	11	\$ 22,764.81	\$ 120.00	\$ 431.50	\$ 22,453.31	\$ 26,194.00	\$ 749.05
Tilla-Biz Project 2001 Grant	15	\$ -			\$ -	\$ -	\$ 465.02
BizCenter E-Commerce Grant	16	\$ -			\$ -	\$ -	\$ -
BizCenter Enhancement Grant	17	\$ -			\$ -	\$ -	\$ -
Tilla-Start Project Grant	18	\$ 2,536.08		\$ 496.24	\$ 2,039.84	\$ 2,789.00	\$ -
The Art Bus	19	\$ 893.21			\$ 893.21	\$ 893.00	\$ -
English Literacy/Civics Grant	20	\$ -		\$ 575.33	\$ (575.33)	\$ 20,000.00	\$ 857.55
Microelectronics Technology Scholarships Grant	21	\$ -			\$ -	\$ -	\$ -
Welfare Reform JOBS Program	22	\$ -			\$ -	\$ -	\$ -
Corrections Grant	23	\$ -			\$ -	\$ -	\$ -
IWEB Grant	24	\$ -			\$ -	\$ -	\$ -
Sprint Yellow Pages Literacy Grant	25	\$ 2,385.07			\$ 2,385.07	\$ 4,284.00	\$ -
U.S. Bank Literacy Grant	26	\$ -			\$ -	\$ -	\$ -
United Way Literacy Grant	27	\$ 1,733.31	\$ 257.40		\$ 1,990.71	\$ 2,400.00	\$ -
Teen Parent Funds	28	\$ 18,769.06		\$ 4,384.45	\$ 14,384.61	\$ 150,000.00	\$ 6,360.57
Connect 2 Jobs Skill Training Project Grant	29	\$ -			\$ -	\$ -	\$ 1,180.19
NOEA Grant	30	\$ -			\$ -	\$ -	\$ -
Veterans Assistance Program	34	\$ -			\$ -	\$ -	\$ -
Community Block Child Care Grant	36	\$ -			\$ -	\$ 3,401.00	\$ -
Spirit Mountain Community Fund	38	\$ 25,000.00		\$ 657.36	\$ 24,342.64	\$ 25,000.00	\$ -
Intel Computer Grant	39	\$ -			\$ -	\$ -	\$ -
Tutor Grant	40	\$ -		\$ 628.67	\$ (628.67)	\$ 11,000.00	\$ -
On Line Advisor Grant	41	\$ -			\$ -	\$ -	\$ -
Work Keys Mini Grant	42	\$ 2,903.84			\$ 2,903.84	\$ 2,904.00	\$ -
TEC Vocational Education Grant	44	\$ -			\$ -	\$ 18,282.00	\$ -
Statewide Meetings	45	\$ -			\$ -	\$ 1,500.00	\$ -
Adult Ed Program Improvement Project Grant	46	\$ -			\$ -	\$ 3,300.00	\$ -
Adult Ed Accountability Grant	47	\$ -		\$ 1,498.82	\$ (1,498.82)	\$ 11,000.00	\$ 782.49
The OR Community Foundation Grant	48	\$ 1,180.40			\$ 1,180.40	\$ 1,181.00	\$ -
TCCF Literacy Grant	50	\$ -			\$ -	\$ -	\$ 174.44
Economic Development Council Grant	51	\$ -			\$ -	\$ -	\$ -
IWEB Connections Contract	55	\$ 7,500.00			\$ 7,500.00	\$ 7,500.00	\$ -
Customized Training & Ed Service Projects	56	\$ 5,561.10			\$ 5,561.10	\$ 25,000.00	\$ 2,957.84
Meyer Memorial Trust CIS Grant	59	\$ 6,376.12			\$ 6,376.12	\$ 26,350.00	\$ -
Bay City Rental	62	\$ 3,999.26	\$ 635.75	\$ 592.00	\$ 4,043.01	\$ 17,401.00	\$ -
Community Education	63	\$ -	\$ 5,804.00	\$ 5,144.17	\$ 659.83	\$ 219,028.00	\$ -
TWS - joint cost pool	79	\$ -			\$ -	\$ -	\$ -
TWS - WIA Adult Grant	80	\$ -			\$ -	\$ -	\$ 3,651.79
TWS - Dislocated Worker Grant	81	\$ -			\$ -	\$ -	\$ 8,837.32
TWS - Timber 15 Grant	82	\$ -			\$ -	\$ -	\$ 6,257.29
TWS - Welfare Reform Grant	83	\$ -			\$ -	\$ -	\$ 5,518.90
TWS - WIA Youth Grant	84	\$ -			\$ -	\$ -	\$ 4,701.96
TWS - Timber 14 Grant	85	\$ -			\$ -	\$ -	\$ -
TWS - Food Stamp Emp. & Training Grant	86	\$ -			\$ -	\$ -	\$ 1,417.39
TWS - JOBS Sheltered Work Experience	87	\$ -			\$ -	\$ -	\$ -
TWS - Work Incentive Grant	88	\$ -			\$ -	\$ -	\$ -
Total Special Fund		\$ 106,088.09	\$ 6,817.15	\$ 17,795.07	\$ 95,110.17	\$ 698,332.00	\$ 51,335.47
AAWCC Scholarship Fund	31	\$ -			\$ -	\$ 600.00	\$ -
Associated Students of TBCC	32	\$ 792.02	\$ 80.40		\$ 872.42	\$ 2,600.00	\$ -
Phi Theta Kappa Honorary Society Fund	33	\$ 240.89	\$ 157.40		\$ 398.29	\$ 2,400.00	\$ -
TBCC Staff Coffee and Water	35	\$ (22.47)		\$ 24.00	\$ (46.47)	\$ 3,000.00	\$ 39.68
Total Agency Fund		\$ 1,010.44	\$ 237.80	\$ 24.00	\$ 1,224.24	\$ 8,600.00	\$ 39.68
Building Reserve Fund	60	\$ 347,080.61			\$ 347,080.61	\$ -	\$ -
Bookstore	65	\$ 19,366.25	\$ 340.70	\$ 3,064.91	\$ 16,642.04	\$ 126,662.00	\$ 6,570.67
Schedule of Special Fund borrowing from General Fund		Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 7/31/2003		
Total of Grants that borrow from the General Fund		\$ (6,064.35)	\$ 148,534.62	\$ 5,778.49	\$ (148,820.48)		
Total of Grants that are not borrowing from the General Fund		\$ 101,174.52	\$ 690.75	\$ 8,344.89	\$ 108,828.66		
Total Special Fund		\$ 95,110.17	\$ 149,225.37	\$ 14,123.38	\$ (39,991.82)		

Agenda Item 5 A Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended July 2003
 8% of Budget Period Expended

	General Fund			Special Fund			Building Reserve Fund			Enterprise Fund (Bookstore)			Agency Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 532,949			\$ (31,739)			\$ 347,081			\$ (21,272)			\$ 1,020	
Beginning Fund Balance (Note 2)	\$ 354,000	\$ 449,438	126.96%	\$ 296,435	\$ 106,088	35.79%	\$ 347,394	\$ 347,081	99.91%	\$ 20,000	\$ 19,366	96.83%	\$ 110	\$ 1,010	918.58%
Resources															
State Aid	\$ 1,436,895	\$ 284,701	19.81%												
Grants and Contracts				\$ 367,041	\$ 257	0.07%									
Tuition and Fees	\$ 432,744	\$ 26,653	6.16%	\$ 192,765	\$ 5,924	3.07%				\$ 50					
Local Taxes	\$ 684,150		0.00%												
Timber	\$ 118,910		0.00%												
Sale of Goods	\$ 20,050	\$ 290	1.45%	\$ 100		0.00%				\$ 127,400	\$ 341	0.27%			
Interest	\$ 6,000	\$ 97	1.61%				\$ 5,645		0.00%						
Rental (Note 3)	\$ 50		0.00%	\$ 12,401	\$ 636	5.13%									
Miscellaneous	\$ 10,210	\$ 8	0.08%	\$ 2,600		0.00%							\$ 8,490	\$ 238	2.80%
Transfers	\$ 893	\$ -	0.00%	\$ 40,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 2,709,902	\$ 311,749	11.50%	\$ 614,907	\$ 6,817	1.11%	\$ 5,645	\$ -	0.00%	\$ 127,450	\$ 341	0.27%	\$ 8,490	\$ 238	2.80%
Expenditures															
Salaries and Wages	\$ 1,759,391	\$ 107,902	6.13%	\$ 513,638	\$ 13,640	2.66%				\$ 20,757	\$ 1,739	8.38%			
Operating Expenditures (Note 4)	\$ 610,742	\$ 80,935	13.25%	\$ 183,801	\$ 4,155	2.26%				\$ 105,905	\$ 1,326	1.25%	\$ 8,600	\$ 24	0.28%
Capital Outlay															
Transfers	\$ 40,000		0.00%	\$ 893											
Other budgetary accounts (Note 5)	\$ 50,000	\$ -	0.00%	\$ 210,367	\$ -	0.00%	\$ 353,039	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 2,460,133	\$ 188,837	7.68%	\$ 908,699	\$ 17,795	1.96%	\$ 353,039	\$ -	0.00%	\$ 126,662	\$ 3,065	2.42%	\$ 8,600	\$ 24	0.28%
Ending Fund Balance	\$ 603,769	\$ 572,349		\$ 2,643	\$ 95,110		\$ -	\$ 347,081		\$ 20,788	\$ 16,642		\$ -	\$ 1,224	
Adjustments to bring Ending Fund Balance to Ending Cash Balance															
Assets															
Receivables		\$ 158,222			\$ 149,225			\$ -			\$ 11,137			\$ 60	
Inventories		\$ -			\$ -			\$ -			\$ 31,152			\$ -	
NET EFFECT ON CASH		\$ (158,222)			\$ (149,225)			\$ -			\$ (42,289)			\$ (60)	
Liabilities															
Accounts Payable		\$ 103,540			\$ 26,021			\$ -			\$ 1,436			\$ 24	
Unearned Revenue (Note 6)		\$ 68,249			\$ 5,414			\$ -			\$ -			\$ -	
Payroll		\$ 78,352			\$ (17,312)			\$ -			\$ 1,220			\$ -	
NET EFFECT ON CASH		\$ 250,141			\$ 14,123			\$ -			\$ 2,656			\$ 24	
NET ADJUSTMENTS		\$ 91,919			\$ (135,102)			\$ -			\$ (39,632)			\$ (36)	
ENDING CASH BALANCE		\$ 664,268			\$ (39,992)			\$ 347,081			\$ (22,990)			\$ 1,188	

Total Cash per General Ledger (Note 7)

\$949,554

Cell: A11

Comment: Note 1. Negative Amount indicates borrowing from the General Fund.

Cell: A12

Comment: Note 2:

General Fund beginning fund balance is greater than budget due to cost reductions and revenue increases (such as timber) since the original conservative projection developed in February 2003. Agency Fund beginning fund balance is larger than anticipated due to student organizations not spending their funds down to the same extent that they have done in the past.

Cell: A23

Comment: Note 3. Rental of Bay City Site.

Cell: A33

Comment: Note 4. General Fund actual operating expenditures is greater than prorata of year due to annual dues and insurance payments.

Cell: A36

Comment: Note 5. Contingency in the General Fund, repayment of borrowing in Special Fund and reserved for future expenditures in Building Reserve Fund.

Cell: A64

Comment: Note 6. Assessed but unreceived property taxes.

Cell: K73

Comment: Note 7. Amount ties with cash and cash equivalents on deposit at end of month.

Oregon Community College Association

RECOMMENDATION

Appointment of a TBCC Board of Education Representative to the OCCA Board

BACKGROUND INFORMATION ----- **President Orr**

- An OCCA summary of the recently completed legislative session is expected in a few days and if available will be distributed at the Board Meeting.
- OCCA Bylaws, Item 4.2 state: Each member district shall annually appoint two (2) directors which include one member from each District's Board of Education and the District's President.

Oregon Community College Association

MISSION: • To advocate, communicate and collaborate in order to strengthen community colleges for the benefit of Oregonians.

SCHEDULE: • The Association shall meet three times a year, generally in the fall, winter and spring unless the Executive Committee decides otherwise.

OFFICERS: Chair-----David Bridgham (Southwestern Oregon Community College)
Vice-Chair-----Chuck Clemens (Clackamas Community College)
Treasurer-----Wes Channel (Klamath Community College)
Secretary-----Mary Spilde (Lane Community College)
Immediate Past Chair-----JoAnne Beilke (Chemeketa Community College)



Tillamook Bay Community College

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2003-2004 Budget Resolutions and Transfers

RECOMMENDATION

Approve and authorize the Board Chair to sign Budget Resolutions 2003-2004 #8 and #9.

BACKGROUND INFORMATION----- Mark Sybouts

In compliance with Oregon Local Budget Law, Budget Resolutions are needed to expend or transfer funds received that were unanticipated at the time the 2003-04 Budget was approved.

Mr. Sybouts will be prepared to address questions.



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RESOLUTION 8

Tillamook Bay Community College
Board of Education
September 8, 2003

Transfer of Budgeted Amounts

The President RECOMMENDS adoption of the following resolution:

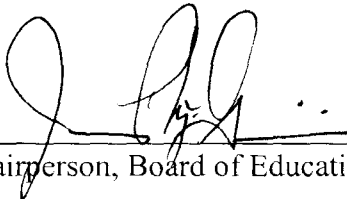
WHEREAS, the adopted Tillamook Bay Community College's 2003-2004 budget document provides for transfers of money between funds and,

WHEREAS, Tillamook Bay Community College (TBCC) desires to make these transfers in accordance with the adopted budget:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this resolution authorizing the transfer of money as follows:

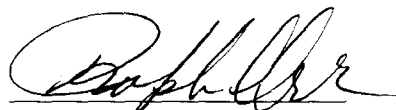
From	To	Amount
General Fund Other financing uses: Transfer to Special Fund	Special Fund – Community Education Other Financing Sources: Transfer from General Fund	\$40,000.00
Special Fund – Art Bus & Elderhostel Other financing uses: Transfer to General Fund	General Fund Other Financing Sources: Transfer from Special Fund	\$893.00

RESOLVED this 8th day of September, 2003, by the Board of Education, Tillamook Bay Community College.



Chairperson, Board of Education

Attest:



President, Clerk of Board

RESOLUTION 9

Tillamook Bay Community College
Board of Education
September 8, 2003

Budget Transfers in General Fund

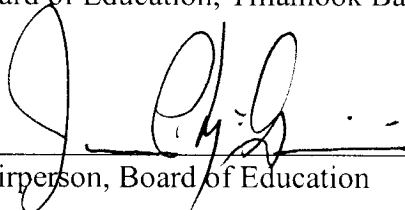
The President RECOMMENDS adoption of the following resolution:

WHEREAS, Oregon Local Budget Law, under ORS 294.450, provides for transfers of appropriations within a fund or from one fund to another after enactment of an appropriation resolution:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this resolution transferring appropriations within the General Fund as follows:

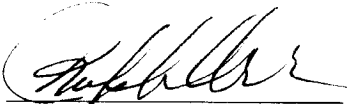
From	To	Amount	Reason
Plant Operation & Maintenance: Insurance	College Support: Business Office: Insurance	\$2,665	Allocation of insurance costs due to new insurance carrier
Instruction: Business & Workforce Development: Administrative	Instruction: Business & Workforce Development: Support Staff	\$4,990	Unanticipated grant funding timing changes require use of support staff as match instead of Director's wages

RESOLVED this 8th day of September, 2003, by the Board of Education, Tillamook Bay Community College.



Chairperson, Board of Education

Attest:



President, Clerk of Board

2004-2005 Budget Development Guidelines & Budget Schedule

RECOMMENDATION

Review information presented. No action is requested.

BACKGROUND INFORMATION

Mark Sybouts

Budget Development Guidelines and a Budget Schedule are presented for Board review and comment. In October, the Board will be asked to approve the Guidelines and Schedule so that orderly planning for the 2004-2005 Budget may commence.

2004-2005 Budget Development Guidelines	Proposed 2004-2005 Budget Development Guidelines are broad in scope and designed to provide policy direction for preparation of the budget. [Attachment #1]
2004-2005 Budget Schedule	The proposed 2004-2005 Budget Schedule depicts activities and salient dates associated with the budget development and approval process. [Attachment #2]



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2004-2005

Budget Development Guidelines

Guideline	Gloss ¹
<p>Educational Program Support: Direct the highest levels of financial support to those programs and courses with a demonstrated potential for growth in the following priority order: (1) degree and certificate programs, (2) other credit courses, (3) non-credit programs and courses, (4) other community services. If resources are not sufficient to fund all existing programs, exit them in reverse priority order.</p>	<p>This guideline addresses a key principle: to remain viable, resources must be invested where they will provide the best return. Prioritization of activities follows order established for accredited institutions by the Commission on Colleges and Universities of the Northwest Association of Schools and of Colleges and Universities (NASCU).</p>
<p>Educational Program Equipment: Give priority to maintaining up-to-date training equipment.</p>	<p>In today's highly technological society, students trained on modern equipment are afforded the highest opportunity for success. In addition, the competitive nature of the higher education industry places an institution that does not maintain up-to-date training equipment at a significant disadvantage.</p>
<p>Facilities: Improve current facilities to a level consistent with NASCU standards. Set aside and seek funds as available to facilitate the orderly execution of a TBCC Master Facilities Plan.</p>	<p>TBCC has current facilities badly in need of additional maintenance and repair and remodeling to facilitate the mission of the College. To remain capable of supporting the institution and the students it serves, the College's facilities need to be maintained and upgraded. In addition, the appearance of the institution's facilities, both interior and exterior, affects positive public perceptions and enhances its ability to attract prospective students and additional public support.</p>
<p>Technological Resources: Provide computing and other technological resources leading to enriched educational opportunities for students and enhanced management information systems.</p>	<p>Information technologies are expanding at a phenomenal pace. Developing and maintaining a technological infrastructure to support information technologies is a paramount objective of progressive institutions of higher education. To serve the best interests of students, and to meet the information and accountability demands of the public, TBCC must establish a long-term financial commitment to this objective.</p>
<p>Professional Representations: Emphasize professional quality in all public representations of the College and its programs consistent with NASCU standards for publications.</p>	<p>Public representations of the College impact perceptions. Positive perceptions advance public support and recruiting efforts. NASCU standards for publications emphasize institutional integrity in the College's marketing communications.</p>
<p>Staff Development: Encourage staff development and training consistent with NASCU standards.</p>	<p>The professional staff is the single most consequential resource of the College. Maintaining this resource by supporting a process that encourages renewal of professional development and training is essential.</p>
<p>Staff Remuneration: Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2003-2004 salary levels after accounting for inflation. Within the constraints imposed by fiscal and other salient limitations, adjust salaries to a level reflective of the median average of the rural community colleges in Oregon.</p>	<p>A key to attracting and keeping outstanding professional staff is to maintain remuneration at levels competitive with those offered by other similar community college employment opportunities in Oregon.</p>
<p>Student Tuition and Fees: Within the constraints imposed by fiscal and other salient limitations, target movement of general tuition and fees to a level not exceeding those of our contracting College and to a level generally equivalent to those of other rural Oregon Community Colleges.</p>	<p>Community colleges are colleges of the people. Providing access to TBCC's educational offerings is a concept intrinsic to the foundation of the College's mission. Targeting tuition and fees to level reflective of neighboring and statewide institutions ensures maintenance of this objective.</p>

¹ Explanation of logic supporting the implementation of Budget Development Guidelines. The gloss is meant to elucidate, not substitute for, the Guideline.

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**Tillamook Bay Community College
2004-2005 Budget Schedule**

	<u>Time Line</u>	<u>Personnel</u>	<u>T a s k s</u>
1.	August 4, 2003	College Board of Education	Appoint College Director of Administrative Services as Budget Officer
2.	September 8, 2003	College Board of Education College Council	Review and Refine Budget Development Guidelines
3.	September & October, 2003	Budget Administrators Budget Coordinators	Identify Budget Coordinator and Budget Administrator positions. Review forms and process for improvement. Complete training for all Budget Administrators and Budget Coordinators. Training provided at team level when requested. Training to include forms and process.
4.	October 6, 2003	College Board of Education	Approve Budget Development Guidelines
5.	October 15, 2003	Budget Administrators	Target date to distribute 2004-2005 budget worksheets and personnel cost and benefit rates worksheet.
6.	October 15, 2003 through December 5, 2003	Budget Administrators Budget Coordinators Budget Teams	Budget Administrators work with Budget Coordinators and Department Budget Teams to prepare recommendations for the 2004-2005 budget along with supporting material. Consult with Director of Administrative Services for needed information.
7.	December 5, 2003	Director of Administrative Services	Deadline to complete 2004-2005 revenue projection assumptions.
8.	December 5, 2003	Budget Administrators	Budget Administrators send budget worksheets to the Director of Administrative Services for compiling document.
9.	January & February, 2004	Budget Officer Budget Administrators	Meet to review and discuss budget proposals and work on balancing budget.
10.	February 2, 2004	College Board of Education	Appoint Public Budget Committee members as needed.
11.	March 11, 2004 through March 25, 2004	Budget Administrators Budget Coordinators Budget Teams	Budget Administrators meet with budget teams to discuss budget balance progress for 2004-2005 Preliminary Proposed Budget.
12.	March 26, 2004	Budget Officer Budget Administrators	Meet to finalize 2004-2005 Proposed Budget.
13.	March 26, 2004 through April 1, 2004	Director Administrative Services	Compilation of proposed budget document.
14.	April 5, 2004 through April 12, 2004	Director Administrative Services	Publish, mail and distribute preliminary 2004-2005 Budget to Public Budget Committee Members and Budget Coordinators.
15.	April 22, 2004 Thursday 6:00 p.m.	Budget Committee Budget Officer	1st Public Budget Committee Meeting. Receive budget message and deliberate on content. Hold Public Hearing on Proposed Budget.
16.	April 22, 2004 through May 3, 2004	Budget Committee	Public Budget Committee reviews Proposed Budget.
17.	May 3, 2004	Budget Committee	Public Budget Committee target date to approve 2004-2005 budget and tax levy
18.	May 18, 2004	Director Administrative Services	Publish Notice of Budget Hearing and Financial Summary.
19.	June 7, 2004	College Board of Education	Hold Public Hearing on 2004-2005 budget approved by Public Budget Committee.
20.	June 21, 2004	College Board of Education	Enact Resolutions to adopt budget, make appropriations, levy property taxes and categorize property tax levy for 2004-2005.
21.	Before July 15, 2004	Director Administrative Services	Submit Budget levy and resolutions to County Assessor.

Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested

BACKGROUND INFORMATION-----Dr. Gates

Dr. Gates will provide information on the structure and timing of the upcoming self-study (see Attachments #1 and 2) and be prepared to answers questions.



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Planning & Steering Committee Organization and Functions:

- 1) Each of the Planning and Steering Committee members are responsible for coordinating strategic planning and self-study activities related to NASCU’s nine standards;
- 2) Members will establish sub-committees and engage others (faculty, staff, students, community members) in the planning and self-study process;
- 3) As assigned, members will contribute a report prepared on a particular accreditation standard that shall set forth the problems addressed, the questions raised, data collection and methodology, analysis of data, and action plans for increasing institutional effectiveness and facilitating (institutionalizing) continuous improvement;
- 4) Members will be encouraged to suggest to the Steering Committee the establishment of standing committees to facilitate continual improvement and institutional effectiveness. For example, an Educational Assessment Committee to focus on academic outcomes assessment (relates to Standard 2 and particularly Policy 2.1);
- 5) The Planning and Steering Committee will guide the strategic planning and self-study process. It will maintain an institutional perspective, direct activities and review the work of the subcommittees, and make recommendations to the President.

Membership and Responsibilities for Self-Study & NASCU Standards

Position	Person	Responsibility/Function
Chair	Lori Gates	1. Eligibility Requirements & Overall Coordination 2. S.1. Mission and Goals, Planning and Effectiveness
Member	Fred Bennett	1. Self-study Co-Chair; Organization of Writing & Editor of Report 2. S.4. Faculty
Member	TBA	S.2. Educational Program & Its Effectiveness
Member	Sheila Fitch	S.3. Students (Co-Chair)
Member	Sheryl Vanselow	President, ASTBCC (Co-Chair S. 3)
Member	Judy Anderson	S.5. Library and Information Resources
Member	Sue Owens	S.6. Governance and Administration
Member	Mark Sybouts	S.7. Finance S.8. Physical Resources
Member	Jim Fullan	S.9. Institutional Integrity
Member	Joe Kishur	Documentation/Support

TBCC Strategic Planning and Self-Study/Accreditation Activities Timeline

Spring 2003	Summer/Fall 2003	Fall 2003	Winter 2004	Spring 2004	Summer/Fall 2004	Spring 2005
<ul style="list-style-type: none"> • Plan, Time Line, and Planning & Steering Committee established • Plans prepared for conducting strategic planning and self-study activities and communicated to the TBCC college community • Begin review of (1) mission and goals; (2) assessment and planning 	<ul style="list-style-type: none"> • Establishment of site on TBCC Intranet for communication of strategic planning and self-study activities • TBCC all-college activity related to strategic planning/self-study – mid September • Finalize model, framework and templates for strategic plan and self-study – mid/late Sept. • Organizational meeting for Planning & Steering Committee and Standard chairs form sub-committees – late September 	<ul style="list-style-type: none"> • Strategic planning and self-study activities – data-gathering, analysis, and summary by sub-committees • Planning & Steering Committee directs progress, reviews work on strategic planning and self-study, communicates progress via web, e-mail 	<ul style="list-style-type: none"> • Continue self-study: analysis and summary • Maintain communication via Planning & Steering Committee, web, e-mail • Preliminary report on TBCC's status regarding NASCU Eligibility Requirements 	<ul style="list-style-type: none"> • Strategic Plan draft by Planning & Steering Committee • Complete self-study and data gathering • Maintain communication via Planning & Steering Committee, web, e-mail • Policy A-6 analysis, summary and recommendations due in May (PCC accreditation document) 	<ul style="list-style-type: none"> • Write draft self-study report • Draft report reviewed by internal groups • TBCC decision regarding Application for Consideration (for independent accreditation candidacy) • Prepare final self-study report for January '05 submission (if required by PCC) 	<ul style="list-style-type: none"> • Finalize visitation plan and details • Commission conducts on-site evaluation (ca. April 18-20, 2005) • Post-visit activities
<p style="text-align: center;">Establishment of continuous improvement processes and related activities </p>						

Personnel

RECOMMENDATION

Information only – no action requested

BACKGROUND INFORMATION ----- President Orr

Title	Close	Start	Comment	Screening Committee	Appointment
Director, Skills Development	8/25/03	Negotiable	Opening created by the resignation of George Miller who has accepted a position as Director of Workforce Development at Northwest College in Powell Wyoming.	Lori Gates, Chair Sam Mulder Linda Northrop Kari Spencer	Pending
Director, Community Education	7/28/03	Negotiable	New position created by restructuring of Community Education Program.	Lori Gates, Chair Jim Casey Dot Bennett-Brown Verna Wilkinson	Pending
Director of College Development	Pending	Pending	Opening created by resignation of Jim Fullan.	Pending	Pending



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Grants and Contractsⁱ

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Orr

TraveLearn

Authorization #		
NA	Purpose:	Offer educational travel opportunities through TBCC.
	Status:	Executed
	Term:	June 17, 2003 and ongoing until terminated by either party
	Amount:	Fee of \$100 to \$200 per participant paid to TBCC Community Education Program
	Funding:	Participants
	Type:	Contract
	Comments:	TBCC joins numerous other colleges and universities in offering these travel/study programs to our community in conjunction with TraveLearn.

ⁱ **TBCC Policy - ARTICLE 106: CONTRACT REVIEW BOARD**

By ORS 279.055, the TBCC Board of Education is designated as the local contract review board for the TBCC District.

Oregon Department of Justice Rules – Chapter 137 Division 30, 35, 40, and 45; Chapter 125 Divisions 20, 22, 25, and 65.

Approved by Board of Education – August 2003 - Establish Public Contract Review Board

Move that the Board of Directors act as the Contract Review Board for the District for the 2003-2004 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$25,000. (O.R.S. 279.055)



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Board of Education Policyⁱ

RECOMMENDATION

No action requested on this standing business item.

BACKGROUND INFORMATION

----- President Orr

Policy revisions continue but there are none ready for Board review at this meeting.

TBCC POLICY MANUAL - ARTICLE 102: POLICIES AND PROCEDURES

- A. The policies and procedures adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All District employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as District employees.
- B. Any policy or procedure needing immediate action may be enacted by a unanimous vote of the entire Board. The vote will be entered in the minutes of the meeting.
- C. Additions, changes and/or deletions of policies and procedures governing the District shall be considered by the Board at a minimum of two separate meetings before final action is taken. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.
- D. The President will furnish a copy of the policies and procedures and a copy of any amendment thereof to each employee and to any interested person. In lieu of the distribution of the complete manual, the President may prepare a special edition for any specific group of employees; provided, however, that a copy of the complete policies and procedures is made readily accessible to all employees and to members of the public. Copies of the policies and procedures will be on file in the office of the President of the District.



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Announcements and General Information

RECOMMENDATION

Information only—no action requested.

BACKGROUND INFORMATION ----- President Orr

Items:

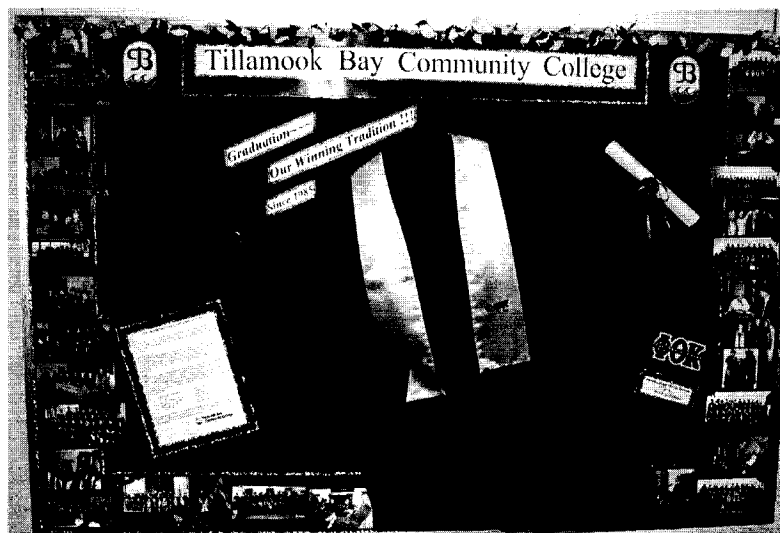
- I met with PCC Interim President, Jerry Berger August 11. President Berger assured me of his support of the contractual relationship between PCC and TBCC. He indicated a desire to begin a process of refining contract language and pledged that TBCC would participate fully in that process to avoid any surprises. Additionally, he expressed his support of TBCC's investigation of Northwest Association accreditation candidacy.
- We constructed an attractive and informative fair booth and spoke with many local residents about the new and continuing offerings at TBCC. Some community education instructors demonstrated their crafts and/or visited with fair patrons regarding their upcoming fall course. A written survey form was available and asked people to share with us their higher education needs. Ninety-four people took the time to fill out the survey with the largest single request being computer courses beyond the beginning level.

The Fair Booth was a team effort including faculty, staff and students led by Jim Fullan with Sheila Fitch primarily responsible for the decoration (a portion of which is pictured below) and with the following individuals volunteering their time to set-up, take down, and staff the booth.

Linda Ashby
Jim Casey
Julie Bishop
Barb Casteel
Kari Spencer
Sue Owens
Julie McNutt
Gayle Oram
Gretchen & John Power

Kathy Schaefer
Ralph Orr
Sandy Abbott
Dan Dawson
Kathy Smith
Lori Gates
Pat Gross
Dot Bennett-Brown
Michael Weissenfluh

Olga Mery
Leonard Brogden
Sheryl Vanselow
Nancy Binkley
Denise Clausen
Emmy Lou & Gerry Orahood
Jean Peterson
Mark Sybouts



(Currently on display in the hallway of the First St. Campus)

Tillamook Bay Community College

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