



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, December 4, 2006, at 6:30 p.m., in Room Ten, First Street Campus, 2510 First St., Tillamook, Oregon, 97141.

A copy of the agenda for the meeting will be available beginning Thursday, November 30, 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 29, 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

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Board of Education Meeting Agenda

Date:
Monday, December 4, 2006

TBCC First Street Campus – Room Ten
2510 First St., Tillamook, Oregon 97141

Time:
6:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chairman McGinnis
2.	Approval of the Agenda ----- (Action)	Chairman McGinnis
3.	Invitation of Public Comment -----	Chairman McGinnis
	Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	November 8, 2006 Board Meeting Minutes ----- (Action)	Chairman McGinnis
5.	Reports:	
	A. Oregon Community College Association-----	Director Swain/ Interim President Carnahan
	B. Financial Position-----	Comptroller Williams
	C. Oregon School Boards Association Presidential Search Update ----- (Action)	Interim President Carnahan
6.	Old Business:	
7.	New Business:	
8.	Standing Business:	
	A. Strategic Planning and Accreditation -----	Dean Gates
	B. Courses and Curricula-----	Dean Gates
	C. Grants and Contracts -----	Dean Ellison
	D. Board of Education Policy-----	Interim President Carnahan
	E. Facilities----- (Action)	Interim President Carnahan
	F. Personnel----- (Action)	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.	Announcements and General Information -----	Interim President Carnahan
10.	Invitation of Public Comment -----	Chairman McGinnis
11.	Board Member Discussion Items -----	Chairman McGinnis
12.	Adjournment ----- (Action)	Chairman McGinnis



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Board of Education Meeting Minutes

November 8, 2006

2510 First Street, Tillamook, OR 97141, Conference Room

Directors Present: James McGinnis, Craig Wakefield, Ruth Jensen, Steve Shaw,

Directors Absent: Ann Swain, Bob Weitman, Rose Wharton

Staff Present: Jon Carnahan, Lori Gates, Sue Owens

Guests Present: Kathleen Newton, Headlight-Herald; Sheryl Neu and Teri Williams, employees

Call to Order:

Chair McGinnis called the meeting to order at 6:50 p.m.

Approval of Agenda:

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

Invitation of Public Comment:

Ms. Williams noted she resided in the Netarts/Oceanside area and had noticed a “vote ‘NO’” attitude and felt that it had contributed to the failure of the bond measure.

Approval of Minutes:

On approval of a motion by Director Wakefield, 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)

Interim President Carnahan and Directors Jensen and Swain attended the OCCA Convention in October. Interim President Carnahan noted there had also been an award ceremony to recognizing community college board members and presented Director Shaw with a Distinguished Service Award thanking him for his eight years of service to TBCC. Report is attached and made a part of the official minutes.

Financial Position: (Item 5.B)

Report is attached and made a part of the official minutes. Interim President Carnahan shared that the black box on attachment No. 1 should state: “Unaudited beginning fund balance will change subject to FY 2005-06 year-end adjustments” and the lined out figure of \$654,917.58 should be deleted.

Oregon School Boards Association – Update on Presidential Search: (Item 5.C)

Interim President Carnahan distributed a revised Presidential Search Calendar stating that due to getting a sufficient pool of applicants so late the calendar needed to be extended to change the start date for the new executive to July 1, 2007 as opposed to February 1. He added that 26 applications had been received. Report is attached and made a part of the official records.

On approval of a motion by Chairman McGinnis, it was resolved that the revised calendar be adopted as presented.

Interim President Carnahan shared again the process involved in the hiring of a new executive and discussed the screening committee membership and asked for recommendations. He reiterated that



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the final hiring decision was the Board's decision and that the committee was only to serve to assist in the selection.

Old Business:

New Business:

Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates stated that the primary focus is now what TBCC needs to do as in independent college rather than relying on the contracting relationship. Report is attached and made a part of the official records.

Courses and Curricula: (Item 8.B)

Dean Gates shared information on two new programs.

1. The Hospitality, Tourism and Recreation Management (HTRM) certificate had been approved by the State Board of Education in October and we are already working on an articulation relationship with the local high schools.
2. The Industrial Maintenance Technology (ITM) program is underway. Mr. Fred Haynes from Linn-Benton Community College has been hired as a consultant in developing the Millwright program.

Discussion followed. 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)

There were no personnel issues to consider.

Announcements and General Information:

Interim President Carnahan shared:

- Three directors' term expire in June, 2007: Director Wharton (zone 1); Director Swain (zone 5); and Director Weitman (at-large). The remaining directors' terms expire in June, 2009.
- Board Self-Evaluation. This is a part of the Accreditation process. More attention will be devoted to it after the first of the new year with the intention of having it done by June 30, 2007.

Invitation for Public Comment:

There was no public comment.

Board Member Discussion Items:

Director Shaw thanked Interim President Carnahan and the staff and faculty for all their work on the bond.

Adjournment:

Upon approval of a motion by Director Shaw, it was resolved to adjourn at 7:55 pm.

Respectfully submitted,



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Interim President Jon Carnahan, Clerk of the Board



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Oregon Community College Association

RECOMMENDATION

There was no OCCA meeting since the November Board meeting so no report this month.

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

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



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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

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Agenda Item 5.B. Attachment #1
 Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended October 2006
 33.33% 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
Resources						
Beginning Fund Balance	\$ 693,609	\$ 1,040,429.72	150.00%	\$ 655,245	\$ 1,107,367.18	169.00%
State	\$ 1,376,240	\$ 876,284.25	63.67%	\$ 667,609	\$ 608,111.76	91.09%
Property Taxes	\$ 800,000	\$ 9,289.19	1.16%	\$ 815,000	\$ 6,521.54	0.80%
Timber Taxes	\$ -	\$ -	0.00%	\$ 275,000	\$ -	0.00%
Tuition	\$ 315,000	\$ 156,937.00	49.82%	\$ 325,000	\$ 204,291.00	62.86%
Fees	\$ 91,000	\$ 36,674.96	40.30%	\$ 95,000	\$ 46,595.08	49.05%
Sale of Goods	\$ 2,000	\$ 1,110.00	55.50%	\$ 2,000	\$ 865.00	43.25%
Interest	\$ 25,000	\$ 14,261.20	57.04%	\$ 32,000	\$ 18,302.48	57.20%
Miscellaneous	\$ 10,000	\$ 1,004.64	10.05%	\$ 5,000	\$ 1,252.55	25.05%
Transfers	\$ 226,067	\$ 110,339.40	48.81%	\$ 8,871	\$ 1,575.57	17.76%
Repayment of Short-Term Loan	\$ 49,043	\$ -	0.00%	\$ 154,042	\$ -	0.00%
Total resources	\$ 3,587,959	\$ 2,246,330.36	62.61%	\$ 3,034,767	\$ 1,994,882.16	65.73%
Expenditures						
Instruction	\$ 833,953	\$ 182,612.86	21.90%	\$ 811,091	\$ 248,767.67	30.67%
Instructional Support	\$ 340,570	\$ 110,425.93	32.42%	\$ 242,823	\$ 70,547.52	29.05%
Student Services	\$ 290,747	\$ 101,960.74	35.07%	\$ 430,603	\$ 109,745.43	25.49%
College Support	\$ 1,057,034	\$ 390,581.49	36.95%	\$ 953,502	\$ 292,392.03	30.67%
Plant Operation	\$ 316,463	\$ 37,816.97	11.95%	\$ 174,492	\$ 38,909.82	22.30%
Financial Aid	\$ 110,850	\$ 24,101.45	21.74%	\$ 95,000	\$ 39,204.33	41.27%
Transfers	\$ -	\$ 21,425.12	0.00%	\$ 104,000	\$ 22,202.48	21.35%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 2,999,617	\$ 868,924.56	28.97%	\$ 2,861,511	\$ 821,769.28	28.72%
Ending fund balance	\$ 588,342	\$ 1,377,405.80	234.12%	\$ 173,256	\$ 1,173,112.88	677.10%

Agenda Item 5.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended October 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	\$ -	\$ 11,409.57	\$ 15,004.35	\$ (3,594.78)	\$ 52,700	\$ 8,315.69
Tutor Grant	211	\$ -	\$ -	\$ 334.07	\$ (334.07)	\$ 14,244	\$ 2,887.92
Adult Ed Program Improvement Project Grant	212	\$ -	\$ 1,348.08	\$ 1,732.13	\$ (384.05)	\$ 4,525	\$ 3,260.55
Adult Ed Accountability Grant	213	\$ -	\$ 1,556.92	\$ 2,013.78	\$ (456.86)	\$ 14,000	\$ 14,834.19
Sprint Yellow Pages Literacy Grant	215	\$ 3,059.72	\$ -	\$ 21.84	\$ 3,037.88	\$ 3,000	\$ 22.25
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	\$ 1,866.09	\$ (111.00)	\$ 11,892	\$ 1,061.84
2005-07 Incentive Grant	218	\$ -	\$ 1,250.98	\$ 2,804.87	\$ (1,553.89)	\$ 15,625	\$ -
SBDC Federal Grant	230	\$ -	\$ -	\$ 5,122.60	\$ (5,122.60)	\$ 30,250	\$ 15,610.33
SBDC State Grant	231	\$ -	\$ -	\$ 7,386.61	\$ (7,386.61)	\$ 41,982	\$ 7,623.13
SBDC Program Income	232	\$ 3,965.68	\$ 5,052.00	\$ 862.22	\$ 8,155.46	\$ 24,568	\$ 2,008.18
SBDC Supplement	233	\$ 7,120.03	\$ -	\$ 899.32	\$ 6,220.71	\$ 5,328	\$ -
TEC Vocational Education Grant	240	\$ -	\$ 12,794.60	\$ 13,079.20	\$ (284.60)	\$ 15,200	\$ 2,284.53
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	\$ 3,719.34	\$ (543.95)	\$ 42,000	\$ -
First Responder Grant	246	\$ -	\$ -	\$ 2,769.18	\$ (2,769.18)	\$ -	\$ -
Student Assistance	250	\$ 3,415.83	\$ -	\$ 90.00	\$ 3,325.83	\$ 3,300	\$ 180.00
Work Keys Mini Grant	251	\$ 2,375.64	\$ -	\$ 105.00	\$ 2,270.64	\$ 2,000	\$ 213.20
Bay City Rental	260	\$ 13,353.16	\$ 1,071.23	\$ 1,067.25	\$ 13,357.14	\$ 3,300	\$ 1,526.60
Total Special Fund		\$ 43,051.46	\$ 39,663.86	\$ 58,877.85	\$ 23,837.47	\$ 287,511	\$ 59,828.41

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 10/31/2006
Total of Grants that borrow from the General Fund	\$ (22,541.59)	\$ 23,522.83	\$ 8,527.37	\$ (37,537.05)
Total of Grants that are not borrowing from the General Fund	\$ 46,379.06	\$ 1,946.00	\$ -	\$ 44,433.06
Total Special Fund	\$ 23,837.47	\$ 25,468.83	\$ 8,527.37	\$ 6,896.01

	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)	\$ 5,920.00	\$ 3,019.18	\$ (15,418.86)	\$ 15,161	\$ 7,034.54
Bookstore	320	\$ 23,633.61	\$ 59,137.74	\$ 61,324.20	\$ 21,447.15	\$ 125,642	\$ 51,138.47
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ 3,109.37	\$ 3,893.96	\$ 23,158	\$ -
Total Enterprise Fund		\$ 12,317.26	\$ 65,057.74	\$ 67,452.75	\$ 9,922.25	\$ 163,961	\$ 58,173.01
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	\$ 10,176.66	\$ -	\$ 632,389.44	\$ -	\$ 77,655.69
Associated Students of TBCC	710	\$ 662.54	\$ -	\$ 106.47	\$ 556.07	\$ 5,200	\$ -
Phi Theta Kappa Honorary Society Fund	720	\$ 347.09	\$ 202.40	\$ 1,111.11	\$ (561.62)	\$ 9,050	\$ 51.41
Total Agency Fund		\$ 1,009.63	\$ 202.40	\$ 1,217.58	\$ (5.55)	\$ 14,250	\$ 51.41

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended October 2006
 33.33% 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	169.00%	\$ 43,051	24.46%	\$ 543,458	114.49%	\$ 1,100	0.00%
Resources								
State Aid	\$ 667,609	91.09%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Grants and Contracts	\$ -	0.00%	\$ 242,418	13.84%	\$ -	0.00%	\$ -	0.00%
Tuition and Fees	\$ 420,000	59.73%	\$ 33,541	30.78%	\$ -	0.00%	\$ -	0.00%
Local Taxes	\$ 815,000	0.80%	\$ 4,002	0.00%	\$ -	0.00%	\$ -	0.00%
Timber	\$ 275,000	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Sale of Goods	\$ 2,000	43.25%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Interest	\$ 32,000	57.19%	\$ 1,050	0.00%	\$ -	0.00%	\$ -	0.00%
Rental (Note 2)	\$ -	0.00%	\$ 1,071	28.95%	\$ 14,000	72.69%	\$ 1,000	0.00%
Miscellaneous	\$ 5,000	25.06%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Repayment of Short-Term Loans	\$ 154,042	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Transfers	\$ 8,871	17.77%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Total Revenues	\$ 2,379,522	37.30%	\$ 887,516	15.31%	\$ 14,000	72.69%	\$ 105,000	21.35%
Expenditures								
Salaries and Wages	\$ 1,872,742	30.64%	\$ 32,309	17.81%	\$ -	0.00%	\$ -	0.00%
Operating Expenditures	\$ 834,769	26.79%	\$ 25,436	25.77%	\$ -	0.00%	\$ 1,600	0.00%
Capital Outlay	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Debt Service	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 105,824	0.00%
Transfers	\$ 104,000	21.35%	\$ 1,133	15.38%	\$ -	0.00%	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ 50,000	0.00%	\$ -	0.00%	\$ 557,458	0.00%	\$ -	0.00%
Total expenditures	\$ 2,861,511	28.72%	\$ 821,769	13.80%	\$ 557,458	0.00%	\$ 105,824	1.51%
Ending Fund Balance	\$ 173,256		\$ 23,837		\$ -		\$ 276	
Adjustments to bring Ending Fund Balance to Ending Cash Balance								
Assets								
Receivables	\$ 83,053		\$ 25,469		\$ -		\$ -	
Inventories	\$ 2,674		\$ -		\$ -		\$ -	
NET EFFECT ON CASH	\$ (85,727)		\$ (25,469)		\$ -		\$ -	
Liabilities								
Accounts Payable	\$ 92,970		\$ -		\$ -		\$ -	
Unearned Revenue (Note 4)	\$ 39,137		\$ -		\$ -		\$ -	
Payroll	\$ 126,749		\$ 8,527		\$ -		\$ -	
NET EFFECT ON CASH	\$ 258,856		\$ 8,527		\$ -		\$ -	
NET ADJUSTMENTS	\$ 173,129		\$ (16,942)		\$ -		\$ -	
ENDING CASH BALANCE	\$ 1,346,243		\$ 6,895		\$ 632,389		\$ 40,906	

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended October 200
 33.33% of Budget Period Expended

	Enterprise Fund - Community Ed		Enterprise Fund - Bookstore		Enterprise Fund - Customized Training		Agency Fund	
	Budget	Actual	%	Budget	Actual	%	Budget	Actual
Beginning Cash Balance (Note 1)	\$ 15,000	\$ (15,605)	-122.13%	\$ 21,000	\$ 7,567	112.54%	\$ 300	\$ 1,010
Beginning Fund Balance	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Resources	\$ 380	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
State Aid	\$ 16,255	\$ 5,920	36.42%	\$ -	\$ -	0.00%	\$ -	\$ -
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Sale of Goods	\$ -	\$ -	0.00%	\$ 110,000	\$ 59,105	53.73%	\$ -	\$ -
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Miscellaneous	\$ -	\$ -	0.00%	\$ 750	\$ 33	4.40%	\$ 15,400	\$ 202
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 16,635	\$ 5,920	35.59%	\$ 110,750	\$ 59,138	53.40%	\$ 18,000	\$ 202
Expenditures	\$ 10,311	\$ 2,711	26.29%	\$ 22,342	\$ 7,306	32.70%	\$ 14,933	\$ 2,983
Salaries and Wages	\$ 4,730	\$ 254	5.37%	\$ 87,100	\$ 53,754	61.72%	\$ 8,039	\$ -
Operating Expenditures	\$ -	\$ -	0.00%	\$ 10,000	\$ -	0.00%	\$ -	\$ -
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Debt Service	\$ 120	\$ 53	44.17%	\$ 1,200	\$ 264	22.00%	\$ 186	\$ 126
Transfers	\$ 15,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 5,000	\$ -	0.00%	\$ -	\$ -
Other budgetary accounts (Note 3)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Total expenditures	\$ 30,161	\$ 3,018	10.01%	\$ 125,642	\$ 61,324	48.81%	\$ 23,158	\$ 3,109
Ending Fund Balance	\$ 1,474	\$ (15,418)		\$ 6,108	\$ 21,448		\$ 1,945	\$ 3,894
Adjustments to bring Ending Fund Balance to Ending Cash Balance								
Assets	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
Receivables	\$ -	\$ -		\$ 17,885	\$ -		\$ -	\$ -
Inventories	\$ -	\$ -		\$ (17,885)	\$ -		\$ -	\$ -
NET EFFECT ON CASH								
Liabilities	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
Unearned Revenue (Note 4)	\$ 741	\$ 741		\$ 2,569	\$ 723		\$ 723	\$ -
Payroll	\$ 741	\$ 741		\$ 2,569	\$ 723		\$ 723	\$ -
NET EFFECT ON CASH								
NET ADJUSTMENTS	\$ 741	\$ 741		\$ (15,316)	\$ -		\$ 723	\$ -
ENDING CASH BALANCE	\$ (14,677)	\$ (14,677)		\$ 6,132	\$ 6,132		\$ 4,617	\$ (6)
Total Cash per General Ledger (Note 5)								\$ 2,022,499

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

- Approve the attached Presidential Search Screening Committee list of participants.
- Review President's contract analysis for future discussion.

BACKGROUND INFORMATION----- Interim President Jon Carnahan

The Presidential Screening Committee Membership reviewed during the November 8, 2006 meeting has been notified and invited to attend a training seminar and begin the screening process December 4, 2006.

You will be provided with a copy of the previous College President's contract analysis. This analysis is provided as a part of the Presidential Search process. Please keep in mind that this is a third person's opinion about the contract. The suggestions made are just that; suggestions. In the final analysis, it is the Board that must determine priorities for negotiating an agreement. The legal staff at the Oregon School Boards Association is available to come to a board meeting, if necessary, to discuss this analysis.

Please review the analysis and provide your feedback to Board Chair McGinnis, Presidential Search Committee Chair Weitman, or Search Consultant Carnahan.



Tillamook Bay Community College

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Tillamook Bay Community College
Presidential Search
Screening Committee

1. Board Member- James McGinnis
2. Board Member - Craig Wakefield
3. Board Member - Ruth Jensen
4. Board Member - Bob Weitman
5. Board Member - Steve Shaw
6. Board Member - Rose Wharton
7. Board Member - Ann Swain
8. North County - Ginger Rickard
9. South County - Doug Olson
10. Tillamook - Mark Wustenberg
11. Tillamook - Wendell Hesseltine
12. Staff - Barb Casteel
13. Faculty - Bob Pietruszka
14. Student - Misty Motsinger-Talerico
15. Budget Committee Member - Van Moe
16. Foundation Board Member - Tim Dolan
17. YES Committee Member - Bob Weeks
18. ESD Representative - Helen Armstrong
19. Portland Community College Representative - Rick Aman

Strategic Planning and Accreditation

RECOMMENDATION

For information only – no action requested

BACKGROUND INFORMATIONDean Gates

Dr. Ronald Baker, Executive Vice-President of the Northwest Commission on Colleges and Universities, visited TBCC on November 21. He discussed the accreditation candidacy process with President Carnahan and Dean Gates then presented an orientation to the Planning and Steering Committee on the self-study process and site visit for candidacy. A copy of his PowerPoint presentation will be available on the TBCC Strategic Planning and Accreditation Intranet Site. Dr. Baker provided a realistic overview of work to be completed before the site visit for candidacy. The Committee felt that his presentation validated work TBCC had already accomplished and TBCC's plans for continuing improvement, although the presentation also made more "real" the work to be done. The members of the Planning and Steering Committee were asked to reevaluate the feasibility of a spring of 2008 site visit for candidacy in light of Dr. Baker's presentation.

Dr. Baker's presentation stressed the centrality of a college's mission (see attached diagram of "Mission Centered Standards") to accreditation and the importance of a realistic mission statement that a college can document achieving. He also emphasized the importance of a candidate institution demonstrating intentions, capacity, achievement, and sustainability (see attached diagram of "Assessment"). The TBCC administration is now working on review and implementation of 2006-2007 and 2007-2008 Work Plan Priorities proposed by the Planning and Steering Committee. TBCC's 2004 Self-Study identified items managed by PCC that TBCC would need to handle itself if independently accredited. A number of action items concern establishing such policies and procedures at TBCC. Another priority for 2006-2007 is a review of TBCC's mission, vision, and goals (see attached). This should be a board-driven activity, so we are asking the Board to review and discuss these statements.

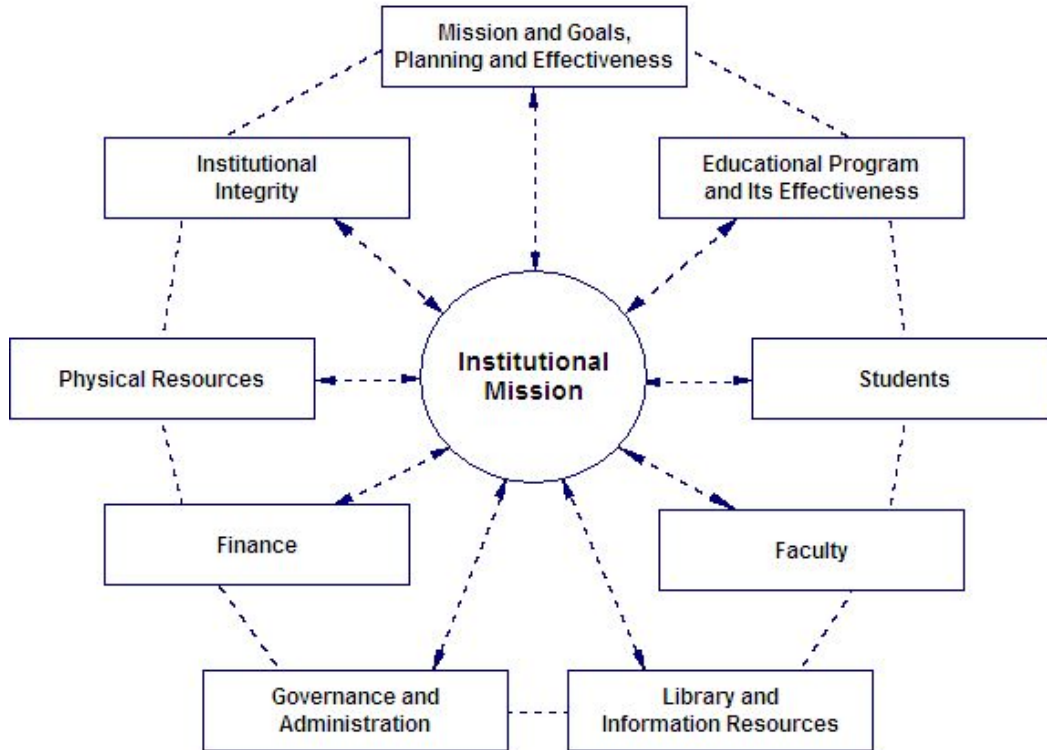
Dean Gates will be prepared to entertain questions on these activities.



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Mission-Centered Standards



Assessment

Intentions
Mission
Goals

Strategies
Plans
Processes

Capacity
Resources
Infrastructure

Achievements
Institutional
Student Learning

Source: Ronald L. Baker, "Northwest Regional Accreditation: Preparation for a Visit for Candidacy"



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MISSION

Tillamook Bay Community College provides access to quality education in response to the needs of our community.

VISION

The College, in partnership with the community, is a center for educational excellence that provides access to lifelong learning; bridges to opportunity; an environment for innovation and intellectual pursuits; and leadership in the economic, cultural, and intellectual evolution of our community.

GOALS

- Identify and assess the educational needs of the community.
- Provide quality courses and programs to enable students to achieve their education and career goals.
- Provide support services to enable students to achieve their education and career goals.
- Recruit, develop, and retain qualified staff and faculty to meet the mission, vision, and goals of the College.
- Develop and prudently manage the financial resources necessary to meet the mission, vision, and goals of the College.
- Provide facilities to support the mission, vision, and goals of the College.
- Participate in the economic, cultural, and intellectual life of the community.



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Courses and Curricula

RECOMMENDATION

For information only – no action requested

BACKGROUND INFORMATION-----Dean Gates

TBCC is currently working with the Tillamook Education Consortium's HTR program to add a Culinary Arts option or options to our Hospitality, Tourism, Recreation Management program.

TBCC continues to move forward with development of an Industrial Maintenance Technology (Millwright) program that will also facilitate serving multiple workforce needs in the County.

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



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Grants and Contracts

RECOMMENDATION

There are no grants and contracts to review this month.

BACKGROUND INFORMATION

-----Dean Ellison

¹ **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)



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Board of Education Policy

RECOMMENDATION

There are no policies to review this month.

BACKGROUND INFORMATION----- Interim President Carnahan

¹TBCC POLICY MANUAL - ARTICLE 102: POLICIES AND PROCEDURES

A. The policies and procedures adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All District employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as District employees.

B. Any policy or procedure needing immediate action may be enacted by a unanimous vote of the entire Board. The vote will be entered in the minutes of the meeting.

C. Additions, changes and/or deletions of policies and procedures governing the District shall be considered by the Board at a minimum of two separate meetings before final action is taken. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.

D. The President will furnish a copy of the policies and procedures and a copy of any amendment thereof to each employee and to any interested person. In lieu of the distribution of the complete manual, the President may prepare a special edition for any specific group of employees; provided, however, that a copy of the complete policies and procedures is made readily accessible to all employees and to members of the public. Copies of the policies and procedures will be on file in the office of the President of the District.



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Facilities

RECOMMENDATION

Approval of a motion that the results of the November 7, 2006 General Election, as shown in the abstract received from the office of the Tillamook County Clerk, be certified, accepted, and made a matter of record in the official meeting minutes of the College Board of Education

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

Attached is a copy of the certification letter to the County Clerk and a summary of the abstract of votes received from the County Clerk for review.



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TASSI, COUNTY CLERK
201 LAUREL AVENUE
TILLAMOOK, OR 97141
(503) 842-3402

Land of Cheese, Trees and Ocean Breeze

November 22, 2006



TO: Tillamook Bay Community College
FROM: Tassi O'Neil, County Clerk
SUBJ: Certified Abstract of Election

Enclosed is a certified copy of the Official Abstract of votes for the November 7, 2006 General Election.

Will you please comply with the ORS 255.295, transcribed below.

Thank you.

ORS 255.295 (1) **Preparing abstract; notification of results.** (1) Not later than the 20th day after the date of an election, the county clerk shall prepare an abstract of the votes and deliver it to the district elections authority. Not later than the 30th day after receiving the abstract the district elections authority shall determine from it the result of the election.

Summary of Abstract of Votes of the November 7, 2006
General Election

District	Yes	%	No	%	Total	Ballots counted
1 Bay City	256	48.3	274	51.7	530	547
3 Beaver	155	32.09	328	67.91	483	496
5 Carnahan	89	35.74	160	64.26	249	255
6 Cloverdale	104	43.88	133	56.12	237	246
7 Eastside	51	40.8	74	59.2	125	128
8 Fairview	340	41.26	484	58.74	824	849
10 Foley	116	40.42	171	59.58	287	305
12 Garibaldi	207	37.1	351	62.9	558	572
13 Hebo	103	40.71	150	59.29	253	259
14 Kilchis	156	47.56	172	52.44	328	336
15 Mapleleaf	138	43.53	179	56.47	317	325
16 Nehalem	128	49.81	129	50.19	257	264
17 Neskowin	207	51.49	195	48.51	402	417
18 Netarts	257	51.09	246	48.91	503	534
20 Oceanside	115	55.56	92	44.44	207	217
21 Pine Grove	512	53.5	445	46.5	957	1001
24 Rockaway	328	46.13	383	53.87	711	737
26 So. Prairie	210	37.37	352	62.63	562	575
28 Trask	56	32.56	116	67.44	172	176
30 Union	308	43.26	404	56.74	712	744
32 Westside	89	49.44	91	50.56	180	182
33 Wheeler	153	58.17	110	41.83	263	273
35 Tillamook 1	121	49.59	123	50.41	244	251
36 Tillamook 2	107	44.4	134	55.6	241	250
37 Tillamook 3	82	43.62	106	56.38	188	203
38 Tillamook 4	129	47.96	140	52.04	269	277
39 Tillamook 5	84	48.28	90	51.72	174	180
40 Tillamook 6	175	46.92	198	53.08	373	389
					Total Ballots:	10988
					Total Registered Voters:	15362

December 4, 2006

Tassi O'Neil, Tillamook County Clerk
Tillamook County Courthouse
201 Laurel Ave.
Tillamook, OR 97141

RE: Verification of November 7, 2006 Election results.

At their December 4, 2006 meeting, the Tillamook Bay Community College Board of Directors approved the following motion:

Motion that the results of the November 7, 2006 Election, as shown in the abstract received from office of the Tillamook County Clerk, be certified, accepted, and made a matter of record in the official meeting minutes of the College Board of Education.

Sincerely,

James P. McGinnis
Chair of the Board
Tillamook Bay Community College

Personnel

RECOMMENDATION

Approve extension of Interim President Carnahan's contract thru June 30, 2007.

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

Mr. Carnahan's contract with TBCC as the Interim College President ends December 31, 2006. The new agreement is for January 1, 2007 thru June 30, 2007.



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Announcements and General Information

RECOMMENDATION

Information only—no action requested.

BACKGROUND INFORMATION-----Interim President Carnahan



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