# 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, November 1, 2004, at 6:30 p.m., in Room Nine, First St. Campus, 2510 First St., Tillamook, Oregon, 97141.

A copy of the agenda for the meeting will be available beginning Thursday, October 28, 2004, 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, October 27, 2004

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST: _____

RALPH ORR - PRESIDENT
TILLAMOOK BAY COMMUNITY COLLEGE

Notice Distribution

1. TBCC BOARD OF EDUCATION MEMBERS
2. HEADLIGHT HERALD NEWSPAPER
3. NORTH COAST CITIZEN NEWSPAPER
4. KTIL/KMBD RADIO
5. COAST 105 RADIO
5. TBCC WEB SITE
6. TBCC ADMINISTRATORS AND STAFF
7. TBCC FACULTY SENATE PRESIDENT
8. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
9. ESD ADMINISTRATOR
10. OCCA EXECUTIVE DIRECTOR
11. PUBLIC BUDGET COMMITTEE

# Board of Education Meeting Agenda

| Date: | | Time: |
|---|---|---|
| November 1, 2004 | TBCC First St. Campus – Room Nine<br>2510 First St., Tillamook, Oregon 97141 | 6:30 p.m. |

| Item | Description | Resource |
|---|---|---|
| 1. | **Call to Order • Acknowledge Guests** | Chairman Shaw |
| | A. Cam Preus-Braly, Commissioner, Department of Community Colleges and Workforce Development<br>B. Andrea Henderson, OCCA Executive Director | |
| 2. | **Approval of the Agenda** **(Action)** | Chairman Shaw |
| 3. | **Invitation of Public Comment** | Chairman Shaw |
| | 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. | **October 4, 2004 Board Meeting Minutes** **(Action)** | Chairman Shaw |
| 5. | **Reports:** | |
| | A. State Community College Issues | Commissioner Preus-Braly |
| | B. Oregon Community College Association | Director Swain and Exec. Director Henderson |
| | C. Financial Position | Comptroller Williams |
| 6. | **Old Business:** | |
| | A. Administrative Information System | Dean Ellison |
| 7. | **New Business:** | |
| | A. 2005-2006 Academic Calendar | Dean Gates |
| 8. | **Standing Business:** | |
| | A. Strategic Planning and Accreditation | Dean Gates |
| | B. Grants and Contracts | Dean Ellison |
| | C. Board of Education Policy | President Orr |
| | D. Facilities | Dean Ellison |
| | E. Personnel | President Orr |
| 9. | **Announcements and General Information** | President Orr |
| 10. | **Invitation of Public Comment** | Chairman Shaw |
| 11. | **Adjournment** **(Action)** | Chairman Shaw |

**Tillamook Bay Community College**

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

# Board of Education Meeting Minutes

October 4, 2004
2510 First Street, Tillamook, OR 97141, Room Nine

**Call to Order:** Chairman Shaw called the meeting to order at 6:30 p.m.

**Directors Present:** Wayne Jensen, Steve Shaw, James McGinnis, Ann Swain, Craig Wakefield and Bob Weitman

**Directors Absent:** Rose Wharton

**Staff Present:** President Orr, Dean Gates, Dean Ellison, Kyra Williams, Sue Owens

**Guests Present:** State Representative Candidate Doug Olson, Patty Olson, David Wells, Artis van Rassel, Sheryl Neu, Mary Lou Tierney, Roseann Reynolds

**Welcome of Guests:**

Chairman Shaw and President Orr welcomed and acknowledged members of the audience, including State Representative Candidate Doug Olson and his wife Patty; Mr. David Wells, a VISTA volunteer from Community Action Resource Enterprises, Inc. (CARE); members of the community and former employees, Ms. Artis van Rassel and Ms. Mary Lou Tierney; current student, Ms. Roseann Reynolds; and current employee, Ms. Sheryl Neu.

**Approval of Agenda:**

Director McGinnis moved to approve the agenda as presented. Director Wakefield seconded. Passed unanimously. (6/0)

**Invitation of Public Comment**

There were no comments.

President Orr introduced Mr. and Mrs. Olson and invited Mr. Olson to share his priorities and plans should he be elected. His focus is on three primary areas, those being:

- Education
- Public Safety
- Health and Human Services

Mr. Olson mentioned he'd like to see:

- "certain" funding for the education system;
- an improved economy by creating more jobs, not increased taxes.

Mr. Olson shared there was nearly a billion dollar deficit so suggested we not be too hopeful of increased funding.

President Orr thanked Mr. Olson and expressed some of the concerns of TBCC and community colleges in general and asked that Mr. Olson work for additional funding, if possible, and at a minimum advocate for no further cuts.

General discussion followed.

**Approval of Minutes:**

Director Swain moved to approve the September 13, 2004 Board Meeting and Executive Session Minutes as included in the board packet. Director Jensen seconded. Passed unanimously. (6/0)

**Reports:**

Financial Position: (Item 5.A)
Comptroller Williams presented the financial statements as included in the board packet and reminded the board that these were un-audited figures. She stated the annual audit is tentatively scheduled for the first week of November. There was a brief discussion of timber revenues.

Oregon Community College Association: (Item 5.B)
Director Jensen stated it was time to appoint a new OCCA representative. He then nominated Director Swain. Director McGinnis seconded. Passed unanimously. (6/0)

Director Jensen shared he'd attended the Legislative committee last week. Some material from the meeting is included in the board packet.

Director Swain asked that Director Jensen stay involved in the OCCA Legislative committee as he's been involved and is current on issues.

President Orr shared that the Measure 34 Forum was cancelled due to an unwillingness of the participants to agree on a format. Discussion of Measure 34 and the TBCC Board's position on the Measure followed. Director Jensen moved to approve the sample resolution against Measure 34 as included in the board packet. Some discussion of the wording in the resolution followed. It was asked that the "win-win" phrase on page one, paragraph five be changed to "scientifically based" and the "win-win/and-and" phrase on page two, paragraph one be eliminated completely.

Director Jensen moved to approve the resolution with the changes noted. Director Wakefield seconded. Passed unanimously. (6/0)

Some discussion followed as to what level of involvement the board and staff could have in political events.

**Old Business:**

Administrative Information System: (Item 7.A)
Dean Ellison presented the Board with two amendments to the AIS information included in the board packet. He noted that there had not been a decision made on the payroll module at this time. Discussion followed regarding the wording of the resolution. It was asked that Item Number Three be reworded to read, "Namely, that it '*did not provide*'" instead of "Namely, that it be…"

Mr. McGinnis inquired about the lack of a dollar amount in the proposed resolution. Dean Ellison clarified that upon negotiation of a contract, it would be presented to the Board for approval and would include the costs.

Direct Jensen moved to approve the resolution with changes as noted. Director Swain seconded. Passed unanimously. (6/0)

Budget Development Guidelines: (Item 7.B)
Dean Ellison presented the budget guidelines as included in the board packet stating that there had been no changes since last meeting. Director Jensen moved to approve the 2004-2005 Budget Development Guidelines as presented. Director Wakefield seconded. Passed unanimously. (6/0)

**New Business:**
None.

**Standing Business:**

Strategic Planning and Accreditation: (Agenda Item 8.A)
Dean Gates presented the material included in the board packet. President Orr expressed appreciation to Klamath Community College President, Dr. Fred Smith, for his informative presentation on the accreditation process at the all-staff in-service.

President Orr also congratulated Dr. Gates and others involved for a successful in-service.

There was a brief discussion of the contracting college relationship for the benefit of the audience.

Grants and Contracts: (Agenda Item 8.B)
Dean Ellison stated there were no grants or contracts to discuss at this time.

Director Swain asked if the reduction of staff was having an impact on the processing of grants and contracts. Dean Ellison stated that it is an ongoing effort to keep up but noted that the implementation of the new AIS should help. He also stated that perhaps in the future there would be justification for a grant writer/administrator position. Right now, this duty is handled primarily by the President's office.

Board of Education Policy: (Agenda Item 8.C)
President Orr presented Policy 300 for a first reading. Director McGinnis drew attention to item #3, page 5, and inquired why the Board was being notified of only full-time positions. President Orr stated that it was because of the significant number of part-time openings due to adjunct faculty positions. Director McGinnis also asked why only one copy of the letter is kept in the file (page 9, item #2), President Orr replied that one letter with a list of all those who received a copy of the letter is filed in order to save space. Director Wakefield then asked if this policy was being revised due to the elimination of the Human Resource Manager position. President Orr clarified that it was simply the next policy in line to be updated. Most changes noted are already in practice and the policy changes simply move the policy to reflect the updated procedures.

Facilities: (Agenda Item 8.D)
Dean Ellison presented the information as stated in the board packet adding that we are still in the process of updating the Master Facilities Plan and anticipate having it completed in the near future.

Personnel: (Agenda Item 8.E)
President Orr stated there were no personnel updates from the last board meeting. He noted that all classes Steve Ankrom had been scheduled to teach had been covered or cancelled due to insufficient enrollment.

Chairman Shaw asked if any of the Board Members desired an Executive Session. No one did.

**Announcements and General Information:**

- President Orr shared the information as included in the board packet, congratulating Dean Gates for her efforts to increase enrollment. He also stated the more aggressive marketing along with program changes are helping to increase credit enrollment.
- Director Wakefield inquired concerning community education enrollment and particularly the WATER Program. President Orr responded that community education enrollment was struggling. Dean Gates noted that our partnering organizations seem to be showing a drop in community education course interest as well and it doesn't appear to be an issue only for the College. It's a struggle to find the right combination of class content, interest, and fees. President Orr applauded Mr. Marc Hinz for his energy and drive in his efforts to make the WATER Program a success.

**Invitation for Public Comment:**

Mr. Wells asked the specifics of the next board meeting date and time and requested a copy of future board packets.

Ms. van Rassel mentioned the opinion article of the *Headlight Herald* (Sept. 29, 2004) which addressed the anonymous letter circulating in the community regarding TBCC. She stated she didn't necessarily agree with the process the person used to bring the concerns to light, but did agree they were important issues, those being:

- The EEOC complaints. Her concern was why they had gotten to this degree and not been handled internally. She believed these were the first cases in TBCC history. Have TBCC Policies let the college down?
- Costs incurred for the College catalog. There are a lot of nice changes, but are they worth the expense?
- Staff turnover. She stated there are many reasons circulating in the community as to why so many employees have left and she wants the Board to be sure they are satisfied with the reasons.
- Policy 300. Ms. van Rassel expressed some concern with section 6.a.1., in that the College President *may* appoint a committee, but is not required to do so.

In specific response, the board and President Orr answered:

- The personnel subcommittee of the board did hear some of the personnel problems and have worked closely with the College's personnel attorney in efforts to handle things internally.
- TBCC isn't the only college with EEOC complaints being filed. Many colleges are fielding complaints.
- In an effort to increase positive image of TBCC, and increase enrollment, there's been a more aggressive approach to marketing, thus the change in the class schedule and other publications. We feel this is a positive move and are already seeing some results.

When asked what a student's perspective was regarding her experience at TBCC, Ms. Reynolds, stated she was happy.

Comments in general from the board:

- TBCC was originally established to be a college where you could, first and foremost, earn college credit, but took a detour with an emphasis on community education and forgot our primary mission and we're happy to be refocusing on it.
- In reply to Ms. van Rassel, the article mistakenly noted the wrong publication. It was not the College catalog the article meant to address, but the course schedule. These are two separate documents.
- Board's response to the anonymous letter:
  1. Director Swain stated that her personal policy is that any anonymous letter is tossed and ignored. If someone has a complaint, they should come forward and identify themselves.
  2. Director Wakefield felt it was a "shotgun blast." He knew it had incorrect information. Some of the things noted (legal issues) are out of our hands. He feels "anonymous" was misinformed and took the wrong approach. He followed up by stating the Board's position with the College was to guide the institution and the Board was happy with the direction the College was headed.
  3. Director Swain added that the Board serves as policy makers, allowing President Orr to handle the implementation of policy and the hiring and management of personnel. This was true of past presidents also. She also added that they've seen the budget for the schedule and the figure is not nearly as outrageous as the letter stated. "If you want to know the facts, ask someone who really knows."

4. Dean Ellison added that he is now the Human Resources Director and that it's policy to cover grievance resolution options with all new employees so employees are aware from the beginning of their employment. He has had no contact from current employees regarding these or any other negative personnel issues.

**Adjournment**.

Director Jensen moved to adjourn the meeting. Director Weitman seconded. Passed Unanimously. (6/0) Meeting adjourned at 8:08 p.m.

Respectfully submitted,

Ralph Orr
Clerk of the Board

# Commissioner of Community Colleges and Workforce Development

**RECOMMENDATION**

Information only – No action requested.

**BACKGROUND INFORMATION** ---------- **Commissioner Cam Preus-Braly**

The Commissioner has requested an opportunity to address the Board regarding state community college issues.

**Tillamook Bay Community College**
2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

# Oregon Community College Association

**RECOMMENDATION**

Information only – No action requested.

**BACKGROUND INFORMATION ---------- Director Ann Swain and Executive Director Andrea Henderson**

- Mrs. Swain and President Orr attended a briefing held on October 11 in Salem presented by James Sager of the Governor's Staff on the process to be used this year in formulating the education portion of the 2005-2007 Governor's Budget Proposal. Material shared at the meeting are attached (Attachment #1).
- Mrs. Swain and President Orr attended an OCCA Board Meeting on October 22. The Agenda and selected materials from the meeting are attached (Attachment #2) and Mrs. Swain may wish to review them.
- Andrea Henderson, Executive Director of the OCCA, is visiting and is prepared to address the Board.

**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---------- Chuck Clemens (Clackamas Community College)
Vice-Chair ---------- Jim Nelson (Oregon Coast Community College)
Treasurer---------- Jim Sorenson (Treasure Valley Community College)
Secretary ----------Mary Spilde (Lane Community College)
Immediate Past Chair ---------- David Bridgham (Southwestern Oregon Community College)
Executive Director---------- Andrea Henderson

## Governor's Principles

The future of Oregon will be determined by the investments we make in our children, our economy and our quality of life. These priorities must guide the way we spend scarce taxpayer dollars. Setting preferences based on a vision for Oregon's future will enable state government to improve decision making and will streamline the budget process.

These principles are to be used by agencies as they carry out their work. They are also to be used to prioritize how state government spends its citizens' dollars. Using our vision and setting priorities based on that vision and on value will result in an improved decision-making process for Oregon.

### THE BASIC EDUCATIONAL NEEDS OF CHILDREN MUST BE MET AND ADULTS SHOULD HAVE OPPORTUNITIES TO DEVELOP THROUGH TRAINING AND EDUCATION.

To be successful, children must be ready to learn by the time they enter school and education should prepare them to be successful in college or in the workforce. Communities should be engaged in supporting children and their families to be safe, healthy, educated and productive.

It is critical to invest in post-secondary education to enable future economic prosperity. As our economy grows and changes, it is important to provide opportunities for adults to receive training and education that permits access to family wage employment.

### WE MUST WORK TO PRESERVE OREGONIANS' BASIC HEALTH AND DAILY NEEDS.

Our Oregon is a place where we value taking care of those who are the most vulnerable, including children, seniors and people with disabilities. All of us benefit and our communities are healthier when our citizens' basic health, food and shelter needs are met.

### ECONOMIC DEVELOPMENT AND A POSITIVE BUSINESS CLIMATE ARE KEY TO CREATING SUSTAINABLE BUSINESSES AND JOBS

The future of Oregon depends on the number of jobs that we can create and growing the capacity of our economy. We should foster and encourage business development and create receptive conditions for business to create enduring jobs for Oregonians.

### WE VALUE A BALANCE BETWEEN GROWTH, INFRASTRUCTURE DEVELOPMENT AND ENVIRONMENTAL PROTECTION

Oregon's environment and its economic health are inextricably linked. It is important to enhance and protect our natural resources while balancing it with economic growth. Our resources – natural, cultural, geographic and person-related – will carry us forward into the 21st century.

### OREGONIANS HAVE A RIGHT TO BE SAFE

Public safety is essential to our citizens. Public safety includes holding criminals accountable for their actions, preventing crime and reducing recidivism, providing for safe buildings and places of work, preventing fraud and abuse, and maintaining the ability to prepare for and swifly respond to emergencies to preserve life and property.

### STATE GOVERNMENT SHOULD BE STABLE, RESPONSIVE AND ACCOUNTABLE TO OREGONIANS

There is no more business as usual with state government. We have to be responsible stewards of the public's money, while giving them superior customer service. This means we must work in a cooperative and coordinated manner with the private sector and other levels of government.

OREGON

Governor Ted Kulongoski

Offices

# The Governor's "Oregon Principles" Budget

## Overview of the "Oregon Principles"

Instead of basing his 2005-07 state budget on what government has funded in the past, the governor is looking at everything the state does to create a budget based on a positive vision for Oregon's future. He has identified six core Oregon Principles that are the foundation for a prosperous Oregon.

The budget Governor Kulongoski will bring forward to the 2005 Legislature will prioritize the programs and services that are the most critical to achieving the Oregon Principles. He has also promised that his budget will:

- First, pay for what the state is legally required to do.
- Second, with remaining funds, the budget will recommend spending based on good spending practices – providing the best value to the citizens and best outcomes to bring his vision to reality, and
- Third, based on what the state reasonably expects to receive under the current revenue structure.

In order to develop the Oregon Principles budget, the governor has directed each state agency to provide information to him that clearly identifies all of their programs. For each program, he asked them to list:

- whether each program is a mandated activity outside of his or the legislature's control;
- how many Oregonians will be served by the program;
- what the program will accomplish for Oregon citizens; and
- how we will measure and be assured the program actually works.

The governor is requiring this review regardless of what the source of money is – in other words, even in programs that are paid for with dollars that are legally dedicated to that program, he expects that state government will focus on how to spend the dollars wisely and for the clear benefit of Oregonians.

The governor has also made it clear that state agencies must never forget that they exist to serve the citizens of this state. He believes every Oregonian has a right to have access to this information and to be able to give feedback to the state about how dollars are budgeted.

The governor's six Oregon Principles are:

1. Children's basic educational needs are met and adults have opportunities to develop career skills through training and higher education. (more)

2. Oregon's most vulnerable have their basic health, food and shelter needs met. (more)

3. Oregon has a positive business climate and invests in economic development in order to create and retain sustainable businesses and family-wage jobs. (more)

4. Oregon has a healthy balance between growth, infrastructure development and environmental protection. (more)

5. Oregonians are safe in their homes, communities and in state institutions. (more)

6. State government is stable, responsive and accountable to Oregonians. (more)

**How to Use this Website**

Start Here

**Governor's Vision**

The Future of Oregon
Accountability & Efficiency
Better Business Climate

**Budget Background**

Budget FAQ
Understanding the Budget
Budget & Mgmt Division

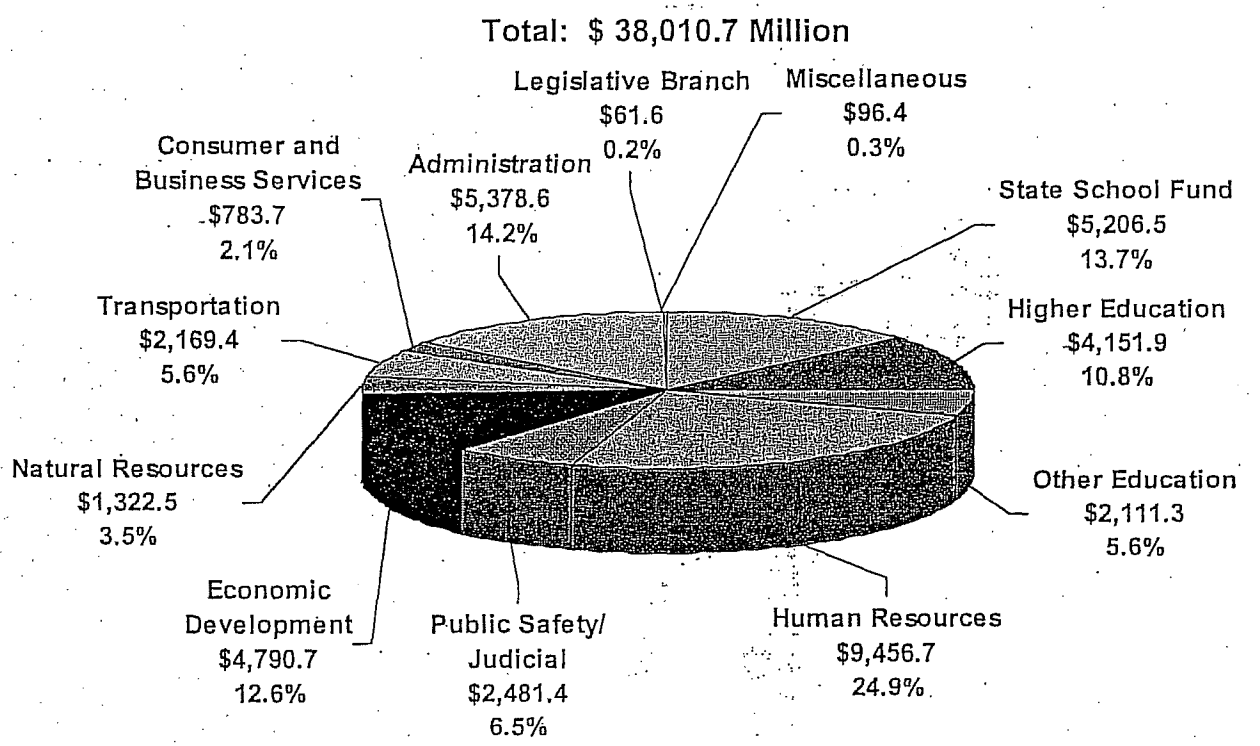
**Governor's Principles**

Overview
Education
Health
Economy
Liveability
Safety
Accountability

**Your Feedback**

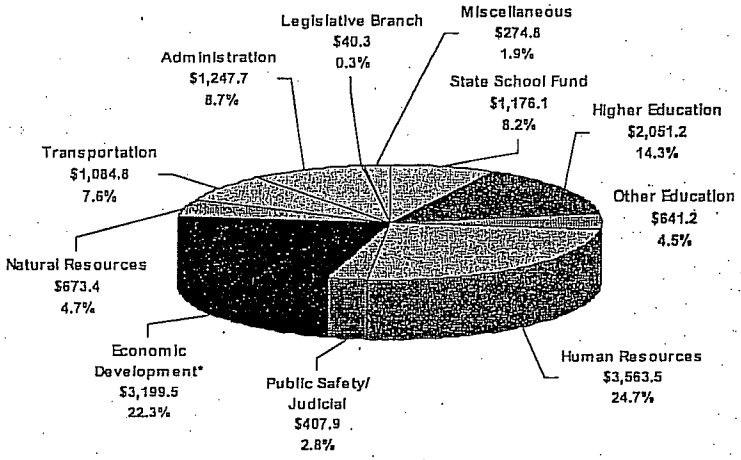
Understandable?
Accurate?
Missing?
Comments?

# 2003-05 All Funds Expenditures

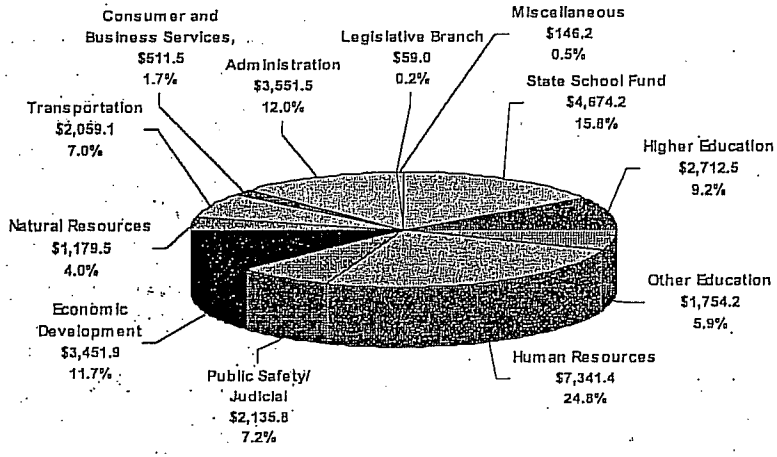


# All Funds Expenditures

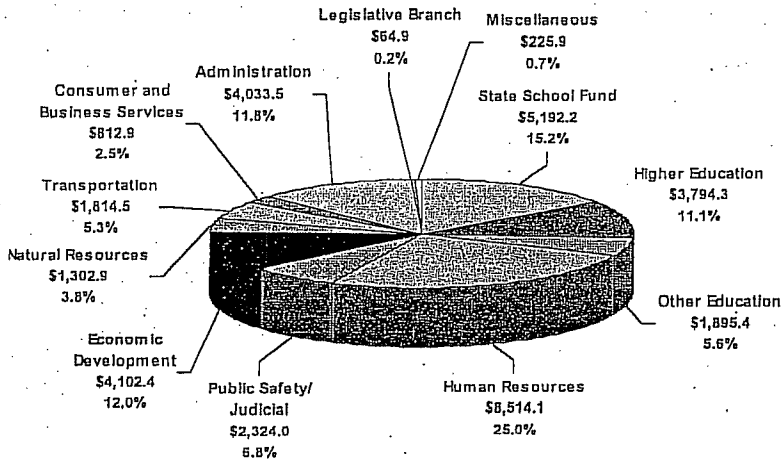
1989-91 Legislatively Adopted
Total: $ 14,360.4 Million



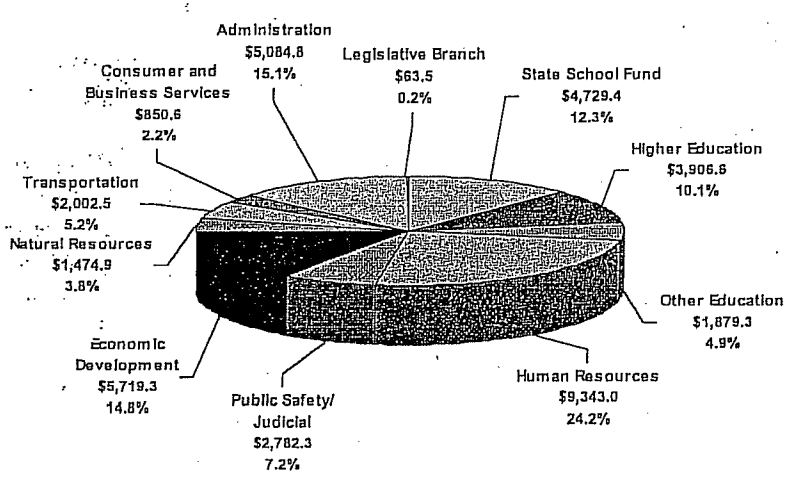

1999-2001 Legislatively Adopted
Total: $29,576.8 Million




2001-03 Close of Session
Total: $34,077.0 Million

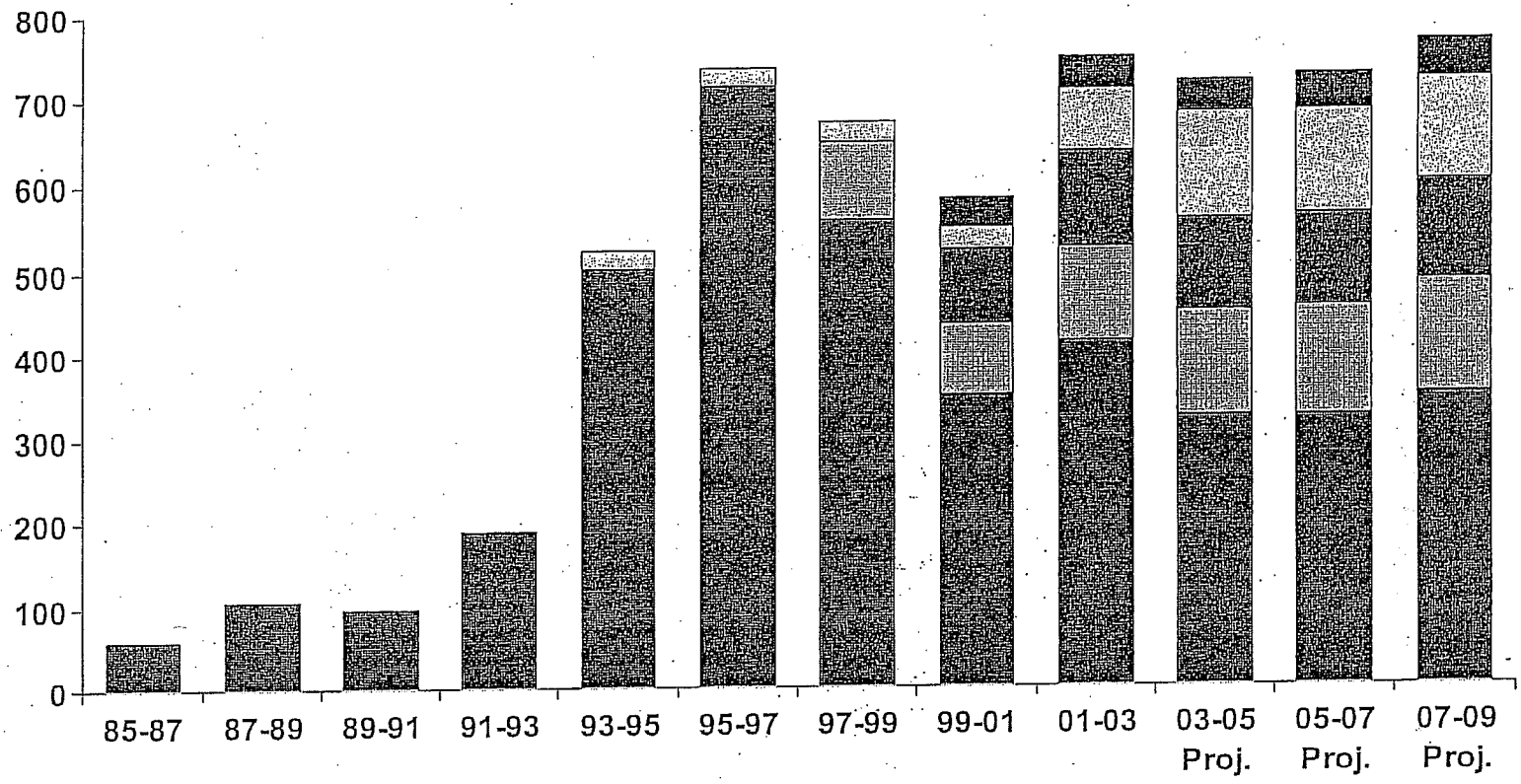



2001-03 Final
Total: $37,836.3 Million




*Includes Consumer and Business Services

# Lottery Resources Available to the State

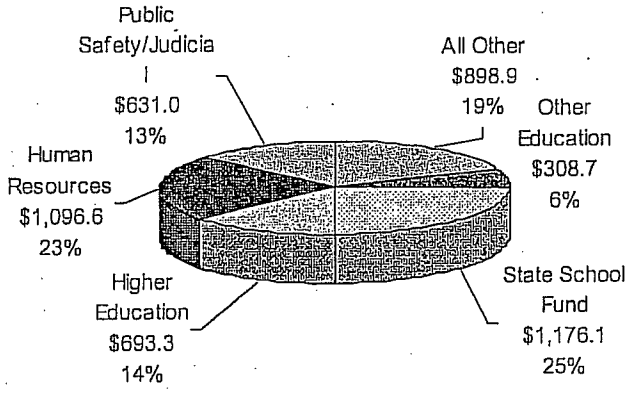



Note: Resources do not include Video Lottery proceeds dedicated to the Counties. Beginning balance is included.
2003-09 debt service figures do not reflect any Education Endowment Fund or reserve earnings designated for debt service on education bonds.

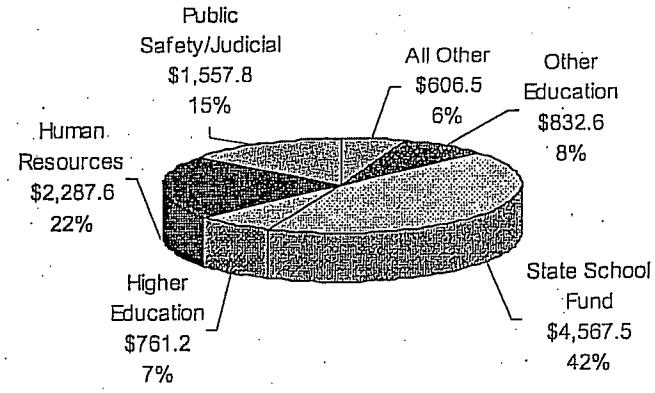
Office of Economic Analysis

# Approved General Fund & Lottery Funds

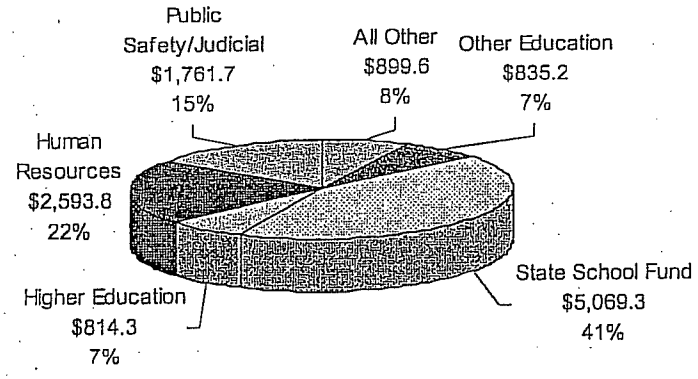
## 1989-91 General & Lottery Fund Expenditures
Total: $4,804.6 Million



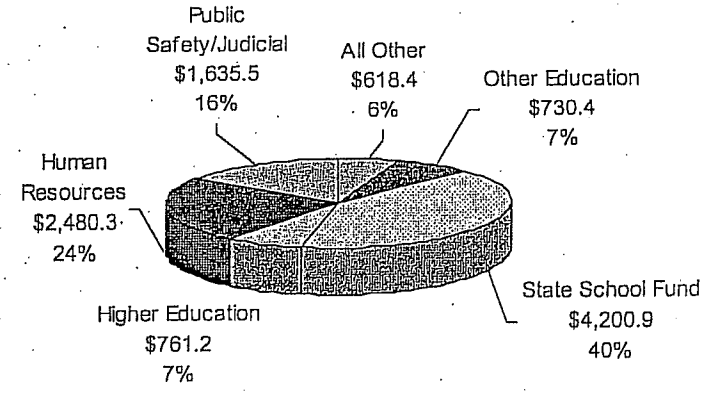

## 1999-2001 General & Lottery Fund Expenditures
Total: $10,613.2 Million




## 2001-03 Legislatively Approved General Fund & Lottery Funds Budget - Close of Session
Total: $11,973.9

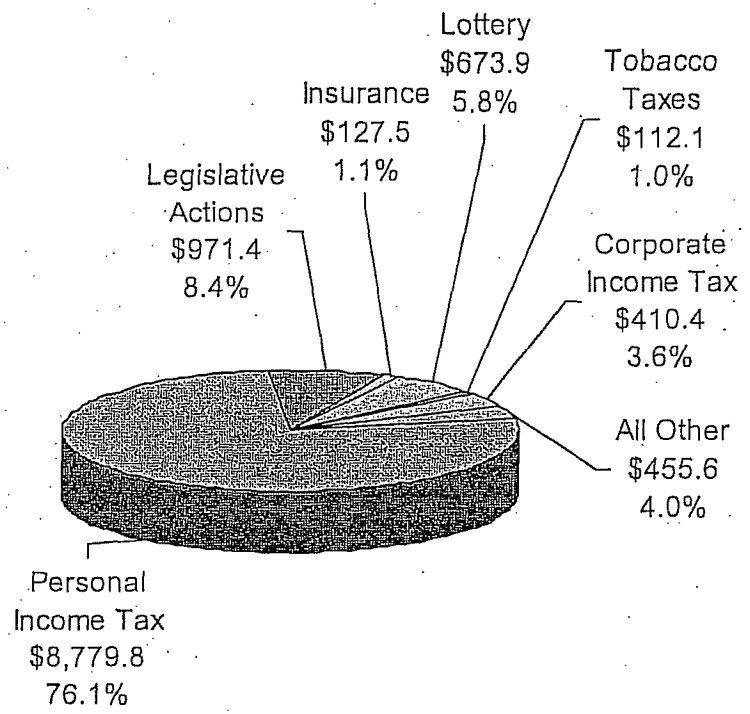



## 2001-03 Legislatively Approved General Fund & Lottery Funds Budget - End of Biennium
Total: $10,426.7

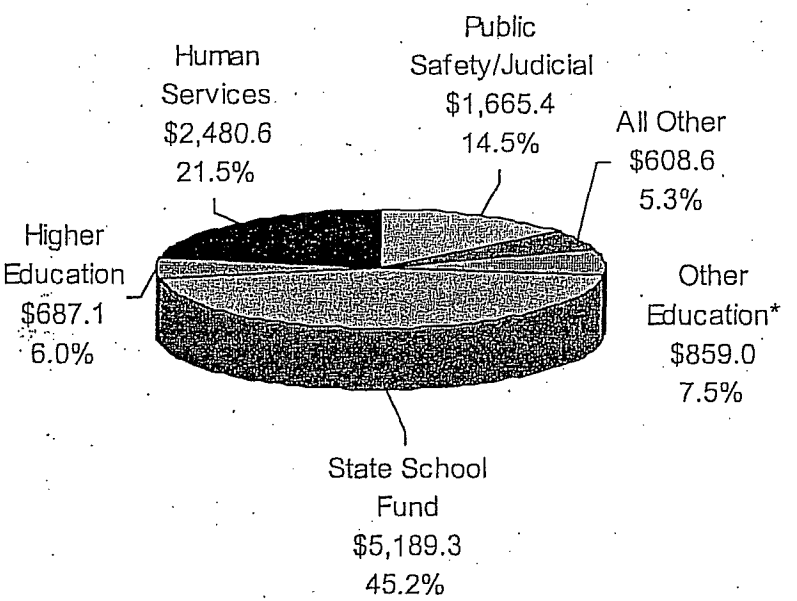


# 2003-05 Legislatively Adopted General Fund and Lottery Funds Budget

## Revenues
## Total: $11,530.7 Million



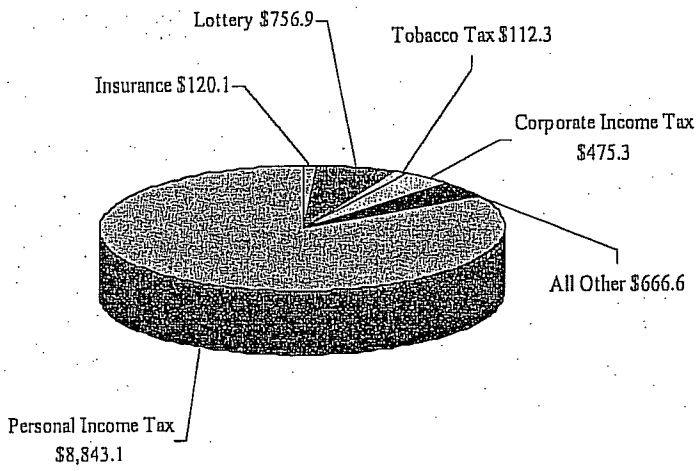

## Expenditures
## Total: $11,490.0 Million



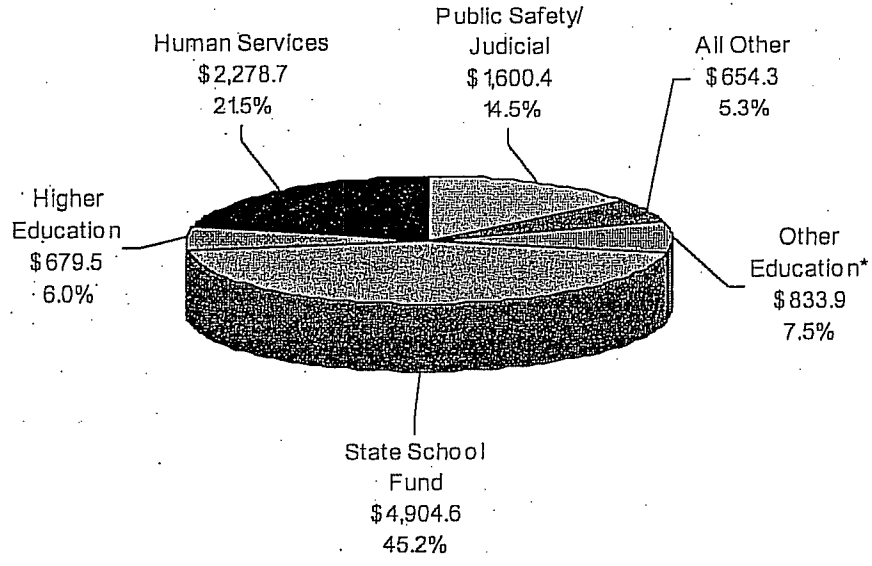

*Includes Oregon Health Sciences University

# 2003-05 Legislatively Adopted General Fund and Lottery Funds Budget

## Revenues
## Total: $10,974.3 Million

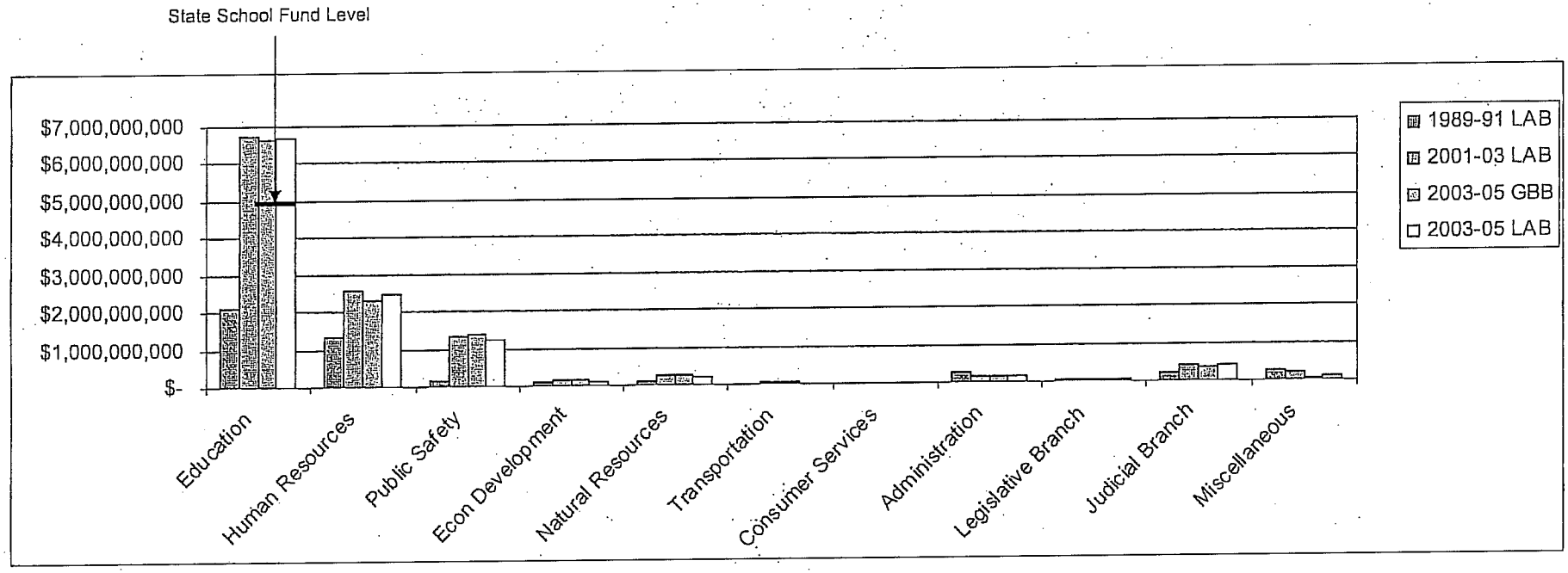



## Expenditures
## Total: $10,951.4 Million




*Includes Oregon Health Sciences University

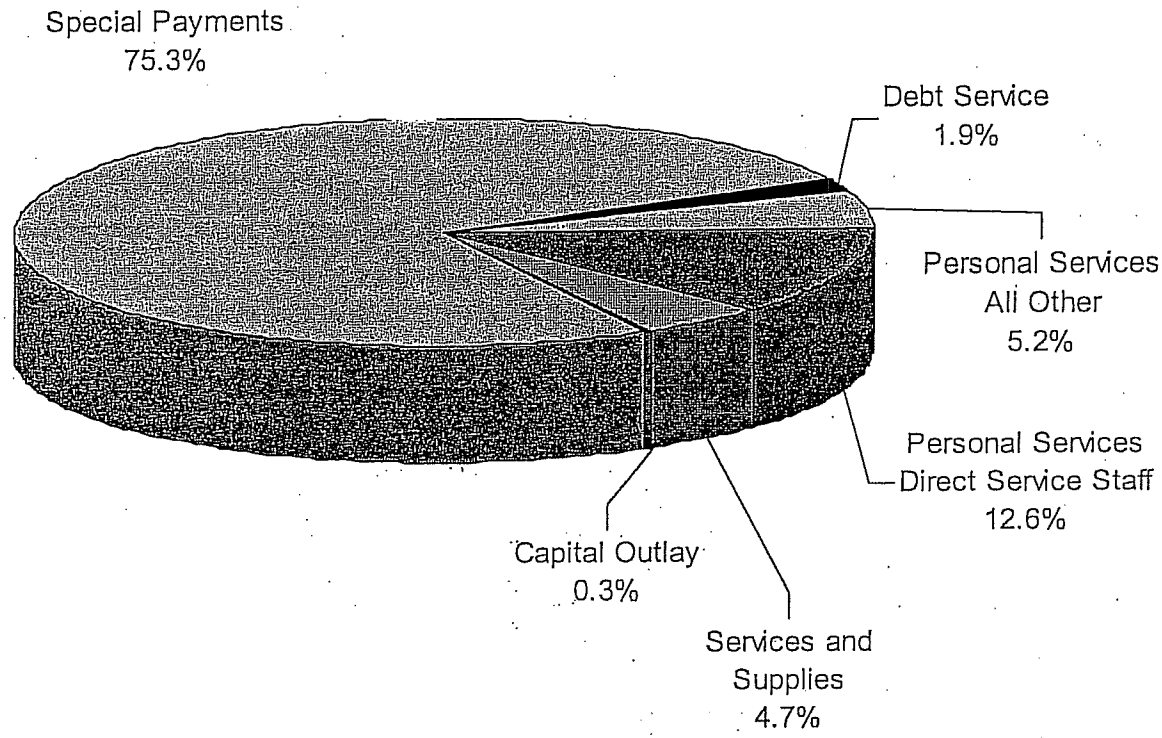
# General Fund and Lottery Funds by Program Area



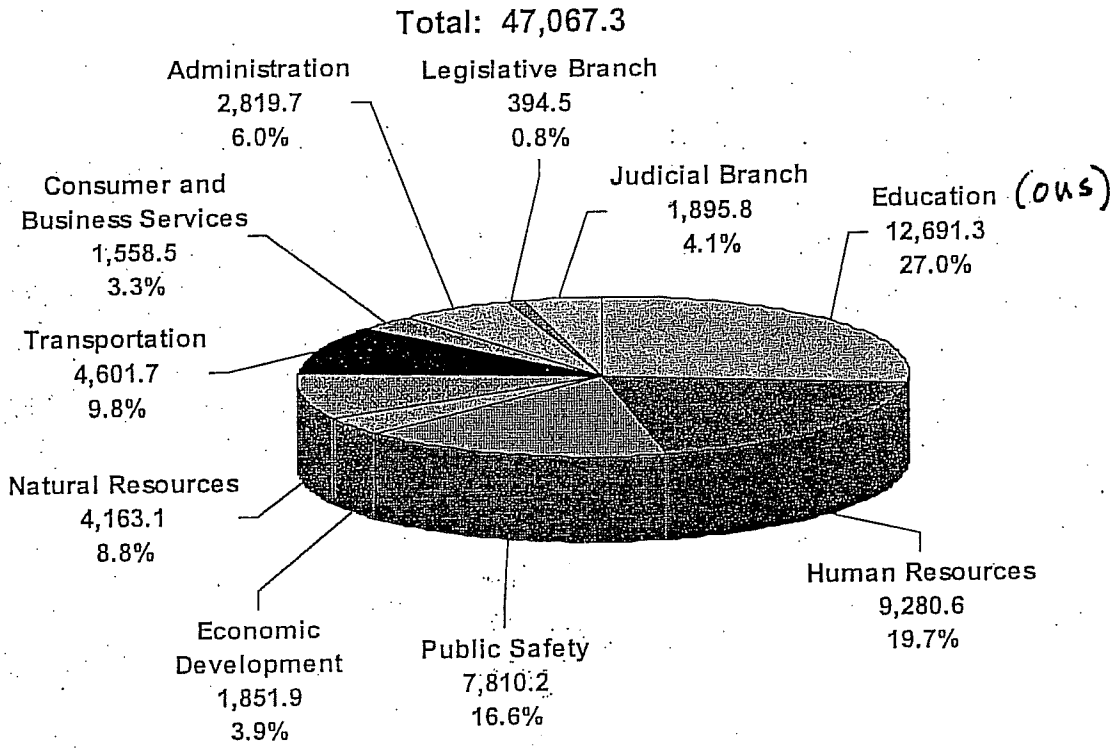

* Excludes additional PERS savings of $191.5 million that is used to balance the Governor's Revised Budget and includes new discretionary resources.

# Expenditures by Category

**2003-05**
**Total: $11,490.0 million**

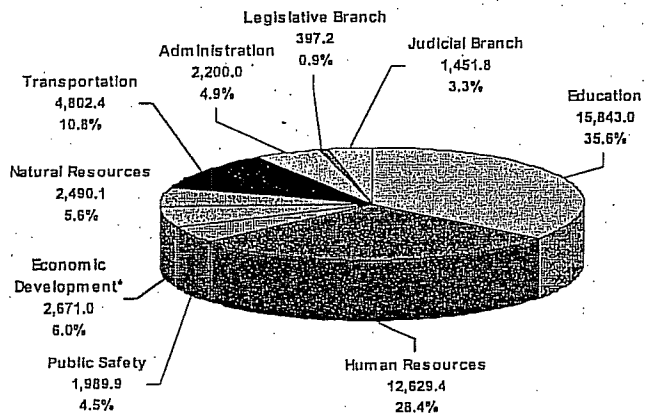


# 2003-05 Full-Time Equivalent Positions

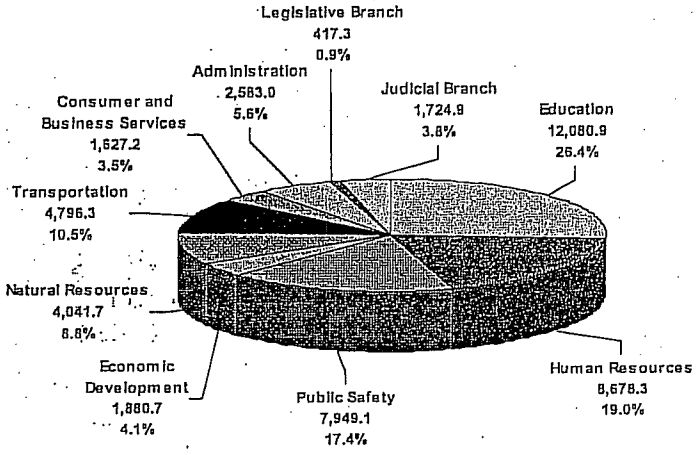


# Full-Time Equivalent Positions

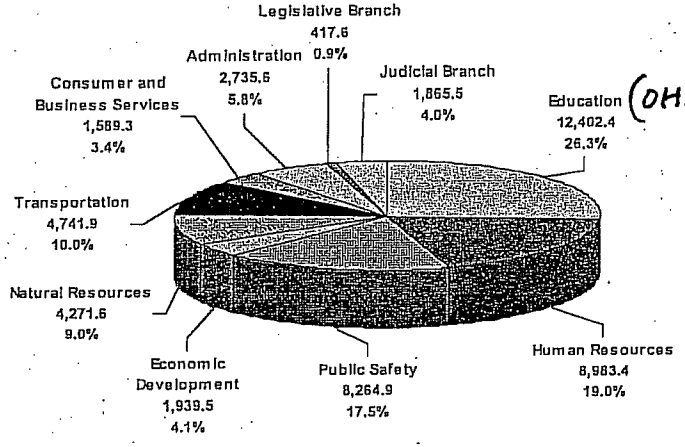
1989-91 Legislatively Adopted
Total: 44,474.8



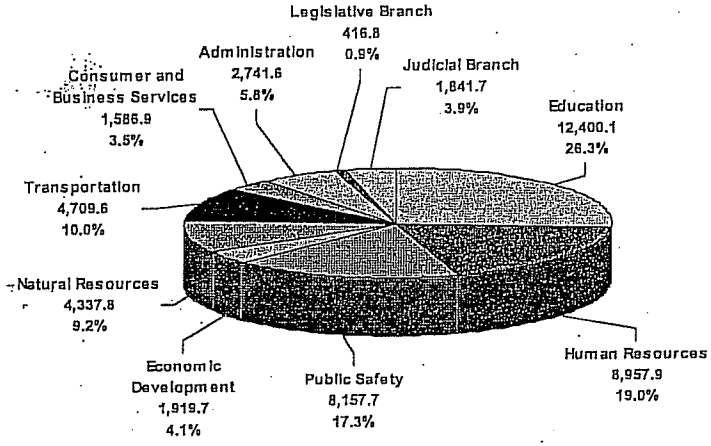

1999-2001 Legislatively Adopted
Total: 45,779.4




2001-03 Close of Session
Total: 47,211.7

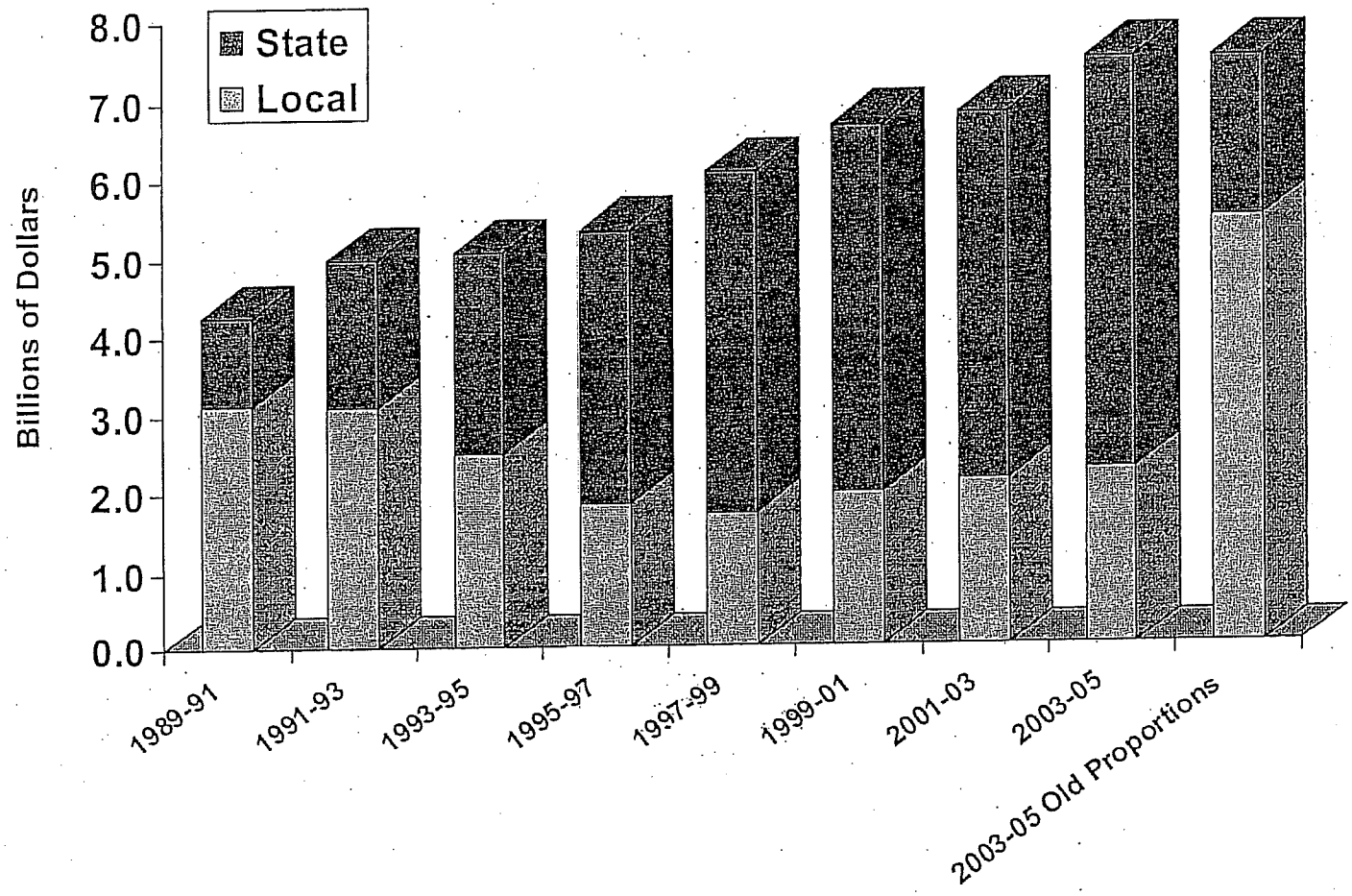



2001-03 Final
Total: 47,069.8

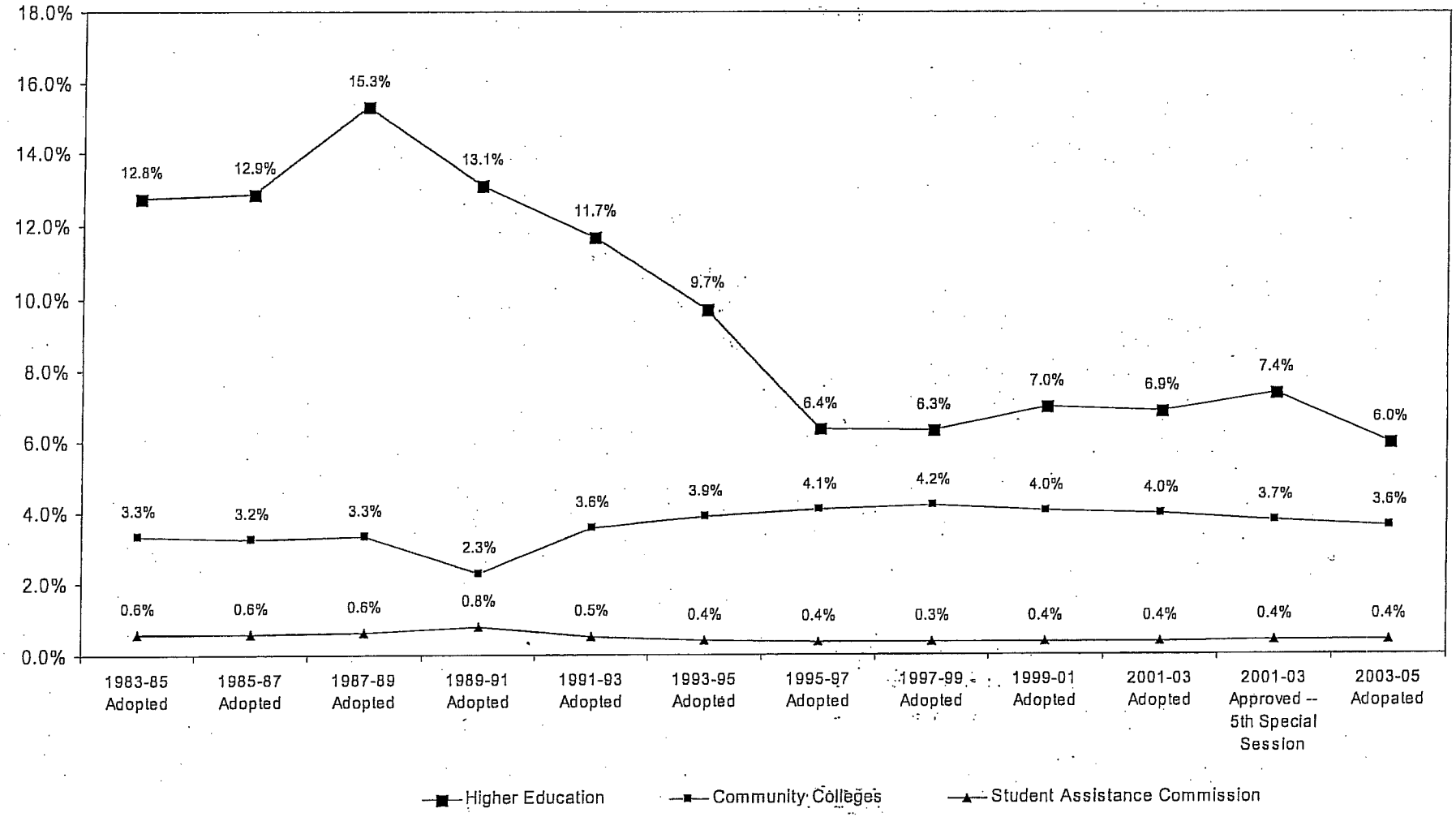



*Includes Consumer and Business Services

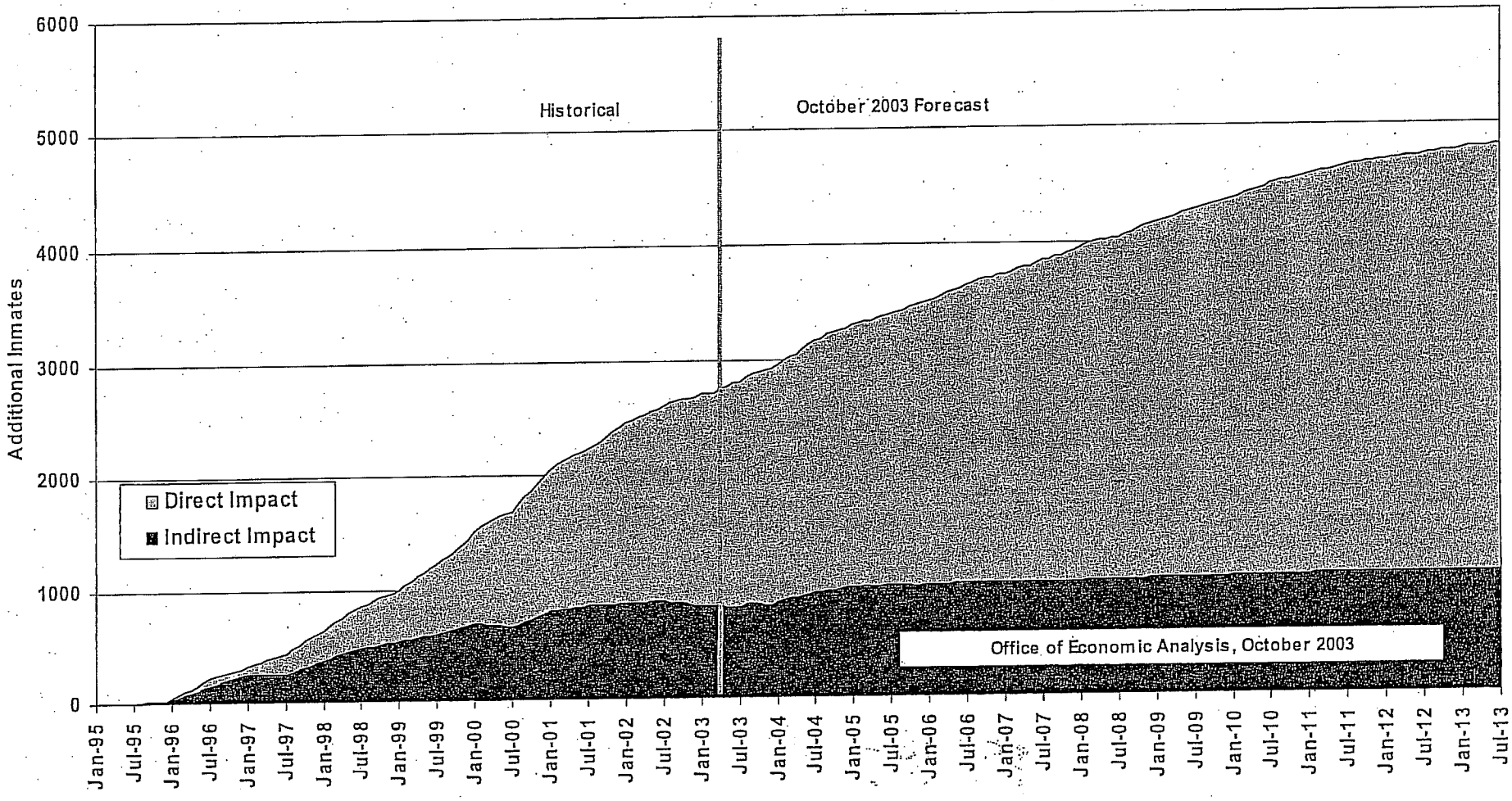
# State and Local Resources for K-12 School Funding



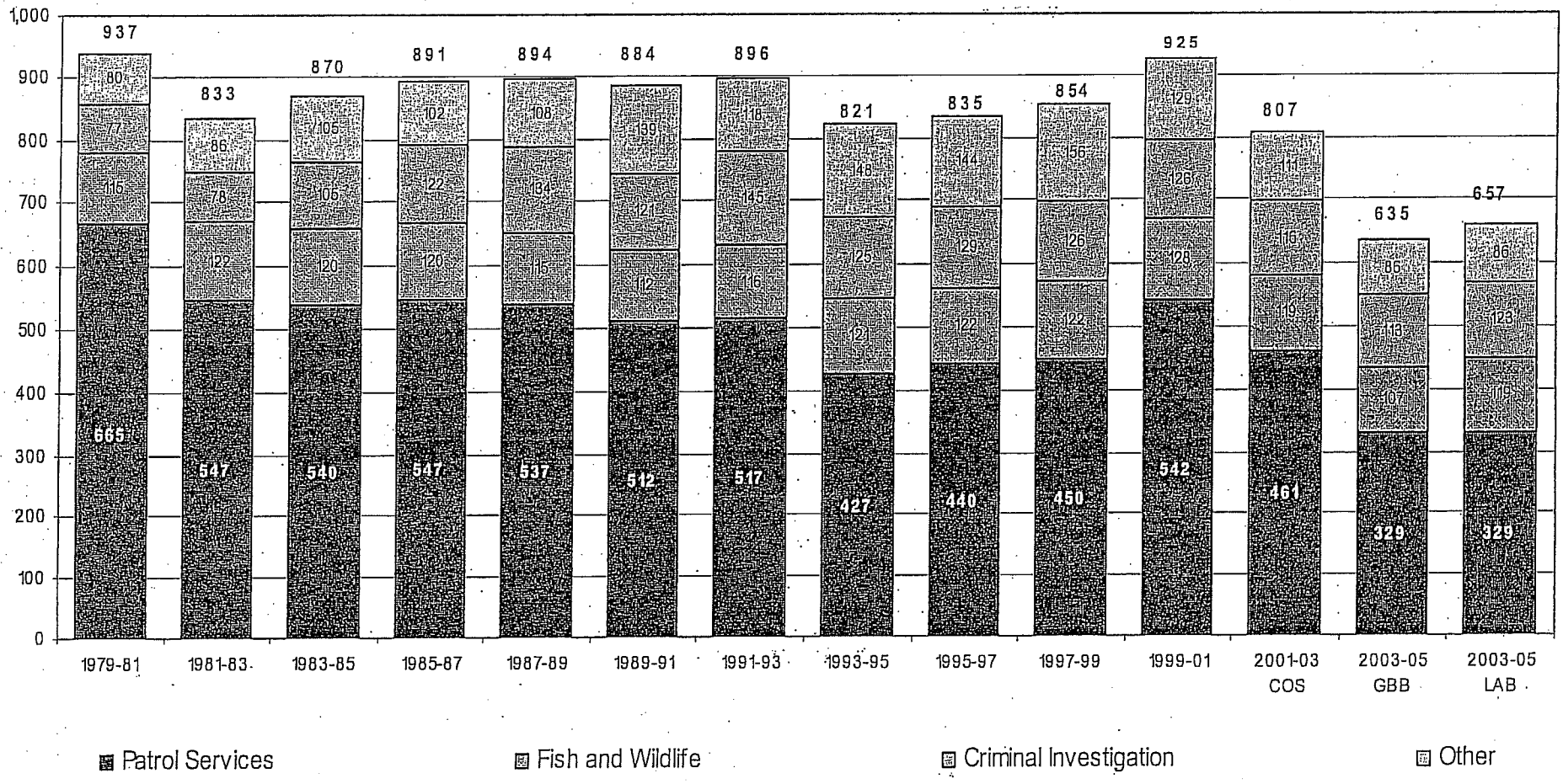
# Post-Secondary Education Funding
# Percent of General Fund and Lottery Funds
# 1983-85 through 2003-05



# Estimated Impact of Measure 11 on Oregon's Prison System

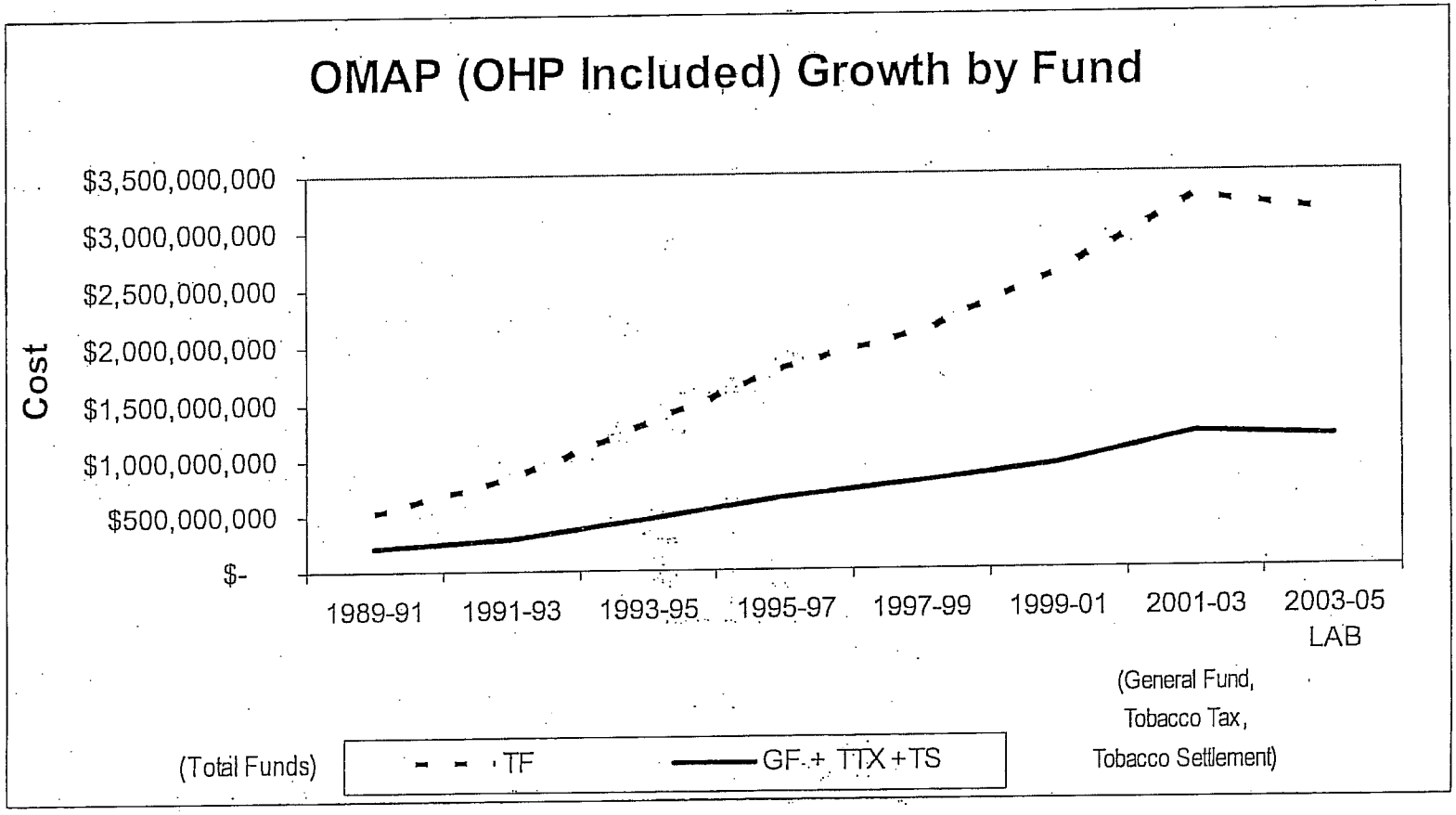


# Department of State Police
# 2003-05 Governor's Balanced Budget
# Sworn Positions



# Policy Decisions

- **Oregon Health Plan (OHP)**
  The Office of Medical Assistance Programs budget has increased significantly since 1989-91. The General Fund and tobacco funded portion has increased from approximately $201 million to $1.21 billion.



# Governor's Recommended Budget

- Must be balanced to current revenue forecast – start with the question how much money is available under current law?
- Must fulfill all legally required expenditures first – e.g., debt service on outstanding issuances.
- Allocate remainder based on priorities and evaluation of minimum dollar amount needed to meet expected performance level.
- Governor must identify separately from the balanced budget any priorities for increased expenditure and identify the proposed revenue source.
- Governor must identify the lowest priority items that could be reduced if resources go down or the legislature chooses other priorities.

# Other Issues

- General Risk
- Reserves/Other Fund Balances
- PERS/Labor
- Kicker
- Additional Lawsuits
- Bond Rating
- Annual Sessions
- Accountability/ oversight vs. Reduced Administration
- Regulatory Reform
- Economic Recovery
- Pent-up Budget Demand
- Potential Initiatives
- One-time Revenues

Oregon Community College Association
1201 Court St. NE, Suite 302
Salem, OR 97301-4188
Phone: (503) 399-9912 Fax: (503) 399-9286
http://www.occa17.com

*REVISED*

# AGENDA

## OCCA BOARD MEETING
## LOCAL GOVERNMENT CENTER, ROOMS 113/114
## SALEM, OREGON
## OCTOBER 22, 2004
## TIME: 12:00 – 4:30 P.M.

| Item | Docket | Action | Presenter |
|---|---|---|---|
| **A. Call to Order** | | | Chuck Clemans |
| **B. Introductions** | | | Chuck Clemans |
| **C. Agenda Changes** | | | Chuck Clemans |
| **D. Consent Agenda** | | | Chuck Clemans |
| 1. OCCA Board Meeting Minutes, 4-16-04 | **Doc D1** | ***Action*** | |
| 2. OCCA Board Meeting Minutes, 5-8-04 | **Doc D2** | ***Action*** | |
| 3. OCCA Executive Committee Summary, 9-23-04 | **Doc D3** | ***Action*** | |
| 4. OCCA Executive Committee Summary, 10-1-04 | **Doc D4** | ***Action*** | |
| 5. OCCA Legislative Committee Summary, 5-21-04 | **Doc D5** | ***Action*** | |
| 6. OCCA Legislative Committee Summary, 6-18-04 | **Doc D6** | ***Action*** | |
| **E. Presentations** | | | |
| 1. Federal Appropriations Process | | | Gary Conklin, Dan Jarman of Conklin, Fiskum, and McCormick |
| 2. Facilitated Workshop<br>*Roles and Responsibilities of OCCA Board Members* | **Doc E1** | | Greg McKenzie of OSBA |
| **F. Reports** | | | |
| 1. President Report | | | Chuck Clemans |
| 2. Legislative Committee Chair | | | David Bridgham |
| 3. Executive Steering Committee Forum to make recommendation on the funding distribution. | | | David Bridgham |
| 4. Resource Committee Recommendation | **Doc F3** | | Peter Lawson |
| 5. Executive Director | **Doc F4** | | OCCA Staff |
| 6. Presidents Council Chair | | | Bob Silverman |
| 7. State Board of Education | | | Steve Bogart |
| 8. State Board of Higher Education | | | Gretchen Schuette |
| 9. OCCSA | **Doc F5** | | Julie Suchanek |

OCCA OREGON COMMUNITY COLLEGE ASSOCIATION

Oregon Community College Association
1201 Court St. NE, Suite 302
Salem, OR 97301-4188
Phone: (503) 399-9912 Fax: (503) 399-9286
http://www.occa17.com

*REVISED*
AGENDA

| Item | Docket | Action | Presenter |
|---|---|---|---|
| **G. Business** | | | |
| 1. Audit | **Doc F1** | | Chuck Clemans |
| 2. Executive Director Evaluation | **Doc F2** | | Chuck Clemans |
| **H. Legislative Issues** | | | |
| 1. Adoption of Legislative Budget Request | **Doc H1** | ***Action*** | David Bridgham |
| 2. Adoption of Legislative Positions | **Doc H2** | ***Action*** | Bridgham/Clemans |
| 3. Consideration of PERS opt out legislation | **Doc H3** | ***Action*** | David Bridgham |

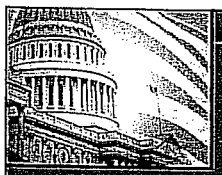
**G. Wrap-Up**

1. Upcoming Dates and Events

- November 2, Election Day
- November 4-5, State Board of Higher Education—Portland
- November 18, Presidents Council at Sheraton Portland Airport
- November 19, Oregon Student Assistance Commission—Eugene
- December 2, Presidents Council—tentative location OCCA Salem
- December 2-3, State Board of Education—Salem.
- December 3, **OCCA Legislative Committee**—Pubic Service Building—Salem
- December 17, Oregon Student Assistance Commission—Eugene
- January 17, 2005 thru Legislative Session, **OCCA Legislative Committee** weekly conference calls at 4pm on Monday's
- February 18, 2005, **OCCA Board Meeting 1-4 p.m.,** at OCCA.
- March 1-3, 2005, **OCCA Annual Convention**
- April 22, 2005, **OCCA Board Meeting 1-4 p.m.,** at OCCA.
- May 20, 2005, **OCCA Board Meetings 1-4 p.m.,** at OCCA.

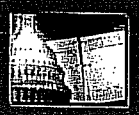
2. Upcoming Agenda Items

**H. Adjournment** — Chuck Clemans



Oregon Community College Association

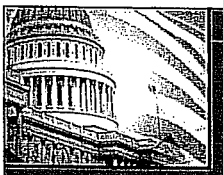
# Congressional Appropriations Process



Oregon Community College Association

## Appropriations value

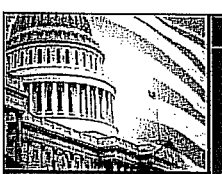
Way to secure significant funding for important projects by having Congress designate funds by legislative action



Oregon Community College Association

# Examples – FY 2004

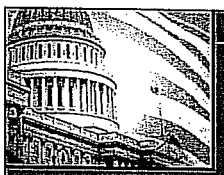
- Maryland Assn. of Community Colleges
  - $1 million for nursing training
- Salt Lake Community College
  - $200,000 for smart classroom technology
- Truckee Meadows Community College
  - $750,000 for nurse training pilot program
- Clatsop Community College
  - $50,000 for computers and equipment
- Mt. Hood Community College
  - $50,000 for nurse training
- Columbia Gorge Community College
  - $500,000 for nurse training



Oregon Community College Association

# The funding process

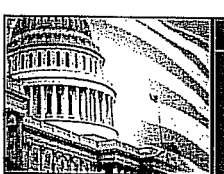
- Congress passes 13 separate appropriations bills every year
  - $787 billion for "discretionary" spending
- Sometimes several spending bills rolled into end-of-year omnibus bill
  - Usually because of election pressures



Oregon Community College Association

# Quest for "earmark"

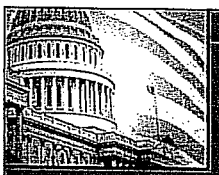
- ★ Appropriations set funding levels for agencies and program accounts
- ★ Some bills also "earmark" specific projects or priorities for funding
  - ★ Oversight agency sometimes given discretion for actual funding level
- ★ Some administrative hurdles exist once earmark achieved, even though project funding written into law



Oregon Community College Association

# Oregon post-Hatfield

- ★ No Senate or House member sits on an Appropriations committee
  - ★ Senator Gordon Smith (R-OR) using Finance Committee leverage
  - ★ Rep. Darlene Hooley (D-OR) close ally of Democratic Whip Steny Hoyer
- ★ Utilize Western appropriations allies



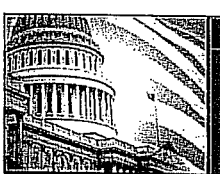
Oregon Community College Association

# Crafting a winner

- Ready for "primetime"
  - Well thought out, planned & vetted
  - Good community & stakeholder support
- Extension of current program or project
  - Value-added in innovative, creative or unique way
- Meets federal need or priority
- Budget outlined in detail
  - Limited administrative & personnel costs
- Produces clear "deliverable"
- Aligns with Capitol Hill "champions"

**Multi-year okay, but not more than three**

cfm

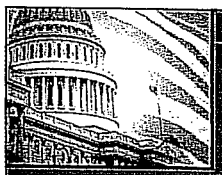


Oregon Community College Association

# What to avoid

- Vague project or project description
- Unrealistic dollar amount
  - No long-term funding source identified
- Seeking funds for "bricks & mortar"
- Other projects producing same "deliverable"
- Feds asked to foot bill for entire project
- Project arrives on doorstep late in process
- "Must have" or project goes away

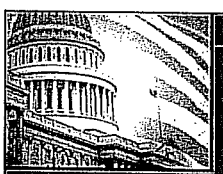
cfm



Oregon Community College Association

# Annual timeline

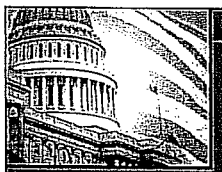
- ★ Projects ready no later than December
  - ★ Planning and prep undertaken months before
- ★ Key meeting with Hill Champions and appropriations staff occurs first of year
- ★ Committee deadline in spring for requests
- ★ Bill "mark ups" occur summer & fall
- ★ Fiscal year begins October 1
  - ★ Although most bills not enacted by new fiscal year
- ★ Money released 3-6 months after enactment



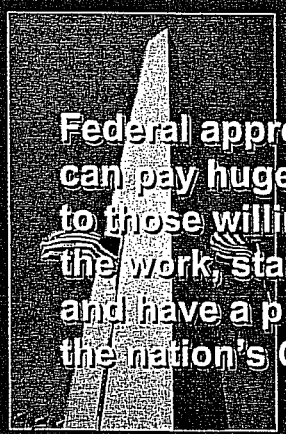
Oregon Community College Association

# Strategic challenges

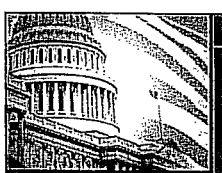
- ★ Making project "top priority" of Hill champions
  - ★ Members submit hundreds of requests so project must rise to top – or get sidestepped
  - ★ Projects may need to get in champion's "queue"
- ★ Early projects rewarded; last-minute projects pushed aside as heavy lifts
  - ★ Credibility with key allies also at stake
- ★ Multi-year commitment important
  - ★ Not easy to achieve success first time out
  - ★ Worthwhile projects allow you to build and maintain good relations on Capitol Hill



Oregon Community College Association



Federal appropriations can pay huge dividends to those willing to put in the work, stay the course and have a presence at the nation's Capitol



Oregon Community College Association

# Thank you!

Dan Jarman
Conkling Fiskum & McCormick
503-802-4108
danj@cfmdc.com

OREGON COMMUNITY COLLEGE ASSOCIATION

Oregon Community College Association
1201 Court St. NE, Suite 302
Salem, OR 97301-4188
Phone: (503) 399-9912 Fax: (503) 399-9286
*http://www.occa17.com*

# OCCA Board Meeting
## Local Government Center, Rooms 113/114
## October 22, 2004

### Audit Memo

**BACKGROUND**
Each year a firm selected by the OCCA board audits the financial records of OCCA.

**ACTION REQUESTED**
Acknowledge receipt of the audit.

Audit for fiscal year ending June 30, 2004 will be provided at the meeting.

*OREGON COMMUNITY COLLEGE ASSOCIATION*
*ANNUAL FINANCIAL REPORT*
*For Year Ended June 30, 2004*

GROVE, MUELLER & SWANK, P.C.
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

## *BOARD OF DIRECTORS*

| *Name* | *Address* | *Position* |
|---|---|---|
| JoAnne Beilke | Keizer, Oregon | Director |
| David Bridgham | Coos Bay Oregon | President |
| President Richard L. Levine | Grants Pass, Oregon | Director |
| Dr. Mary Spilde | Eugene, Oregon | Treasurer |
| Maureen Breckenridge | Beaverton, Oregon | Director |
| Dr. Rita Cavin | Albany, Oregon | Director |
| Dr. Robert L. Barber | Bend, Oregon | Director |
| Ron Russell | Gresham, Oregon | Director |
| Dr. Gretchen Schuette | Salem, Oregon | Director |
| Dr. Wes Channell | Klamath Falls, Oregon | Director |
| Lee Mathieu | Ione, Oregon | Director |
| Dr. Travis Kirkland | Pendleton, Oregon | Director |
| Dr. Earl P. Johnson | Oregon City, Oregon | Director |
| Don McCasland | Klamath Falls, Oregon | Director |
| Jim Nelson | Neotsu, Oregon | Director |
| Dr. Patrick J. O'Connor | Newport, Oregon | Director |
| Michael Rose | Eugene, Oregon | Director |
| Connie Lee | Bend, Oregon | Director |
| Tom Wogaman | Corvallis, Oregon | Director |
| Dr. Frank Toda | The Dalles, Oregon | Director |
| Dr. Greg Hamann | Astoria, Oregon | Director |
| Dr. Robert Silverman | Gresham, Oregon | Director |
| Rosemary Baker-Monaghan | Seaside, Oregon | Director |
| Dr. Ernie Keller | The Dalles, Oregon | Director |
| Wayne Jensen | Tillamook, Oregon | Director |
| President Ralph Orr | Tillamook, Oregon | Director |
| Peter Lawson | Ontario, Oregon | Director |
| Dr. James Sorensen | Ontario, Oregon | Director |
| David Briggs | Myrtle Creek, Oregon | Director |
| Dr. David Beyer | Roseburg, Oregon | Director |
| Dr. Stephen Kridelbaugh | Coos Bay, Oregon | Director |

## *EXECUTIVE DIRECTOR*

Andrea Henderson
Salem, Oregon

***OREGON COMMUNITY COLLEGE ASSOCIATION***
*TABLE OF CONTENTS*


| | ***Page*** |
|---|---|
| *MEMBERS OF BOARD* | i |
| *INDEPENDENT AUDITOR'S REPORT* | 1 |
| *MANAGEMENT'S DISCUSSION AND ANALYSIS* | 2-4 |
| *BASIC FINANCIAL STATEMENTS* | |
| Government-wide Financial Statements | |
| Statement of Net Assets | 5 |
| Statement of Activities | 6 |
| Notes to Basic Financial Statements | 7-11 |
| *REQUIRED SUPPLEMENTAL INFORMATION* | |
| Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual | |
| General Fund | 12 |
| *AUDIT COMMENTS AND DISCLOSURES REQUIRED BY STATE REGULATIONS* | 13-14 |

GROVE, MUELLER & SWANK, P.C.
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

# *INDEPENDENT AUDITOR'S REPORT*

Board of Directors
Oregon Community College Association
1201 Court Street NE, Ste. 302
Salem, Oregon 97301

We have audited the accompanying basic financial statements of Oregon Community College Association (OCCA), as of and for the year ended June 30, 2004, as listed in the foregoing table of contents. These financial statements are the responsibility of OCCA's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Oregon Community College Association as of June 30, 2004, and the changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis and budgetary comparison information are not required parts of the basic financial statements, but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures that consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

As described in the summary of significant accounting policies, OCCA has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, as of July 1, 2003.

***GROVE, MUELLER & SWANK, P.C.***
Certified Public Accountants

By _____
Charles A. Swank, A Shareholder
August 31, 2004

www.gmscpa.com
Mailing Address • P.O. Box 2122 • Salem, Oregon 97308-2122
Salem • 475 Cottage Street NE, Suite 200 • Salem, Oregon 97301-3814 • (503) 581-7788 • FAX (503) 581-0152
Albany • P.O. Box 663 • 519 S. Lyon Street • Albany, Oregon 97321-0570 • (541) 967-2315 • FAX (541) 926-5926
MEMBERS OF THE McGLADREY NETWORK • WORLDWIDE SERVICES THROUGH RSM INTERNATIONAL

*MANAGEMENT'S DISCUSSION AND ANALYSIS*

As management of the Oregon Community College Association (OCCA), we offer readers of the Oregon Community College Association's financial statements this narrative overview and analysis of the financial activities of the Oregon Community College Association for the fiscal year ended June 30, 2004.

## *FINANCIAL HIGHLIGHTS*

- The assets of the Oregon Community College Association exceeded its liabilities at the close of the most recent fiscal year by $726,675 (net assets). Of this amount, $718,961 (unrestricted net assets) may be used to meet the OCCA's ongoing obligations to citizens and creditors.
- The Oregon Community College Association's total net assets decreased by $40,464.
- The Oregon Community College Association continued to operate without the need for debt borrowings during the current fiscal year.

## *OVERVIEW OF THE FINANCIAL STATEMENTS*

This discussion and analysis is intended to serve as an introduction to the Oregon Community College Association's basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. The Oregon Community College Association is established under the authority of Chapter 190 of the Oregon Revised Statutes as an intergovernmental entity engaged only in providing services to Oregon community colleges.

## *FUND FINANCIAL STATEMENTS*

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Oregon Community College Association, like other governments, uses fund accounting to ensure and demonstrate compliance with legal requirements. All of the activities of the Oregon Community College Association are reported as a single governmental fund.

## *USING THIS ANNUAL REPORT*

The Oregon Community College Association's annual report consists of financial statements that show information about the Oregon Community College Association's activities.

The Oregon Community College Association established controls to manage funds for particular purposes or to show that it is meeting legal responsibilities to membership. The Association uses the full accrual method of accounting in which all assets and all liabilities associated with the operation of these funds are included on the statement of net assets. The focus is on income measurement, which, together with the maintenance of equity, is an important financial indication.

Our auditor has provided assurance in his independent auditor's report, located immediately preceding this Management's Discussion and Analysis, that the basic financial statements are fairly stated. Varying degrees of assurance are being provided by the auditor regarding the other information included in this report. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts of this report.

## *FINANCIAL ANALYSIS*

The Oregon Community College Association's net assets were $726,675 at June 30, 2004. Of this amount, $718,961 was unrestricted, and $7,714 was invested in capital assets.

***Net Assets***

| | *2004* | *2003* |
|---|---|---|
| Current assets | $ 736,097 | $ 776,117 |
| Capital assets, net | 7,714 | 5,794 |
| *Total Assets* | 743,811 | 781,911 |
| Current liabilities | 17,136 | 16,835 |
| Net assets | | |
| Invested in capital assets, net of related debt | 7,714 | 5,794 |
| Unrestricted | 718,961 | 759,282 |
| *Total Net Assets* | $ 726,675 | $ 765,076 |

***Changes in Net Assets***

| | | |
|---|---|---|
| ***Revenues*** | | |
| Operating revenues | $ 395,344 | $ 384,999 |
| Nonoperating revenues | 14,919 | 18,327 |
| *Total Revenues* | 410,263 | 403,326 |
| ***Expenses*** | | |
| Operations | 448,522 | 403,728 |
| Depreciation | 2,205 | 1,793 |
| *Total Expenses* | 450,727 | 405,521 |
| *Decrease in Net Assets* | $ ( 40,464) | $ ( 2,195) |

Total revenues increased by $6,937 due primarily to the convention in the fiscal year ended June 30, 2004.

## *CAPITAL ASSETS*

At June 30, 2004, the Oregon Community College Association had $7,714 invested in furniture and equipment. This amount represents a net increase (including additions, deductions and depreciation) of $1,920 from last year.

## *ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES*

The Oregon Community College Association is primarily dependent upon member dues for the funding of operations; and is therefore affected by local economic conditions. The budgets for 2005 have already been approved by the membership, including a dues increase.

## *CONTACTING THE OREGON COMMUNITY COLLEGE ASSOCIATION'S FINANCIAL MANAGEMENT*

Our financial report is designed to provide our citizens and creditors with a general overview of the Oregon Community College Association's finances and to show the Oregon Community College Association's accountability for the money it receives. If you have questions about this report or wish to request additional financial information, contact Andrea Henderson, Executive Director, Oregon Community College Association.

*BASIC FINANCIAL STATEMENTS*

*OREGON COMMUNITY COLLEGE ASSOCIATION*
*STATEMENT OF NET ASSETS*
*JUNE 30, 2004*

| | | |
|---|---|---|
| ***ASSETS*** | | |
| ***Current Assets*** | | |
| Cash and investments | $ | 733,739 |
| Receivables | | 780 |
| Prepaid expenses | | 1,578 |
| *Total Current Assets* | | 736,097 |
| ***Furniture and Equipment*** | | |
| Furniture and equipment | | 82,780 |
| Less accumulated depreciation | | ( 75,066) |
| *Total Furniture and Equipment* | | 7,714 |
| *Total Assets* | | 743,811 |
| ***LIABILITIES*** | | |
| ***Current Liabilities*** | | |
| Accounts payable | | 1,520 |
| Accrued payroll taxes and benefits | | 3,421 |
| Compensated absences payable | | 12,145 |
| Deferred revenue | | 50 |
| *Total Current Liabilities* | | 17,136 |
| ***NET ASSETS*** | | |
| Investment in fixed assets | | 7,714 |
| Unrestricted | | 718,961 |
| *Total Net Assets* | $ | 726,675 |

*The accompanying notes are an integral part of the financial statements.*

*OREGON COMMUNITY COLLEGE ASSOCIATION*
*STATEMENT OF ACTIVITIES*
*YEAR ENDED JUNE 30, 2004*

| | | |
|---|---|---|
| ***REVENUES*** | | |
| ***General Revenues*** | | |
| Interest | $ | 11,474 |
| Insurance trusts management fees | | 2,435 |
| Miscellaneous | | 1,010 |
| *Total General Revenues* | | 14,919 |
| ***Program Revenues*** | | |
| Membership dues | | 363,369 |
| Convention, conference and other | | 27,767 |
| President's Council | | 4,208 |
| *Total Program Revenues* | | 395,344 |
| *Total Revenues* | | 410,263 |
| ***EXPENSES*** | | |
| Personnel services | | 246,568 |
| Other personnel costs | | 49,278 |
| Professional development | | 8 |
| Staff and committee expenses | | 12,323 |
| Office administration | | 53,346 |
| Publications | | 4,378 |
| Insurance | | 44,595 |
| Professional Services | | 2,748 |
| Workshops and conferences | | 17,611 |
| Legislative effort | | 4,313 |
| Dues and subscriptions | | 8,842 |
| Capital outlay (not capitalized) | | 2,197 |
| President's council | | 2,315 |
| Depreciation | | 2,205 |
| *Total Expenditures* | | 450,727 |
| ***REVENUES OVER (UNDER) EXPENSES*** | ( | 40,464) |
| ***NET ASSETS,*** *Beginning of year* | | 767,139 |
| ***NET ASSETS,*** *End of year* | $ | 726,675 |

*The accompanying notes are an integral part of the financial statements.*

## *SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES*

*Organization*

The Oregon Community College Association (OCCA) was organized in 1962 in Salem. It is a voluntary association of local boards of education of community colleges in Oregon organized under Oregon Revised Statutes Chapter 190.

OCCA has implemented GASB Statement No. 34 *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* and the related *Omnibus* Statement No. 37.

*Reporting Entity*

All significant activities and organizations over which OCCA exercises oversight responsibility have been included in the financial statements. Evaluation of the reporting entity was in accordance with Statement No. 14 of the Governmental Accounting Standards Board (GASB).

For financial reporting purposes, OCCA's financial statements include all funds over which Association officials exercise oversight responsibility. The criteria used in making this determination included an evaluation of the concepts of financial interdependency, election of the governing authority, designation of management, ability to significantly influence operations and accountability of fiscal matters. Based upon the evaluation of this criteria, the Association is a primary government with no includable component units.

*Government-wide Financial Statements*

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the activities of OCCA. The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include a) charges for goods and services provided by a given function and b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Other items not properly included among program revenues are reported instead as general revenues.

*Measurement Focus, Basis of Accounting and Basis of Presentation*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.

*Budgets and Budgetary Accounting*

The administrative and fiscal staff prepare a budget for each of the separate projects within the operation of OCCA. The budget is submitted to the Board of Directors for approval, modification, and adoption.

## *SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)*

*Cash and Investments*

Cash and investments consist of deposit balances in banks and the State of Oregon Local Government Investment Pool. Such deposits are stated at cost which approximates fair value.

Statutes authorize OCCA to invest in obligations of the U.S. Treasury and U.S. agencies, banker's acceptances, repurchases agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the State Treasurer's Investment Pool. Additionally, statutes require that amounts on deposit with financial institutions be collateralized to the extent they are in excess of deposit insurance coverage. Cash in banks is insured by the FDIC to $100,000.

Investments are stated at cost, which approximates fair value. Fair value is defined as the amount at which an investment could be exchanged between willing parties, other than in a forced or liquidation sale. The fair value adjustment is an "unrealized" gain or loss and is reported with other interest income.

*Capital Assets*

Assets with a cost greater than $500 and a life longer than a year are recorded at cost or estimated historical cost. Depreciation is recorded on the books of the Association using the straight-line method over estimated useful life of five years.

*Compensated Absences Payable*

Total unpaid compensated absences at June 30, 2004 were recorded on the books of OCCA based on total vested hours multiplied by current wage rates.

*Income Taxes*

The Association is exempt from Federal income taxes under Internal Revenue Code Section 115.

*Property Taxes*

The Association is exempt from taxes for all real and personal property, including property held under lease or lease purchase agreements under ORS 456.220 and ORS 456.225 of Oregon law.

*Deferred Revenue*

The Association reports deferred revenue on its statement of net assets. Deferred revenues arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when resources are received by the Association before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Association has a legal claim to the resources, the liability for deferred revenue is removed from the statement of net assets and revenue is recognized. Dues and contract monies received in advance are recorded as deferred revenue.

## *SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)*

*Use of Estimates*

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reporting amounts of certain assets, liabilities, revenues and expenses. Actual results may differ from such estimates. Financial statement items particularly sensitive to estimates are the allowance for doubtful accounts, and the useful lives of property and equipment.

## *CASH AND INVESTMENTS*

| | |
|---|---|
| Cash in banks - book balances | $ 10,064 |
| Local Government Investment Pool (fair value approximates cost) | 723,675 |
| *Total* | $ 733,739 |

Cash in banks are demand deposits. At June 30, 2004, demand deposits had a bank balance of $15,531. These deposits were covered by federal depository insurance. Oregon Revised Statutes require the depository institution to maintain on deposit with the collateral pool manager securities having a value of not less than 25% of the outstanding certificates of participation issued by the pool manager, for deposits in excess of insured balances.

The State Treasurer of the State of Oregon maintains the Oregon Short-term Fund, of which the Local Government Investment Pool (LGIP) is part. Participation by local governments is voluntary. The State of Oregon investment policies are governed by statute and the Oregon Investment Council. In accordance with Oregon Statutes, the investment funds are invested as a prudent investor would do, exercising reasonable care, skill and caution. The investment in the Local Government Investment Pool is considered a cash equivalent because of the ability to withdraw. The fair value of the financial position is equal to the value of pool shares. The funds deposited in the pool are not subject to credit risk classification.

The Oregon Short-term Fund (OSTF) is the LGIP for local governments and was established by the State Treasurer. OSTF investments are regulated by the Oregon Short-term Fund Board and approved by the Oregon Investment Council (ORS 294.805 to 294.895).

## *CAPITAL ASSETS*

| | *Balance April 1, 2002* | *Additions* | *Deletions* | *Balance March 31, 2003* |
|---|---|---|---|---|
| Furniture and equipment | $ 62,224 | $ 2,062 | $ - | $ 64,286 |
| Auto | 18,494 | - | - | 18,494 |
| | $ 80,718 | $ 2,062 | $ - | 82,780 |
| Accumulated depreciation | | | | ( 75,066) |
| | | | | $ 7,714 |

The OCCA records depreciation on the straight-line method over estimated useful lives of five years. The depreciation expense reported for the current year was $2,205.

## *PENSION PLAN*

### *Plan Description*

Association employees participate in the Oregon Public Employees Retirement System (PERS). Contributions are made for employees after six months of employment unless they are members of PERS, and eligible for contributions when they begin employment. PERS is an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for government units in the State of Oregon. Benefits generally vest after five years of continuous service in a PERS covered position. Retirement is allowed at age 58 with unreduced benefits, but retirement is generally available after age 55 with reduced benefits. Compulsory retirement age is 70. Contributions made by, or on behalf of, the employee are payable in a lump sum or monthly amounts using several payment options. Contributions made on behalf of the employee to the employer account can only be taken in monthly payments. PERS also provides death and disability benefits. These benefit provisions and other requirements are established by Oregon revised Statutes, Chapter 238. PERS issues a publicly available comprehensive annual financial report that includes financial statements and required supplement information. The stand-alone report may be obtained by writing to Oregon Public Employees Retirement System, P.O. Box 23700, Tigard, Oregon 97281-3700.

### *Funding Policy*

The Association's contributions rate, based on the most current actuarial valuation, was 10.58% of covered payroll. The required employee contributions is 6% of covered compensation. The contribution requirements of the Association are established or may be amended by the PERS Retirement Board while the employees' rate is set by the state statute, ORS 238.200. The Association's payroll for employees covered by PERS for the year ended June 30, 2004 was $250,200, the Association's total payroll was $250,200.

### *Annual Pension Cost*

For fiscal 2003-04, the Association's annual pension cost of $26,229 for PERS was equal to the Association's required and actual contributions. The required contributions and liabilities were determined as part of the December 31, 2001 actuarial valuation using the entry age actuarial cost method. Because all PERS employers are required by law to submit the contributions adopted by the Retirement Board, and the employer contributions are calculated in conformance with the standards of Statement No. 27, there is no net pension obligation. The contributions actually made are the equivalent to the annual pension cost. Significant actuarial assumptions used in the valuation include (1) a rate of return on the investment of present and future assets of 8.5% per year; (b) projected annual salary increases for inflation and merit of 4.25% per year; (c) projected automatic post-retirement benefit increases of 2.0% per year; and (d) demographic assumptions that have been chosen to reflect the best estimate of emerging experience of the members of PERS. The unfunded actuarial liability is amortized as a level percentage of covered payroll over a thirty year period on an open basis.

The following table presents three-year trend information for the Association's defined benefit pension plan:

| *Year Ending* | *Annual Pension Cost (APC)* | *Percentage of APC Contributed* | *Net Pension Obligation* |
|---|---|---|---|
| 6/30/02 | $ 19,405 | 100% | $ - |
| 6/30/03 | 20,153 | 100 | - |
| 6/30/04 | 26,229 | 100 | - |

*PENSION PLAN (Continued)*

The following table presents a schedule of funding progress for the Association's defined benefit pension plan:

| *Actuarial Valuation Ending December 31* | *Actuarial Value of Assets* | *Actuarial Accrued Liability* | *Unfunded Actuarial Liability (UAL)* | *Funded Percent* | *Covered Payroll* | *UAL as a Percentage of Covered Payroll* |
|---|---|---|---|---|---|---|
| 12/31/97 | $ 461,608 | $ 348,297 | $ ( 113,311) | 133% | $ 110,646 | ( 102)% |
| 12/31/99 | 876,130 | 841,734 | ( 34,396) | 104 | 204,901 | ( 17) |
| 12/31/01, restated | 888,691 | 848,142 | ( 40,549) | 105 | 236,804 | ( 17) |

*COMMITMENTS*

The Association's office space lease is at a current rate of $1,853. The lease contains a cost of living increase and expires July 1, 2006.

The Association has a non-cancelable lease agreement for a copy machine for 48 months expiring December 12, 2004. The future minimum lease payments are $4,158 for the year ending June 30, 2005.

*RISK MANAGEMENT*

The Association is exposed to various risks to loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Association carries commercial insurance for risks of loss including workers' compensation, property, general liability, umbrella, automobile liability, directors and officers liability and employee dishonesty coverage. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

*REQUIRED SUPPLEMENTAL INFORMATION*

*OREGON COMMUNITY COLLEGE ASSOCIATION*
*SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL – ALL GOVERNMENT FUND TYPES – GENERAL FUND*
*YEAR ENDED JUNE 30, 2004*

| | *Original Budget* | *Final Budget* | *Variance with Final Budget (Unfavorable)* | *Actual* |
|---|---|---|---|---|
| ***REVENUES*** | | | | |
| Membership dues | $ 363,368 | $ 363,368 | $ 1 | $ 363,369 |
| Interest | 24,000 | 24,000 | ( 12,526) | 11,474 |
| Insurance trusts management fees | 3,500 | 3,500 | ( 1,065) | 2,435 |
| Convention, conference and other | 24,000 | 24,000 | 3,767 | 27,767 |
| President's council | 4,000 | 4,000 | 208 | 4,208 |
| Miscellaneous revenue | - | - | 1,010 | 1,010 |
| *Total Revenues* | 418,868 | 418,868 | ( 8,605) | 410,263 |
| ***EXPENDITURES*** | | | | |
| Personnel services | 238,000 | 238,000 | ( 8,568) | 246,568 |
| Other personnel costs | 56,167 | 56,167 | 6,889 | 49,278 |
| Professional development | 2,000 | 2,000 | 1,992 | 8 |
| Staff and committee expenses | 3,800 | 3,800 | ( 8,523) | 12,323 |
| Office administration | 45,400 | 45,400 | ( 7,946) | 53,346 |
| Publications | 2,000 | 2,000 | ( 2,378) | 4,378 |
| Insurance | 46,000 | 46,000 | 1,405 | 44,595 |
| Professional services | 4,075 | 4,075 | 1,327 | 2,748 |
| Workshops and conferences | 17,900 | 17,900 | 289 | 17,611 |
| Legislative effort | 600 | 600 | ( 3,713) | 4,313 |
| Dues and subscriptions | 7,000 | 7,000 | ( 1,842) | 8,842 |
| Capital outlay | - | - | ( 4,259) | 4,259 |
| President's council | 4,000 | 4,000 | 1,685 | 2,315 |
| *Total Expenditures* | 426,942 | 426,942 | 23,642 | 450,584 |
| ***REVENUES OVER (UNDER) EXPENDITURES*** | ( 8,074) | ( 8,074) | ( 32,247) | ( 40,321) |
| ***UNRESTRICTED NET ASSETS,*** *Beginning of year* | 49,296 | 49,296 | 709,986 | 759,282 |
| ***UNRESTRICTED NET ASSETS,*** *End of year* | $ 41,222 | $ 41,222 | $ 677,739 | $ 718,961 |

Oregon Administrative Rules 162-10-050 through 162-10-320 incorporated in the Minimum Standards for Audits of Oregon Municipal Corporations, prescribed by the Secretary of State in cooperation with the Oregon State Board of Accountancy, enumerate the financial statements, schedules, comments and disclosures required in audit reports. The required statements and schedules are set forth in the preceding sections of this report. Required comments and disclosures related to our audit of such statements and schedules are set forth as follows:

*Significant Accounting Policies*

The significant account policies followed in preparing the Association's financial statements are summarized in the notes to the financial statements.

*Internal Accounting Control*

We have audited the financial statements of Oregon Community Colleges Association as of and for the year ended June 30, 2004, and have issued our report thereon dated August 31, 2004. As part of our audit, we made a study and evaluation of accounting systems and controls as required by auditing standards generally accepted in the United States of America. The purpose of our study and evaluation was to determine the nature, timing and extent of the auditing procedures necessary for expressing an opinion on the Association's financial statements. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control of the Association taken as a whole. However, our study and evaluation disclosed no condition that we believe to be a material weakness.

*Accounting Records*

We found the records of the Association to be adequate for audit purposes.

*Adequacy of Collateral Securing Depository Balances*

ORS 295 provides that each depository, throughout the period of its possession of public fund deposits, shall maintain on deposit with its custodians, at its own expense, securities having a value not less than 25% of the certificates of participation issued by the pool manager for funds in excess of those insured by the Federal Deposit Insurance Corporation. Our review of the adequacy of collateral securing depository balances indicated the collateral was sufficient during the year ended June 30, 2004.

*Insurance and Fidelity Bonds*

We have reviewed the Association's insurance and fidelity bond coverage at June 30, 2004. We ascertained that such policies appeared to be in force and comply with legal requirements relating to insurance and fidelity bond coverage. We are not competent by training to comment on the adequacy of the insurance policies.

*Investments*

Our review of deposit and investment balances indicated that the Association was in compliance with ORS 294.035, as it pertains to investment of public funds, during the year ended June 30, 2004.

*Public Contracts and Purchasing*

Our review of service contracts and purchasing indicated that the Association was in compliance with ORS 279, as it pertains to the expenditure of public funds, during the year ended June 30, 2004.

*Budget Compliance*

The Association appears to have complied with ORS 294.900 to 294.930 in the preparation, adoption and execution of its budgets for the years ending June 30, 2003 and 2004.

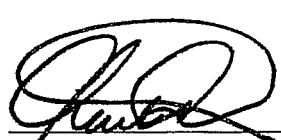
*Programs Funded from Outside Sources*

We have reviewed the Association's compliance with appropriate laws, rules, and regulations pertaining to programs funded wholly or partially by the other governmental agencies, member community colleges. Nothing came to our attention that the Association was not complying with applicable guidelines in all material respects.

*Financial Reporting Requirements*

We have reviewed financial reports and other data relating to programs funded wholly or partially by other governmental agencies. This data, filed with other governmental agencies, is in agreement with and supported by the accounting records.

*GROVE, MUELLER & SWANK, P.C.*
*CERTIFIED PUBLIC ACCOUNTANTS*

By: 
Charles A. Swank, A Shareholder

August 31, 2004

OREGON COMMUNITY COLLEGE ASSOCIATION

Oregon Community College Association
1201 Court St. NE, Suite 302
Salem, OR 97301-4188
Phone: (503) 399-9912 Fax: (503) 399-9286
*http://www.occa17.com*

# OCCA Board Meeting
## Local Government Center, Rooms 113/114
## October 22, 2004

### Executive Director Evaluation Memo

**BACKGROUND**
Each year the OCCA Board and Executive Committee perform an evaluation of OCCA's Executive Director.

**ACTION REQUESTED**
Acknowledgement of evaluation.

An evaluation will be provided at the meeting by Chuck Clemans.

October 20, 2004

Ms. Andrea Henderson
Executive Director
Oregon Community College Association
1201 Court St. NE, Suite 301
Salem, OR 97301

Dear Andrea:

The OCCA Executive Committee conducted your annual evaluation in connection with its retreat in Salem on October 1. Prior to that time, a survey of all board members was conducted and the results of that exercise were considered in arriving at this summary of your evaluation.

The Executive Committee is very pleased with your performance this past year. The Association has continued to grow in stature and your leadership has contributed to that growth. We continue to weather some difficult financial times and your help in identifying resource needs is appreciated. You have made staffing changes that promise to focus on our priority needs.

We are gearing up for what will be a difficult legislative session. The background assistance you have provided to meet this challenge is appreciated. Your continued direct communication to each of the colleges by your presence on each campus and at many board meetings is truly valued.

You continue to grow professionally. In particular, your oral presentations to groups are becoming more crisp. The pace of your comments is more measured. Last year it was suggested that you take a more expanded leadership role in OCCA and there is strong evidence that this is happening.

One suggestion for continued growth is that you be a bit more assertive, not necessarily confrontational, in representing the OCCA with other groups. You are the "face" of OCCA in many instances and we want you to be comfortable in exercising your leadership role.

We commend you for your continuing growth and look forward to a future made better by your leadership.

Sincerely,

Charles A. Clemans, President
Oregon Community College Association

# 2004 OCCA Executive Director Evaluation Summary

Scale: 1-5, 5 the highest.
Respondents: Presidents—9, Board—8, Unknown—1 (All 5s except for one 4)
Results: 4.1 overall
Advocacy—Presidents, 4.4 overall

| **Advocacy—Presidents, 4.4 overall** | **Advocacy—Board Members, 4.1 overall** |
|---|---|
| a, 4.2 | a, 4.3 |
| b, 4.8 | b, 4.3 |
| c, 4.6 | c, 4.3 |
| d, 4.2 | d, 3.0 |
| e, 4.2 | e, 3.8 |
| **OCCA Board of Directors—Presidents, 4.1** | **OCCA Board of Directors—Board, 4.3** |
| a, 4.0 | a, 4.3 |
| b, 4.0 | b, 4.5 |
| c, 4.3 | c, 4.0 |
| d, 4.1 | d, 4.3 |
| **Staff Supervision—Presidents, 4.1** | **Staff Supervision—Board, 4.1** |
| a, 4.1 | a, 4.1 |
| b, 4.0 | b, 4.1 |

Comments from both presidents and board members were almost exclusively positive, by a factor of 45-4. The few negative remarks were related to Andrea's not listening to input from board members and having her mind made up, but these were offset by several comments in the opposite direction.

There seems to be little change from last year's ratings. There were more forms returned this year than last, 18 vs. 12 last year.

Respectfully submitted,
Chuck Clemans, OCCA President

OCCA OREGON COMMUNITY COLLEGE ASSOCIATION

Oregon Community College Association
1201 Court St. NE, Suite 302
Salem, OR 97301-4188
Phone: (503) 399-9912 Fax: (503) 399-9286
http://www.occa17.com

# EXECUTIVE DIRECTOR REPORT
# OCTOBER 22, 2004

## *OCCA Communications*

We have undergone a new branding analysis and have introduced a new graphic identity (logo and colors) for the association and well as one-year and five-year tag lines. "*Powerful solutions for Oregon's economic recovery*" and "*Powerful solutions for Oregon's future*"

We surveyed board members about their communication needs and have begun adapting publications and services to meet identified requests.

We have created and adopted strategic communication plans for legislative messaging as well as interactions with statewide business interests.

The OCCA Pacesetter has been reformatted and adapted to support strategic communication plans as well as the issues Board members identified in their survey responses.

We have begun the adaptation of the Basic Information Guide, the OCCA Fact Book and the OCCA Board Members Handbook. The new and improved versions of those publications will be available before the start of the legislative session.

Kathryn has met with OCMPR to discuss communication strategies and they have established a subcommittee to work directly on legislative communication materials with us.

## *Meetings with Candidates and Legislators*

Over the last three months, OCCA has traveled statewide with candidates and legislators to get the community college message out early, concisely and quickly. OCCA has met with seventy-seven of the currently running legislative candidates and sitting legislators to discuss the priorities for community colleges in the 2005 session and gather political insight. Attached is spreadsheet that details the results of these visits.

OCCA has also met at least once with legislative and caucus leaders to discuss their efforts to ensure that community colleges stay on the front burners for the coming biennium.

OCCA OREGON COMMUNITY COLLEGE ASSOCIATION

Oregon Community College Association
1201 Court St. NE, Suite 302
Salem, OR 97301-4188
Phone: (503) 399-9912 Fax: (503) 399-9286
http://www.occa17.com

In addition, OCCA has maintained continuing dialogue with candidates and legislators by providing new information on the comprehensive work of community colleges, state budget comparisons and the trends/issues impact community colleges. OCCA has also taken every opportunity to meet with legislators again at community college events, local events and sponsored events.

As a result, the profile and importance of Oregon's community colleges in the minds of legislative candidates is growing.

*Representing Community Colleges in Statewide Dialogues*

Since the OCCA Board met in May, OCCA has been traveling the corners of the state to ensure that community colleges are leaders in discussions on education and workforce policy.

Over the last five months, OCCA has engaged and tracked several groups at the center of Oregon's education and workforce dialogue. These include: the State Board of Higher Education Work Groups (Excellence in Productivity and Delivery, Access and Affordability and Academic Excellence and Economic Development); the State Board of Higher Education; the State Board of Education; Oregon Student Assistance Commission; Higher Education Lobby Network; Joint Boards of Articulation; community college local boards; community college legislative teams; Council of Instructional Administrators; Council of Student Service Administrators; Community College Business Managers; Community College Human Resource Directors; Oregon Student Community College Association; Community College Public Information Officers; leaders of the Oregon Business Association, Oregon Business Council and Associated Oregon Industries; the Community College Healthcare Action Plan leaders and several additional meetings with key groups on issues such as double majority, seismic regulations and SBDCs.

In addition, OCCA has been in constant touch with the Governor's Office and legislative leadership. For example, OCCA has testified before the Interim Senate Education Committee and participated in meetings with Legislative Higher Education Work Group.

OCCA will continue to remain central to discussions on education and workforce policy in the months leading up to the 2005 legislative session and extend these conversations throughout session in order to proactively move the community college agenda forward.

# OCCA 2004/2005
# Candidate Meeting Status Report

| Candidate | Advocate/Supporter | Funding | Capitol Const |
|---|---|---|---|
| **Southern Oregon** | | | |
| Anderson | Supporter/locally | Talked about | Talked about |
| Atkinson | Met with RCC | * | * |
| Bates | Supporter | Not optimistic | Good Chance |
| Buckley | Advocate | Yes; Sees value | Yes; Sees value |
| Cairns | Advocate | | |
| Esquivel | Unknown (support) | Talked About | Talked About |
| Garrard | | | |
| Gilman | Supportive/Knows need | Knows needs | Knows needs |
| Hanna | Needs Wrk to be advocate | Knows needs | Knows needs |
| Krieger | Sent Letter | * | * |
| Kruse | Still unknown | Talked about | Talked about |
| Morgan | Supporter | Understands budget | |
| Richardson | Non Responsive | Not available | Not available |
| Roblan | Advocate | Supportive? | Sees value |
| Verger | Supporter | Prioritizes funding | Should be local |
| Wright | Supporter | Sees need | Sees need |
| **Salem Area** | | | |
| Berger | Advocate | Will do whatever needed | Understands need |
| Beyer | Knows need | Knows need | Knows need |
| Boquist | Supporter | Unclear | Supporter |
| Dalto | Supporter | Realistic of funding picture | Very interested |
| Doyle | Non Responsive | * | * |
| Duerfeldt | Advocate | Supportive | Supportive |
| George | After Election | | |
| Komp | Supporter | Sees need | Sees needs |
| Kropf | Non Responsive | | |
| Nelson | Supporter | Supportive | Supportive |
| Olson, A. | Supporter | Touched on | Touched on |
| Price | Supporter | Talked about | Talked about |
| Shannon | Supporter | Sees need | Sees needs |
| Thatcher | Supporter | Touched on | Touched on |
| Wirth | Advocate | Yes; esp. P-T | Supporter |
| **Portland Area** | | | |
| Avakian | Advocate | Supportive | Supportive |
| Barker | Supporter | Supportive | Supportive |
| Brown | Advocate | | |
| Brunn | Supporter/Possible Advocate | Understands need | Supportive |
| Buck | Advocate | Supprotive | Sees Value |
| Burdick | Non Responsive | | |
| Carter | Non Responsive | | |
| Deckert | Knows need | Knows need | Knows need |

# *OCCA 2004/2005*
# *Candidate Meeting Status Report*

| Candidate | Advocate/Supporter | Funding | Capitol Const |
|---|---|---|---|
| **Portland Area** | | | |
| Devlin | Supporter/Possible Advocate | Really Gets CC Funding | Supportive? |
| Dingfelder | Supporter | Supportive in general | Open to |
| Firestone | Supporter | Supportive/Realistic | Supportive |
| Flores | Non Responsive | | ?? |
| Galizio | Advocate | Supports funding | Supportive |
| Gallagher | | | |
| Gordly | Non Responsive; Knows need | | |
| Greenlick | Supporter | Supportive | Supportive |
| Hansen | Supporter | Realistic/Supportive | Advocate |
| Hass | Supporter | Supportive in General | Supportive in Gen. |
| Hunt | Advocate | | |
| Kitts | Non Responsive | | |
| Krummel | Advocate | Knows need | Knows need |
| Lim | After Election | | |
| Macpherson | Supporter or less | Not generally supportive | Not supportive |
| March | Advocate | Supports | Supports |
| Merkeley | Knows need | Knows need | Knows need |
| Metsger | Non Responsive | | |
| Minnis | | | |
| Monnes Anderson | After Election | | |
| Nolan | Supporter | Supportive/Pragmatic | Supportive |
| Riley | Supporter | Supportive | Supportive |
| Ringo | Supporter | Supportive | Supportive |
| Rosenbaum | Supporter | Supportive | Supportive |
| Schaufler | upporter/Tell him what to do Advocat | Supportive | Supportive |
| Schields, C. | Advocate | Supporter | Supporter |
| Scott | After Election | | |
| Shields, F. | Supporter | | |
| Smith, P. | After Election | | |
| Sumner | Supporter | Need to follow up | Need to follow up |
| Sunseri | After Election | | |
| Tomei | Supporter | Supportive | Supportive |
| **Eastern Oregon** | | | |
| Burley | Supporter | Skeptical | Knows need |
| Butler | Advocate | Supportive | Has questions |
| Dallum | Supportive/Possible Advocate | Supportive | Supportive |
| Ferrioli | Supporter | ? | ? |
| Jenson | Advocate? | Knows need | Sees need |
| Nelson | Supporter | Knows need | Sees need |
| Smith, G. | Advocate? | Knows need | Sees need |
| Stiegler | Supporter | Skeptical | Knows need |

# *OCCA 2004/2005*
# *Candidate Meeting Status Report*

| Candidate | Advocate/Supporter | Funding | Capitol Const |
|---|---|---|---|
| **Eastern Oregon** | | | |
| Westlund | Contacted-Knows needs | Will meet in Salem | Will meet in Salem |
| Whisnant | Supporter | Skeptical | Knows need |
| Whitsett | Supporter | Understands need | Needs follow-up |
| **Eugene** | | | |
| Ackerman | Advocate | supportive | Supportive |
| Barnhart | November 19/2:00 | | |
| Beyer, T. | Supporter | Supporter | Supporter |
| Farr | Supporter/compromiser | Supportive; voice in caucus | Supportive |
| Ficek | Supporter | Supportive | Supportive |
| Holvey | Supportive/Possible Advocate | Supportive | Supportive |
| Morrisette | After Election | | |
| Pierpoint | Supporter | Knows need | Knows need |
| Prozanski | Advocate | Supportive | Supportive |
| Spasaro | Supporter | Talked about | Talked about |
| Walker | Unclear Support | Was blown away by request | Generally supportive |
| **Coast** | | | |
| Brown, A. | Supporter | Knows need | Knows need |
| Boone | Advocate | Advocate | Advocate |
| Cowan | Advocate | Supporter | Supporter |
| Dukes | 22-Oct | | |
| Johnson | Supporter | Realistic/Supportive | Advocate |
| Olson, D. | Supporter | Suppoter/Realistic | Supporter/Advocate |

OREGON COMMUNITY COLLEGE ASSOCIATION

Oregon Community College Association
1201 Court St. NE, Suite 302
Salem, OR 97301-4188
Phone: (503) 399-9912 Fax: (503) 399-9286
*http://www.occa17.com*

# OCCA BOARD MEETING
# LOCAL GOVERNMENT CENTER, ROOMS 113/114
# OCTOBER 22, 2004

## ADOPTION OF LEGISLATIVE BUDGET REQUEST MEMO

**BACKGROUND**

At the May OCCA Board meeting the Board adopted a budget request for the 2005-2007 biennium of $650 million for the State Support Fund. The request represented a significant increase in funding for community colleges to address the real need as projected using the student-based funding model. This funding request was forwarded to the State Board of Education for their consideration. In August, the State Board of Education forwarded a budget request to the Governor for the community college support fund in the amount of $520 million. This represents an increase of $110 million over the amount appropriated for the 2003-05 biennium. At the same meeting the Board of Education also adopted a $313 million total request for community college capital construction needs. At the Presidents' Council retreat, the Presidents agreed that the $520 million request was more appropriate in the current budget context.

The OCCA Legislative Committee discussed this issue at its September meeting and is in agreement with Presidents' Council that OCCA should revise its budget request to $520 million so that OCCA and the State Board of Education are in alignment on the funding request. The Legislative Committee members believe that this request is defensible and represents the amount needed to increase access.

**Recommendation:** The OCCA Legislative Committee recommends that the OCCA Board adopt the 2005-07 budget request of $520 million

**ACTION REQUESTED**

**Adopt the 2005-07 budget request of $520 million.**

OREGON COMMUNITY COLLEGE ASSOCIATION

Oregon Community College Association
1201 Court St. NE, Suite 302
Salem, OR 97301-4188
Phone: (503) 399-9912 Fax: (503) 399-9286
*http://www.occa17.com*

# OCCA Board Meeting
## Local Government Center, Rooms 113/114
## October 22, 2004

### Adoption of Legislative Positions Memo

**BACKGROUND**
The Legislative Committee has approved and recommended the Legislative Positions listed below as guidelines to OCCA staff during the 2005 Legislative Session.

**ACTION REQUESTED**
Formally adopt the Legislative Positions.

Legislative Positions document attached.

Issues Requiring Further Discussion document attached.

OREGON COMMUNITY COLLEGE ASSOCIATION

Oregon Community College Association
1201 Court St. NE, Suite 302
Salem, OR 97301-4188
Phone: (503) 399-9912 Fax: (503) 399-9286
http://www.occa17.com

# OCCA Board Meeting
## Local Government Center, Rooms 113/114
## October 22, 2004

## PERS Opt Out Legislation Memo

**BACKGROUND**

In preparation for the upcoming legislative session staff was directed by the OCCA Legislative Committee to research and make a recommendation on a statutory change that would allow community colleges to offer their employees to opt out of PERS in favor of an optional retirement plan. OCCA has included a policy in its legislative positions for the last two sessions supporting the creation of an optional retirement plan for community college employees. A copy of the memo that was given to the OCCA Legislative Committee is attached for your information.

**Recommendation:**

The OCCA Legislative Committee discussed the issue at its last meeting and is recommending that OCCA go forward with drafting a broad bill to allow community colleges to offer an optional retirement plan to their employees if they want to. The bill would allow specifics to be developed in the future.

**ACTION REQUESTED**

**Adopt the 2005-07 PERS Opt Out Legislation.**

PERS Opt Out memo attached.

OCCA OREGON COMMUNITY COLLEGE ASSOCIATION

# MEMORANDUM

**To:** OCCA Legislative Committee
**From:** Karen Smith, Policy Director
**Date:** September 15, 2004
**RE:** PERS Opt Out – Optional Retirement Plans

Recently the community college business managers and human resources directors heard a presentation by TIAA-CREF about optional retirement plans (ORP). Denise Yunker from OUS was also at the meeting to provide information about how the OUS' program works. OCCA staff had the chance to attend and discuss the issue with those at the meeting after the presentation.

It was clear from that conversation that there are a lot of unanswered questions about the practicability of this option, and that getting legislative authority to implement an optional retirement plan is not the highest priority of these community college groups. That said, given the current status of PERS, this might be the best time to seek authority from the legislature for community college to pursue the creation of an ORP. The OCCA Legislative Committee and Presidents' Council have expressed interest in pursuing legislation that will allow colleges to offer an alternative to PERS. **It is staff's recommendation that we draft a broad bill that would allow community colleges to implement an ORP for employees at some time in the future.**

## Background

In 1995, both the Oregon University System and Oregon Health and Sciences University (OHSU) received statutory authority from the legislature to create optional retirement plans. The OUS statute is very detailed and only allows faculty and administrators to opt out of PERS and participate in an ORP. About 2,500, or 20% of OUS employees have chosen an ORP over PERS. OHSU's statute is basically one sentence long. They have developed a plan that allows all OHSU employees to participate.

During the 1997 session, SB 605 was introduced at the request of John Ramig representing VALIC, an ORP provider, which would have allowed community colleges to create an ORP. The bill did not go far. The OCCA Executive Committee decided not to support the bill after the presidents expressed concerns.

VALIC made a second attempt at a bill in the 1999 session with the introduction of SB 1024. Clackamas, Klamath, and Blue Mountain were also advocating for the creation of an ORP for community college employees. The community college business managers discussed this legislation and at the time made a recommendation against supporting the concept to Presidents'

Council due to concerns about the possible impact on PERS. The PERS Board also opposed the bill and raised concerns about the impact on the PERS unfunded actuarial liability if community college staff could opt of out of PERS. They suggested that if permitted to opt out, community colleges should pay a supplemental contribution to PERS to cover the unfunded liabilities. OCCA worked the bill but ultimately was neutral in the effort and ended up supporting SB 328, which allowed PERS to create the "Rollover Account" option. This rollover account has had little impact on recruiting faculty and administrators from other states.

OCCA has included language in our legislative positions for at least the last two legislative sessions saying we support the option of allowing for ORPs. This has not been a high priority, however, and last session we were told it would not happen because the legislature was so focused on PERS' reform.

**What is an ORP?**

Recruiting top faculty and administrators is the primary reason cited for allowing for Optional Retirement Plans. An ORP is a defined contribution plan similar to a 401(k) retirement plan. Having this option gives the employee the choice of a more traditional retirement plan (PERS) or a more flexible and portable ORP. It is optional. Both the employer and employee contribute to the plan but the employee makes the decisions about investment choices and pay out at retirement. The benefits are portable from one job to the next. For the employer, there are no unfunded liabilities as we see in PERS because the employer knows up-front what it is contributing to the account. The employer has no obligation to guarantee a certain rate of return or match future contributions as in PERS.

**Questions to be Considered**

The following are a few initial questions that come to mind when thinking about this issue and the potential consequences of going forward with a bill.

***Who will administer the plan?*** There are several options including having each college administer their own plan, having one college administer for all, having OCCA administer for all colleges, joining with OUS for administration, or having CCWD administer. It is unlikely that each college could create and administer their own plans due to the startup costs and work involved.

***What is the cost to implement?*** Denise Yunker estimated it cost about $60,000 in 1996 to put the framework of the plan together. This mostly went to pay for the consultant fee for startup. OUS also had a 6-month requirement to implement their plan so startup needed to be done quickly.

***How does this impact governance discussion?*** Does this strengthen the argument that we should be a system and give momentum to efforts to join us under the State Board of Higher Education? Denise suggested that we might even consider joining on to the OUS plan as a way to minimize our startup costs.

***Are we undermining our position on PEBB-like pooling of health insurance?*** We have opposed mandatory pooling of health insurance saying we want to maintain local control of employment benefits issues. Now we would be saying we want to pool ourselves for retirement benefit options.

*If legislation developed, how detailed should it be?* The OUS statute is very detailed while the OHSU statute is not at all. Issues that could be addressed include eligibility criteria, timeline for implementation, the number of vendors available, the level of employer contributions, and the relationship to PERS.

> *Who should be eligible to opt out?* OHSU allows all employees to opt out of PERS and select an optional retirement plan. In the OUS plan, eligibility is limited to faculty and administrators. Classified staff is not given this option and the labor unions (SEIU) have strongly opposed efforts to broaden the OUS plan.
>
> *How many vendors should be allowed to bid?* The OUS statute requires them to contract with two insurance companies and two mutual fund companies. As a result they have over 150 fund options they manage. Nine to twelve funds provide a good mix according to Denise Yunker. Also insurance companies and mutual fund companies are very similar these days so there is no need to specify in this way.
>
> *How should employer contributions be set?* OUS has run in to some trouble recently because their contribution rate was tied to the PERS rate. When PERS changed that impacted OUS' ORP.
>
> *Relationship with PERS?* OUS' plan is closely tied to PERS so every time there is a rule change OUS' plan needs to be updated. Also the contribution rate has been an issue. Denise said you need to have a good relationship with PERS to make this work but she also wishes they had more flexibility.

**Options**

While the creation of an optional retirement plan has been the interest of a number of community colleges, it is certainly not a priority that ranks on the scale of increased funding or capital construction. There are a lot of questions involved with administering the plan that makes it seem a daunting prospect. That said given the state of PERS this might be the most opportune time to pursue this option before the legislature. Here are a few options for proceeding:

1) Do nothing proactively to put forward a bill.
2) Create a task force of community college folks to look into this further and make recommendations on how the plan might be put together. Introduce legislation if needed after this process is completed.
3) Ask the legislature for authority (and funding?) to study the issue further and report back.
4) Draft a broadly worded bill that gives community colleges the authority to create an ORP if they want to. Leave the details and implementation dates open to allow for different options that could be crafted by a task force of community college folks.
5) Draft a detailed proposal that allows OCCA to create an ORP for all community college employees.

It is staff's recommendation that we pursue option #4 and draft a broad bill that would allow colleges to implement an ORP if they want to, and see what kind of response we get from legislators. We welcome discussion by the Legislative Committee of this issue.

# What's Wrong with This Picture?

Since 2001, state funding for community colleges has dropped by $62 million.

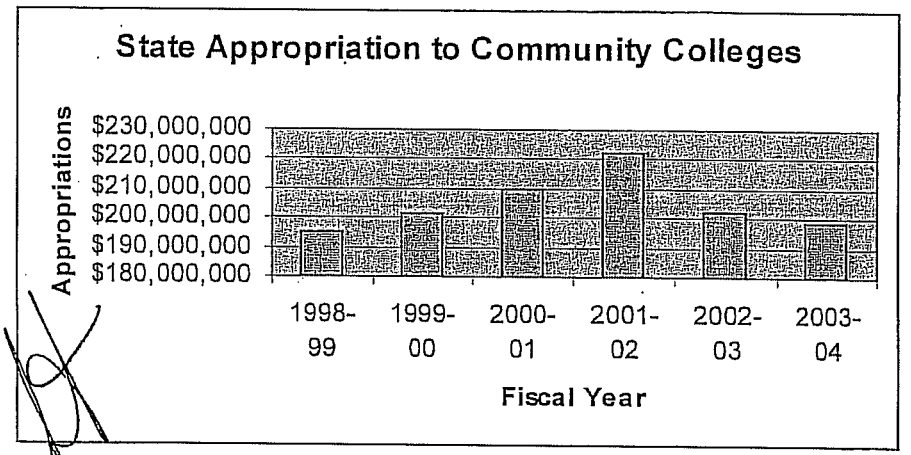
During that same period of time community college enrollments have dropped by 65,646.

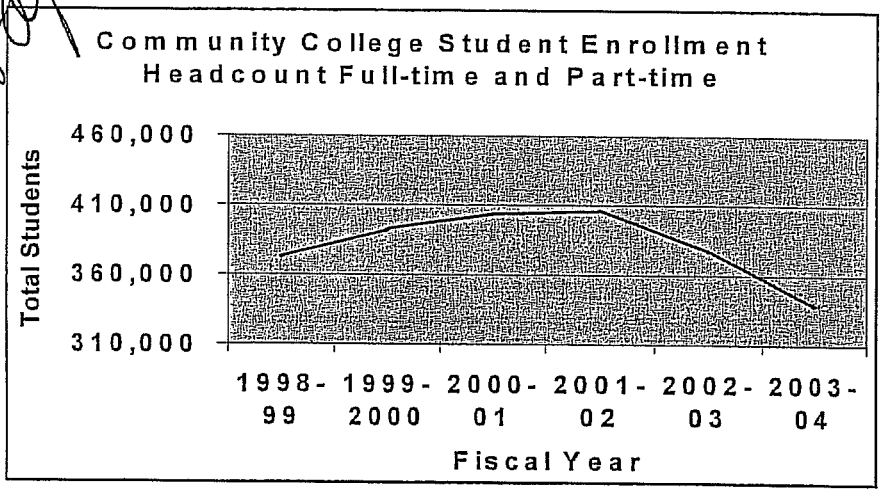
Oregonians want job training and college classes so they can get to work.

Their names fill waiting lists at community colleges.

They're waiting for the State to get serious about economic recovery.

They're tired of waiting.




**Community Colleges**
**Powerful solutions for Oregon's economic recovery.**

OCCA OREGON COMMUNITY COLLEGE ASSOCIATION

# Financial Position

**RECOMMENDATION**

Information only – no action requested.

**BACKGROUND INFORMATION** ---------- **Comptroller Kyra Williams**

Comptroller Williams will be prepared to present the financial reports and address questions.

Agenda Item 5.A. Attachment #1

Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended September 2004
25.00% of fiscal year elapsed

| | 2003-2004 Annual Budget | 2003-2004 Actual | 2003-2004 Percentage of Budget | 2004-2005 Annual Budget | 2004-2005 Actual | 2004-2005 Percentage of Budget |
|---|---|---|---|---|---|---|
| Resources | | | | | | |
| State | $ 1,436,895 | $ 574,283.00 | 39.97% | $ 1,031,603 | $ 341,733.00 | 33.13% |
| Tuition | $ 339,321 | $ 98,352.00 | 28.98% | $ 261,515 | $ 119,012.00 | 45.51% |
| Fees | $ 93,423 | $ 33,465.13 | 35.82% | $ 93,423 | $ 35,283.15 | 37.77% |
| Taxes | $ 684,150 | $ 4,238.57 | 0.62% | $ 720,000 | $ 4,589.36 | 0.64% |
| Timber | $ 118,910 | $ - | 0.00% | $ - | $ - | 0.00% |
| Sale of Goods | $ 20,050 | $ 1,100.00 | 5.49% | $ 20,050 | $ 20.00 | 0.10% |
| Interest | $ 6,000 | $ 1,402.49 | 23.37% | $ 6,000 | $ 2,401.21 | 40.02% |
| Rental | $ 50 | $ - | 0.00% | $ 50 | $ - | 0.00% |
| Miscellaneous | $ 10,210 | $ 416.50 | 4.08% | $ 1,000 | $ 21,225.77 | 2122.58% |
| Working capital | $ 354,000 | $ 443,369.10 | 125.25% | $ 1,166,540 | $ 1,100,432.42 | 94.33% |
| Transfers | $ 893 | $ 893.00 | 100.00% | $ 120,000 | $ - | 0.00% |
| Total resources | $ 3,063,902 | $ 1,157,519.79 | 37.78% | $ 3,420,181 | $ 1,624,696.91 | 47.50% |
| Expenditures | | | | | | |
| Instruction | $ 719,290 | $ 93,335.70 | 12.98% | $ 827,553 | $ 114,548.06 | 13.84% |
| Instructional Suppo | $ 373,797 | $ 64,050.43 | 17.14% | $ 338,531 | $ 85,121.27 | 25.14% |
| Student Services | $ 264,047 | $ 58,773.34 | 22.26% | $ 268,620 | $ 64,046.03 | 23.84% |
| College Support | $ 853,434 | $ 209,860.35 | 24.59% | $ 846,095 | $ 225,050.27 | 26.60% |
| Plant Operation | $ 148,065 | $ 32,030.58 | 21.63% | $ 693,470 | $ 28,060.73 | 4.05% |
| Financial Aid | $ 11,500 | $ 2,916.00 | 25.36% | $ 84,732 | $ 14,217.43 | 16.78% |
| Transfers | $ 40,000 | $ 40,000.00 | 100.00% | $ 11,180 | $ - | 0.00% |
| Contingency | $ 50,000 | $ - | 0.00% | $ 50,000 | $ - | 0.00% |
| Total expenditures | $ 2,460,133 | $ 500,966.40 | 20.36% | $ 3,120,181 | $ 531,043.79 | 17.02% |
| Ending fund balance | $ 603,769 | $ 656,553.39 | 108.74% | $ 300,000 | $ 1,093,653.12 | 364.55% |

**Note 1:**
$21,204.96 was received for sale of equipment from EET lab.

**Note 2:**
Unaudited beginning fund balance will change subject to FY 2003-04 year-end adjustments.

Agenda Item 5.A. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended September 2004

| | Fund No. | Beginning Working Capital | 2004-2005 Revenue | 2004-2005 Expenditures | Ending Working Capital | 2004-2005 Spendable Budget | 2003-2004 Prior Year Expenditures |
|---|---|---|---|---|---|---|---|
| Adult Basic Education | 2 | $ 1,678.08 | $ - | $ 6,080.61 | $ (4,402.53) | $ 50,000 | $ 5,336.95 |
| Adult Ed Program Corrections - Sheriff's Office | 3 | $ - | $ - | $ 2,441.65 | $ (2,441.65) | $ 10,500 | $ - |
| SBDC Federal Grant | 4 | $ (2,427.12) | $ - | $ - | $ (2,427.12) | $ 30,250 | $ 16,008.42 |
| SBDC State Grant | 5 | $ 1,886.59 | $ - | $ 1,049.91 | $ 836.68 | $ 41,332 | $ 115.50 |
| Adult Ed Program Corrections Grant | 8 | $ - | $ - | $ - | $ - | $ - | $ - |
| Student Assistance | 9 | $ 3,870.83 | $ - | $ 25.00 | $ 3,845.83 | $ 3,661 | $ 25.00 |
| SBDC Program Income | 11 | $ 19,061.55 | $ 840.00 | $ 15,020.18 | $ 4,881.37 | $ 22,987 | $ 1,726.69 |
| Tilla-Start Project Grant | 18 | $ 1,715.86 | $ - | $ - | $ 1,715.86 | $ - | $ 496.24 |
| English Literacy/Civics Grant | 20 | $ 725.81 | $ - | $ 2,077.47 | $ (1,351.66) | $ - | $ 2,248.06 |
| Sprint Yellow Pages Literacy Grant | 25 | $ 3,455.36 | $ - | $ - | $ 3,455.36 | $ 3,000 | $ - |
| United Way Literacy Grant | 27 | $ 1,861.13 | $ 325.00 | $ 111.33 | $ 2,074.80 | $ 1,516 | $ - |
| Teen Parent Funds | 28 | $ 19,748.95 | $ 144.00 | $ 19,060.58 | $ 832.37 | $ 118,000 | $ 19,270.93 |
| Community Block Child Care Grant | 36 | $ - | $ 192.50 | $ - | $ 192.50 | $ 3,401 | $ 648.83 |
| Spirit Mountain Community Fund | 38 | $ - | $ - | $ - | $ - | $ - | $ - |
| Tutor Grant | 40 | $ (174.55) | $ - | $ 3,192.66 | $ (3,367.21) | $ 15,245 | $ 1,634.51 |
| Work Keys Mini Grant | 42 | $ 2,903.84 | $ - | $ 70.00 | $ 2,833.84 | $ 2,904 | $ - |
| TEC Vocational Education Grant | 44 | $ - | $ - | $ 15,278.57 | $ (15,278.57) | $ 18,282 | $ - |
| Adult Ed Program Improvement Project Grant | 46 | $ (224.87) | $ - | $ 399.80 | $ (624.67) | $ 3,300 | $ - |
| Adult Ed Accountablilty Grant | 47 | $ 518.39 | $ - | $ 839.63 | $ (321.24) | $ 12,935 | $ 4,673.80 |
| The OR Community Foundation Grant | 48 | $ 1,180.40 | $ - | $ - | $ 1,180.40 | $ - | $ - |
| IWEB Connections Contract | 55 | $ 5,774.34 | $ - | $ - | $ 5,774.34 | $ - | $ - |
| Customized Training & Ed Service Projects | 56 | $ 5,450.16 | $ - | $ 1,218.64 | $ 4,231.52 | $ - | $ - |
| Meyer Memorial Trust CIS Grant | 59 | $ 2,568.12 | $ - | $ - | $ 2,568.12 | $ - | $ - |
| Bay City Rental | 62 | $ 6,747.46 | $ 1,818.76 | $ 2,052.50 | $ 6,513.72 | $ 5,200 | $ 1,636.41 |
| Total Special Fund | | $ 76,320.33 | $ 3,320.26 | $ 68,918.53 | $ 10,722.06 | $ 342,513 | $ 53,821.34 |
| AAWCC Scholarship Fund | 31 | $ - | $ - | $ - | $ - | $ 675 | $ - |
| Associated Students of TBCC | 32 | $ 438.95 | $ - | $ 452.14 | $ (13.19) | $ 7,600 | $ 50.00 |
| Phi Theta Kappa Honorary Society Fund | 33 | $ 455.92 | $ 18.75 | $ 51.44 | $ 423.23 | $ 1,000 | $ 83.66 |
| TBCC Staff Coffee and Water | 35 | $ (386.24) | $ 12.30 | $ - | $ (373.94) | $ - | $ 372.50 |
| Total Agency Fund | | $ 508.63 | $ 31.05 | $ 503.58 | $ 36.10 | $ 9,275 | $ 506.16 |
| Building Reserve Fund | 60 | $ 351,253.94 | $ 865.30 | $ - | $ 352,119.24 | $ 120,000 | $ - |
| Community Education | 63 | $ 3,073.80 | $ 12,713.83 | $ 17,028.31 | $ (1,240.68) | $ 100 | $ 11,156.51 |
| Bookstore | 65 | $ 20,807.49 | $ 34,178.06 | $ 28,069.59 | $ 26,915.96 | $ 50 | $ 32,602.30 |
| Total Enterprise Fund | | $ 23,881.29 | $ 46,891.89 | $ 45,097.90 | $ 25,675.28 | $ 150 | $ 43,758.81 |

| Schedule of Special Fund borrowing from General Fund | Ending Working Capital | Less Accounts Receivable | Add Liabilities | Ending Cash Balance 9/30/2004 |
|---|---|---|---|---|
| Total of Grants that borrow from the General Fund | $ (28,353.10) | $ 63,259.48 | $ 11,476.91 | $ (80,135.67) |
| Total of Grants that are not borrowing from the General Fund | $ 39,075.16 | $ (29.66) | $ 5,568.29 | $ 44,673.11 |
| Total Special Fund | $ 10,722.06 | $ 63,229.82 | $ 17,045.20 | $ (35,462.56) |

Agenda Item 5.A - Attachment #3

Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended September 2004
25.00% of Budget Period Expended

| | General Fund | | | Special Fund | | | Building Reserve Fund | | | Enterprise Fund - Community Ed | | | Enterprise Fund - Bookstore | | | Agency Fund | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % |
| Beginning Cash Balance (Note 1) | | $ 1,251,239 | | | $ (43,634) | | | $ 351,254 | | | $ 10,951 | | | $ (20,977) | | | $ 509 | |
| Beginning Fund Balance | $1,166,540 | $ 1,100,432 | 94.33% | $ 67,390 | $ 76,320 | 113.25% | $ 353,039 | $ 351,254 | 99.49% | $ 24,303 | $ 3,074 | 12.65% | $ 7,788 | $ 20,807 | 267.17% | $ 100 | $ 509 | 509.00% |
| Resources | | | | | | | | | | | | | | | | | | |
| State Aid | $1,031,603 | $ 341,733 | 33.13% | | | | | | | | | | | | | | | |
| Grants and Contracts | | | | $ 301,581 | $ 662 | 0.22% | | | | $ - | $ 869 | 0.00% | | | | | | |
| Tuition and Fees | $ 354,938 | $ 154,295 | 43.47% | $ 12,500 | $ 840 | 6.72% | | | | $ 107,160 | $ 11,845 | 11.05% | $ 50 | $ - | 0.00% | | | |
| Local Taxes | $ 720,000 | $ 4,589 | 0.64% | | | | | | | | | | | | | | | |
| Timber | $ - | $ - | | | | | $ 160,000 | $ - | 0.00% | | | | | | | | | |
| Sale of Goods | $ 20,050 | $ 20 | 0.10% | $ 100 | $ - | 0.00% | | | | | | | $ 116,000 | $ 34,178 | 29.46% | | | |
| Interest | $ 6,000 | $ 2,401 | 40.02% | | | | $ 6,325 | $ 865 | 13.68% | | | | | | | | | |
| Rental (Note 2) | $ 50 | $ - | 0.00% | $ 9,200 | $ 1,819 | 19.77% | | | | | | | | | | | | |
| Miscellaneous | $ 1,000 | $ 21,226 | 2122.58% | $ - | $ - | | | | | | | | $ - | $ - | | $ 5,575 | $ 31 | 0.56% |
| Transfers | $ 120,000 | $ - | 0.00% | $ 6,180 | $ - | 0.00% | $ - | $ - | 0.00% | $ - | $ - | 0.00% | $ - | $ - | 0.00% | $ 5,000 | $ - | 0.00% |
| Total Revenues | $2,253,641 | $ 524,264 | 23.26% | $ 329,561 | $ 3,320 | 1.01% | $ 166,325 | $ 865 | 0.52% | $ 107,160 | $ 12,714 | 11.86% | $ 116,050 | $ 34,178 | 29.45% | $ 10,575 | $ 31 | 0.29% |
| Expenditures | | | | | | | | | | | | | | | | | | |
| Salaries and Wages | $1,757,868 | $ 360,136 | 20.49% | $ 267,008 | $ 47,595 | 17.83% | $ - | $ - | 0.00% | $ 70,072 | $ 9,958 | 14.21% | $ 22,659 | $ 5,498 | 24.26% | $ - | $ - | 0.00% |
| Operating Expenditures | $ 915,133 | $ 170,908 | 18.68% | $ 77,380 | $ 21,324 | 27.56% | $ - | $ - | 0.00% | $ 31,520 | $ 7,070 | 22.43% | $ 94,201 | $ 22,571 | 23.96% | $ 10,675 | $ 504 | 4.72% |
| Capital Outlay | $ 386,000 | $ - | 0.00% | $ - | $ - | 0.00% | $ - | $ - | 0.00% | $ - | $ - | 0.00% | $ - | $ - | 0.00% | $ - | $ - | 0.00% |
| Transfers | $ 11,180 | $ - | 0.00% | $ - | $ - | 0.00% | $ 120,000 | $ - | 0.00% | $ - | $ - | 0.00% | $ - | $ - | 0.00% | $ - | $ - | 0.00% |
| Other budgetary accounts (Note 3) | $ 50,000 | $ - | 0.00% | $ 43,050 | $ - | 0.00% | $ - | $ - | #DIV/0! | $ - | $ - | 0.00% | $ - | $ - | 0.00% | $ - | $ - | 0.00% |
| Total expenditures | $3,120,181 | $ 531,044 | 17.02% | $ 387,438 | $ 68,919 | 17.79% | $ 120,000 | $ - | 0.00% | $ 101,592 | $ 17,028 | 16.76% | $ 116,860 | $ 28,069 | 24.02% | $ 10,675 | $ 504 | 4.72% |
| Ending Fund Balance | $ 300,000 | $ 1,093,653 | | $ 9,513 | $ 10,722 | | $ 399,364 | $ 352,119 | | $ 29,871 | $ (1,240) | | $ 6,978 | $ 26,916 | | $ - | $ 36 | |
| Adjusments to bring Ending Fund Balance to Ending Cash Balance | | | | | | | | | | | | | | | | | | |
| Assets | | | | | | | | | | | | | | | | | | |
| Receivables | | $ 123,840 | | | $ 63,230 | | | $ - | | | $ - | | | $ 4,422 | | | $ - | |
| Inventories | | $ - | | | $ - | | | $ - | | | $ - | | | $ 31,152 | | | $ - | |
| NET EFFECT ON CASH | | $ (123,840) | | | $ (63,230) | | | $ - | | | $ - | | | $ (35,574) | | | $ - | |
| Liabilities | | | | | | | | | | | | | | | | | | |
| Accounts Payable | | $ 19,436 | | | $ 1,380 | | | $ - | | | $ 4 | | | $ (129) | | | $ - | |
| Unearned Revenue (Note 4) | | $ 59,312 | | | $ - | | | $ - | | | $ - | | | $ - | | | $ - | |
| Payroll | | $ 96,607 | | | $ 15,665 | | | $ - | | | $ 2,427 | | | $ 2,183 | | | $ - | |
| NET EFFECT ON CASH | | $ 175,355 | | | $ 17,045 | | | $ - | | | $ 2,431 | | | $ 2,054 | | | $ - | |
| NET ADJUSTMENTS | | $ 51,515 | | | $ (46,185) | | | $ - | | | $ 2,431 | | | $ (33,520) | | | $ - | |
| ENDING CASH BALANCE | | $ 1,145,168 | | | $ (35,463) | | | $ 352,119 | | | $ 1,191 | | | $ (6,604) | | | $ 36 | |

**Total Cash per General Ledger (Note 5)** $1,456,447

Cell: A11
Comment: Note 1. Negative Amount indicates borrowing from the General Fund.

Cell: A23
Comment: Note 2. Rental of Bay City Site and a portion of Wilson School.

Cell: A36
Comment: Note 3. Contingency in the General Fund, repayment of borrowing in Special Fund and reserved for future expenditures in Building Reserve Fund.

Cell: A64
Comment: Note 4. Assessed but unreceived property taxes.

Cell: N73
Comment: Note 5. Amount ties with cash and cash equivalents on deposit at end of momth.

# Administrative Information System Purchase

**RECOMMENDATION**

For information only – no action requested.

**BACKGROUND INFORMATION** ----------**Dean Ron Ellison**

A review of the proposed Jenzabar purchase contract by legal counsel and TBCC Staff is underway. A variety of hardware and software options presented in the contract are being explored.

Dean Ellison is prepared to address questions on the current status of the process.

**Tillamook Bay Community College**
2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

# 2005-2006 Academic Calendar

**RECOMMENDATION**

Information only – no action requested

**BACKGROUND INFORMATION** ---------- **Dean Lori Gates**

Attached is the preliminary 2005-2006 Academic Calendar. The Board will be asked to approve the Academic Calendar at its December meeting.

**Tillamook Bay Community College**
2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

# TILLAMOOK BAY COMMUNITY COLLEGE

## 2005-2006 ACADEMIC CALENDAR

### 2005

MAY 23 ..... Summer Term, 2005 Registration
JUNE 20..... Summer Term, 2005 Classes Begin
JUNE 16 - 24 ..... Summer Term Late Registration
JULY 1..... Fall Term, 2005 Registration Begins
JULY 1..... Last Day to Drop Summer Term 11-Week Classes with Refund
JULY 4..... Fourth of July Holiday
AUGUST 12 .....Last Day to Withdraw from Summer Term 11-Week Courses
SEPTEMBER 3 .....Summer Term Ends
SEPTEMBER 5 .....Labor Day Holiday
SEPTEMBER 19 – 20 ..... College In-service (Curtailed Public Services)
SEPTEMBER 22 – 30 ..... Late Registration, Fall Term
SEPTEMBER 26 ..... Fall Term, 2005 Classes Begin
OCTOBER 7.....Last Day to Drop Fall Term 12-Week Courses with Refund
OCTOBER 27.....Subject Area Committee In-service (No Credit Classes 8 a.m.- 4 p.m.)
NOVEMBER 11 ..... .....Veterans Day Holiday
NOVEMBER 18..... Last Day to Withdraw from Fall Term 12-Week Courses
NOVEMBER 24 - 25.....Thanksgiving Holiday
NOVEMBER 28.....Winter Term, 2006 Registration Begins
DECEMBER 12 - 17 .....Fall Term Finals Week
DECEMBER 17.....Fall Term Ends
DECEMBER 23, 26 - 27 .....Christmas and New Year's Holiday

**2006**

DECEMBER 29 - JANUARY 6 ..... Late Registration, Winter Term
JANUARY 2 ..... New Year's Holiday
JANUARY 3 ..... Winter Term, 2006 Classes Begin
JANUARY 13 ..... Last Day to Drop Winter Term 11-Week Courses with Refund
JANUARY 16 ..... Martin Luther King, Jr. Day Holiday
FEBRUARY 24 ..... Last Day to Withdraw from Winter Term 11-Week Courses
MARCH 6 ..... Spring Term, 2006 Registration Begins
MARCH 20 - 25 ..... Winter Term Finals Week
MARCH 21 - 25 ..... Spring Break
MARCH 25 ..... Winter Term Ends
MARCH 30 - APRIL 7 ..... Late Registration, Spring Term
APRIL 3 ..... Spring Term, 2006 Classes Begin
APRIL 14 ..... Last Day to Drop Spring Term 11-Week Courses with Refund
APRIL 13 ..... Subject Area Committee In-service (No Credit Classes 8:00 a.m. – 4:00 p.m.)
MAY 15 ..... Summer Term, 2006 Registration Begins
MAY 26 ..... Last Day to Withdraw from Spring Term 11-Week Classes
MAY 29 ..... Memorial Day Holiday
JUNE 16 ..... Commencement Exercises
JUNE 12 - 17 ..... Spring Term Finals Week
JUNE 17 ..... Spring Term Ends
JUNE 26 ..... Summer Term, 2006 Classes Begin
JULY 4 ..... July Fourth Holiday
SEPTEMBER 4 ..... Labor Day Holiday
SEPTEMBER 9 ..... Summer Term Ends

# Strategic Planning and Accreditation

**RECOMMENDATION**

For information only – no action requested

**BACKGROUND INFORMATION** ----------**Dean Lori Gates**

The focus this past month has been on checking self-study reports on accreditation standards for factual accuracy and collecting input on the reports from faculty and staff. As expected, the larger chapters—on educational program (Standard Two) and students (Standard Three)—are attracting the most comments and will require the most reworking for the final Self-Study Report. This is as expected because those chapters cover a significant extent of College operations and are critical focus areas of NWCCU. Input has also been solicited from faculty and staff on the Strategic Plan benchmarking document in order to move that project forward.

# Grants and Contracts[i]

**RECOMMENDATION**

For information only – no action requested

**BACKGROUND INFORMATION** ----------**Dean Ellison**

**Tillamook School District #9**

| Authorization # | | |
|---|---|---|
| NA | Purpose: | Provide articulated college credit to Tillamook High School accounting students |
| | Status: | Executed |
| | Term: | July 1, 2004 – June 30, 2005 |
| | Amount: | $25.00 per student per year |
| | Funding: | Student Fees |
| | Type: | Articulation Agreement |
| | Comments: | This agreement allows students in Donna Nash's high school accounting courses to obtain college credit for their successful completion of the course. Mrs. Nash meets the instructor qualifications of PCC and will provide instruction equivalent to the corresponding PCC Courses. |

**National Student Clearinghouse**

| Authorization # | | |
|---|---|---|
| NA | Purpose: | Respond to student inquiries requesting verification of enrollment |
| | Status: | Executed |
| | Term: | Continuous until revoked |
| | Amount: | $0.00 (All costs being paid at state level) |
| | Funding: | State Funds |
| | Type: | Agreement |
| | Comments: | TBCC is participating in this agreement along with the other community colleges in the state to facilitate better research on the transfer patterns of the state's community college students. |

**Tillamook County YMCA**

| Authorization # | | |
|---|---|---|
| NA | Purpose: | Continue joint education and facility-use partnership with the Tillamook County YMCA |
| | Status: | Executed |
| | Term: | July 1, 2004 - June 30, 2005 |
| | Amount: | $12,000 (2004-2005 budgeted amount – actual dependent on use) |
| | Funding: | TBCC General Fund |
| | Type: | Contract |
| | Comments: | Continues longstanding partnership with the YMCA. |

**Tillamook Education Consortium**

| Authorization # | | |
|---|---|---|
| NA | Purpose: | Support the advancement of K-14 education in Tillamook County by leveraging the resources and coordinating the activities of TBCC, Tillamook School District, Neah-Kah-Nie School District, Nestucca Valley School District, and the Northwest Regional Education Service District. |
| | Status: | Executed |
| | Term: | July 1, 2004 - ongoing until revoked |
| | Amount: | $5,000 annually for Associate Membership |
| | Funding: | TBCC General Fund |
| | Type: | Agreement |
| | Comments: | Continues long-standing partnership with other publicly funded education entities in Tillamook County. Facilitates application for, and stewardship reporting for, annual federal Perkins funding of approximately $12,000 which provides resources in support of Professional Technical Programs. |

---

[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 2004 - Establish Public Contract Review Board**

Move that the Board of Directors act as the Contract Review Board for the District for the 2004-2005 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)

# Board of Education Policy[i]

**RECOMMENDATION**

Information only – no action requested

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

In the attached Article, text proposed for deletion is struck through and new text is boldfaced. Text modified based on comments received since the October Board Meeting is shaded.

| Policy | Status |
|---|---|
| Article 300, Full-time Employment Positions: Processing, Selection, and Conflicts | Presented for second reading. Updated to reflect current practice and current job titles. |

[i]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.

300.1 For the purpose of this Policy statement, the following definitions shall apply:

1. "Board" shall mean the Board of Education of Tillamook Bay Community College ~~Service~~ District, comprised of the elected representatives of the citizens of the Tillamook Bay Community College ~~Service~~ District.

2. "President" shall mean the President of Tillamook Bay Community College ~~Service~~ District.

3. The word "Management" used herein refers to the Board or to the person to whom the Board has delegated its authority.

4. "Supervisor" shall mean any employee of the College who directly supervises the work of ~~an~~ **another** employee.

5. "Exempt ~~(Administrative)~~" shall apply to employees who are paid on the basis of an annual salary and are not subject to premium pay for overtime. Exempt employees include full and part-time personnel related to administrative functions of the college **as defined annually in Appendix A-1**.

6. "Non-Exempt (Classified) Support Staff" shall apply to employees who are paid a salary or an hourly rate and are subject to premium pay for overtime. Non-exempt employees include full and part-time personnel related to support functions of the college **as defined annually in Appendix A-1**.

7. "Regular Employee" shall refer to anyone hired for nine or more months per year to fill a classified or an administrative position established and included in the College annual budget **and included in the listing contained by in Appendix A-1**.

8. "Temporary Employee" shall mean any person who is employed on a temporary basis for a particular period, such as an academic term, regardless of the number of hours worked per week.

9. "On-Call Employee" shall mean any person who works on an as-needed basis only.

10. "Full-time Employee" shall mean an employee who, at the time of their employment, is scheduled to work 40 hours per week.

11. "Part-time Employee" shall mean an employee who, at the time of their employment, is scheduled to work fewer than 40 hours per week.

12. "Introductory Employee" shall mean an intended regular employee who is undergoing the first six months of employment, as provided in Article 309 herein.

13. "Probationary Employee" (disciplinary action) shall mean an employee on re-evaluation status, as provided in Article 309 herein.

14. "Confidential Employee" shall mean any employee of the College who has access to documents and information of a confidential nature, or those protected by Federal and State Right of Privacy laws.

15. "College" shall mean the institution of Tillamook Bay Community College District, which includes students, faculty, and employees.

16. "Facilities" shall mean all locations used by the College.

~~17. "Department" shall mean an organizational unit that provides related services and/or instructional programs.~~

17. "Job Classification" shall mean an individual position or group of positions with a single job title.

18. "Salary Classification" shall mean the level on the salary schedule to which a given job title is assigned.

19. "~~Position Description~~ **Position Inventory**" shall mean a statement which has been prepared by Management and is on file in the **Dean of** Administrative Services **Office** that outlines the general function, duties, **and** responsibilities~~, and qualifications~~ for each job title within the job classification system adopted by Management.

20. "Faculty": ~~Personnel policies in Section III do not apply. Refer to~~ **Policy 300 application to Faculty is supplemented by** Instructional Policies.

21. All references herein to employees or other persons include both female and male persons.

22. The word "shall" is mandatory and the word "may" is permissive.

23. The singular shall apply to the plural where appropriate in the contract.

24. The College fiscal year extends from July 1 through June 30.

## ~~300.1 GENERAL EMPLOYMENT POLICIES~~

~~Application and related information may be obtained from Human, Tillamook Bay Community College, 2510 First Street, Tillamook, Oregon 97141, (503) 842-8222, Fax (503) 842-2214, www.tbcc.cc.or.us~~

1. ~~Official TBCC applications must be completely filled out and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Completed application and related materials must be received by the closing deadline. Failure to submit all required application materials may result in the applicant not being considered for the position. Submission of these materials is the responsibility of the applicant. Tillamook Bay Community College does not contact Placement Offices. In compliance with affirmative action policies, the College does not return application materials.~~

2. ~~The College reserves the right to re-advertise the position or to indefinitely delay filling a position if it is deemed that the applicants for the position do not constitute an adequate applicant pool.~~

3. ~~All applicant materials are subject to investigation and verification. False statements will be cause for disqualification, or discharge from employment.~~

4. ~~Screening of applications by a College Hiring Committee will begin immediately after the closing deadline. Candidates selected for interview will be invited to the College at their own expense. From those candidates interviewed, the committee will recommend the selected person to the College President.~~

5. ~~Finalists will be contacted by telephone to make interview arrangements. Those not selected for interview will be notified by mail.~~

6. ~~The Hiring Committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.~~

7. ~~The College will hire only United States Citizens and aliens lawfully authorized to work in the United States. All new employees will be required to complete the designated employers verification I-9 form.~~

8. ~~The Human Resources Office maintains a file which will yield the composition of applicant flow. A form will be provided for this purpose. Completing and returning this form is done on a voluntary basis.~~

~~9. Tillamook Bay Community College Service District affirms the right of all individuals to equal opportunity in education and employment. It is the college's policy to prohibit discrimination against any student, employee or applicant for employment because of race, color, national origin, religion, sex, age, marital status, handicapping condition, disability, Veterans status or other extraneous considerations not directly or substantially related to effective performance or protected status in accordance with applicable law. This policy implements all state and federal non-discrimination laws and executive orders. Questions or concerns regarding this policy may be directed to the Affirmative Action Officer, 2510 First Street, Tillamook, OR 97141, (503) 842-8222.~~

~~300.2 OUTSIDE EMPLOYMENT~~

~~Staff and faculty members of the College may engage in outside employment or maintain an outside business venture only if it does not interfere with regular College duties or create a conflict of interest. Prior to commencing any employment or business venture involving substantial time or a speaking engagement with reimbursements, the individual concerned shall obtain the approval of the President.~~

## 300.2 PROCESSING THE EMPLOYMENT OF COLLEGE PERSONNEL

**The District Board of Education has statutory authority to employ personnel within the District. By policy the District Governing Board has delegated to the College President or personnel designated by the College President the responsibility of processing applications for employment if the District Governing Board has previously authorized the positions. (In the case of non-regular employees, because of the number involved, the varying lengths of service required, as well as different rates of remuneration, the District Governing Board approves budgeted amounts instead of specific positions.)**

**In view of the constraints referred to above, the following regulations will govern the issuance of personnel contracts, agreements, letters of authorization, etc.**

1. **Authorization to employ individuals for positions previously approved by the Board of Education may be given only by the College President.**

2. **No promises of positions, salaries, working conditions, benefits, etc., shall be made by anyone unless authorized by the College President.**

3. **An appropriately signed contract must be filed in the Business Office before any payments for personnel services can be made.**

4. **Checks shall not be released to the employee or contractor before the appropriate service has been rendered. The responsibility for enforcing this provision shall be delegated to the designated program administrator.**

5. **Exceptions to these regulations may be made only upon authorization of the College President or personnel designated by the College President.**

**The Chair of the Board of Education or any other Board of Education Member so designated at a duly constituted Board of Education Meeting, shall sign the College President's contract of employment on behalf of the Board.**

**The College President or personnel designated by the College President shall sign contracts of employment for all other College employees with the following stipulations:**

1. **Positions and funding have been authorized in the annual budget approved by the Board of Education.**
2. **Positions and funding have been authorized in an externally funded budget approved by a contractual funding agency.**
3. **The College President shall keep the Board of Education informed of all full-time staffing changes.**

**Notices of position openings, including required and preferred qualifications, for which applicants are solicited will be processed as follows:**

1. **Faculty**

   **Position openings will be processed through the Dean of Instruction and Student Services as designated by the College President.**

2. **Professional Support Staff**

   **Position openings will be processed through the Dean of Administrative Services as designated by the College President.**

3. **Management Staff**

   **Position openings will be processed through the appropriate Executive Officer as designated by the College President.**

4. **Executive Staff**

   **Position openings will be processed through the College President or personnel designated by the College President.**

## 300.3 PUBLICIZING VACANCIES

1. **Internal Promotion:**

   **It is the practice of the District to promote from within when it has been determined by the College President that well-qualified individuals are already serving the College.**

   **If the College President determines that a District authorized personnel opening exists and may be filled by internal promotion, the President may authorize suitable advertising of the opening within the College. Reasonable time shall be provided to allow interested College employees to make application for the position. Individuals and College organizations may make recommendations of personnel whom they wish to be considered for the openings.**

2. **External Employment:**

   **When the College President determines that a District authorized personnel opening shall be advertised outside the College organization, such advertisement may be announced within the local community, throughout the State of Oregon, or nationally as deemed necessary by the College President to obtain qualified candidates.**

3. **Openings may be publicized in any or all of the following:**

   a. **In the placement offices of Washington, Idaho, Nevada, and California universities listed in USOE publications.**

   b. **With all current staff.**

   c. **With other agencies, including on-line list services, offering no-cost employment vacancy notice services, as recommended by staff.**

   d. **In the personnel offices of Oregon community colleges.**

   e. **With the Oregon Employment Department.**

   f. **In the *Chronicle of Higher Education*, both hard copy and Internet versions for faculty, management, and executive positions.**

   g. **With HigherEdJobs.com.**

   h. **In relevant professional or trade journals.**

   i. **With America's Job Bank.**

**j. In state-wide newspapers when the openings are for faculty, management and executive positions and in Tillamook County newspapers for all positions.**

**k. Other as determined by the College President.**

**4. Processing Applications**

**Once an inquiry for a publicized vacancy has been made the following information is recorded:**

**a. Name**

**b. Address**

**c. Telephone number**

**d. Email address**

**e. Date application material sent and received**

**f. Position opening title**

**In addition, the following materials are prepared and transmitted by web site, emailed, mailed or given to the applicant with two business days of the inquiry:**

**a. Position Opening Notice**

**b. An official TBCC Application Form**

**c. TBCC Affirmative Action Form**

**d. Authorization to Release Information Form**

**Position information is kept with the Position Opening Notice file and as material is received, it is placed in alphabetical order. The custodian of all material is the Dean of Administrative Services or his/her designee. When the position has been filled, the Position Opening Notice File is placed in the Closed Position File under title of position advertised. These files will be held for thirty-six (36) months or longer at the discretion of the College.**

**5. Testing of Applicants**

**The decision to test applicants at the request of a screening committee shall be approved and the testing supervised by the Dean of Administrative Services. The following procedures shall be adhered to:**

**a. Each applicant will be notified of a testing date, time, and place.**

**b. If applicant is unavailable for group testing, individual testing may be arranged.**

**c. All tests will be graded and then reviewed for use during the interview process.**

**d. The successful applicant's testing materials will be placed in his/her personnel file.**

**e. If an applicant wishes to review test results, this request must be made within twenty (20) days of applicant's testing date. Applicant's test results must be reviewed in the presence of a District employee and shall not be taken from the area or copied.**

**f. Test results will be retained for three years in the Closed Position File maintained by the Dean of Administrative Services.**

**6. Screening and Selection**

**a. Screening:**

**1. To assist in the process of screening and interviewing candidates for a personnel opening, the College President may appoint a Screening Committee. Screening Committees shall be broadly representative.**

**2. When established by the College President, the Screening Committee shall conduct initial screening and interviewing as follows:**

**A. Candidates who have submitted an application by a published deadline date shall have their credentials evaluated by the Screening Committee. Applications received after a published deadline date may be accepted at the discretion of the College President.**

**B. At the conclusion of the initial screening evaluation, the Screening Committee shall submit to the College President or personnel designated by the College President up to ten (10) candidates who, in the opinion of the Committee, meet the qualifications established for the position and are recommended for interviews.**

**3. Upon review of the Screening Committee's recommendations, the College President or personnel designated by the College President shall determine a final list of candidates to be interviewed. Candidates shall be invited for an interview at the candidate's own expense. A list of all candidates interviewed shall be maintained in the Closed Position File.**

**4. At the conclusion of the interview process, the Screening Committee chair shall submit a list identifying the strengths and weaknesses of each candidate interviewed to the College President or personnel designated by the College President.**

**b. Selection:**

1. **The selection of the candidate to be chosen shall be the responsibility of the College President.**

2. **The College President or personnel designated by the College President shall provide to all candidates not selected for the position written notification that the position has been filled. A sample of the letter sent to all unsuccessful candidates shall be maintained in the Closed Position File.**

3. **If the decision is made to reopen a position, all candidates shall be notified of the decision and asked to renew their application. For an application to be renewed, written notification must be received by the College.**

## 300.4 OUTSIDE ACTIVITIES

**An employee's outside activities, i.e., professional, political, religious, charitable, etc., will not be restricted unless they interfere with contractual obligations to the College.**

# Facilities

**RECOMMENDATION**

Information only – No action requested.

**BACKGROUND INFORMATION** ----------**Dean Ron Ellison**

At the October 21 Council of Presidents' Meeting, three resolutions were passed regarding the Capital Construction Bonding requests.

The first resolution gave Council support to the full requests of Tillamook Bay Community College, Oregon Coast Community College and Columbia Gorge Community College and support for up to $25 million each toward the requests of Klamath Community College and Clatsop Community College. The resolution passed unanimously.

The second resolution gave Council support for the remaining projects requested as prioritized by CCWD with a cap of $7.5 million each. The resolution passed with two abstentions.

The third resolution gave Council support to a process which would reallocate to other colleges according to the CCWD prioritization any state capital construction bonding funds which local districts are unable to match in the legally defined allowed time period. The resolution passed unanimously.

# Personnel

**RECOMMENDATION**
For information only – no action requested

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

There are currently no open positions.

**Tillamook Bay Community College**
2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

# Announcements and General Information

**RECOMMENDATION**

Information only—no action requested.

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

- Attached is a news release on contract training TBCC is providing to KoalaPlay Group with support of CCWD-supplied funding for incumbent workers (Attachment #1). The training has been very well received.
- A *Statesman-Journal* reporter and photographer visited and produced a story on the WATER Program (Attachment #2)
- The TBCC Foundation is preparing a letter (Attachment #3) soliciting funding for the Mildred Davy Endowed Scholarship. The mailing will be directed to the majority of TBCC's alumni.

Tillamook Bay
COMMUNITY COLLEGE

FOR IMMEDIATE RELEASE

Sept. 15, 2004

**CONTACT INFORMATION**:
President Ralph Orr
503-842-8222, ext. 160

TILLAMOOK BAY COMMUNITY COLLEGE CELEBRATES WORKFORCE DEVELOPMENT MONTH WITH NEW TRAINING PROJECT

As part of its ongoing commitment to developing the local workforce, Tillamook Bay Community College will deliver computer training to KoalaPlay Group, a worldwide leader in the production of custom play areas for businesses that feature family fun entertainment and that has offices and a manufacturing plant in Tillamook.

TBCC will work with thirty employees from KoalaPlay Group to provide training in the use of Windows XP, the Internet, and Microsoft Word, Excel, and Outlook. Janet Davis, HR/Payroll Administrator, states that to remain competitive in the manufacturing industry, it has become increasingly evident that computer technology is imperative to implement processes that allow for increased quality, increased productivity, and elimination of human errors on the production floor. We completely agree with our governor that the use of these funds will "enhance the global competitiveness of Oregon businesses based on the skill of their workforce." The employees are enthusiastic about the quality and convenience of the training that TBCC is affordably providing for KoalaPlay Group, SCS-Tillamook.

The training contract comes on the heels of Governor Kulongoski's recent declaration of September as "Workforce Development Month." Throughout September, events have been planned to showcase the importance of investing in the education and training of Oregonians and Oregon businesses.

"Developing the local workforce through customized training is just as integral to our mission as offering top-notch academic programs," said Ralph Orr, TBCC president. "As committed partners in the Governor's WorkSource Oregon initiative, Tillamook Bay Community College is pleased to help equip workers with enhanced skills, thereby benefiting Oregon's economy and increasing our competitive edge locally and statewide."

Established by the Governor in cooperation with the State Workforce Investment Board, the WorkSource Oregon initiative is a statewide network of public and private partners

designed to benefit businesses, workers, and job seekers by providing applicable training and training resources.

Other local businesses that have benefited from TBCC customized training in the past include the Tillamook County Creamery Association and local lumber mills.

TBCC also serves as a liaison to state training funds for local businesses. As a member of a Northwest Oregon Regional Workforce Response Team, TBCC helps businesses apply for state training grants. Through statewide partnership efforts during the past fiscal year, 89 grants totaling more than $3 million were awarded to Oregon businesses to help enhance the skills of the current workforce and retain and grow jobs.

As a result of these grants, more than 5,000 Oregon workers will receive training this year in skills ranging from welding to information technology to high performance processes to leadership development. Employers must provide matching resources and retain jobs or create new jobs as a result of the training.

For information on how TBCC can benefit your business through customized training, contact Jim Casey at (503) 842-8222 ext. 102 or Tom Atchison at ext. 105.

Subscribe Now
Pick up today's Statesman Journal
ask for locations

THE FINEST WESTERN STORE IN THE ENTIRE NORTHWEST!



**Business** **Sunday, October 24, 2004**

E-mail this story | Print this story | Submit a letter to the editor

# Capitalizing on a watery wonderland

## Efforts are under way to reinvent Tillamook County as an eco-tourism attraction

BETH CASPER
Statesman Journal

*October 24, 2004*

**TILLAMOOK --** Like migrating salmon faithfully returning to the estuaries around Tillamook and Netarts bays, tourists soon might find a reason to come back again and again to the waterways near this coastal community.

"Within a few years, Tillamook County will be the Hood River of kayaking and a destination point," Marc Hinz said, referring to Hood River's hold on the Northwest's windsurfing market. "Tillamook County is a tourism paradise about to explode."

Hinz, the director of continuing and community education at Tillamook Bay Community College, has a new vision for this county originally made famous by its dairy products.

KOBBI R. BLAIR | STATESMAN JOURNAL

A bird sits atop a dead tree in the middle of Netarts Bay at low tide in Tillamook County. A program through Tillamook Bay Community College will take advantage of the area's many estuaries to bring more tourists to Tillamook County in the off-season.

Hinz sees in Tillamook an entire industry based on eco-tourism and exploring estuaries.

He sees mystique in nighttime kayak trips through phosphorescent algae, awe in guided tours that follow migrating salmon upstream and exhilaration in wildlife-finding getaways along the coast.

"The waterways here are very tricky," Hinz said. "And the guides know all the secret treasures of Tillamook that others may never find."

Such as: A sand-dollar colony at Sand Lake. Moon snails in

### W.A.T.E.R. program

W.A.T.E.R., which stands for watershed activities to estuary recreation, is a new program through Tillamook Bay Community College.

Information: http://www.tillamookbay.cc/ or (503) 842-8222, Ext. 157.

### Upcoming tours

The W.A.T.E.R. program already has scheduled the following tours:

Guided kayak tours on the Nehalem River with views of harbor seals and migrating salmon Nov. 6 and Dec. 4. $55 per person.

A forest fungus field trip where participants learn about collecting etiquette and edibility Nov. 6. $15 per person.

A van tour to sites to identify salmon, find out about their lifestyle and how to protect their habitat in the Tillamook State Forest on Dec. 4. $15 per person.

their conch shells found at low tide. Migratory birds clustered at plant-filled marshes. Twisted and silvery driftwood decorating a hidden cove on the shore.

He is banking on others wanting to see what he sees.

The result could be a tourism haven: a town brimming with mom-and-pop businesses catering to the needs of those who love the outdoors and a coastline that is populated year-round.

Although dozens of other communities have reinvented themselves as tourist towns and focused on nature-based attractions, Hinz might be the only one who has initiated the proposal through a community college.

It's not completely different from the local community college adult-education classes that residents take -- but his vision is broader. He is getting the community to invest in the effort.

He has hired longtime Tillamook-area residents as kayak guides because they know the estuaries and secrets best. He is making sure area lodges and resorts know about the program so they can send their guests to new adventures. And he is tapping into local businesses so they can help cater to the new visitors.

His innovation could expand tourism opportunities throughout the state as Oregon's image becomes increasingly related to nature.

potential for growth in the logging or timber or dairy or fishing industries."

### Tourists in Tillamook

Liz Hamilton used to take week-long fishing trips to Tillamook with her father.

The executive director of the Northwest Sportfishing Industry Association now takes her family to Astoria. Her organization represents businesses that cater to recreational anglers.

"We chose a different destination," she said. "We are going to go where the fish are."

Hamilton said the sportfishing industry in the Northwest lost 10,000 jobs in the 1990s because of the decline in wild salmon runs.

Sport fishermen, on average in Oregon, spend $100 each day while on a trip.

Hamilton suspects that fishermen spend far more than that. A study conducted recently in Idaho showed salmon fishermen spending $276 per day.

Her organization plans to conduct similar studies in rural communities in Oregon.

Hamilton said that drawing kayakers or other nature-based tourists to Tillamook could help bring more recreational fishermen to the area.
"I can't help but think that they go hand-in-glove," she said. "In order to kayak, you need an adequate amount of quality water. That's the same thing fish need."
And fishermen are more likely to head somewhere and bring their families if there are other things to do in the area, she said.

Tillamook County — much like many counties across the state — suffered through the 1990s as the commercial fishing and timber industries slumped. Along the coast, canneries and sawmills downsized.
Some fishermen and loggers left for other work or reinvented themselves in different professions.
But Tillamook is luckier than other rural communities that relied solely on timber or fishing.
It has the the Tillamook Cheese Factory.
More than 1 million people tour the facility annually.
In Hinz's vision, those very people in town to nibble on creamy cheese also would plan a kayak tour, stay in a lodge and eat a fish feast along the coast.
He concedes that tourism jobs can't replace those lost in the timber or commercial fishing industries.
"If you compare wages in tourism to production forestry or production seafood, they are not comparable," said Flaxen Conway of the Oregon State University Sea Grant program. "It's optimistic to think everyone who used to work in production can get a similar job in tourism."
Hinz and other tourism advocates say that what eco-tourism in Tillamook County would do is diversify the economy.
"For a long time, Oregon has been known as uncrowded, unspoiled, natural and beautiful," said Todd Davidson, executive director of the Oregon Tourism Commission. "It is very much the backbone of our tourism industry."
The concept is not new, Davidson said.
He points out opportunities in Oregon to go whitewater rafting, horseback riding and snowshoeing. There are charter boats along the coast that take tourists on trips to conduct science experiments and walking tours in Central Oregon to explore lava tubes.
Wanderlust Tours in Central Oregon is one of the nature-based tourism groups that take visitors on trips to caves and snowshoeing by moonlight.
"The world is changing. The method of commerce is changing. Industry sectors that didn't really exist decades ago now are major employers," he said. "Economic diversification is key. I would never pretend to say the tourism industry is a panacea that will fix all things. But it could help stabilize jobs for residents."
Davidson said, however, that Hinz's vision is unique in that the community college in Tillamook is taking a stab at eco-tourism instead of a business. Other places in the state could find innovative ways like this to draw tourists, he said.
Tourism in Oregon is a $6.3 billion industry that supports 89,500 jobs statewide with a $1.7 billion annual payroll, Davidson said.
Visitor spending in Tillamook County has increased every year since 1997, according to a report by Dean Runyan Associates, economic and market researchers.
In 1997, visitor spending in the county was about $150 million.
In 2002, spending contributed $189 million and supported 2,690 travel-generated jobs in Tillamook County.
"Many of the activities that draw visitors to Tillamook County are directly or indirectly tied to the environment, including recreational resource use and eco-tourism," said Jill Brewer, community development coordinator for the Economic Development Council of Tillamook County.
Even some businesses not directly related to tourism are taking note.

"I think anything to bring people to town (is good)," said Patsy Steinbach, 54, owner of the Personal Touch beauty salon on Third Street in Tillamook. "We are dying. There are lots of empty stores here. (Tourism) would help all businesses."

### Tapping into tourism

Hinz imagines Tillamook Bay as the gateway to the Pacific Ocean, much like Portland is touted as the gateway to the Northwest.

He didn't come to the idea by himself.

After moving to the coast to take the job at the community college, Hinz started a four-month-long assessment of the community's needs.

He constantly traveled the coastline from Neskowin to Manzanita and inland to the Tillamook State Forest. He asked business owners, tourists and other residents what makes Tillamook special and what needs more attention.

"The necessity for economic development was an obvious one," Hinz said. "There was a major purging of forest industry jobs and fishing jobs a decade ago. Since that time, a new mainstay industry has not developed."

There were some things Hinz couldn't ignore in his travels: Tillamook County is beautiful, and it has five estuaries. An estuary is a water passage where the tide meets a river current.

The idea for an eco-tourism-based industry was born, and the result is a program called W.A.T.E.R. — watershed activities to estuary recreation.

Hinz plans to draw tourists with unique trips related to estuaries and the areas around estuaries. Tours will be scheduled based on Mother Nature's schedule for tides, salmon runs, mushroom growth and bird viewing.

It means the eco-tourism season doesn't follow the typical summer season that overwhelms coastal communities for three months and leaves them high and dry for the remaining nine months.

"W.A.T.E.R. is going to give special attention to the off-season because those are the hardest times here," Hinz said.

Hinz has estuary kayaking trips to see coho and chinook salmon migrating up the Nehalem River planned for weekends in November and December, a forest fungus field trip in the Tillamook State Forest in November and a van tour to see salmon spawning and migrating spots in the area in December.

In the Hoquarten Slough — Tillamook's original "highway" — kayakers will quickly lose the sense that they are near a city, said Cheryl Rorabeck-Siler, 37, a W.A.T.E.R. kayak guide.

Rorabeck-Siler, who is a former high school biology teacher, has spent years exploring the waterways near Tillamook.

She spent a recent morning fighting waves on the open ocean in her sit-on-top kayak.

"Harbor seals will pop up right behind you and if you turn to look at them, they're gone," she said. "The marine life in here is pretty impressive."

Kayaking in the winter or in a rainstorm doesn't sound warm or cozy, but Hinz promises that the experience will be worth it. "We will take care of people," he said, mentioning his idea for a winter kayak tour where breaks involve homemade hot cider.

"We can keep someone coming back," he said, confidently. "They could do the salmon river estuary and then do the Nehalem estuary and get a completely different experience."

And Hinz hopes his eco-tourism plans don't end there. Hang-

gliding instruction may be offered next summer.
The cities of Gresham, Portland and Vancouver, Wash., plan to include W.A.T.E.R. program activities in their outdoor-recreation brochures. Portland mails about 10,000 of the guides to residents.
Hinz already has handed out program fliers to dozens of resorts along the coast.
The rest of the advertising will be up to word of mouth.
Hinz is confident that people will return again and again.
"(Tillamook) is an extremely lucrative spot," he said.

*bcasper@StatesmanJournal.com or (503) 589-6994*

Subscribe now!

OTHER ARTICLES FROM October 25

News
- Mt. Angel student killed in car crash
- Parents may shape political views, but youths take their own initiative to act
- Young and relentless: Teens prove campaigns aren't adult-only
- Cutting meth will cut crime, chief says
- Marion County voters have decisions to make on city council elections, bonds
- Troupe wins votes with laughter
- Wildlife seminar looks at winter ideas
- Rally plans to raise cash for memorial
- Forum will teach erosion prevention
- Watershed council receives study grant
- 3-vehicle accident slows Highway 22
- Trailer flips on I-5, leaks weed killer
- ATV, snowmobile unit needs drivers for search and rescue

State News
- Wyden has firm grip on office
- Rancher fights against all odds
- State watches two tight congressional races

Sports
- College highlights
- Winter Hawks drop game to Tri-City, 6-4

Outdoors
- Outdoor calendar
- Get into the Halloween spirit with Vampire-O

Business
- Free access to wireless network is growing
- Group gets $3.2 million to train food processors
- Tariff on Canadian pigs might hurt packing plant

Editorials
- Phone, TV, mail invade today's 'voting booth'

Letters
- Overseas flu shots OK, but Canada's drugs bad?
- Children's best resources are our public libraries
- Measure 38 will raise cost-of-living expenses
- Propes is an outstanding commissioner who cares
- Dangerfield kept us laughing, healthy with great humor

Life
- Breast cancer survivor tells women 'it can happen to anyone'

Schools & Youth
- Salem students learn from author of 88 books

| Schools & Youth | Sports | Beavers/Ducks | Outdoors | Business | State News | Opinion | Obituaries | Special Sections |
National News | World News | Weather | News Archives | Search News | Entertainment | Real Living | Travel | Photo Galleries |
Milestones | Community | Classroom NIE | e Technology | Space.com

| Home Page | Life | Shopping | Our Services |

Copyright 2004 Statesman Journal, Salem, Oregon
Contact us with your questions or comments about the site.
Use of this site signifies your agreement to our Terms of Service (updated December 18, 2002).

November 15, 2004

**Dear Friend of TBCC:**

Have you seen the movie ***Pay It Forward***?

It's a thought-provoking film featuring a young boy's vision for changing the world. Accepting a challenge given by his social studies teacher, Trevor McKinney comes up with the idea of paying a favor not backward but forward to three people. Trevor then challenges the three recipients to each extend favors to three more people. As the movie unfolds, you witness how these kind acts multiply exponentially so that Trevor does indeed change the world.

As I watched this movie again recently with my family, it struck me that we have implemented our very own "pay-it-forward" plan right here at Tillamook Bay Community College – through the Mildred Davy Endowed Scholarship.

In the year 2000 (coincidentally, the same year this movie was released), Mildred Davy, a staunch supporter and long-time friend of TBCC, first wrote a letter to personal friends asking them to consider giving toward this scholarship which the TBCC Foundation had named in her honor. The Foundation planned for the scholarship to pay for one full year of tuition, books, and fees at TBCC.

***In Summer 2002,*** thanks to the generous giving of many, the Foundation awarded its first fully endowed scholarship to Lori Collinsworth, a student who had hopes of changing the world through her passion for journalism.

***In 2003,*** the scholarship was awarded to Sheryl Vanselow, a single mother of three and recent TBCC graduate. I'll let Sheryl tell you the difference this scholarship made in her life:

> ***"Without the Mildred Davy scholarship, I would have had to have found a full-time job and taken classes one at a time, wherever I could fit them in. My degree in accounting would have been delayed as well as the ability to get a better job so that I could provide for my children. Before I knew that I had the scholarship, I was so distraught thinking that I had to leave college because I loved my classes. The opportunities I had at Tillamook gave me greater confidence; I came to believe that I was intelligent and resourceful and that I could make a difference."***

In addition to graduating with honors, Sheryl served as president of our student body, was an active member of Phi Theta Kappa honor society, and worked in our enrollment services division as a clerk – *services she would not have been able to give without the financial freedom afforded her through the Mildred Davy Endowed Scholarship.*

In fact, we were so impressed with Sheryl that we asked her to come on board as a business office specialist in the Administrative Services Department! Our investment in Sheryl has come full

circle, and now she is "paying it forward" through her dedicated service to TBCC and our students.

***Finally, this year,*** we were able to award our third endowed scholarship to TBCC student Giovanna Soffietto. An ambitious student and graduate of Nestucca High School, Giovanna is well on her way to a degree in social work and to a life of helping others. Like Sheryl, Giovanna could not be a full-time TBCC student this year without this generous scholarship.

I know there are many more students in our midst like Lori, Sheryl, and Giovanni – motivated students who long for the chance to obtain a college education but who desperately need a financial boost.

> *Your donation to the Mildred Davy Endowed Scholarship will make a difference to these students and will help them pay it forward as well – to their families, by gaining better employment and a greater confidence in themselves ... to our local community, by becoming responsible, educated, and productive citizens ... and to the world, by discovering their passions and developing their purpose so that they can make vital contributions through their vocations.*
>
> Like the character Trevor in the film, the TBCC Foundation has "paid it forward" to three eager students – *and we hope to pay it forward to many more!*

Mildred, who wanted to attend college herself as a young woman but could not due to financial barriers, has a very big vision for making a college education accessible to all, and I share that vision with her. I hope you do, too.

Thank you for considering a financial gift of support to the Mildred Davy Endowed Scholarship. For your convenience, I have enclosed a response card and envelope. Please don't hesitate to stop by and visit or call me with questions at (503) 842-8222, Ext. 160.

Sincerely,

Ralph Orr
President, Tillamook Bay Community College
Member, Tillamook Bay Community College Foundation

(VERSION 1: For mailing to previous donors, use this P.S.)
P.S. The Foundation recognizes that you have previously given to the Mildred Davy Endowed Scholarship, and we thank you for your generosity. Through the successes of Lori, Sheryl, and Giovanno, you can already see the difference your giving has made in the lives of students here. Thank you for considering how you might "pay it forward" to more students this year with your tax-deductible gift.

(VERSION 2: For mailing to non-donors, use this P.S.)
P.S. As an endowment, the Mildred Davy Endowed Scholarship is funded each year from the interest generated by the principal amount in the fund. *That means that your donation will never be spent but will continue to grow with the fund; your gift today will "pay it forward" to students for many years to come.* And, remember, because the Foundation is a not-for-profit 501(c)3 organization, your gift is completely tax deductible.