



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, April 2, 2007, at 6:30 p.m., in Room Nine, First Street Campus, 2510 First St., Tillamook, Oregon, 97141.

A copy of the agenda for the meeting will be available beginning Thursday, March 29, 2007, 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, Bond Discussion, 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, March 28, 2007

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

Jon Carnahan – 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

Board of Education Meeting Agenda

Date:
Monday, April 2, 2007

TBCC First Street Campus – Room Nine
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.	March 5, 2007 Regular Meeting and Executive Session Minutes -----(Action)	Chairman McGinnis
5.	Reports:	
	A. Oregon Community College Association-----	Director Swain/ President Carnahan
	B. Financial Position-----	Comptroller Williams
6.	Old Business:	
7.	New Business:	
	A. 2008-2009 Annual Budget Preparations -----	Dean Ellison
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----- (Action)	President Carnahan
	E. Facilities -----	President Carnahan
	F. Personnel----- (Action)	President Carnahan
9.	Announcements and General Information -----	President Carnahan
10.	Invitation of Public Comment -----	Chairman McGinnis
11.	Board Member Discussion Items -----	Chairman McGinnis
12.	Adjournment -----(Action)	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

March 5, 2007

2510 First Street, Tillamook, OR 97141, Room 9

Directors Present: James McGinnis, Craig Wakefield, Ruth Jensen, Steve Shaw, Bob Weitman, and Rose Wharton

Directors Absent: Ann Swain

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

Guests Present: Sheryl Neu

Call to Order:

Chair McGinnis called the meeting to order at 6:33 p.m. and welcomed the guests.

Approval of Agenda:

On approval of a motion by Director Weitman and seconded by Director Wakefield, it was resolved to approve the agenda.

Invitation of Public Comment:

Ms. Neu shared that she knew the Tillamook County Fair Board chairman and that he inquired of the staff's opinion of the property discussions and noted that he and the Board were very excited with the idea.

Chairman McGinnis added that the forum being planned by student Lisa Huckins on April 10 was generating a lot of attention and looked like it would be well attended. Ms. Huckins was at the February 5, 2007 meeting at which she announced her plans and invited the Board.

Approval of Minutes:

On approval of a motion by Director Shaw and seconded by Director Wharton, it was resolved that the February 5, Regular Board Minutes be approved. Minutes attached and made a part of the official records.

Reports:

Oregon Community Colleges Association: (Item 5.A)

In the absence of Director Swain, Interim President Carnahan reported there was an OCCA meeting in February but that neither he nor Director Swain were able to attend. He noted however that he and Dean Ellison participate in a Legislative Update Conference call each Monday at 11:00 a.m. in President Carnahan's office and any board member is welcome to join them. Currently, the primary topics of interest for these calls were:

- ◆ The Governor's budget. There current forecast is \$34 million more than originally noted. There will be at least one more forecast before the final in May;
- ◆ OCCA is still lobbying for \$529 million for community colleges;
- ◆ Senate Bill 426 regarding the insurance pool; and
- ◆ The double majority measure is still being discussed.

Financial Position: (Item 5.B)

Ms. Williams presented the 2005-2006 Financial Audit asking the Board to accept and approve it for filing and distribution. On approval of a motion by Director Weitman and seconded by Director Shaw, it was resolved that the 2005-2006 Financial Audit be accepted and approved. Interim President Carnahan and members of the Board commended Ms. Williams and the staff for a job well done.

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



Tillamook Bay Community College

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

Interim President Carnahan reviewed the analysis and proposed new language for the Presidential contract noting that it was a re-write of the former president's contract to include the recommendations from legal council.

Old Business:

Academic Calendar: (Item 6.A)

Dean Gates presented the 2007-2008 Academic Calendar for approval. On approval of a motion by Director Shaw and seconded by Director Wakefield, it was resolved to approve the 2007-2008 Academic Calendar as presented.

New Business:

None.

Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

Report is attached and made a part of the official records. Dean Gates shared the College's mission and goals comments from last month noting the suggested revision asking the Board to consider making, accepting and adopting any changes. On approval of a motion by Director Shaw and seconded by Director Weitman, it was resolved to approve the mission and goals with the change of using the word "strives" instead of "hopes" in the vision statement.

Courses and Curricula: (Item 8.B)

Dean Gates summarized some new programs, as included in the board packet, which are making their way through the approval system for information, some of which will be ready by the end of Spring or before.

Grants and Contracts: (Item 8.C)

Dean Ellison noted there were no new grants or contracts this month, although he anticipates some for next month.

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

Interim President Carnahan presented Policy Article 224 for second reading and review. He added that it would be brought back again next month for approval.

Facilities: (Agenda Item 8.E)

Interim President Carnahan asked the Board to approve and authorize the Board Chair to sign 2006-2007 Resolution 5 calling for a ballot measure election to authorize sale of general obligation bonds to finance the costs of construction of new College facilities by District voters. On approval of a motion by Director Wakefield and seconded by Director Weitman, it was resolved to approve and authorize as stated.

Personnel: (Agenda Item 8.F)

Interim President Carnahan shared the "College Now" position has officially opened and will close March 9. He also stated he had met with the Tillamook County Library Board to discuss a potential shared position. Discussion followed.

Announcements and General Information:

Interim President Carnahan shared:

- ◆ The Associated Students of Tillamook Bay Community College (ASTBCC) had held an election to select college colors and mascot. The election was held in late February with the results being colors of blue and silver and the mascot being the "Wave Runners."
- ◆ A public meeting sponsored by ODOT regarding a "T" junction at Marolf Road and Hwy 6 will be March 15, he and Dean Ellison are planning on attending.
- ◆ He testified today before the House Subcommittee in support of TBCC and felt it went well.

Invitation for Public Comment:

Ms. Neu asked the Board to be advised that the face of Library "services" has changed drastically in the last few years, moving more toward technology based information structure. This would have a tremendous impact on the desired qualities and qualifications of a library director. Interim President



Tillamook Bay Community College

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

Carnahan concurred.

Chair McGinnis then reconvened the Presidential Search Executive Session at 7:45 p.m.

Regular session reconvened at: 8:20 p.m.

On approval of a motion by Director Weitman and seconded by Director Wharton it was resolved to end the Presidential Search due to the number of candidates who withdrew and offer the permanent position to Interim President Carnahan.

Interim President Carnahan accepted the offer with contract to begin at the expiration of his current, Interim contract, June 30, 2007.

Board Member Discussion Items:

There were no discussion items.

Adjournment:

Upon approval of a motion by Director Weitman, it was resolved to adjourn at 8:25 p.m.

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

Board of Education

Executive Session

Meeting Minutes

March 5, 2007

2510 First Street, Tillamook, OR 97141, Conference Room

Directors Present: James McGinnis, Craig Wakefield, Ruth Jensen, Steve Shaw, Bob Weitman, and Rose Wharton

Directors Absent: Ann Swain

Staff Present: Jon Carnahan, Sue Owens

Guests Present: No guests

Presidential Search Update:

Chair McGinnis reconvened the January 22, 2007 Presidential Search Executive Session pursuant to O.R.S. § 192.660(2)(a)(D) to discuss employment of the chief executive officer at 7:50 p.m.

The Board of Education discussed interview results, next step procedures and alternative options.

Adjournment:

On approval of a motion by Director Weitman and seconded by Director Wharton, it was resolved to reconvene the regular session at 8:20 p.m.

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

Oregon Community College Association

RECOMMENDATION

Information only. No action requested.

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

The co-chairs of the Joint Committee on Ways and Means March 22 released their recommended budget. This is just a starting point in a long series of legislative negotiations. The amount they have budgeted for the Community College Support Fund is \$458 million versus the Governor’s budget of \$483 million and OCCA’s request of \$529 million. They have limited debt service on capital construction to \$6.2 million versus the \$103 million in the Governor’s budget.

1. The co-chairs budget is unacceptable. Community colleges cannot make the investments in skill training that Oregonians need at the level they have proposed for the community college support fund.
2. Holding the debt limit to \$6.2 million for capital construction means that critical facility needs at dozens of community colleges will go unmet. We already have safety and crowding issues that cause students to be turned away.
3. The co-chairs stated that funding the Shared Responsibility model ensures that anyone who wants to go to college will get to. If there are not enough classes and no place to attend, that is an empty promise.
4. Community colleges need \$529 million this biennium or we will never reach the demand of providing 663,000 skilled workers the state says must be ready by 2014.

**Actual Support Fund Payments To TBCC
Based on Different Appropriation Scenarios**

	Political	Difference	Governor	Difference	CCWD
	\$458M	\$458- \$483	\$483M	\$483- \$458	\$529M
FY07-08	\$783,078	\$36,593	\$819,671	\$76,821	\$896,492
FY08-09	\$766,579	\$38,190	\$804,769	\$69,084	\$873,853
Biennial TTL	\$1,549,657	\$74,782	\$1,624,440	\$145,906	\$1,770,345
Difference (\$458-\$529)			\$220,688		



Tillamook Bay Community College

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

Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended February 2007
 66.67% 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	\$ 769,609	\$ 1,040,429.72	135.19%	\$ 655,245	\$ 1,107,367.18	169.00%
State	\$ 1,376,240	\$ 1,144,929.38	83.19%	\$ 667,609	\$ 830,644.64	124.42%
Property Taxes	\$ 800,000	\$ 684,832.74	85.60%	\$ 815,000	\$ 723,342.82	88.75%
Timber Taxes	\$ -	\$ -	0.00%	\$ 275,000	\$ 135,675.32	49.34%
Tuition	\$ 315,000	\$ 286,926.00	91.09%	\$ 325,000	\$ 365,564.00	112.48%
Fees	\$ 91,000	\$ 67,550.78	74.23%	\$ 95,000	\$ 81,092.62	85.36%
Sale of Goods	\$ 2,000	\$ 2,170.00	108.50%	\$ 2,000	\$ 2,178.00	108.90%
Interest	\$ 25,000	\$ 35,770.32	143.08%	\$ 32,000	\$ 45,877.67	143.37%
Miscellaneous	\$ 10,000	\$ 5,399.38	53.99%	\$ 5,000	\$ 3,393.84	67.88%
Transfers	\$ 238,821	\$ 201,919.44	84.55%	\$ 8,871	\$ 4,696.20	52.94%
Repayment of Short-Term Loan	\$ 49,043	\$ -	0.00%	\$ 154,042	\$ -	0.00%
Total resources	\$ 3,676,713	\$ 3,469,927.76	94.38%	\$ 3,034,767	\$ 3,299,832.29	108.73%
Expenditures						
Instruction	\$ 796,712	\$ 432,961.79	54.34%	\$ 811,091	\$ 506,637.89	62.46%
Instructional Support	\$ 324,631	\$ 197,660.67	60.89%	\$ 242,823	\$ 149,280.26	61.48%
Student Services	\$ 291,264	\$ 226,056.86	77.61%	\$ 430,603	\$ 229,349.39	53.26%
College Support	\$ 1,012,079	\$ 701,116.82	69.27%	\$ 953,502	\$ 565,141.72	59.27%
Plant Operation	\$ 391,715	\$ 222,226.09	56.73%	\$ 174,492	\$ 72,505.57	41.55%
Financial Aid	\$ 110,850	\$ 52,579.09	47.43%	\$ 95,000	\$ 77,507.22	81.59%
Transfers	\$ 111,120	\$ 57,178.82	51.46%	\$ 104,000	\$ 58,859.27	56.60%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,088,371	\$ 1,889,780.14	61.19%	\$ 2,861,511	\$ 1,659,281.32	57.99%
Ending fund balance	\$ 588,342	\$ 1,580,147.62	268.58%	\$ 173,256	\$ 1,640,550.97	946.89%

Agenda Item 5.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended February 2007

	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	\$ -	\$ 23,174.74	\$ 30,910.01	\$ (7,735.27)	\$ 52,700	\$ 24,030.55
Tutor Grant	211	\$ -	\$ 1,732.46	\$ 3,702.20	\$ (1,969.74)	\$ 14,244	\$ 5,579.50
Adult Ed Program Improvement Project Grant	212	\$ -	\$ 1,967.88	\$ 2,456.90	\$ (489.02)	\$ 4,525	\$ 4,679.76
Adult Ed Accountability Grant	213	\$ -	\$ 4,373.08	\$ 6,067.95	\$ (1,694.87)	\$ 14,000	\$ 20,181.18
Sprint Yellow Pages Literacy Grant	215	\$ 3,059.72	\$ -	\$ 45.57	\$ 3,014.15	\$ 3,000	\$ 96.65
United Way Literacy Grant	216	\$ 3,339.09	\$ 500.00	\$ 566.97	\$ 3,272.12	\$ 3,222	\$ 113.94
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ 2,115.84	\$ 2,986.34	\$ (870.50)	\$ 11,892	\$ 2,546.06
2005-07 Incentive Grant	218	\$ -	\$ 5,367.32	\$ 5,367.32	\$ -	\$ 15,625	\$ -
SBDC Federal Grant	230	\$ -	\$ 15,125.00	\$ 19,626.36	\$ (4,501.36)	\$ 30,250	\$ 20,303.10
SBDC State Grant	231	\$ -	\$ 18,251.27	\$ 23,952.30	\$ (5,701.03)	\$ 41,982	\$ 28,775.29
SBDC Program Income	232	\$ 3,965.68	\$ 10,271.00	\$ 2,513.95	\$ 11,722.73	\$ 24,568	\$ 16,068.86
SBDC Supplement	233	\$ 7,120.03	\$ -	\$ 899.32	\$ 6,220.71	\$ 5,328	\$ -
TEC Vocational Education Grant	240	\$ -	\$ 12,794.60	\$ 13,624.41	\$ (829.81)	\$ 15,200	\$ 6,872.33
The OR Community Foundation Grant	241	\$ 1,180.40	\$ -	\$ -	\$ 1,180.40	\$ -	\$ -
IWEB Connections Contract	242	\$ 5,241.91	\$ -	\$ -	\$ 5,241.91	\$ 375	\$ 121.80
Oregon Healthcare Workforce Partnership	245	\$ -	\$ 6,202.02	\$ 6,202.02	\$ -	\$ 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	\$ 385.00
Work Keys Mini Grant	251	\$ 2,375.64	\$ -	\$ 105.00	\$ 2,270.64	\$ 2,000	\$ 318.20
Bay City Rental	260	\$ 13,353.16	\$ 1,180.03	\$ 1,638.15	\$ 12,895.04	\$ 3,300	\$ 2,200.60
Total Special Fund		\$ 43,051.46	\$ 105,824.42	\$ 123,523.95	\$ 25,351.93	\$ 287,511	\$ 132,272.82
Schedule of Special Fund borrowing from General Fund		Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 2/28/2007		
Total of Grants that borrow from the General Fund		\$ (23,791.60)	\$ 35,856.69	\$ 9,388.19	\$ (50,260.10)		
Total of Grants that are not borrowing from the General Fund		\$ 49,143.53	\$ 525.00	\$ 40.98	\$ 48,659.51		
Total Special Fund		\$ 25,351.93	\$ 36,381.69	\$ 9,429.17	\$ (1,600.59)		
	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)	\$ 7,790.00	\$ 4,084.54	\$ (14,614.22)	\$ 15,161	\$ 14,052.20
Bookstore	320	\$ 23,633.61	\$ 98,296.25	\$ 106,787.08	\$ 15,142.78	\$ 125,642	\$ 81,620.13
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 23,158	\$ 93.67
Total Enterprise Fund		\$ 12,317.26	\$ 106,086.25	\$ 110,871.62	\$ 7,531.89	\$ 163,961	\$ 95,766.00
PERS Pension Bond Fund	410	\$ 20,303.87	\$ 60,036.99	\$ 42,011.63	\$ 38,329.23	\$ 105,824	\$ 40,860.64
Building Reserve Fund	510	\$ 622,212.78	\$ 20,641.91	\$ -	\$ 642,854.69	\$ -	\$ 166,611.03
Associated Students of TBCC	710	\$ 662.54	\$ 564.75	\$ 390.10	\$ 837.19	\$ 5,200	\$ 480.80
Phi Theta Kappa Honorary Society Fund	720	\$ 347.09	\$ 2,210.48	\$ 1,481.87	\$ 1,075.70	\$ 9,050	\$ 1,284.44
Total Agency Fund		\$ 1,009.63	\$ 2,775.23	\$ 1,871.97	\$ 1,912.89	\$ 14,250	\$ 1,765.24

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended February 2007

66.67% 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	\$ 1,107,367	169.00%	\$ 176,035	\$ 43,051	24.46%	\$ 543,458	\$ 622,213	114.49%	\$ 1,100	\$ 20,304	0.00%
Resources												
State Aid	\$ 667,609	\$ 830,645	124.42%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 242,418	\$ 94,373	38.93%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 420,000	\$ 446,657	106.35%	\$ 13,000	\$ 6,169	47.45%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ 815,000	\$ 723,343	88.75%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ 275,000	\$ 135,675	49.34%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 2,178	108.90%	\$ -	\$ 4,102	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ 32,000	\$ 45,878	143.37%	\$ -	\$ -	0.00%	\$ 14,000	\$ 20,642	147.44%	\$ 1,000	\$ 1,178	117.80%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ 3,700	\$ 1,180	31.89%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 5,000	\$ 3,394	67.88%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ 154,042	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 8,871	\$ 4,696	52.94%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 104,000	\$ 58,859	56.60%
Total Revenues	\$ 2,379,522	\$ 2,192,466	92.14%	\$ 259,118	\$ 105,824	40.84%	\$ 14,000	\$ 20,642	147.44%	\$ 105,000	\$ 60,037	0.00%
Expenditures												
Salaries and Wages	\$ 1,872,742	\$ 1,175,995	62.80%	\$ 181,448	\$ 84,123	46.36%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 834,769	\$ 415,984	49.83%	\$ 98,698	\$ 35,476	35.94%	\$ -	\$ -	0.00%	\$ -	\$ 1,600	0.00%
Capital Outlay	\$ -	\$ 8,443	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 105,824	\$ 40,412	38.19%
Transfers	\$ 104,000	\$ 58,859	56.60%	\$ 7,365	\$ 3,925	53.29%	\$ -	\$ -	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%
Total expenditures	\$ 2,861,511	\$ 1,659,281	57.99%	\$ 426,553	\$ 123,524	28.96%	\$ 557,458	\$ -	0.00%	\$ 105,824	\$ 42,012	39.70%
Ending Fund Balance	\$ 173,256	\$ 1,640,552		\$ 8,600	\$ 25,351		\$ -	\$ 642,855		\$ 276	\$ 38,329	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 82,162			\$ 36,382			\$ -			\$ -	
Inventories		\$ 2,381			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ (84,543)			\$ (36,382)			\$ -			\$ -	
Liabilities												
Accounts Payable		\$ 10,925			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 39,137			\$ -			\$ -			\$ -	
Payroll		\$ 146,750			\$ 9,429			\$ -			\$ -	
NET EFFECT ON CASH		\$ 196,812			\$ 9,429			\$ -			\$ -	
NET ADJUSTMENTS		\$ 112,269			\$ (26,953)			\$ -			\$ -	
ENDING CASH BALANCE		\$ 1,752,821			\$ (1,602)			\$ 642,855			\$ 38,329	

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended February 20
 66.67% 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%
Resources												
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	\$ 7,790	47.92%	\$ -	\$ -	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	\$ 98,129	89.21%	\$ -	\$ -	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	\$ 167	22.27%	\$ 18,000	\$ -	0.00%	\$ 15,400	\$ 2,775	18.02%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 16,635	\$ 7,790	46.83%	\$ 110,750	\$ 98,296	88.75%	\$ 18,000	\$ -	0.00%	\$ 15,400	\$ 2,775	18.02%
Expenditures												
Salaries and Wages	\$ 10,311	\$ 3,228	31.31%	\$ 22,342	\$ 14,907	66.72%	\$ 14,933	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 4,730	\$ 789	16.68%	\$ 87,100	\$ 91,176	104.68%	\$ 8,039	\$ -	0.00%	\$ 14,250	\$ 1,872	13.14%
Capital Outlay	\$ -	\$ -	0.00%	\$ 10,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 120	\$ 67	55.83%	\$ 1,200	\$ 704	58.67%	\$ 186	\$ -	0.00%	\$ -	\$ -	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%
Total expenditures	\$ 30,161	\$ 4,084	13.54%	\$ 125,642	\$ 106,787	84.99%	\$ 23,158	\$ -	0.00%	\$ 14,250	\$ 1,872	13.14%
Ending Fund Balance	\$ 1,474	\$ (14,614)		\$ 6,108	\$ 15,143		\$ 1,945	\$ 7,003		\$ 1,450	\$ 1,913	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ 17,885	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ (17,885)	\$ -		\$ -	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 4)	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Payroll	\$ 625	\$ 625		\$ 2,718	\$ 796		\$ 796	\$ 796		\$ -	\$ -	
NET EFFECT ON CASH	\$ 625	\$ 625		\$ 2,718	\$ 796		\$ 796	\$ 796		\$ -	\$ -	
NET ADJUSTMENTS	\$ 625	\$ -		\$ (15,167)	\$ -		\$ 796	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ (13,989)	\$ (24)		\$ (24)	\$ 7,799		\$ 7,799	\$ 1,913		\$ 1,913	\$ -	

Total Cash per General Ledger (Note 5)

\$2,428,102

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.

2008-2009 Annual Budget Preparations

RECOMMENDATION

Preparations for the 2008-2009 Annual Budget for information only, no action requested.

BACKGROUND INFORMATION----- Dean Ellison



Tillamook Bay Community College

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

Strategic Planning and Accreditation

RECOMMENDATION

Information only. No action requested.

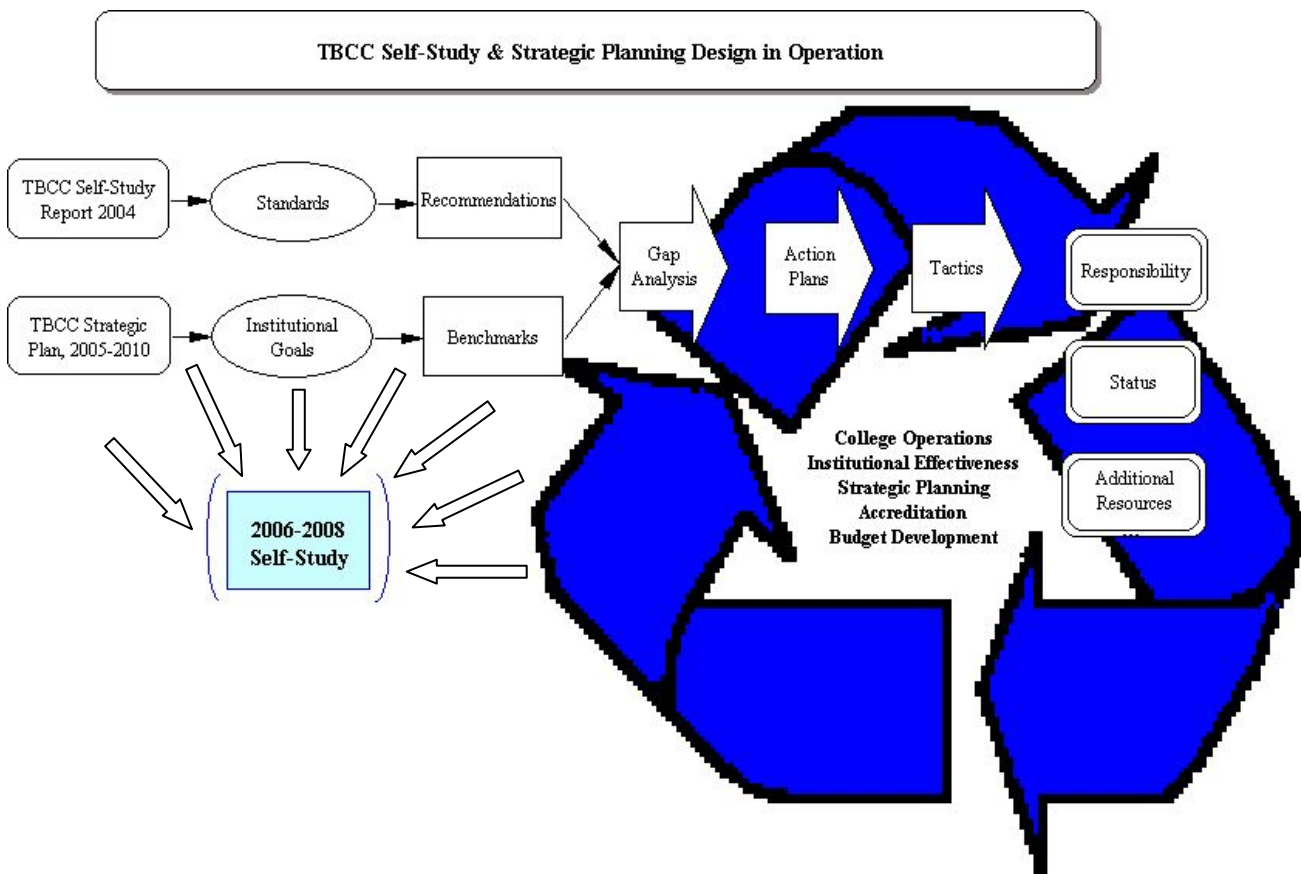
BACKGROUND INFORMATION

----- Dean Gates

Work continues on the self-study. The Planning and Steering Committee has set May 15 as the deadline for Standard Reports. These will be transformed into a draft over the summer that will then be reviewed, revised, analyzed, and synthesized for the final submission.

The chart below is intended as a reminder of the connections between TBCC's previous Self-Study Report (with focus on NWCCU standards), Strategic Plan, annual operations, and budget development as the 2007-2008 Budget is considered.

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

Courses and Curricula

RECOMMENDATION

Information only. No action requested.

BACKGROUND INFORMATION

-----**Dean Gates**

There are no courses or curricula to report this meeting.



Tillamook Bay Community College

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

Grants and Contractsⁱ

RECOMMENDATION

There are no grants and contracts to review this month.

BACKGROUND INFORMATION

----- Dean Ellison

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 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

Board of Education Policyⁱ

RECOMMENDATION

Approval of Policy Article 224 as presented.

BACKGROUND INFORMATION

----- **President Carnahan**

In the attached Article, text proposed for deletion is struck through and new text is boldfaced.

Policy	Status
Policy Article 224 – Advisory Committees	Policy article presented for third reading and approval. Updated to include the Career and Technical Education Program.

ⁱTBCC 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

ADVISORY COMMITTEES

Page 1/1

Article No.: 224

Approved: *Pending*

Reference:

The District Board of Education may establish citizen advisory committees to assist it and the College President in exploring the needs of the College.

Since the District Board of Education has the legal duty to make final decisions, all committees appointed by the Board serve in an advisory capacity.

The College President or personnel designated by the College President shall be authorized to establish such internal committees, councils, and advisory groups deemed necessary for the organization and administration of the College.

The College President or personnel designated by the College President shall also be authorized to establish Career and Technical Education Program Advisory Committees made up primarily of private-sector members to support and strengthen programs and promote greater cooperation between CTE at TBCC and business/industry. Advisory Committees will have three major roles: 1) to advise, 2) to assist, 3) to support and advocate for career and technical education at TBCC.



Facilities

RECOMMENDATION

For information only, no action requested.

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

Attached is a copy of the Notice of District Measure Election form submitted to the County Clerk's office.



Tillamook Bay Community College

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

FILED

29-106

Notice of District Measure Election

MAR - 8 2007

SEL 803

rev 1/08: ORS 250.035, 250.041, 255.145, 255.345

TASSI O'NEIL COUNTY CLERK

Name of District TILLAMOOK BAY COMMUNITY COLLEGE

Notice is hereby given on date of election May 15, 2007. A measure election will be held in

name of county or counties Tillamook County, Oregon.

The following shall be the ballot title of the measure to be submitted to the district's voters on this date:

CAPTION 10 words

TBCC BOND MEASURE AUTHORIZATION FOR NEW COLLEGE FACILITIES, INSTRUCTIONAL PROGRAMS

QUESTION 20 words

Shall TBCC issue general obligation bonds not exceeding \$9,865,000 to build college facilities, enroll more students and expand college programs?

If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

SUMMARY 175 words

This measure may be passed only at an election with at least a 50 percent voter turnout.

Passage of this measure would finance capital construction and improvements including funds to construct, equip and furnish:

- A new college facility in Central Tillamook County to accommodate expected enrollment growth.
Up-to-date science labs to enroll more students in classes required for health-care professions, such as nursing and EMT.
Additional computer technology labs.
Technologically-equipped facilities in north and south Tillamook County for college credit programs through distance education.
Specialized space for workforce training programs, such as tourism management, agribusiness and natural resources and facilities for small business development.
Facilities to expand college opportunities for local high school students.
Additional expansion options with intergovernmental partners.
Related land acquisition, site improvements and bond costs.

If approved, the bonds would qualify TBCC to receive \$4.9 million set aside by the State Legislature for seven local community college construction projects. The measure would cost property owners approximately \$0.19 per \$1000 of assessed value.

The Bonds would mature in twenty-one (20) years or less.

signature

The following authorized district official hereby certifies the above ballot title is true and complete.

[Handwritten signature of Jon Carnahan]

MARCH 5, 2007 date signed

signature of authorized district official not required to be notarized

Jon Carnahan

President

printed name of authorized district official

title

Personnel

RECOMMENDATION

Authorize the Board Chair to sign an employment agreement for President Carnahan through December 31, 2007.

BACKGROUND INFORMATION----- President Jon Carnahan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee	Appointment
Library Director	TBA	TBA		TBA	
"College Now" Coordinator	TBA	TBA	Applications have been reviewed and interviews are being scheduled.	President Carnahan, Lori Gates, Local H.S. Principals	

Following the Board of Education's decision to hire President Carnahan, the College contacted the Public Employees Retirement System (PERS) to confirm that Tillamook Bay Community College was eligible to hire a retired PERS member under ORS 238.082(3) which exempts school districts and educational service districts from the restriction of hours for retired PERS employees in ORS 238.082(2). PERS official interpretation of the State Statute does not exempt community colleges and there is a question regarding President Carnahan's eligibility.

Senator Betsy Johnson contacted the Director and Deputy Director of PERS and inquired into the exemption of Tillamook Bay Community College from the State Statute. Mr. Steve Delaney, the Deputy Director of PERS is currently looking into the State Statute and the legal interpretation of the eligibility of President Carnahan and the College.

Until there is a resolution to this issue, it is important that the College and President Carnahan mutually agree to a schedule of hours worked and an employment agreement that meets the requirements of ORS 238.082(2) for 2007. Although an exempt employee, President Carnahan will submit an hourly timesheet each month and will not exceed the maximum hours allowed in the State Statute for the calendar year of 2007. If in the future, the College or President Carnahan are exempt from the current State Statute limiting the hours worked in 2007, a new employment contract should be mutually agreed upon.



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 Carnahan

Reminder of the student sponsored Public Forum on the TBCC Bond, Tuesday, April 10, 2007 at 6:00 p.m. at the Tillamook County Library.



Tillamook Bay Community College

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