

Notice of Public Meeting

Pursuant to O.R.S. §192.640, legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board will hold a meeting open to the public on Monday, September 10, 2007, at 6:30 p.m., in Room Nine of the First Street Campus, 2510 First Street, Tillamook, Oregon, 97141.

A copy of the agenda for the meeting will be available beginning Thursday prior to the meeting, 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, 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, September 5, 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. PACIFIC SUN NEWSPAPER
5. NORTH COAST CITIZEN NEWSPAPER
6. KTIK/KMBD RADIO
7. COAST 105 RADIO
8. TBCC WEB SITE
9. TBCC ADMINISTRATORS AND STAFF
10. TBCC FACULTY SENATE PRESIDENT
11. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
12. ESD ADMINISTRATOR
13. OCCA EXECUTIVE DIRECTOR
14. PUBLIC BUDGET COMMITTEE



Tillamook Bay Community College

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Board of Education Meeting Agenda

Date:
Monday, September 10, 2007

First Street Campus, Room 9
2510 First Street, 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
<p>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.</p>		
4.	August 6, 2007 Meeting Minutes ----- (Action)	Chairman McGinnis
5.	Reports:	
	A. Oregon Community College Association -----	Director Swain/ President Carnahan
	B. Financial Report-----	Comptroller Williams
6.	Old Business:	
7.	New Business:	
	A. 2007-2008 Organization, Finance and Legal Designations ----- (Action)	Dean Ellison
	B. 2008-2009 Budget Development Guidelines and Budget Schedule -----	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 -----	President Carnahan
	E. Facilities-----	President Carnahan
	F. Capital Construction Projects -----	President Carnahan
	1. Architectural and Engineering Services----- (Action)	
	2. Professional Technical Space Use Agreement ----- (Action)	
	3. Purchase Agreement for College Site----- (Action)	
	4. Preliminary Official Statement-----	
9.	Personnel -----	President Carnahan
10.	Announcements and General Information -----	President Carnahan
11.	Invitation of Public Comment -----	Chairman McGinnis
12.	Board Member Discussion Items -----	Chairman McGinnis
13.	Adjournment ----- (Action)	Chairman McGinnis



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Board of Education Meeting Minutes

August 6, 2007

2510 First Street, Tillamook, OR, 97141 - Room 9

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

Directors Absent:

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

Guests Present: John J. Henri, John O. Henri, and Jon Sandstrom from J.J. Henri Co., Inc. and Sheryl Neu

Call to Order:

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

Approval of Agenda:

Chair McGinnis asked that an amendment be made to the agenda, moving Item 8.F.1 "Construction Project Management Services" to 4.A to allow the guests to leave early. On approval of a motion by Director Shaw and seconded by Director Swain, it was resolved to approve the agenda as amended.

Invitation of Public Comment:

None.

Approval of Minutes:

On approval of a motion by Director Wakefield and seconded by Director Swain, it was resolved that the June 18, 2007, Special Meeting Minutes be approved. Minutes attached and made a part of the official records.

Capital Construction Projects: (Amended Agenda Item 8.F)

President Carnahan reported on the RFP for Project Management Services noting that there had been a committee of three (himself, Director Wakefield and Mr. Kevin Nicholson from Linn-Benton Community College) reviewing the proposals and it was a unanimous recommendation of J.J. Henri Company, Inc. of Tualatin, Oregon. On approval of a motion by Director Shaw and seconded by Director Swain, it was resolved to approve the selection of J.J. Henri Company.

President Carnahan introduced John J. Henri, John O. Henri, and Jon Sandstrom from J.J. Henri Company, who noted they were glad to be selected and looked forward to working on our project.

Director Wakefield noted that he'd had experience working with J.J. Henri and had been very pleased.



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Reports:**Oregon Community Colleges Association:** (Item 5.A)

Since there was no meeting in June, there was no report.

2007 Legislative Report: (Item 5.B)

President Carnahan shared the information as included in the Board packet. Chair McGinnis thanked President Carnahan and the staff for keeping the Board up-to-date.

Financial Position: (Item 5.C)

Ms. Williams presented the information as included in the packet.

Old Business:

None.

New Business:**Worker's Compensation Resolution and Insurance Resolution :** (Items 7.A and B)

On approval of a motion by Director Wakefield and seconded by Director Wharton, it was resolved to adopt Board Resolution 2007-2008 No. 4, previously signed by the Board Chair, to extend worker's compensation coverage to volunteers at TBCC and Board Resolution 2007-2008 No. 5, also previously signed by the Board Chair, approving participation in the Special Districts Worker's Compensation Self Insured group.

Standing Business:**Strategic Planning and Accreditation:** (Item 8.A)

No report.

Courses and Curricula: (Item 8.B)

No report.

Grants and Contracts: (Item 8.C)

Dean Ellison noted there were only two contracts to review this month, which were with North County Recreation District and Kiawanda Community Center, and both were for rental of space in North and South County. No action was requested.

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

No policies for review.

Facilities: (Agenda Item 8.E)

President Carnahan noted there had been a break-in at the Bay City site with some vandalism and damage done. He stated that he was planning on having some discussions with Neah-Kah-Nie School District regarding the property and that, depending on the outcome of those discussions, some decisions may be necessary to better protect our property there.



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Personnel: (Agenda Item 8.G)

Chair McGinnis explained that due to the recently passed amendment in HB 2285 to ORS 238.082 TBCC could now employ a retired public service employee without annual restricted hours. As a result, a new contract had been prepared for President Carnahan with expanded hours and benefits.

On approval of a motion by Director Weitman and seconded by Director Wakefield it was resolved to approve the new contract with expanded hours and benefits for President Carnahan.

Announcements and General Information:

President Carnahan shared the information as noted in the Board packet, stressing the importance of continued growth. He commended the staff and faculty for the record growth this year and efforts to continue this trend.

There were two items not included in the Board packet that President Carnahan noted:

- Potential Regional SBDC Center. He explained he'd been in discussion with Clatsop Community College and the State SBA regarding the forming of a regional office rather than separate ones. The regional office would be located in Seaside. He felt this was well received by all parties and would likely also include the local Economic Development Council.
- Work is being done on the Position Official Statement (POS) for our bond and the bonds would go on sale beginning September 11 with purchase completed by September 25. He added that some bonds would be available locally as well. A copy of the POS would be available and distributed to the Board later this week.

Invitation for Public Comment:

None.

Board Member Discussion Items:

None.

Adjournment:

On approval of a motion by Director Wakefield and seconded by Director Shaw, it was resolved to adjourn at 7:40 p.m.

Respectfully submitted,

President Jon Carnahan, Clerk of the Board



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Oregon Community College Association

RECOMMENDATION

There was no August OCCA Board meeting.

The OCCA Convention is October 25-27 in Sunriver. Please advise Board Secretary Sue Owens of your plans to attend.

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



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Financial Report

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Comptroller Williams

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



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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 July 2007
 8.33% of fiscal year elapsed

	2006-2007 Annual Budget	2006-2007 Actual	2006-2007 Percentage of Budget	2007-2008 Annual Budget	2007-2008 Actual	2007-2008 Percentage of Budget
Resources						
Beginning Fund Balance	\$ 655,245	\$ 1,181,266.42	180.28%	\$ 1,070,272	\$ 1,203,868.24	112.48%
State	\$ 667,609	\$ 163,046.00	24.42%	\$ 1,024,589	\$ 206,879.81	20.19%
Property Taxes	\$ 815,000	\$ -	0.00%	\$ 895,000	\$ -	0.00%
Timber Taxes	\$ 275,000	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition	\$ 325,000	\$ 38,994.00	12.00%	\$ 547,935	\$ 40,629.00	7.41%
Fees	\$ 95,000	\$ 8,864.00	9.33%	\$ 124,676	\$ 9,633.37	7.73%
Sale of Goods	\$ 2,000	\$ 270.00	13.50%	\$ 2,000	\$ 90.00	4.50%
Interest	\$ 32,000	\$ 4,112.24	12.85%	\$ 55,000	\$ 5,384.54	9.79%
Miscellaneous	\$ 5,000	\$ 44.20	0.88%	\$ 5,000	\$ 225.08	4.50%
Transfers	\$ 8,871	\$ 524.48	5.91%	\$ 73,231	\$ 855.51	1.17%
Repayment of Short-Term Loan	\$ 154,042	\$ -	0.00%	\$ 115,475	\$ -	0.00%
Total resources	\$ 3,034,767	\$ 1,397,121.34	46.04%	\$ 3,913,178	\$ 1,467,565.55	37.50%
Expenditures						
Instruction	\$ 811,091	\$ 64,454.20	7.95%	\$ 972,740	\$ 64,700.29	6.65%
Instructional Support	\$ 242,823	\$ 19,670.00	8.10%	\$ 331,892	\$ 13,202.92	3.98%
Student Services	\$ 430,603	\$ 30,485.24	7.08%	\$ 386,276	\$ 29,454.69	7.63%
College Support	\$ 953,502	\$ 105,206.69	11.03%	\$ 1,016,125	\$ 99,435.44	9.79%
Plant Operation	\$ 174,492	\$ 8,817.55	5.05%	\$ 191,832	\$ 11,055.27	5.76%
Financial Aid	\$ 95,000	\$ 2,377.47	2.50%	\$ 141,000	\$ 3,380.33	2.40%
Transfers	\$ 104,000	\$ 7,345.88	7.06%	\$ 91,200	\$ 7,552.43	8.28%
Contingency	\$ 50,000	\$ -	0.00%	\$ 213,000	\$ -	0.00%
Total expenditures	\$ 2,861,511	\$ 238,357.03	8.33%	\$ 3,344,065	\$ 228,781.37	6.84%
Ending fund balance	\$ 173,256	\$ 1,158,764.31	668.82%	\$ 569,113	\$ 1,238,784.18	217.67%

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

	Fund No.	Beginning Working Capital	2007-2008 Revenue	2007-2008 Expenditures	Ending Working Capital	2007-2008 Spendable Budget	2006-2007 Prior Year Expenditures
Adult Basic Education	210	\$ -	\$ -	\$ 5,486.31	\$ (5,486.31)	\$ 64,347	\$ 3,946.74
Tutor Grant	211	\$ -	\$ -	\$ 1,205.87	\$ (1,205.87)	\$ 14,167	\$ -
Adult Ed Program Improvement Project Grant	212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 476.37
Adult Ed Accountability Grant	213	\$ -	\$ -	\$ -	\$ -	\$ 169	\$ 549.37
Sprint Yellow Pages Literacy Grant	215	\$ 3,010.23	\$ -	\$ 0.41	\$ 3,009.82	\$ 3,021	\$ -
United Way Literacy Grant	216	\$ 4,069.09	\$ -	\$ -	\$ 4,069.09	\$ 3,275	\$ -
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ -	\$ 694.89	\$ (694.89)	\$ 12,285	\$ 894.88
2005-07 Incentive Grant	218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 499.47
Strategic Reserve Pathways Initiative Grant	225	\$ 5,982.80	\$ -	\$ -	\$ 5,982.80	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ -	\$ 2,398.15	\$ (2,398.15)	\$ 30,250	\$ 1,406.62
SBDC State Grant	231	\$ -	\$ -	\$ 2,858.50	\$ (2,858.50)	\$ 41,982	\$ 1,889.79
SBDC Program Income	232	\$ 12,327.11	\$ 495.00	\$ 877.17	\$ 11,944.94	\$ 12,000	\$ 550.22
SBDC Supplement	233	\$ 6,220.71	\$ -	\$ -	\$ 6,220.71	\$ 6,221	\$ 58.47
TEC Vocational Education Grant	240	\$ (829.81)	\$ -	\$ 1,398.64	\$ (2,228.45)	\$ 18,424	\$ -
The OR Community Foundation Grant	241	\$ 1,180.40	\$ -	\$ -	\$ 1,180.40	\$ -	\$ -
IWEB Connections Contract	242	\$ 5,241.91	\$ -	\$ -	\$ 5,241.91	\$ -	\$ -
Oregon Healthcare Workforce Partnership	245	\$ -	\$ -	\$ -	\$ -	\$ 27,500	\$ -
First Responder Grant	246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Assistance	250	\$ 3,275.83	\$ -	\$ 5.00	\$ 3,270.83	\$ 3,326	\$ -
Work Keys Mini Grant	251	\$ 2,270.64	\$ -	\$ 35.00	\$ 2,235.64	\$ 1,500	\$ -
Bay City Rental	260	\$ 12,405.14	\$ -	\$ 815.00	\$ 11,590.14	\$ 1,650	\$ 677.00
Total Special Fund		\$ 55,154.05	\$ 495.00	\$ 15,774.94	\$ 39,874.11	\$ 240,117	\$ 10,948.93

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 7/31/2007
Total of Grants that borrow from the General Fund	\$ (14,872.17)	\$ 58,662.37	\$ 12,572.54	\$ (60,962.00)
Total of Grants that are not borrowing from the General Fund	\$ 54,746.28	\$ (55.00)	\$ 6,734.75	\$ 61,536.03
Total Special Fund	\$ 39,874.11	\$ 58,607.37	\$ 19,307.29	\$ 574.03

	Fund No.	Beginning Working Capital	2007-2008 Revenue	2007-2008 Expenditures	Ending Working Capital	2007-2008 Spendable Budget	2006-2007 Prior Year Expenditures
Community Education	310	\$ (10,294.02)	\$ 2,352.00	\$ 2,100.69	\$ (10,042.71)	\$ 21,268	\$ 784.79
Bookstore	320	\$ 42,074.42	\$ 774.70	\$ 3,606.84	\$ 39,242.28	\$ 152,609	\$ 2,827.75
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ 1,069.47	\$ 5,933.86	\$ 23,784	\$ 850.72
Total Enterprise Fund		\$ 38,783.73	\$ 3,126.70	\$ 6,777.00	\$ 35,133.43	\$ 197,661	\$ 4,463.26
PERS Pension Bond Fund	410	\$ 5,310.85	\$ 9.45	\$ 1,600.00	\$ 3,720.30	\$ 81,263	\$ 1,600.00
General Obligation Bond Fund	420	\$ -	\$ -	\$ -	\$ -	\$ 589,307	\$ -
Total Debt Service Fund		\$ 5,310.85	\$ 9.45	\$ 1,600.00	\$ 3,720.30	\$ 670,570	\$ 1,600.00
Building Reserve Fund	510	\$ 654,065.25	\$ 2,774.73	\$ -	\$ 656,839.98	\$ 61,500	\$ -
Campus Construction Fund - GO Bonds	520	\$ -	\$ -	\$ 2,234.20	\$ (2,234.20)	\$ -	\$ -
Total Capital Projects Fund		\$ 654,065.25	\$ 2,774.73	\$ 2,234.20	\$ 654,605.78	\$ 61,500	\$ -
Associated Students of TBCC	710	\$ 391.31	\$ 202.61	\$ -	\$ 593.92	\$ 6,200	\$ -
Phi Theta Kappa Honorary Society Fund	720	\$ 1,104.13	\$ 90.93	\$ 142.27	\$ 1,052.79	\$ 9,050	\$ 0.63
Total Agency Fund		\$ 1,495.44	\$ 293.54	\$ 142.27	\$ 1,646.71	\$ 15,250	\$ 0.63

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended July 2007

8.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 1,307,823			\$ 385			\$ (6,844)			\$ 19,827	
Beginning Fund Balance	\$ 1,070,272	\$ 1,203,868	112.48%	\$ 143,418	\$ 55,154	38.46%	\$ 10,000	\$ (10,294)	-102.94%	\$ 32,995	\$ 42,074	127.52%
Resources												
State Aid	\$ 1,024,589	\$ 206,880	20.19%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 209,124	\$ -	0.00%	\$ 500	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 672,611	\$ 50,262	7.47%	\$ 7,500	\$ 495	6.60%	\$ 20,768	\$ 2,352	11.33%	\$ -	\$ -	0.00%
Local Taxes	\$ 895,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 90	4.50%	\$ 3,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 141,000	\$ 775	0.55%
Interest	\$ 55,000	\$ 5,385	9.79%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 5,000	\$ 225	4.50%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 600	\$ -	0.00%
Repayment of Short-Term Loans	\$ 115,475	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 73,231	\$ 856	1.17%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 2,842,906	\$ 263,698	9.28%	\$ 219,624	\$ 495	0.23%	\$ 21,268	\$ 2,352	11.06%	\$ 141,600	\$ 775	0.55%
Expenditures												
Salaries and Wages	\$ 2,063,187	\$ 153,006	7.42%	\$ 174,898	\$ 13,939	7.97%	\$ 19,567	\$ 1,814	9.27%	\$ 23,192	\$ 1,927	8.31%
Operating Expenditures	\$ 953,819	\$ 68,223	7.15%	\$ 56,383	\$ 1,172	2.08%	\$ 650	\$ 226	34.77%	\$ 113,300	\$ 1,597	1.41%
Capital Outlay	\$ 22,859	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 10,000	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 91,200	\$ 7,552	8.28%	\$ 8,836	\$ 664	7.51%	\$ 1,051	\$ 61	5.80%	\$ 1,117	\$ 83	7.43%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 105,475	\$ -	0.00%	\$ 10,000	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ 213,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 5,000	\$ -	0.00%
Total expenditures	\$ 3,344,065	\$ 228,781	6.84%	\$ 345,592	\$ 15,775	4.56%	\$ 31,268	\$ 2,101	6.72%	\$ 152,609	\$ 3,607	2.36%
Ending Fund Balance	\$ 569,113	\$ 1,238,785		\$ 17,450	\$ 39,874		\$ -	\$ (10,043)		\$ 21,986	\$ 39,242	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 200,355			\$ 58,607			\$ -			\$ -	
Inventories		\$ 3,149			\$ -			\$ -			\$ 22,241	
NET EFFECT ON CASH		\$ (203,504)			\$ (58,607)			\$ -			\$ (22,241)	
Liabilities												
Accounts Payable		\$ 65,850			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 39,137			\$ -			\$ -			\$ -	
Payroll		\$ 125,283			\$ 19,307			\$ 1,687			\$ 2,570	
NET EFFECT ON CASH		\$ 230,270			\$ 19,307			\$ 1,687			\$ 2,570	
NET ADJUSTMENTS		\$ 26,766			\$ (39,300)			\$ 1,687			\$ (19,671)	
ENDING CASH BALANCE		\$ 1,265,551			\$ 574			\$ (8,356)			\$ 19,571	

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended July 2007
 8.33% of Budget Period Expended

	Enterprise Fund - Customized Training			Debt Service Funds			Capital Projects Funds			Agency Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 7,003			\$ 5,311			\$ 654,065			\$ 1,495	
Beginning Fund Balance	\$ 7,003	\$ 7,003	0.00%	\$ 3,250	\$ 5,601	0.00%	\$ 557,458	\$ 654,065	117.33%	\$ 1,450	\$ 1,495	103.10%
Resources												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 18,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ 589,297	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 246,000	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ 2,310	\$ 10	0.43%	\$ 18,000	\$ 2,775	15.42%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 14,050	\$ 294	2.09%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 7,552	8.39%	\$ -	\$ -	0.00%	\$ 1,200	\$ -	0.00%
Total Revenues	\$ 18,000	\$ -	0.00%	\$ 681,607	\$ 7,562	0.00%	\$ 264,000	\$ 2,775	1.05%	\$ 15,250	\$ 294	1.93%
Expenditures												
Salaries and Wages	\$ 15,018	\$ 1,021	6.80%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 8,039	\$ -	0.00%	\$ 1,600	\$ 1,600	0.00%	\$ -	\$ 2,234	0.00%	\$ 15,250	\$ 142	0.93%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ 668,970	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 727	\$ 48	6.60%	\$ -	\$ -	0.00%	\$ 61,500	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 759,958	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 23,784	\$ 1,069	4.49%	\$ 670,570	\$ 1,600	0.24%	\$ 821,458	\$ 2,234	0.27%	\$ 15,250	\$ 142	0.93%
Ending Fund Balance	\$ 1,219	\$ 5,934		\$ 14,287	\$ 11,563		\$ -	\$ 654,606		\$ 1,450	\$ 1,647	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 4)	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Payroll	\$ 898	\$ 898		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ 898	\$ 898		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ 898	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 6,832	\$ 11,563		\$ 11,563	\$ 11,563		\$ 654,606	\$ 654,606		\$ 1,647	\$ 1,647	

\$1,951,988

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.

2007-2008 Organization, Finance and Legal Designations

RECOMMENDATION

Resolve to approve the 2007-2008 organization, finance, and legal designations as listed below.

BACKGROUND INFORMATION ----- Dean Ellison

1. Designate Clerk, Deputy Clerk, Secretary

Move that President Jon Carnahan be designated Clerk, Dean of Administrative Services Ron Ellison be designated Deputy Clerk, and Sue Owens be designated Board Secretary for the 2007-2008 Fiscal Year. (O.R.S. 332.515)

2. Authorize Bonding of District Employees

Move that bonding for the 2007-2008 Fiscal Year be in the amount of \$100,000 per loss for Public Employee Dishonesty Coverage and Faithful Performance of Duty, which includes broad crime coverage for all employees, non-compensated officers, and directors.

3. Designate Depositories for TBCC Funds

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Sterling Savings Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2007-2008; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2007-2008 Fiscal Year. (O.R.S. 328.441 and 294.805 to 294.895)

4. Authorize Investment of TBCC Funds

Move that the President/Clerk, or Dean of Administrative Services/Deputy Clerk, as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2007-2008 Fiscal Year. The Clerk or Deputy Clerk may delegate this authority in writing to the Comptroller, Kyra Williams, at such times and to such extent as the Clerk or Deputy Clerk determine to be necessary or desirable.

5. Authorize General Fund Borrowing

Move that the President/Clerk, be authorized to borrow an amount not to exceed \$250,000 from the General Fund to meet cash flow needs of the Special Fund and Enterprise Fund.

6. Authorize Payrolls

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2007-2008 Fiscal Year.

7. Authorize Accounts Payable

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2007-2008 Fiscal Year.

8. Name the Budget Officer

Move that the Dean of Administrative Services/Deputy Clerk, be named Budget Officer for Fiscal Year 2008-2009. (O.R.S. 294.331)



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9. Grant Authority to Sign and Administer Federal and State Grant Funds

Move that the President/Clerk, or the Dean of Administrative Services/Deputy Clerk, be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2007-2008 Fiscal Year. The President/Clerk or Dean of Administrative Services/Deputy Clerk may delegate this authority in writing to the Comptroller, Kyra Williams, at such time or times and to such extent as the President/Clerk or Dean of Administrative Services/Deputy Clerk determines the delegation necessary or desirable.

10. Establish Public Contract Review Board

Move that the Board of Directors act as the Contract Review Board for the District for the 2007-2008 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)

11. Establish Reimbursement Rate for Personal Car Mileage While Conducting College Business

Move that the reimbursement rate for authorized personal car mileage conform to the Internal Revenue Service rate.

12. Establish Reimbursement Rates for Meals and Lodging

Move that the reimbursement rate for lodging and meals be established at actual cost.

13. Authorize Write-off of Accounts Receivables

Move that the President/Clerk, and Dean of Administrative Services/Deputy Clerk, be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have been exhausted in amounts not to exceed \$1,000.

14. Establish Petty Cash Accounts

Move that a Petty Cash account in the amount shown for the 2007-2008 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office	\$ 100.00	Kyra Williams
-----------------	-----------	---------------

15. Authorize Acquisition of Federal Surplus Property

Move that the President and Dean of Administrative Services be authorized as representatives of Tillamook Bay Community College to acquire Federal surplus property from the Oregon State Agency for surplus property.

16. Authorize Check Signatures.

Authorize the President/Clerk; Dean of Administrative Services/Deputy Clerk; or Dean of Instruction and Student Services; be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures of the following three individuals: the President/Clerk; the Dean of Administrative Services/Deputy Clerk; or the Dean of Instruction and Student Services, be authorized/required.



17. Designation of Auditor

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2006-2007 Fiscal Year audit performed during 2007-2008.

18. Designation of Legal Counsel

Move to approve Christopher Kittell as general legal counsel and Kathy Peck as personnel legal counsel.

19. Designation of Insurance Agent of Record

Move to approve Jeff Hurliman as insurance agent of record.

20. Credit Cards Authorization

Move to approve use of credit cards for authorized purchases and travel expenses (unauthorized use will require reimbursement to college) for the following:

Name	Credit Limit
President	\$2,500
Dean of Instruction and Student Services	\$2,500
Dean of Administrative Services	\$2,500
Comptroller	\$2,500
Executive Secretary	\$2,500
Business Office Specialist (A/P, Purchasing)	\$10,000



2008-2009 Budget Development Guidelines

RECOMMENDATION

Review information presented. No action is requested.

BACKGROUND INFORMATION ----- Dean Ellison

Budget Development Guidelines and Calendar are presented for Board review and comment. In October, the Board will be asked to approve the Guidelines and Calendar so that orderly planning for the 2008-2009 Budget may commence.

Proposed 2008-2009 Budget Development Guidelines are broad in scope and designed to provide policy direction for preparation of the budget. A table is provided that correlates the Guidelines with our Mission and Board approved Goals.



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2008-2009

Budget Development Guidelines

Guideline	Gloss ¹
Assessment and Planning: Financially support strategic planning and assessment activities leading to continuous improvement in fulfilling the College's mission and goals.	Determining the short, intermediate, and long-range goals, objectives, and activities necessary to fulfill the College's mission and goals in a continuously improving manner is essential to meet the expectations of those we are charged to serve.
Educational Program Support: Direct the highest levels of financial support to those programs and courses with a demonstrated potential for growth in the following priority order: (1) degree and certificate programs, (2) other credit courses, (3) reimbursable non-credit programs and courses, (4) non-reimbursable. If resources are not sufficient to fund all existing programs, exit them in reverse priority order.	This guideline addresses a key principle: to remain viable, resources must be invested where they will provide the best return.
Educational Program Equipment: Give priority to maintaining up-to-date instructional technology and training equipment.	In today's highly technological society, students trained on modern equipment are afforded the highest opportunity for success. In addition, the competitive nature of the higher education industry places an institution that does not maintain up-to-date training equipment at a significant disadvantage.
Facilities: Maintain current facilities and acquire facilities necessary to achieve mission, goals, and strategic plans.	TBCC has current facilities in need of additional maintenance and repair to facilitate the mission of the College. To remain capable of supporting the institution and the students it serves, the College's facilities need to be upgraded.
Technological Resources: Provide computing and other technological resources leading to enriched educational opportunities for students and enhanced management information systems.	Information technologies are expanding at a phenomenal pace. Developing and maintaining a technological infrastructure to support information technologies is a paramount objective of progressive institutions of higher education. To serve the best interests of students, and to meet the information and accountability demands of the public, TBCC must establish a long-term financial commitment to this objective.
Professional Representations: Emphasize professional quality in all public representations of the College.	Public representations of the College impact perceptions. Positive perceptions advance public support and recruiting efforts.
Staff Development: Encourage staff development and training.	The professional staff is the single most consequential resource of the College. Maintaining this resource by supporting a process that encourages renewal of professional development and training is essential.
Staff Remuneration: Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2007-2008 salary levels after accounting for inflation. Within the constraints imposed by fiscal and other salient limitations, adjust salaries to a level reflective of the median average of the rural community colleges in Oregon.	A key to attracting and keeping outstanding professional staff is to maintain remuneration at levels competitive with those offered by other similar community college employment opportunities in Oregon.
Student Tuition and Fees: Within the constraints imposed by fiscal and other limitations, target movement of general tuition and fees to an average level not exceeding those of our contracting College and generally equivalent to those of other rural Oregon Colleges.	Community colleges are colleges of the people. Providing access to TBCC's educational offerings is a concept intrinsic to the foundation of the College's mission. Targeting tuition and fees to level reflective of neighboring and statewide institutions ensures maintenance of this objective.

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Guideline	TBCC Goal	NWCCU Standard
Educational Program Support	Goal 1: Educational Needs Goal 2: Courses and Programs Goal 5: Financial Resources	Standard One - Mission and Goals, Planning and Effectiveness Standard Two - Educational Program Standard Three - Students Standard Five - Library and Information Resources Standard Seven - Finance
Assessment and Planning	Goal 1: Educational Needs Goal 5: Financial Resources Goal 7: Community	Standard One - Mission and Goals, Planning and Effectiveness Standard Six - Governance and Administration
Educational Programs Equipment	Goal 2: Courses and Programs Goal 3: Support Services	Standard Five - Library and Information Resources Standard Eight - Physical Resources
Facilities	Goal 6: Facilities	Standard Eight - Physical Resources
Technological Resources	Goal 3: Support Services Goal 5: Financial Resources	Standard Two - Educational Program Standard Three - Students Standard Five - Library and Information Resources Standard Seven - Finance Standard Eight - Physical Resources
Professional Representation	Goal 2: Courses and Programs Goal 3: Support Services Goal 4: Staff and Faculty Goal 7: Community	Standard Three - Students Standard Four - Faculty Standard Nine – Institutional Integrity
Staff Development	Goal 4: Staff and Faculty	Standard Two - Educational Program Standard Three - Students Standard Four - Faculty Standard Six - Governance and Administration
Staff Remuneration	Goal 4: Staff and Faculty Goal 5: Financial Resources	Standard Two - Educational Program Standard Three - Students Standard Four - Faculty
Student Tuition and Fees	Goal 1: Educational Needs Goal 5: Financial Resources	Standard Three - Students Standard Seven - Finance

Board Approved Mission Statement

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

Board Approved Vision Statement

The College, in partnership with the community, strives to be 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.

Board Approved Goals

Goal 1: Identify and address the educational needs of the community.

Goal 2: Provide quality courses and programs to enable students to achieve their educational, career, and lifelong learning goals.

Goal 3: Provide support services to enable students to achieve their education and career goals.

Goal 4: Recruit, develop, and retain qualified staff and faculty to meet the mission, vision, and goals of the College

Goal 5: Develop new sources of funding and enhance existing sources of funding.

Goal 6: Provide facilities to support the mission, vision, and goals of the College.

Goal 7: Develop a leadership role in the economic and social evolution of the community

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

Tillamook Bay Community College 2008-2009 Budget Schedule

Time Line		Personnel	T a s k s
1.	September 10, 2007	College Board of Education	Appoint College Dean of Administrative Services as Budget Officer
2.	September 10 through October 1, 2007	College Board of Education	Review and Refine Budget Development Guidelines and Schedule
3.	October 1, 2007	College Board of Education	Approve Budget Development Guidelines and Schedule
4.	January 2, through January 21, 2008	Budget Administrators Budget Coordinators	Identify Budget Coordinator and Budget Administrator positions. Review forms and processes for improvement. Complete training for all Budget Administrators and Budget Coordinators. Training provided at team level when requested. Training to include forms and process.
5.	January 21, 2008	Budget Administrators	Target date to distribute 2008-2009 budget worksheets.
6.	January 22 through February 15, 2008	Budget Administrators Budget Coordinators Budget Teams	Budget Administrators work with Budget Coordinators and Department Budget Teams to prepare recommendations for the 2008-2009 budget along with supporting material. Consult with Dean of Administrative Services for needed information.
7.	February 4, 2008	College Board of Education	Appoint Public Budget Committee members as needed.
8.	February 15, 2008		Consumer Price Index Available for calculating cost of living
9.	February 15, 2008	Dean of Administrative Services	Deadline to complete 2008-2009 revenue projection assumptions.
10.	February 15, 2008	Budget Administrators	Budget Administrators send budget worksheets to the Dean of Administrative Services for compiling document.
11.	February 27 through March 14, 2008	Budget Officer Budget Administrators	Meet to review and discuss budget proposals and work on balancing budget.
12.	March 3, 2008	College Board of Education	Approve 2008-2009 salary schedule and cost of living adjustment
13.	March 14 through April 11, 2008	Budget Administrators Budget Coordinators Budget Teams	Budget Administrators meet with budget teams to discuss budget balance progress for 2008-2009 Preliminary Proposed Budget.
14.	April 14, 2008	Budget Officer Budget Administrators	Meet to finalize 2008-2009 Proposed Budget.
15.	April 14 through April 21, 2008	Budget Officer/Business Office	Compilation of proposed budget document.
16.	April 21 through April 30, 2008	Business Office	Publish, mail and distribute preliminary 2008-2009 Budget to Public Budget Committee Members and Budget Coordinators.
17.	May 5 through May 16, 2008	Budget Committee Budget Officer	1st Public Budget Committee Meeting. Receive budget message and deliberate on content. Hold Public Hearing on Proposed Budget, review Proposed Budget and approve 2008-2009 budget and tax levy.
18.	May 21, 2008	Business Office	Publish Notice of Budget Hearing and Financial Summary.
19.	June 23, 2008	College Board of Education	Hold Public Hearing on 2008-2009 budget approved by Public Budget Committee. Enact Resolutions to adopt budget, make appropriations, levy property taxes and categorize property tax levy for 2008-2009.
20.	Before July 15, 2008	Business Office	Submit Budget levy and resolutions to County Assessor.

Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION-----Dean Gates

Work is being completed on TBCC's Self-Study Report draft. In addition to review, revision, and synthesis work on the Report, this coming year the College will continue to move forward on strategic plans. Action plans will be formulated in fall to continue moving TBCC forward.

A schedule is included below to remind the Board of accreditation plans.

2007-2008 Academic Year	Summer 2007	<ul style="list-style-type: none"> • Draft Self-Study Report.
	Fall 2007	<ul style="list-style-type: none"> • Self-Study Draft reviewed by internal groups and revised.
	Winter 2008	<ul style="list-style-type: none"> • Self-Study draft reviewed by internal groups; focus on synthesis.
	Spring 2008	<ul style="list-style-type: none"> • Prepare final report for submission.
2008-2009 Academic Year	Summer 2008	<ul style="list-style-type: none"> • Text deadline (July); mail materials (August).
	Fall 2008	<ul style="list-style-type: none"> • Finalize visitation plan and details. • On-site visit for Candidacy (ca. October, 2008).



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Courses and Curricula

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Gates

Career Pathways are part of work to “transform Oregon's education system to focus on helping Oregonians attain degrees, certificates, and credentials that lead to demand occupations, increased wage gain, and lifelong learning.... Career Pathways is a key initiative of Oregon's education, workforce development and economic development agenda.” Dean Gates will report on Career Pathways efforts at TBCC and share materials being developed to support those efforts.

Culinary Arts courses, certificates, and AAS degree are approaching final approvals at PCC and Department of Education. Final approvals are anticipated before end of fall. First term of courses for Culinary Arts programs are being offered this Fall Term.

Curriculum proposal for Industrial Maintenance Technology program is due from the consultant this month. Once curriculum is finalized, course and program approvals will proceed through TBCC and PCC before final submission to the Department of Education. Seven students are currently completing the first program course.

TBCC's 2007-2008 Catalog will include Culinary Arts and Industrial Maintenance Technology information in the Career Technical Programs (previously Professional Technical Programs) section with the notation “pending state approval” as required by the Department of Education and Community Colleges and Workforce Development.



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Grants and Contractsⁱ

RECOMMENDATION

There are no grants or 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)



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Board of Education Policyⁱ

RECOMMENDATION

There are no policies for review this month.

BACKGROUND INFORMATION ----- President Carnahan

TBCC POLICY MANUAL - ARTICLE 102: POLICIES AND PROCEDURES

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



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Facilities

RECOMMENDATION

For information only, no action requested.

BACKGROUND INFORMATION ----- President Carnahan

President Carnahan has met with Neah-Kah-Nie Superintendent Jay Kosik to discuss the lease of the Bay City property and the long-term interests of both the College and School District. There was a preliminary mutual understanding that the School District would like the property back at the end of the current lease and that the College would agree to vacate the lease if the property could be sold "as-is" prior to the termination date of the current lease.

President Carnahan will continue to work with the Neah-Kah-Nie Superintendent and District on the detail of the termination of our current lease.



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Capital Construction Projects

1. Architectural and Engineering Services

RECOMMENDATION

Award the bid for Architectural and Engineering Services for work associated with the design and construction of a new community college campus located in Tillamook, Oregon, and two satellite centers in North and South Tillamook County to DLR Group from Portland.

BACKGROUND INFORMATION ----- President Jon Carnahan
Six firms submitted qualified responses to the RFP for Architectural and Engineering Services. A committee has reviewed them and will present their finding at tonight's meeting.

In its role as the Contract Review Board, according to Board Policy 106, ORS 279.055, it is recommended by the selection committee that the Board of Education of Tillamook Bay Community College award the bid for Architectural and Engineering Services for work associated with the design and construction of a new community college campus located in Tillamook, Oregon, and two satellite centers in North and South Tillamook county according to RFP No. 12008.

The following firms provided qualified responses to the RFP:

- Arbuckle Costic Architects, Inc., Salem
- DLR Group, Portland
- gLAs Architects, LLC, Eugene
- LSW Architects, Portland
- opsis architecture, Portland
- Wurscher Architects, Lake Oswego

2. Professional Technical Space Use Agreement

Recommendation:

Authorize the College President to work with the Superintendent of Tillamook School District and develop a proposed agreement to upgrade the facilities and equipment of the District's vocational facility across the street from the high school in exchange for a long-term use agreement.

BACKGROUND INFORMATION ----- President Jon Carnahan
Due to the district's need for vocational and technical education, it is not necessary to duplicate facilities with both the High School and College. A partnership for future use of an



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upgraded facility will allow the District to enhance their current vocational programs and allow the College to expand its professional technical programs and courses using a shared facility.

3. Purchase Agreement for College Site

Recommendation:

Authorize the College President to enter into a purchase agreement with the Tillamook County Fair Board and the Tillamook County Commissioners as outlined in the Memorandum of Understanding that was approved by the Board of Education, Fair Board and County Commissioners.

BACKGROUND INFORMATION ----- President Jon Carnahan
The Memorandum of Understanding approved by the Board of Education, Fair Board and County Commissioners allows for the purchase of property on the corner of Third Street and Marolf Loop as a site for the new college campus. It further states that the sale price will be at fair market value.

4. Preliminary Official Statement

Recommendation:

No action required.

BACKGROUND INFORMATION ----- President Jon Carnahan
Attached is a copy of the cover letter for the Preliminary Official Statement for the General Obligation Bond Sale: series 2007. Also attached is a copy of the local advertisement to interested residents of Tillamook County.



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PRELIMINARY OFFICIAL STATEMENT DATED AUGUST 30, 2007

\$9,865,000

**Tillamook Bay Community College District
Tillamook County, Oregon
General Obligation Bonds, Series 2007**

DATED: Date of Delivery (Estimated to be September 25, 2007)

DUE: June 15, as shown on the inside cover

MUNICIPAL BOND INSURANCE— Applied for.

BANK QUALIFIED— The Tillamook Bay Community College District in Tillamook County, Oregon (the “District”) has designated the General Obligation Bonds, Series 2007 (the “Bonds”) as “qualified tax-exempt obligations” for purposes of Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended (the “Code”) relating to the deductibility of interest expense by certain financial institutions.

BOOK-ENTRY ONLY SYSTEM— The Bonds will be issued, executed and delivered in fully registered form under a book-entry only system and registered in the name of Cede & Co., as Bond owner and nominee for The Depository Trust Company (“DTC”). DTC will act as initial securities depository for the Bonds. Individual purchases of the Bonds will be made in book-entry form, in the denomination of \$5,000 or any integral multiple thereof. Purchasers will not receive certificates representing their interest in the Bonds purchased.

PRINCIPAL AND INTEREST PAYMENTS— Interest on the Bonds will be paid on December 15, 2007 and semiannually thereafter on June 15 and December 15 of each year to the maturity or earlier redemption of the Bonds. Principal of and interest on the Bonds will be payable to the persons in whose names such Bonds are registered (the “Owner”), at the address appearing upon the registration books on the last business day of the month preceding a payment date. The principal of and interest on the Bonds will be payable by the District’s Paying Agent, currently U.S. Bank National Association, to DTC which, in turn, will remit such principal and interest to the DTC participants for subsequent disbursement to the Beneficial Owners of the Bonds.

PURPOSE— The Bonds are being issued to finance the costs of capital construction and capital improvements for the District and pay cost of issuance of the Bonds. See “Purpose and Use of Proceeds” herein.

MATURITY SCHEDULE— Included on the inside cover of this Official Statement.

REDEMPTION— The Bonds may be subject to redemption prior to their stated maturities as further described herein.

SECURITY— The Bonds are general obligations of the District and the full faith, credit and resources of the District are pledged for the punctual payment of the principal of and interest on the Bonds. The District has covenanted and is obligated by law to levy annually *ad valorem* taxes without limitation as to rate or amount on all taxable property in the District sufficient to pay the principal of and interest on the Bonds. Such taxes are not subject to the limitations of Article XI, Sections 11 and 11b of the Oregon Constitution. The Bonds do not constitute a debt or indebtedness of Tillamook County, the State of Oregon, or any political subdivision thereof other than the District.

TAX MATTERS— *In the opinion of Kirkpatrick & Lockhart Preston Gates Ellis LLP, Bond Counsel to the District (“Bond Counsel”), assuming compliance with certain covenants of the District, interest on the Bonds is excludable from gross income for federal income tax purposes under existing law. Interest on the Bonds is not an item of tax preference for purposes of either individual or corporate alternative minimum tax. Interest on the Bonds may be indirectly subject to corporate alternative minimum tax and certain other taxes imposed on certain corporations. See “Tax Matters” herein for a discussion of the opinion of Bond Counsel. In the opinion of Bond Counsel, interest on the Bonds is exempt from Oregon personal income tax under existing law.*

DELIVERY— The Bonds are offered for sale to the original purchaser subject to the final approving legal opinion of Bond Counsel. It is expected that the Bonds will be available for delivery to the Paying Agent for Fast Automated Securities Transfer on behalf of DTC, on or about September 25, 2007 (the “Date of Delivery”).

This cover page contains certain information for quick reference only. It is not a summary of the issue. Investors must read the entire Official Statement to obtain information essential to the making of an informed investment decision.



**SEATTLE-NORTHWEST
SECURITIES CORPORATION**

This is a Preliminary Official Statement, subject to correction and change. The District has authorized the distribution of the Preliminary Official Statement to prospective purchasers and others. Upon the sale of the Bonds, the District will complete and deliver an Official Statement substantially in this form.

\$9,865,000
Tillamook Bay Community College District
Tillamook County, Oregon
General Obligation Bonds, Series 2007

DATED: Date of Delivery

DUE: June 15, as shown below

MATURITY SCHEDULE—

Due June 15	Amounts ⁽¹⁾	Interest Rates	Yields	CUSIP	Due June 15	Amounts ⁽¹⁾	Interest Rates	Yields	CUSIP
2008	\$ 140,000				2018	\$ 470,000			
2009	165,000				2019	510,000			
2010	205,000				2020	560,000			
2011	245,000				2021	610,000			
2012	270,000				2022	660,000			
2013	300,000				2023	715,000			
2014	330,000				2024	775,000			
2015	365,000				2025	840,000			
2016	395,000				2026	905,000			
2017	430,000				2027	975,000			

(1) Preliminary, subject to change.

This Official Statement does not constitute an offer to sell the Bonds in any jurisdiction in which or to a person to whom it is unlawful to make such an offer. No dealer, salesperson or other person has been authorized by the District or Seattle-Northwest Securities Corporation (the "Underwriter") to give any information or to make any representations, other than those contained herein, in connection with the offering of the Bonds and, if given or made, such information or representations must not be relied upon. The information and expressions of opinion herein are subject to change without notice, and neither the delivery of this Official Statement nor any sale made hereunder will, under any circumstances, create an implication that there has been no change in the affairs of the District since the date hereof.

This Preliminary Official Statement has been "deemed final" by the District, pursuant to Rule 15c2-12 promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended, except for information which is permitted to be excluded from this Preliminary Official Statement under said Rule 15c2-12.

The CUSIP numbers are included in the Maturity Schedule on this inside cover page for convenience of the holders and potential holders of the Bonds. No assurance can be given that the CUSIP numbers for the Bonds will remain the same after the date of issuance and delivery of the Bonds.

The Underwriter has provided the following sentence for inclusion in this Official Statement. The Underwriter has reviewed the information in this Official Statement in accordance with, and as part of, its responsibility to investors under the federal securities laws as applied to the facts and circumstances of this transaction, but the Underwriter does not guarantee the accuracy or completeness of such information.

Certain statements contained in this Official Statement do not reflect historical facts, but are forecasts and "forward-looking statements." No assurance can be given that the future results discussed herein will be achieved, and actual results may differ materially from the forecasts described herein. In this respect, words such as "estimated," "projected," "anticipate," "expect," "intend," "plan," "believe" and similar expressions are intended to identify forward-looking statements. All projections, assumptions and other forward-looking statements are expressly qualified in their entirety by the cautionary statements set forth in this Official Statement.

Tillamook Bay Community College District
2510 First Street
Tillamook, Oregon 97141
(503) 842-8222

Board of Education

James P. McGinnis	Chair
Craig Wakefield	Vice-Chair
Ruth Jensen	Director
Stephen Shaw	Director
Ann Swain	Director
Robert Weitman	Director
Rose Wharton	Director

School Administrative Staff

Jon Carnahan	President
Ron Ellison	Dean, Administrative Services
Kyra Williams	College Comptroller

Bond Counsel

Kirkpatrick & Lockhart Preston Gates Ellis LLP
Portland, Oregon
(503) 228-3200

Paying Agent

U.S. Bank National Association
Portland, Oregon
(503) 275-5708

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Headlight Herald
 Date: September 5, 2007
 Page: A5

Earn Tax-Free Income

\$9,865,000 (Estimated)

Tillamook Bay Community College District
Tillamook County, Oregon
General Obligation Bonds, Series 2007

TAX-FREE

All investors are invited to participate in the sale of the **Tillamook Bay Community College District Bonds**. In the opinion of Bond Counsel, interest on the Bonds is excluded from gross income subject to federal income taxation pursuant to the Internal Revenue Code of 1986, as amended, subject to certain conditions and assumptions described in the Official Statement under "Tax Matters." The Bonds are not private activity bonds. Interest on the Bonds is excluded from gross income from federal income tax and from present personal income tax imposed by the State of Oregon.


MUNICIPAL

The Bonds will be priced to market levels the day of the offering, currently anticipated to be September 11, 2007. The minimum denomination for purchase is \$5,000.

BONDS

This shall not constitute an offer to sell or the solicitation of an offer to buy these securities, which is made by the Preliminary Official Statement only.

For additional information and a copy of the Preliminary Official Statement, call Seattle-Northwest Securities Corporation at **1-800-452-9911** prior to September 11, 2007.



**SEATTLE-NORTHWEST
 SECURITIES CORPORATION**
www.seattlenorthwest.com
 Member SIPC

Support Local Schools

Tillamook Bay

COMMUNITY COLLEGE



Personnel

RECOMMENDATION

Information only. No action requested.

BACKGROUND INFORMATION ----- President Carnahan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee	Appointment
Library Director	TBA	TBA		TBA	
Tillamook Industrial Maintenance Technology Center (TIMTC) Director	When sufficient applications are received	Sept/Oct.		President Carnahan Lori Gates Ed Armstrong, SD #9 Mark Elston, Hampton Lumber Dennis Tracey, Tillamook Lumber	



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

- College In-service – September 17 & 18
- Marketing and Branding – “A New College Address”
- OCCA Convention – October 25 (see attached notice)
- Foundation Report
 - Mildred Davy Memorial Luncheon – Thursday, October 18 at the Tillamook Nazarene Church
- Small Business Development Center
 - Regional Economic Development



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Save the Date

OCCA CONVENTION

October 25-27, 2007

Sunriver Resort

Sunriver, OR

COMING SOON

Information about the agenda and
registration