



# 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 Wednesday, November 8, 2006, at 6:30 p.m., in Room Six, Wilson School Campus, 2515 Third St., Tillamook, Oregon, 97141.

A copy of the agenda for the meeting will be available beginning Monday, November 6, 2006, 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, Presidential Search, 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. 1159, 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, November 1, 2006

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

\_\_\_\_\_  
Jon Carnahan – Interim 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

## Tillamook Bay Community College

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

# Board of Education Meeting Agenda

**Date:**  
Monday, November 8, 2006

TBCC Wilson School Campus – Room Six  
2515 Third St., Tillamook, Oregon 97141

**Time:**  
6:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chairman McGinnis
2.	<b>Approval of the Agenda</b> ----- <b>(Action)</b>	Chairman McGinnis
3.	<b>Invitation of Public Comment</b> -----	Chairman McGinnis
	Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	<b>October 9, 2006 Board Meeting Minutes</b> ----- <b>(Action)</b>	Chairman McGinnis
5.	<b>Reports:</b>	
	A. Oregon Community College Association-----	Director Swain/ Interim President Carnahan
	B. Financial Position-----	Comptroller Williams
	C. Oregon School Boards Association Presidential Search Update ----- <b>(Action)</b>	Interim President Carnahan
6.	<b>Old Business:</b>	
7.	<b>New Business:</b>	
8.	<b>Standing Business:</b>	
	A. Strategic Planning and Accreditation -----	Dean Gates
	B. Courses and Curricula-----	Dean Gates
	C. Grants and Contracts -----	Interim President Carnahan
	D. Board of Education Policy-----	Interim President Carnahan
	E. Facilities -----	Interim President Carnahan
	F. Personnel-----	Interim President Carnahan
	Pursuant to O.R.S. § 192.660(2)(f), the Board may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session, which will not be open to the public to consider Agenda Item 8.F.	
9.	<b>Announcements and General Information</b> -----	Interim President Carnahan
10.	<b>Invitation of Public Comment</b> -----	Chairman McGinnis
11.	<b>Board Member Discussion Items</b> -----	Chairman McGinnis
12.	<b>Adjournment</b> ----- <b>(Action)</b>	Chairman McGinnis



**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 9, 2006

2510 First Street, Tillamook, OR 97141, Room Ten

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

**Directors Absent:** Rose Wharton

**Staff Present:** Jon Carnahan, Lori Gates, Ron Ellison, Kyra Williams, Sue Owens

**Guests Present:** Sheryl Neu, employee

**Call to Order:**

Chair McGinnis called the meeting to order at 6:30 p.m.

**Approval of Agenda:**

On approval of a motion by Director Weitman, it was resolved to approve the agenda as presented.

**Invitation of Public Comment:**

There was no public comment.

**Approval of Minutes:**

On approval of a motion by Director Shaw, it was resolved that the Regular Meeting minutes of September 6, 2006 be approved. Minutes attached and made a part of the official records.

**Reports:**

Oregon Community Colleges Association: (Item 5.A)

Report is attached and made a part of the official minutes. Interim President Carnahan noted that he, along with Directors Jensen and Swain would be attending the OCCA Convention later this month and would hopefully bring back information to share at the next meeting.

Financial Position: (Item 5.B)

Report is attached and made a part of the official minutes. Chair McGinnis applauded TBCC for the Financial Aid efforts for students.

**Old Business:**

Oregon School Boards Association – Update on Presidential Search: (Item 6.A)

Report is attached and made a part of the official records. Interim President Carnahan stated the analysis of the President's Contract had arrived and that he would be scheduling a meeting to review it with the Board. He also discussed the formation of the screening committee and asked the Board to consider which format they desired. As of today, there is an insufficient pool of applicants and Interim President Carnahan noted the Board may wish to extend the timeline at the November 8 meeting.

2007-2008 Budget Development Guidelines and Budget Schedule: (Item 6.B)

Report is attached and made a part of the official records. On approval of a motion by Director Shaw, it was resolved that the 2007-2008 Budget Development Guidelines and Budget Schedule be approved as presented with the clarification of which CPI was used on item #8 of the Budget Schedule.



**Tillamook Bay Community College**

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

## **New Business:**

### **Standing Business:**

#### Strategic Planning and Accreditation: (Item 8.A)

Report is attached and made a part of the official records. Dean Gates shared information not included with the Board packet that Ron Baker, Associate Commissioner, from NWCCU would be making a visit to TBCC in late November/early December. Discussion followed. Interim President Carnahan commended the Board for their movement toward independent accreditation.

#### Courses and Curricula: (Item 8.B)

Report is attached and made a part of the official records.

#### Grants and Contracts: (Item 8.C)

There were no grants or contracts to report this month.

#### Board of Education Policy: (Agenda Item 8.D)

There were no policies to review this month.

#### Facilities: (Agenda Item 8.E)

Report is attached and made a part of the official records.

#### Personnel: (Agenda Item 8.F)

Report is attached and made a part of the official records. Interim President Carnahan added that the Director of Admission, Scholarships and Student Life position was being re-evaluated and that this position would be key to maximizing our potential and enrollment growth. He also added that the current "Pathways" program is being re-titled "College Now" to better align with other college's and state descriptions.

### **Announcements and General Information:**

As presented. In addition, Interim President Carnahan:

- ◆ Reminded the board of the OCCA Conference was October 23-25. Director Wakefield expressed an interest in attending. Board Secretary Sue Owens stated she would take care of the arrangements.
- ◆ Distributed a sign-up sheet for the bond campaign phone bank.
- ◆ Explained the history and current situation with the new cross-walk for college students.
- ◆ Noted that reimbursable FTE was up over 30% in both the full-time and part time headcount for Fall. He contributed this to a good staff.
- ◆ The November 8 meeting will be at Wilson Campus.

### **Invitation for Public Comment:**

Ms. Neu commented that she contributed much of the increase in enrollment to the positive changes in leadership at the college.

### **Board Member Discussion Items:**

Chair McGinnis noted he'd attended a portion of the staff in-service in October and took the opportunity to thank the staff and faculty on the Board's behalf for all they did to make TBCC what it is.

### **Adjournment:**

Upon approval of a motion by Director Swain, it was resolved to adjourn at 8:05 pm.

Respectfully submitted,

Interim President Jon Carnahan, Clerk of the Board



## **Tillamook Bay Community College**

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

# Oregon Community College Association

## RECOMMENDATION

For information only. No action requested.

## BACKGROUND INFORMATION-----**Director Swain & Interim President Carnahan**

- Directors Swain and Jensen and Interim President Carnahan attended the OCCA Convention in October. They will share what was covered at the meeting.

## 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-----Marilyn Lane (Clatsop Community College)  
Vice-Chair-----Connie Lee (Central Oregon Community College)  
Treasurer-----Blaine Nissan (Umpqua Community College)  
Secretary-----Preston Pulliams (Portland Community College)  
Executive Director-----Andrea Henderson



**Tillamook Bay Community College**

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

## Financial Position

### RECOMMENDATION

Information only – no action requested.

### BACKGROUND INFORMATION----- **Comptroller Williams**

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



**Tillamook Bay Community College**

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

Tillamook Bay Community College  
 Unaudited Summary Financial Information  
 General Fund  
 Fiscal Year-to-Date Ended September 2006  
 25.00% of fiscal year elapsed

	2005-2006 Annual Budget	2005-2006 Actual	2005-2006 Percentage of Budget	2006-2007 Annual Budget	2006-2007 Actual	2006-2007 Percentage of Budget		
<b>Resources</b>								
Beginning Fund Balance	\$ 678,927	\$ 1,038,896.69	153.02%	\$ 655,245	\$ 1,171,010.34	178.71%	<b>Note 1:</b> Unaudited beginning fund balance will change subject to FY 2005-06 year-end	
State	\$ 1,376,240	\$ 607,639.12	44.15%	\$ 667,609	\$ 385,578.88	57.76%		
Property Taxes	\$ 800,000	\$ 4,874.84	0.61%	\$ 815,000	\$ 4,231.58	0.52%		
Timber Taxes	\$ -	\$ -	0.00%	\$ 275,000	\$ -	0.00%		
Tuition	\$ 315,000	\$ 156,222.00	49.59%	\$ 325,000	\$ 204,339.00	62.87%		
Fees	\$ 91,000	\$ 35,879.85	39.43%	\$ 95,000	\$ 44,492.13	46.83%		
Sale of Goods	\$ 2,000	\$ 460.00	23.00%	\$ 2,000	\$ 415.00	20.75%		
Interest	\$ 25,000	\$ 10,546.11	42.18%	\$ 32,000	\$ 13,459.97	42.06%		
Miscellaneous	\$ 10,000	\$ 315.60	3.16%	\$ 5,000	\$ 825.45	16.51%		
Transfers	\$ 225,863	\$ 77,655.69	34.38%	\$ 8,871	\$ 1,575.57	17.76%		
Repayment of Short-Term Loan	\$ 63,929	\$ -	0.00%	\$ 154,042	\$ -	0.00%		
<b>Total resources</b>	<b>\$ 3,587,959</b>	<b>\$ 1,932,489.90</b>	<b>53.86%</b>	<b>\$ 3,034,767</b>	<b>\$ 1,825,927.92</b>	<b>60.17%</b>		<del>\$ 654,917.58</del>
<b>Expenditures</b>								
Instruction	\$ 833,953	\$ 125,719.88	15.08%	\$ 811,091	\$ 191,471.69	23.61%		
Instructional Support	\$ 340,570	\$ 84,002.60	24.67%	\$ 242,823	\$ 55,578.87	22.89%		
Student Services	\$ 290,747	\$ 72,795.58	25.04%	\$ 430,603	\$ 84,570.29	19.64%		
College Support	\$ 1,057,034	\$ 311,406.91	29.46%	\$ 953,502	\$ 237,308.41	24.89%		
Plant Operation	\$ 316,463	\$ 28,216.59	8.92%	\$ 174,492	\$ 31,067.22	17.80%		
Financial Aid	\$ 110,850	\$ 20,832.51	18.79%	\$ 95,000	\$ 35,731.93	37.61%		
Transfers	\$ -	\$ 26,698.54	0.00%	\$ 104,000	\$ 22,202.48	21.35%		
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%		
<b>Total expenditures</b>	<b>\$ 2,999,617</b>	<b>\$ 669,672.61</b>	<b>22.33%</b>	<b>\$ 2,861,511</b>	<b>\$ 657,930.89</b>	<b>22.99%</b>		
<b>Ending fund balance</b>	<b>\$ 588,342</b>	<b>\$ 1,262,817.29</b>	<b>214.64%</b>	<b>\$ 173,256</b>	<b>\$ 1,167,997.03</b>	<b>674.15%</b>		

Agenda Item 5.B. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended September 2006

	Fund No.	Beginning Working Capital	2006-2007 Revenue	2006-2007 Expenditures	Ending Working Capital	2006-2007 Spendable Budget	2005-2006 Prior Year Expenditures
Adult Basic Education	210	\$ -	\$ -	\$ 11,428.95	\$ (11,428.95)	\$ 52,700	\$ 5,002.52
Tutor Grant	211	\$ -	\$ -	\$ -	\$ -	\$ 14,244	\$ 1,985.82
Adult Ed Program Improvement Project Grant	212	\$ -	\$ -	\$ 1,350.28	\$ (1,350.28)	\$ 4,525	\$ 3,176.32
Adult Ed Accountability Grant	213	\$ -	\$ -	\$ 1,511.19	\$ (1,511.19)	\$ 14,000	\$ 13,038.11
Sprint Yellow Pages Literacy Grant	215	\$ 3,059.72	\$ -	\$ -	\$ 3,059.72	\$ 3,000	\$ 7.96
United Way Literacy Grant	216	\$ 3,339.09	\$ 250.00	\$ -	\$ 3,589.09	\$ 3,222	\$ -
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ 1,755.09	\$ 1,755.09	\$ -	\$ 11,892	\$ 562.38
2005-07 Incentive Grant	218	\$ -	\$ 1,250.98	\$ 1,250.98	\$ -	\$ 15,625	\$ -
SBDC Federal Grant	230	\$ -	\$ -	\$ 3,911.65	\$ (3,911.65)	\$ 30,250	\$ 13,863.57
SBDC State Grant	231	\$ -	\$ -	\$ 5,584.18	\$ (5,584.18)	\$ 41,982	\$ 3,044.52
SBDC Program Income	232	\$ 3,965.68	\$ 2,183.00	\$ 706.22	\$ 5,442.46	\$ 24,568	\$ 520.63
SBDC Supplement	233	\$ 7,120.03	\$ -	\$ 825.32	\$ 6,294.71	\$ 5,328	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ 12,794.60	\$ (12,794.60)	\$ 15,200	\$ 287.52
The OR Community Foundation Grant	241	\$ 1,180.40	\$ -	\$ -	\$ 1,180.40	\$ -	\$ -
IWEB Connections Contract	242	\$ 5,241.91	\$ -	\$ -	\$ 5,241.91	\$ 375	\$ -
Oregon Healthcare Workforce Partnership	245	\$ -	\$ 3,175.39	\$ 3,175.39	\$ -	\$ 42,000	\$ -
Student Assistance	250	\$ 3,415.83	\$ -	\$ 30.00	\$ 3,385.83	\$ 3,300	\$ -
Work Keys Mini Grant	251	\$ 2,375.64	\$ -	\$ 105.00	\$ 2,270.64	\$ 2,000	\$ 210.00
Bay City Rental	260	\$ 13,353.16	\$ 873.31	\$ 881.25	\$ 13,345.22	\$ 3,300	\$ 1,285.35
<b>Total Special Fund</b>		<b>\$ 43,051.46</b>	<b>\$ 9,487.77</b>	<b>\$ 45,310.10</b>	<b>\$ 7,229.13</b>	<b>\$ 287,511</b>	<b>\$ 42,984.70</b>

Schedule of Special Fund borrowing from General Fund	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 9/30/2006
Total of Grants that borrow from the General Fund	\$ (36,580.85)	\$ 41,972.71	\$ 7,168.47	\$ (71,385.09)
Total of Grants that are not borrowing from the General Fund	\$ 43,809.98	\$ 131.00	\$ -	\$ 43,678.98
<b>Total Special Fund</b>	<b>\$ 7,229.13</b>	<b>\$ 42,103.71</b>	<b>\$ 7,168.47</b>	<b>\$ (27,706.11)</b>

	Fund No.	Beginning Working Capital	2006-2007 Revenue	2006-2007 Expenditures	Ending Working Capital	2006-2007 Spendable Budget	2005-2006 Prior Year Expenditures
Community Education	310	\$ (18,319.68)	\$ 5,304.00	\$ 2,137.60	\$ (15,153.28)	\$ 15,161	\$ 5,033.60
Bookstore	320	\$ 23,633.61	\$ 53,723.33	\$ 56,623.28	\$ 20,733.66	\$ 125,642	\$ 47,951.40
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ 2,386.87	\$ 4,616.46	\$ 23,158	\$ -
<b>Total Enterprise Fund</b>		<b>\$ 12,317.26</b>	<b>\$ 59,027.33</b>	<b>\$ 61,147.75</b>	<b>\$ 10,196.84</b>	<b>\$ 163,961</b>	<b>\$ 52,985.00</b>
PERS Pension Bond Fund	410	\$ 20,303.87	\$ 22,202.48	\$ 1,600.00	\$ 40,906.35	\$ 105,824	\$ -
Building Reserve Fund	510	\$ 622,212.78	\$ 7,531.69	\$ -	\$ 629,744.47	\$ -	\$ 77,655.69
Associated Students of TBCC	710	\$ 662.54	\$ -	\$ 16.47	\$ 646.07	\$ 5,200	\$ -
Phi Theta Kappa Honorary Society Fund	720	\$ 347.09	\$ 39.09	\$ 18.80	\$ 367.38	\$ 9,050	\$ 51.41
<b>Total Agency Fund</b>		<b>\$ 1,009.63</b>	<b>\$ 39.09</b>	<b>\$ 35.27</b>	<b>\$ 1,013.45</b>	<b>\$ 14,250</b>	<b>\$ 51.41</b>



Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended September 2006

25.00% of Budget Period Expended

	General Fund			Special Fund			Building Reserve Fund			Debt Service Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 1,380,281			\$ (47,623)			\$ 520,306			\$ 20,343	
Beginning Fund Balance	\$ 655,245	\$ 1,171,010	178.71%	\$ 176,035	\$ 43,051	24.46%	\$ 543,458	\$ 622,213	114.49%	\$ 1,100	\$ 20,304	0.00%
<b>Resources</b>												
State Aid	\$ 667,609	\$ 385,579	57.76%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 242,418	\$ 6,432	2.65%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 420,000	\$ 248,831	59.25%	\$ 13,000	\$ 1,553	11.95%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ 815,000	\$ 4,232	0.52%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ 275,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 415	20.75%	\$ -	\$ 630	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ 32,000	\$ 13,460	42.06%	\$ -	\$ -	0.00%	\$ 14,000	\$ 7,532	53.80%	\$ 1,000	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ 3,700	\$ 873	23.59%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 5,000	\$ 825	16.50%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ 154,042	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 8,871	\$ 1,576	17.77%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 104,000	\$ 22,202	21.35%
<b>Total Revenues</b>	<b>\$ 2,379,522</b>	<b>\$ 654,918</b>	<b>27.52%</b>	<b>\$ 259,118</b>	<b>\$ 9,488</b>	<b>3.66%</b>	<b>\$ 14,000</b>	<b>\$ 7,532</b>	<b>53.80%</b>	<b>\$ 105,000</b>	<b>\$ 22,202</b>	<b>0.00%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 1,872,742	\$ 441,570	23.58%	\$ 181,448	\$ 23,833	13.13%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 834,769	\$ 192,158	23.02%	\$ 98,698	\$ 20,344	20.61%	\$ -	\$ -	0.00%	\$ -	\$ 1,600	0.00%
Capital Outlay	\$ -	\$ 2,001	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 105,824	\$ -	0.00%
Transfers	\$ 104,000	\$ 22,202	21.35%	\$ 7,365	\$ 1,133	15.38%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 139,042	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ 50,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 557,458	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 2,861,511</b>	<b>\$ 657,931</b>	<b>22.99%</b>	<b>\$ 426,553</b>	<b>\$ 45,310</b>	<b>10.62%</b>	<b>\$ 557,458</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 105,824</b>	<b>\$ 1,600</b>	<b>1.51%</b>
Ending Fund Balance	\$ 173,256	\$ 1,167,997		\$ 8,600	\$ 7,229		\$ -	\$ 629,745		\$ 276	\$ 40,906	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 150,439			\$ 42,104			\$ -			\$ -	
Inventories		\$ 2,277			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ (152,716)			\$ (42,104)			\$ -			\$ -	
Liabilities												
Accounts Payable		\$ 65,586			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 44,488			\$ -			\$ -			\$ -	
Payroll		\$ 136,896			\$ 7,168			\$ -			\$ -	
NET EFFECT ON CASH		\$ 246,970			\$ 7,168			\$ -			\$ -	
NET ADJUSTMENTS		\$ 94,254			\$ (34,936)			\$ -			\$ -	
ENDING CASH BALANCE		\$ 1,262,251			\$ (27,707)			\$ 629,745			\$ 40,906	

Agenda Item 5.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended September 2  
 25.00% of Budget Period Expended

	Enterprise Fund - Community Ed			Enterprise Fund - Bookstore			Enterprise Fund - Customized Training			Agency Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ (15,605)			\$ 7,567			\$ 7,003			\$ 1,010	
Beginning Fund Balance	\$ 15,000	\$ (18,320)	-122.13%	\$ 21,000	\$ 23,634	112.54%	\$ 7,103	\$ 7,003	0.00%	\$ 300	\$ 1,010	336.67%
<b>Resources</b>												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 380	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 16,255	\$ 5,304	32.63%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 110,000	\$ 53,718	48.83%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ 750	\$ 5	0.67%	\$ 18,000	\$ -	0.00%	\$ 15,400	\$ 39	0.25%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 16,635</b>	<b>\$ 5,304</b>	<b>31.88%</b>	<b>\$ 110,750</b>	<b>\$ 53,723</b>	<b>48.51%</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 15,400</b>	<b>\$ 39</b>	<b>0.25%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 10,311	\$ 1,867	18.11%	\$ 22,342	\$ 5,604	25.08%	\$ 14,933	\$ 2,261	15.14%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 4,730	\$ 218	4.61%	\$ 87,100	\$ 50,756	58.27%	\$ 8,039	\$ -	0.00%	\$ 14,250	\$ 35	0.25%
Capital Outlay	\$ -	\$ -	0.00%	\$ 10,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 120	\$ 53	44.17%	\$ 1,200	\$ 264	22.00%	\$ 186	\$ 126	67.74%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ 15,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ -	\$ -	0.00%	\$ 5,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 30,161</b>	<b>\$ 2,138</b>	<b>7.09%</b>	<b>\$ 125,642</b>	<b>\$ 56,624</b>	<b>45.07%</b>	<b>\$ 23,158</b>	<b>\$ 2,387</b>	<b>10.31%</b>	<b>\$ 14,250</b>	<b>\$ 35</b>	<b>0.25%</b>
Ending Fund Balance	\$ 1,474	\$ (15,154)		\$ 6,108	\$ 20,733		\$ 1,945	\$ 4,616		\$ 1,450	\$ 1,014	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ -			\$ 140			\$ -			\$ -	
Inventories		\$ -			\$ 17,885			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ (18,025)			\$ -			\$ -	
Liabilities												
Accounts Payable		\$ -			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ -			\$ -			\$ -			\$ -	
Payroll		\$ 501			\$ 2,569			\$ 723			\$ -	
NET EFFECT ON CASH		\$ 501			\$ 2,569			\$ 723			\$ -	
NET ADJUSTMENTS		\$ 501			\$ (15,456)			\$ 723			\$ -	
ENDING CASH BALANCE		\$ (14,653)			\$ 5,277			\$ 5,339			\$ 1,014	

Total Cash per General Ledger (Note 5)

**\$1,902,172**

Cell: A10

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

Cell: A21

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

Cell: A35

Comment: Note 3. Contingency in the General Fund and Enterprise Fund and reserved for future expenditures in Building Reserve Fund.

Cell: A49

Comment: Note 4. Assessed but unreceived property taxes.

Cell: Q58

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

## Oregon School Boards Association Presidential Search Update

### RECOMMENDATION

Adopt an updated Presidential Search Calendar.

### BACKGROUND INFORMATION----- **Interim President Jon Carnahan**

Based on a sufficient applicant pool, the Board of Education should approve (hand carried) an updated Presidential Search Calendar that has the new president starting on or before July 1, 2007.



**Tillamook Bay Community College**

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

## Strategic Planning and Accreditation

### **RECOMMENDATION**

For information only – no action requested

### **BACKGROUND INFORMATION** ..... **Dean Gates**

An orientation meeting with Dr. Ronald Baker is scheduled for November 21, 2006. A Self-Study Plan was drafted and added to the Intranet site.

Planning priorities and action items for 2006-2007 and 2007-2008 were identified and Standard Chairs will be following activities related to their standards and making reports to the Planning and Steering Committee. Consolidated information on priorities and costs will be distributed to Budget Administrators for use in development of the 2007-2008 Budget.

Dean Gates will be prepared to entertain questions on these activities.



**Tillamook Bay Community College**

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

## Courses and Curricula

### RECOMMENDATION

For information only – no action requested

### BACKGROUND INFORMATION-----**Dean Gates**

Tillamook Bay Community College's new Associate of Applied Science degree and Certificates of Completion program in Hospitality, Tourism, Recreation Management was presented at the Oregon State Board of Education meeting on October 20, 2006 and approved.

The College continues to work with local representatives from the school districts, industry, and economic development to develop and Industrial Maintenance Technology (Millwright) program at TBCC. The attached letter from President Carnahan was distributed last month and progress continues.



**Tillamook Bay Community College**

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

## Grants and Contracts<sup>i</sup>

### RECOMMENDATION

There are no grants and contracts to review this month.

### BACKGROUND INFORMATION

----- Interim President Carnahan

---

<sup>i</sup> **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 2005 - Establish Public Contract Review Board**

Move that the Board of Directors act as the Contract Review Board for the District for the 2005-2006 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)



**Tillamook Bay Community College**

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

# Board of Education Policy<sup>i</sup>

## RECOMMENDATION

There are no policies to review this month.

BACKGROUND INFORMATION----- **Interim President Carnahan**

---

### <sup>i</sup>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.



**Tillamook Bay Community College**

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



## Facilities

### **RECOMMENDATION**

Discussion of the results of the TBCC Bond Measure 29-103.

**BACKGROUND INFORMATION**-----Interim President Carnahan



**Tillamook Bay Community College**

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

## Personnel

**RECOMMENDATION**

Information only. No action requested.

**BACKGROUND INFORMATION**----- Interim President Jon Carnahan



**Tillamook Bay Community College**

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

## Announcements and General Information

**RECOMMENDATION**

Information only—no action requested.

**BACKGROUND INFORMATION**-----Interim President Carnahan



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97107 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)