

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, October 1, 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 26, 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. KTEL/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, October 1, 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.	September 10, 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:	
A.	2008-2009 Budget Development Guidelines and Budget Schedule --- (Action)	Dean Ellison
7.	New Business:	
8.	Standing Business:	
A.	Strategic Planning and Accreditation -----	Dean Gates
B.	Courses and Curricula-----	Dean Gates
C.	Grants and Contracts-----	Dean Ellison
D.	Board of Education Policy -----	President Carnahan
E.	Facilities-----	President Carnahan
F.	Capital Construction Projects-----	President Carnahan
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

September 10, 2007

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

Directors Present: James McGinnis, Ruth Jensen, Steve Shaw, Ann Swain, and Bob Weitman

Directors Absent: Craig Wakefield and Rose Wharton

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

Guests Present: Katie Rodriguez, ASTBCC President, and Daniel Hettenbach, ASTBCC Office Manager

Call to Order:

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

Approval of Agenda:

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

Invitation of Public Comment:

Ms. Rodriguez and Mr. Hettenbach both expressed their appreciation for the opportunity to be at the meeting and stated the organization was working hard to become more visible. Several activities are being planned to bring awareness, assist and welcome new students, and generate more overall student interest. They are also offering a \$250 scholarship this year. The group is involved in the community by supporting C.A.R.E. They hope to come to the Board meetings on a regular basis to keep them apprised of their activities. Chair McGinnis thanked them for coming and added that he looked forward hearing more from them in the future.

Approval of Minutes:

On approval of a motion by Director Shaw and seconded by Director Jensen, it was resolved that the August 6, 2007 Meeting Minutes be approved. Minutes attached and made a part of the official records.

Reports:

Oregon Community Colleges Association: (Item 5.A)

Since there was no meeting in June, there was no report. However, Director Swain reminded Board members of the convention planned for October 25 in Sunriver, noting that she plans to attend.

Financial Position: (Item 5.B)

Ms. Williams presented the information as included in the packet. She noted that this was the first report of the new fiscal year and that figures were still preliminary. She also added that the final Timber tax payment had been received and it was larger than expected so the year's total exceeded what was budgeted. It was noted that this year 75% of the timber revenue would go to the building reserve fund with the remaining 25% going to the general fund according to schedule.

Old Business:

None.



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New Business:**2007-2008 Organization, Finance and Legal Designations:** (Item 7.A)

On approval of a motion by Director Swain and seconded by Director Weitman, it was resolved to adopt 2007-2008 Organization, Finance, and Legal Designations as stated.

2008-2009 Budget Development Guidelines and Budget Schedule: (Item 7.B)

Dean Ellison presented the 2008-2009 Budget Development Guidelines and Budget Schedule for review and noted that it would be up for approval next month.

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

Dean Gates reported that 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.

Courses and Curricula: (Item 8.B)

Dean Gates shared information on Career Pathways Program, Culinary Arts, and Maintenance Technology programs as included in the board packet. She distributed copies of new promotional materials on Pathways stressing this is different from our "College Now" program that was formerly known as Pathways. The Career Pathways is a program designated by the State that emphasizes career training and education rather than high school-to-college emphasis.

Grants and Contracts: (Item 8.C)

Dean Ellison stated there were no grants or contracts to report.

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

President Carnahan noted there were no policies for review. However, he stated there was a need to have better defined administrative policies and that he anticipated focusing more attention on that matter in the future.

Facilities: (Agenda Item 8.E)

President Carnahan shared that he had met with Neah-Kah-Nie Superintendent Jay Kosik to discuss the lease of the Bay City property. 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.

Capital Construction Projects: (Agenda Item 8.F)**Architectural and Engineering Services** (Agenda Item 8.F.1)

President Carnahan noted that three firms, OPSIS, LSW, and DLR Group, had been interviewed today for Architectural and Engineering Services and that he felt comfortable with the committee's recommendation to select the DLR Group.

On approval of a motion by Director Weitman and seconded by Director Swain, it was resolved to 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.

Professional Technical Space Use Agreement (Agenda Item 8.F.2)

On approval of a motion by Director Swain and seconded by Director Shaw, it was resolved to 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



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facility across the street from the high school in exchange for a long-term use agreement.

Purchase Agreement for College Site (Agenda Item 8.F.3)

President Carnahan stated that Chair McGinnis had handled the negotiations for the property sale and asked him to share the outcome with the Board. Chair McGinnis stated that two appraisals had been done, one very low and one very high, with a price of \$3.98 per square foot being a fair median price. This price was agreed with the County and the Fair Board with no deed restrictions. He was pleased with the outcome and recommended that the Board allow President Carnahan to proceed with the purchase agreement.

On approval of a motion by Chair McGinnis and seconded by Director Swain, it was resolved to 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.

Preliminary Official Statement (Agenda Item 8.F.4)

President Carnahan thanked Dean Ron Ellison and Comptroller Kyra Williams for all their hard work with the Bond sales process and noted that they and he would be on the phone in the morning as the sales commenced. He added that due to changes in the market, the tax rate would be 17 cents per thousand instead of the original amount of 19 cents, saving tax payers 2 cents per thousand.

Personnel: (Agenda Item 8.G)

President Carnahan stated that the Tillamook Industrial Maintenance Technology Center (TIMTC) Director position was now open and shared some of the plans for the position.

Announcements and General Information:

President Carnahan shared the information as included in the Board packet. He noted there were five new potential Foundation Board members, those being, David Hantke, Neal Lemery, Kathy Shaw, Steve Hungerford, and Chris Weber. This will bring the total membership to eight members. He was very excited about the new prospects and was hopeful to recruit four more in the near future for a total of twelve.

Invitation for Public Comment:

Ms. Rodriguez and Mr. Hettenbach both stressed again their desire to gain more involvement in student government and that they planned to make attending the Board meetings a regular practice.

Board Member Discussion Items:

None.

Adjournment:

On approval of a motion by Director Shaw and seconded by Director Weitman, it was resolved to adjourn at 8:00 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board



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Oregon Community College Association

RECOMMENDATION

Information only, No action required.

BACKGROUND INFORMATION----- Director Swain & President Carnahan
The next OCCA Board meeting is October 4.

The OCCA Annual Convention is October 25-27 in Sunriver. So far, the only Director who has expressed their intentions to attend is Ann Swain. If you would like to attend, please advise Board Secretary Sue Owens before October 4.



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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 August 2007
 16.67% 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	\$ 1,169,633.48	178.50%	\$ 1,070,272	\$ 1,212,227.15	113.26%
State	\$ 667,609	\$ 385,578.88	57.76%	\$ 1,024,589	\$ 420,248.56	41.02%
Property Taxes	\$ 815,000	\$ -	0.00%	\$ 895,000	\$ -	0.00%
Timber Taxes	\$ 275,000	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition	\$ 325,000	\$ 113,664.00	34.97%	\$ 547,935	\$ 121,056.00	22.09%
Fees	\$ 95,000	\$ 25,106.13	26.43%	\$ 124,676	\$ 26,531.37	21.28%
Sale of Goods	\$ 2,000	\$ 380.00	19.00%	\$ 2,000	\$ 200.00	10.00%
Interest	\$ 32,000	\$ 9,040.99	28.25%	\$ 55,000	\$ 10,806.87	19.65%
Miscellaneous	\$ 5,000	\$ 104.80	2.10%	\$ 5,000	\$ 273.23	5.46%
Transfers	\$ 8,871	\$ 1,042.76	11.75%	\$ 73,231	\$ 1,762.06	2.41%
Repayment of Short-Term Loan	\$ 154,042	\$ -	0.00%	\$ 115,475	\$ -	0.00%
Total resources	\$ 3,034,767	\$ 1,704,551.04	56.17%	\$ 3,913,178	\$ 1,793,105.24	45.82%
Expenditures						
Instruction	\$ 811,091	\$ 118,981.44	14.67%	\$ 972,740	\$ 121,835.16	12.52%
Instructional Support	\$ 242,823	\$ 39,378.05	16.22%	\$ 331,892	\$ 37,993.20	11.45%
Student Services	\$ 430,603	\$ 56,295.72	13.07%	\$ 386,276	\$ 58,450.04	15.13%
College Support	\$ 953,502	\$ 167,270.98	17.54%	\$ 1,016,125	\$ 185,428.72	18.25%
Plant Operation	\$ 174,492	\$ 15,495.80	8.88%	\$ 191,832	\$ 20,509.03	10.69%
Financial Aid	\$ 95,000	\$ 18,189.75	19.15%	\$ 141,000	\$ 15,804.23	11.21%
Transfers	\$ 104,000	\$ 14,662.62	14.10%	\$ 91,200	\$ 15,289.82	16.77%
Contingency	\$ 50,000	\$ -	0.00%	\$ 213,000	\$ -	0.00%
Total expenditures	\$ 2,861,511	\$ 430,274.36	15.04%	\$ 3,344,065	\$ 455,310.20	13.62%
Ending fund balance	\$ 173,256	\$ 1,274,276.68	735.49%	\$ 569,113	\$ 1,337,795.04	235.07%

Agenda Item 5.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended August 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	\$ -	\$ -	\$ 12,063.13	\$ (12,063.13)	\$ 64,347	\$ 7,757.80
Tutor Grant	211	\$ -	\$ -	\$ 2,265.13	\$ (2,265.13)	\$ 14,167	\$ -
Adult Ed Program Improvement Project Grant	212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 898.75
Adult Ed Accountability Grant	213	\$ -	\$ -	\$ -	\$ -	\$ 169	\$ 1,023.59
Sprint Yellow Pages Literacy Grant	215	\$ 3,010.23	\$ -	\$ 0.82	\$ 3,009.41	\$ 3,021	\$ -
United Way Literacy Grant	216	\$ 4,069.09	\$ 250.00	\$ -	\$ 4,319.09	\$ 3,275	\$ -
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ -	\$ 1,219.59	\$ (1,219.59)	\$ 12,285	\$ 1,602.47
2005-07 Incentive Grant	218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 776.95
Strategic Reserve Pathways Initiative Grant	225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ -	\$ 5,777.67	\$ (5,777.67)	\$ 30,250	\$ 2,505.12
SBDC State Grant	231	\$ -	\$ -	\$ 5,830.33	\$ (5,830.33)	\$ 41,982	\$ 3,290.78
SBDC Program Income	232	\$ 12,327.11	\$ 863.00	\$ 1,548.29	\$ 11,641.82	\$ 12,000	\$ 550.22
SBDC Supplement	233	\$ 6,220.71	\$ -	\$ 495.00	\$ 5,725.71	\$ 6,221	\$ 118.42
TEC Vocational Education Grant	240	\$ (829.81)	\$ -	\$ 3,041.99	\$ (3,871.80)	\$ 18,424	\$ 12,794.60
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	\$ -	\$ -	\$ 156.29	\$ (156.29)	\$ 27,500	\$ -
First Responder Grant	246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Assistance	250	\$ 3,275.83	\$ -	\$ 35.00	\$ 3,240.83	\$ 3,326	\$ 30.00
Work Keys Mini Grant	251	\$ 2,270.64	\$ -	\$ 35.00	\$ 2,235.64	\$ 1,500	\$ 70.00
Bay City Rental	260	\$ 12,405.14	\$ -	\$ 932.00	\$ 11,473.14	\$ 1,650	\$ 886.25
Total Special Fund		\$ 49,171.25	\$ 1,113.00	\$ 33,400.24	\$ 16,884.01	\$ 240,117	\$ 32,304.95

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 8/31/2007
Total of Grants that borrow from the General Fund	\$ (31,183.94)	\$ 33,046.07	\$ 15,337.36	\$ (48,892.65)
Total of Grants that are not borrowing from the General Fund	\$ 48,067.95	\$ -	\$ 6,243.30	\$ 54,311.25
Total Special Fund	\$ 16,884.01	\$ 33,046.07	\$ 21,580.66	\$ 5,418.60

	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)	\$ 3,710.00	\$ 3,081.99	\$ (9,666.01)	\$ 21,268	\$ 1,435.02
Bookstore	320	\$ 42,074.42	\$ 19,590.50	\$ 37,834.90	\$ 23,830.02	\$ 152,609	\$ 36,648.70
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ 2,130.36	\$ 4,872.97	\$ 23,784	\$ 1,549.43
Total Enterprise Fund		\$ 38,783.73	\$ 23,300.50	\$ 43,047.25	\$ 19,036.98	\$ 197,661	\$ 39,633.15
PERS Pension Bond Fund	410	\$ 5,600.85	\$ 15,310.39	\$ 1,600.00	\$ 19,311.24	\$ 81,263	\$ 1,600.00
General Obligation Bond Fund	420	\$ -	\$ -	\$ -	\$ -	\$ 589,307	\$ -
Total Debt Service Fund		\$ 5,600.85	\$ 15,310.39	\$ 1,600.00	\$ 19,311.24	\$ 670,570	\$ 1,600.00
Building Reserve Fund	510	\$ 654,065.25	\$ 5,519.03	\$ -	\$ 659,584.28	\$ 61,500	\$ -
Campus Construction Fund - GO Bonds	520	\$ -	\$ -	\$ 2,860.45	\$ (2,860.45)	\$ -	\$ -
Total Capital Projects Fund		\$ 654,065.25	\$ 5,519.03	\$ 2,860.45	\$ 656,723.83	\$ 61,500	\$ -
Associated Students of TBCC	710	\$ 391.31	\$ 222.61	\$ 238.86	\$ 375.06	\$ 6,200	\$ -
Phi Theta Kappa Honorary Society Fund	720	\$ 1,104.13	\$ 284.23	\$ 211.43	\$ 1,176.93	\$ 9,050	\$ 13.61
Total Agency Fund		\$ 1,495.44	\$ 506.84	\$ 450.29	\$ 1,551.99	\$ 15,250	\$ 13.61

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended August 2007

16.67% 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)		\$ 1,313,806			\$ (4,685)			\$ (6,844)			\$ 19,827	
Beginning Fund Balance	\$ 1,070,272	\$ 1,212,227	113.26%	\$ 143,418	\$ 49,171	34.29%	\$ 10,000	\$ (10,294)	-102.94%	\$ 32,995	\$ 42,074	127.52%
Resources												
State Aid	\$ 1,024,589	\$ 420,249	41.02%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 209,124	\$ 250	0.12%	\$ 500	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 672,611	\$ 147,587	21.94%	\$ 7,500	\$ 653	8.71%	\$ 20,768	\$ 3,710	17.86%	\$ -	\$ -	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	\$ 200	10.00%	\$ 3,000	\$ 210	7.00%	\$ -	\$ -	0.00%	\$ 141,000	\$ 19,591	13.89%
Interest	\$ 55,000	\$ 10,807	19.65%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 5,000	\$ 273	5.46%	\$ -	\$ -	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	\$ 1,762	2.41%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 2,842,906	\$ 580,878	20.43%	\$ 219,624	\$ 1,113	0.51%	\$ 21,268	\$ 3,710	17.44%	\$ 141,600	\$ 19,591	13.84%
Expenditures												
Salaries and Wages	\$ 2,063,187	\$ 310,795	15.06%	\$ 174,898	\$ 29,189	16.69%	\$ 19,567	\$ 2,729	13.95%	\$ 23,192	\$ 3,853	16.61%
Operating Expenditures	\$ 953,819	\$ 126,976	13.31%	\$ 56,383	\$ 2,814	4.99%	\$ 650	\$ 249	38.31%	\$ 113,300	\$ 33,816	29.85%
Capital Outlay	\$ 22,859	\$ 2,249	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 10,000	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 91,200	\$ 15,290	16.77%	\$ 8,836	\$ 1,397	15.81%	\$ 1,051	\$ 104	9.90%	\$ 1,117	\$ 166	14.86%
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	\$ 455,310	13.62%	\$ 345,592	\$ 33,400	9.66%	\$ 31,268	\$ 3,082	9.86%	\$ 152,609	\$ 37,835	24.79%
Ending Fund Balance	\$ 569,113	\$ 1,337,795		\$ 17,450	\$ 16,884		\$ -	\$ (9,666)		\$ 21,986	\$ 23,830	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 145,487			\$ 33,046			\$ -			\$ -	
Inventories		\$ 3,167			\$ -			\$ -			\$ 22,241	
NET EFFECT ON CASH		\$ (148,654)			\$ (33,046)			\$ -			\$ (22,241)	
Liabilities												
Accounts Payable		\$ 39,923			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 39,137			\$ -			\$ -			\$ -	
Payroll		\$ 139,217			\$ 21,581			\$ 923			\$ 2,705	
NET EFFECT ON CASH		\$ 218,277			\$ 21,581			\$ 923			\$ 2,705	
NET ADJUSTMENTS		\$ 69,623			\$ (11,465)			\$ 923			\$ (19,536)	
ENDING CASH BALANCE		\$ 1,407,418			\$ 5,419			\$ (8,743)			\$ 4,294	

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended August 2007
 16.67% 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			\$ 5,601			\$ 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	\$ 20	0.87%	\$ 18,000	\$ 5,519	30.66%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 14,050	\$ 507	3.61%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 15,290	16.99%	\$ -	\$ -	0.00%	\$ 1,200	\$ -	0.00%
Total Revenues	\$ 18,000	\$ -	0.00%	\$ 681,607	\$ 15,310	0.00%	\$ 264,000	\$ 5,519	2.09%	\$ 15,250	\$ 507	3.32%
Expenditures												
Salaries and Wages	\$ 15,018	\$ 2,035	13.55%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 8,039	\$ -	0.00%	\$ 1,600	\$ 1,600	0.00%	\$ -	\$ 2,860	0.00%	\$ 15,250	\$ 450	2.95%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ 668,970	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 727	\$ 95	13.07%	\$ -	\$ -	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	\$ 2,130	8.96%	\$ 670,570	\$ 1,600	0.24%	\$ 821,458	\$ 2,860	0.35%	\$ 15,250	\$ 450	2.95%
Ending Fund Balance	\$ 1,219	\$ 4,873		\$ 14,287	\$ 19,311		\$ -	\$ 656,724		\$ 1,450	\$ 1,552	
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	\$ 974	\$ 974		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ 974	\$ 974		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ 974	\$ 974		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 5,847	\$ 5,847		\$ 19,311	\$ 19,311		\$ 656,724	\$ 656,724		\$ 1,552	\$ 1,552	

\$2,091,822

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.

2008-2009 Budget Development Guidelines

RECOMMENDATION

Approve the Guidelines and Calendar so that orderly planning for the 2008-2009 Budget may commence.

BACKGROUND INFORMATION ----- Dean Ellison
Budget Development Guidelines and Calendar are presented for Board approval.

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.	To remain capable of supporting the institution and the students it serves, the College's facilities need to be maintained while assuring that new facilities address future requirements.
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 educational, career, and lifelong learning 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

The first Self-Study Report draft is complete. This month the Planning and Steering Committee (Standard Chairs) will make factual corrections and additions as necessary to ensure that we have an accurate and complete Report for review by TBCC faculty, staff, students, and others as appropriate. The first review will focus on analysis and appraisal by looking for consistency of trends and upward or downward trends as well as strengths, challenges, and plans for improvement within units. A second review will focus on synthesis: What does it all mean and what are the strengths, challenges, and plans for improvement across units? Input from reviewers will help identify overarching findings (themes) that will be articulated in the final revision by the Planning and Steering Committee. The final revision will also involve updates and documentation.

It is also time for annual re-evaluation of the Strategic Plan by the Planning and Steering Committee. This involves reviewing progress on institutional effectiveness and toward benchmarks tied to accreditation standards, accomplishments for 2006-2007, and work plans for 2007-2008.



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Courses and Curricula

RECOMMENDATION

There are no courses or curricula for review this month.

BACKGROUND INFORMATION ----- Dean Gates



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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 Policy

RECOMMENDATION

There are no policies for review this month.

BACKGROUND INFORMATION ----- President Carnahan

As the College moves forward with Candidacy for Accreditation, there are a number of issues the Board needs to address relating to existing policy and governance. Current Board Policy also includes procedures relating to the implementation of policy and is used in the day-to-day operation of the College. As the College grows and becomes independently accredited, there will be the need to address and create a number of "Administrative Rules" that are driven by Board Policy that will be used as operating procedures.

I have begun working with staff and will involve the Board on the implementation of a governance model that will be policy driven, but include the staff in the implementation process of procedures and rules. We will begin by reviewing our current policy on policy development and a policy on the creation of administrative rules and procedures. With our current policy, we will begin the discussion with staff on an operational governance model relating to existing councils, committees, and organizations, and initiate administrative rules and procedures that relate to current policy. At some point in the future, as this model develops, we should begin a systematic process of regular reviewing of our existing policies.

Another issue for the Board to discuss is the process of Board Evaluation. Attached is a Board Self-Evaluation instrument that you have reviewed in the past and I propose we use this year. If the Board agrees, each Board member will complete the form and I will compile the information and share the findings with the Board. Following that discussion and depending on the results, the Board may want to develop a plan of action to improve the Board's effectiveness.

The Board also has the responsibility of approving the goals of the College President and completing an annual performance appraisal for the President. I will provide you with a draft of the President's Goals for 2007-2008 at the meeting and in the future will work with the Board to develop a comprehensive presidential performance appraisal process.



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Tillamook Bay Community College

2007-2008

Board of Director's Self Evaluation Survey

	Considerations	5 Definitely Agree	4 Agree	3 Somewhat Agree	2 Do Not Agree	1 Strongly Disagree
1	I understand my role and responsibilities as a board member.					
2	I understand the Mission and Outcomes of TBCC.					
3	I feel involved and interested in the board's work and progress.					
4	Communication from the college is timely and of interest.					
5	The board sets policy and goals for the college and oversees the implementation and accomplishment of both.					
6	I am actively involved in policy writing and evaluating implementation.					
7	Board meetings focus on policy and implementation.					
8	The board monitors progress toward the stated goals and outcomes.					
9	Board meetings are of appropriate length and frequency.					
10	The board effectively represents TBCC to the community.					

What is the greatest opportunity for the College and the Board?

What is the greatest challenge for the College and the Board?



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Please list areas where you feel the College and/or the Board is strongest:

Please list areas where you feel the College and/or the Board could be stronger:

What other activities might board members be more involved in to assist the College?

Other comments:



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Facilities

RECOMMENDATION

For information only, no action requested.

BACKGROUND INFORMATION ----- President Carnahan



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Capital Construction Projects

RECOMMENDATION

No recommendation or action required.

BACKGROUND INFORMATION ----- President Jon Carnahan

The staff has been busy working on a number of issues relating to the Capital Construction project. The following are projects in process:

- Platt parcel on property
- Land purchase agreement
- Contract agreement with J.J. Henri & Co.
- Contract with DLR Group
- Receipt of General Obligation Bond proceeds
- Process for State Matching Funds
- Construction timelines
- Initial design phase discussions



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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	



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Announcements and General Information

RECOMMENDATION

Information only, no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- OCCA Convention – October 25 (see attached notice)
- Foundation Report
 - Mildred Davy Memorial Luncheon – Thursday, October 18 at the Tillamook Nazarene Church
- In-service activities and the new school year
- Enrollment report
- Economics and Small Business 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