

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, November 5, 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, October 31, 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, November 5, 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.	October 1, 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:	
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
G.	Personnel----- (Action)	President Carnahan
9.	Announcements and General Information -----	President Carnahan
10.	Invitation of Public Comment -----	Chairman McGinnis
11.	Board Member Discussion Items -----	Chairman McGinnis
12.	Adjournment ----- (Action)	Chairman McGinnis



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Board of Education Meeting Minutes

October 1, 2007

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

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

Directors Absent: Rose Wharton

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

Guests Present: Sheryl Neu, 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 Shaw and seconded by Director Wakefield, it was resolved to approve the agenda as presented.

Invitation of Public Comment:

No comment.

Approval of Minutes:

On approval of a motion by Director Weitman and seconded by Director Swain, it was resolved that the September 10, 2007 Meeting Minutes be approved. Minutes attached and made a part of the official records.

Reports:

Oregon Community Colleges Association: (Item 5.A)

It was noted there would be an OCCA Board meeting on October 5. Also a reminder of the convention planned for October 25 in Sunriver. At this point in time, Director Swain is the only one attending.

Financial Position: (Item 5.B)

Ms. Williams presented the information as included in the packet stressing that the beginning fund numbers were preliminary. She also noted that the Capital Construction funds should show up in next month's report.

Old Business:

2008-2009 Budget Development Guidelines and Budget Schedule: (Item 6.A)

Dean Ellison presented the 2008-2009 Budget Development Guidelines and Budget Schedule for approval adding that there had been some minor modifications in some of the wording to make it match more accurately with the Northwest Commission on Colleges and Universities's standards. On approval of a motion by Director Shaw and seconded by Director Wakefield, it was resolved to approve them as presented.

New Business:

No new business.



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Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates reported that the first Self-Study Report draft is complete. The final revision will involve updates and documentation provided by committee chairs this month.

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.

Courses and Curricula: (Item 8.B)

Dean Gates stated there were no courses or curricula for review this month.

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 he was initiating some discussions with staff regarding administrative policies and that he would be involving the Board in the process as well.

He added there was also a need for the Board to perform a self-evaluation and asked the Board to review the sample form included in their Board packets. There was a general understanding that the form had been adopted in the recent past so it was noted to "re-affirm" approval of the form. On approval of a motion by Director Swain and seconded by Director Wakefield, it was resolved to approve the form as presented. President Carnahan asked that each Director complete and return the form to him on, or before, November 5th and that he would prepare a comprehensive report for the December meeting.

President Carnahan also provided a draft of the President's Goals for 2007-2008 adding that in the future he will work with the Board to develop a comprehensive presidential performance appraisal process. He asked that any comments regarding this subject be directed to Chair McGinnis and that a final process would be on the agenda at the November 5th meeting for approval.

Facilities: (Agenda Item 8.E)

President Carnahan had nothing new to report.

Capital Construction Projects: (Agenda Item 8.F)

President Carnahan shared an update on each of the following:

- Platt parcel on property: It's taking longer than expected, but the process is moving.
- Land purchase agreement: Our attorney is working on it with a projected completion date of November 30th. President Carnahan will keep the Board posted on the progress.
- Contract agreement with J.J. Henri & Co.: There is a cost of \$50,000 for services done prior to the contract but the contract itself should not exceed \$650 thousand.
- Contract with DLR Group: This contract is currently being reviewed by J.J. Henri, & Co. and is anticipated to be in the \$600-\$700 thousand range.
- Receipt of General Obligation Bond proceeds: Last Tuesday the bonds were signed. We're on our way.
- Process for State Matching Funds: Process is proceeding. President Carnahan will find out when the State sells their bonds which is when we will get our State funds.
- Construction timelines: If everything goes according to schedule we could begin construction within the next six months with the target for completion being Fall of 2009.



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Initial design phase discussions: Staff are being asked for input on the building design elements. A tour of similarly sized college buildings has been scheduled for Monday, October 8. If any Board members would like to join the tour please contact Sue.

Personnel: (Agenda Item 8.G)

President Carnahan stated that there was one interview scheduled with Dr. Fred Smith, for the Tillamook Industrial Maintenance Technology Center (TIMTC) Director position later this week. Dr. Smith is the former president of Klamath Community College and has a strong background and experience in this field. Director Swain noted that she had met Dr. Smith and liked him.

Announcements and General Information:

President Carnahan shared the information as included in the Board packet and also asked the Board how important it was to conduct Board meetings on campus. He explained that due to increased enrollment and number of classes, it was getting harder to hold a classroom for this purpose and at times displaced a class to do it. The Board was in agreement that it was not necessary to hold meetings on campus but did ask that they be kept in town close to campus. Sites suggested to consider were: 9-1-1 Center, Forestry building, County Library, and Tillamook PUD.

Invitation for Public Comment:

Ms. Neu stated this was an exciting time for TBCC and thanked President Carnahan for including staff in the process noting that it really helps the staff to feel involved.

Board Member Discussion Items:

None.

Adjournment:

On approval of a motion by Director Weitman and seconded by Director Swain, 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

Information only, No action required.

BACKGROUND INFORMATION----- Director Swain & President Carnahan
The OCCA Board of Directors met on October 4 at PCC's Rock Creek Campus. They discussed OCCA goals, approved the consent agenda, heard reports, adopted the 2007-2008 OCCA goals and accepted the State Director's evaluation. The Board began a discussion to consider strategic conversations on 40/40/20 and accountability.

President Carnahan as chair of the Community College Insurance Task Force presented a consensus recommendation on health insurance. The OCCA Board approved a resolution supporting the efforts to explore the creation of an association health plan which would offer health insurance to all OCCA members. The OSBA Health Insurance Trust has been dissolved and the fourteen community colleges and OCCA will need to find other health insurance options beginning in October 2008.

The OCCA Annual Convention was October 25-27 in Sunriver. Directors Swain and Jensen both attended.



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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 September 2007
 25.00% 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	\$ 1,171,010.34	178.71%	\$ 1,070,272	\$ 1,212,302.15	113.27%
State	\$ 667,609	\$ 385,578.88	57.76%	\$ 1,024,589	\$ 420,248.56	41.02%
Property Taxes	\$ 815,000	\$ 4,231.58	0.52%	\$ 895,000	\$ 3,437.80	0.38%
Timber Taxes	\$ 275,000	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition	\$ 325,000	\$ 204,339.00	62.87%	\$ 547,935	\$ 214,360.00	39.12%
Fees	\$ 95,000	\$ 44,492.13	46.83%	\$ 124,676	\$ 45,321.37	36.35%
Sale of Goods	\$ 2,000	\$ 415.00	20.75%	\$ 2,000	\$ 290.00	14.50%
Interest	\$ 32,000	\$ 13,459.97	42.06%	\$ 55,000	\$ 15,904.13	28.92%
Miscellaneous	\$ 5,000	\$ 825.45	16.51%	\$ 5,000	\$ 335.69	6.71%
Transfers	\$ 8,871	\$ 1,575.57	17.76%	\$ 73,231	\$ 2,663.75	3.64%
Repayment of Short-Term Loan	\$ 154,042	\$ -	0.00%	\$ 115,475	\$ -	0.00%
Total resources	\$ 3,034,767	\$ 1,825,927.92	60.17%	\$ 3,913,178	\$ 1,914,863.45	48.93%
Expenditures						
Instruction	\$ 811,091	\$ 191,471.69	23.61%	\$ 972,740	\$ 205,912.21	21.17%
Instructional Support	\$ 242,823	\$ 55,578.87	22.89%	\$ 331,892	\$ 55,093.32	16.60%
Student Services	\$ 430,603	\$ 84,570.29	19.64%	\$ 386,276	\$ 87,853.31	22.74%
College Support	\$ 953,502	\$ 237,308.41	24.89%	\$ 1,016,125	\$ 246,148.23	24.22%
Plant Operation	\$ 174,492	\$ 31,067.22	17.80%	\$ 191,832	\$ 34,646.97	18.06%
Financial Aid	\$ 95,000	\$ 35,731.93	37.61%	\$ 141,000	\$ 27,839.66	19.74%
Transfers	\$ 104,000	\$ 22,202.48	21.35%	\$ 91,200	\$ 23,062.26	25.29%
Contingency	\$ 50,000	\$ -	0.00%	\$ 213,000	\$ -	0.00%
Total expenditures	\$ 2,861,511	\$ 657,930.89	22.99%	\$ 3,344,065	\$ 680,555.96	20.35%
Ending fund balance	\$ 173,256	\$ 1,167,997.03	674.15%	\$ 569,113	\$ 1,234,307.49	216.88%

Agenda Item 5.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended September 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	\$ -	\$ 17,417.99	\$ 17,417.99	\$ -	\$ 64,347	\$ 11,428.95
Tutor Grant	211	\$ -	\$ 3,361.14	\$ 3,361.14	\$ -	\$ 14,167	\$ -
Adult Ed Program Improvement Project Grant	212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350.28
Adult Ed Accountability Grant	213	\$ -	\$ -	\$ -	\$ -	\$ 169	\$ 1,511.19
Sprint Yellow Pages Literacy Grant	215	\$ 3,010.23	\$ -	\$ 10.66	\$ 2,999.57	\$ 3,021	\$ -
United Way Literacy Grant	216	\$ 4,069.09	\$ 250.00	\$ 210.56	\$ 4,108.53	\$ 3,275	\$ -
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ 1,446.48	\$ 1,446.48	\$ -	\$ 12,285	\$ 1,755.09
2005-07 Incentive Grant	218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250.98
Strategic Reserve Pathways Initiative Grant	225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ -	\$ 9,273.70	\$ (9,273.70)	\$ 30,250	\$ 3,911.65
SBDC State Grant	231	\$ -	\$ -	\$ 10,621.84	\$ (10,621.84)	\$ 41,982	\$ 5,584.18
SBDC Program Income	232	\$ 12,327.11	\$ 2,269.00	\$ 1,548.29	\$ 13,047.82	\$ 12,000	\$ 706.22
SBDC Supplement	233	\$ 6,220.71	\$ -	\$ 1,612.92	\$ 4,607.79	\$ 6,221	\$ 825.32
TEC Vocational Education Grant	240	\$ -	\$ -	\$ 4,563.01	\$ (4,563.01)	\$ 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	\$ 3,175.39
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	\$ 105.00
Bay City Rental	260	\$ 12,405.14	\$ -	\$ 1,049.00	\$ 11,356.14	\$ 1,650	\$ 881.25
Total Special Fund		\$ 50,001.06	\$ 24,900.90	\$ 51,341.88	\$ 23,560.08	\$ 240,117	\$ 45,310.10
Schedule of Special Fund borrowing from General Fund		Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 9/30/2007		
Total of Grants that borrow from the General Fund		\$ (24,458.55)	\$ 23,211.71	\$ 14,497.39	\$ (33,172.87)		
Total of Grants that are not borrowing from the General Fund		\$ 48,018.63	\$ (55.00)	\$ -	\$ 48,073.63		
Total Special Fund		\$ 23,560.08	\$ 23,156.71	\$ 14,497.39	\$ 14,900.76		
	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)	\$ 6,906.00	\$ 4,356.35	\$ (7,744.37)	\$ 21,268	\$ 2,137.60
Bookstore	320	\$ 42,074.42	\$ 60,281.20	\$ 54,581.65	\$ 47,773.97	\$ 152,609	\$ 56,623.28
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ 2,130.36	\$ 4,872.97	\$ 23,784	\$ 2,386.87
Total Enterprise Fund		\$ 38,783.73	\$ 67,187.20	\$ 61,068.36	\$ 44,902.57	\$ 197,661	\$ 61,147.75
PERS Pension Bond Fund	410	\$ 5,600.85	\$ 23,087.91	\$ 1,600.00	\$ 27,088.76	\$ 81,263	\$ 1,600.00
General Obligation Bond Fund	420	\$ -	\$ -	\$ -	\$ -	\$ 589,307	\$ -
Total Debt Service Fund		\$ 5,600.85	\$ 23,087.91	\$ 1,600.00	\$ 27,088.76	\$ 670,570	\$ 1,600.00
Building Reserve Fund	510	\$ 654,065.25	\$ 8,421.62	\$ -	\$ 662,486.87	\$ 61,500	\$ -
Campus Construction Fund - GO Bonds	520	\$ -	\$ 9,992,171.29	\$ 109,456.79	\$ 9,882,714.50	\$ -	\$ -
Total Capital Projects Fund		\$ 654,065.25	\$ 10,000,592.91	\$ 109,456.79	\$ 10,545,201.37	\$ 61,500	\$ -
Associated Students of TBCC	710	\$ 391.31	\$ 248.61	\$ 333.83	\$ 306.09	\$ 6,200	\$ 16.47
Phi Theta Kappa Honorary Society Fund	720	\$ 1,104.13	\$ 354.38	\$ 379.98	\$ 1,078.53	\$ 9,050	\$ 18.80
Total Agency Fund		\$ 1,495.44	\$ 602.99	\$ 713.81	\$ 1,384.62	\$ 15,250	\$ 35.27

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended September 2007

25.00% 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	\$ 1,212,302	113.27%	\$ 143,418	\$ 50,001	34.86%	\$ 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	\$ 22,632	10.82%	\$ 500	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 672,611	\$ 259,681	38.61%	\$ 7,500	\$ 1,639	21.85%	\$ 20,768	\$ 6,906	33.25%	\$ -	\$ -	0.00%
Local Taxes	\$ 895,000	\$ 3,438	0.38%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 290	14.50%	\$ 3,000	\$ 630	21.00%	\$ -	\$ -	0.00%	\$ 141,000	\$ 60,281	42.75%
Interest	\$ 55,000	\$ 15,904	28.92%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 5,000	\$ 336	6.72%	\$ -	\$ -	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	\$ 2,664	3.64%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 2,842,906	\$ 702,562	24.71%	\$ 219,624	\$ 24,901	11.34%	\$ 21,268	\$ 6,906	32.47%	\$ 141,600	\$ 60,281	42.57%
Expenditures												
Salaries and Wages	\$ 2,063,187	\$ 480,549	23.29%	\$ 174,898	\$ 44,792	25.61%	\$ 19,567	\$ 3,949	20.18%	\$ 23,192	\$ 5,781	24.93%
Operating Expenditures	\$ 953,819	\$ 174,696	18.32%	\$ 56,383	\$ 4,388	7.78%	\$ 650	\$ 249	38.31%	\$ 113,300	\$ 48,552	42.85%
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	\$ 23,062	25.29%	\$ 8,836	\$ 2,162	24.47%	\$ 1,051	\$ 158	15.03%	\$ 1,117	\$ 249	22.29%
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	\$ 680,556	20.35%	\$ 345,592	\$ 51,342	14.86%	\$ 31,268	\$ 4,356	13.93%	\$ 152,609	\$ 54,582	35.77%
Ending Fund Balance	\$ 569,113	\$ 1,234,308		\$ 17,450	\$ 23,560		\$ -	\$ (7,744)		\$ 21,986	\$ 47,773	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 197,077			\$ 23,157			\$ -			\$ 606	
Inventories		\$ 2,950			\$ -			\$ -			\$ 22,241	
NET EFFECT ON CASH		\$ (200,027)			\$ (23,157)			\$ -			\$ (22,847)	
Liabilities												
Accounts Payable		\$ 41,773			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 39,137			\$ -			\$ -			\$ -	
Payroll		\$ 149,295			\$ 14,497			\$ 1,135			\$ 2,571	
NET EFFECT ON CASH		\$ 230,205			\$ 14,497			\$ 1,135			\$ 2,571	
NET ADJUSTMENTS		\$ 30,178			\$ (8,660)			\$ 1,135			\$ (20,276)	
ENDING CASH BALANCE		\$ 1,264,486			\$ 14,900			\$ (6,609)			\$ 27,497	

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

	Enterprise Fund - 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	\$ 26	1.13%	\$ 18,000	\$ 15,662	87.01%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 9,984,931	0.00%	\$ 14,050	\$ 603	4.29%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 23,062	25.62%	\$ -	\$ -	0.00%	\$ 1,200	\$ -	0.00%
Total Revenues	\$ 18,000	\$ -	0.00%	\$ 681,607	\$ 23,088	0.00%	\$ 264,000	\$ 10,000,593	3788.10%	\$ 15,250	\$ 603	3.95%
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%	\$ -	\$ 109,457	0.00%	\$ 15,250	\$ 714	4.68%
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	\$ 109,457	13.32%	\$ 15,250	\$ 714	4.68%
Ending Fund Balance	\$ 1,219	\$ 4,873		\$ 14,287	\$ 27,089		\$ -	\$ 10,545,201		\$ 1,450	\$ 1,384	
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	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 4,873	\$ 4,873		\$ 27,089	\$ 27,089		\$ 10,545,201	\$ 10,545,201		\$ 1,384	\$ 1,384	

\$ 11,878,821

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.

Strategic Planning and Accreditation

RECOMMENDATION

No report.

BACKGROUND INFORMATION-----Dean Gates



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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

Information only. No action requested.

BACKGROUND INFORMATION ----- Dean Ellison

J.J. Henri Company, Inc.

Authorization #		
NA	Purpose:	Provide project management services in connections with construction of the college campus located in Tillamook and two satellite buildings in North and South Tillamook County
	Status:	Master Contract Executed
	Term:	Project Start: October 10, 2007 – Project End: To Be Determined
	Amount:	Total contract value to be determined following completion of the project plan and will be a Not-To-Exceed amount for the time and material of project services rendered
	Funding:	Campus Construction Fund – General Obligation
	Type:	Contract Agreement
	Comments:	A \$50,000 letter contract has been accepted, a purchase order established, and initial work begun on the master contract

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



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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 continues to move forward on the construction projects with updates in the following areas:

- Land purchase agreement
- Community College facility tour
- Staff design teams
- Career and Technical program facility project at Tillamook High School
- North and South County projects



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Personnel

RECOMMENDATION

Review and approve the President's Goals as attached.

President Carnahan will be introducing Dr. Fred Smith, the new Tillamook Industrial Maintenance Technology Center (TIMTC) Director.

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	10/29/07		President Carnahan Lori Gates Ed Armstrong, SD #9 Mark Elston, Hampton Lumber Dennis Tracey, Tillamook Lumber	Dr. Fred Smith

President's Goals.



Tillamook Bay Community College

Presidential Goals
Tillamook Bay Community College
2007-2008

1. Manage the comprehensive growth of the College with the goal of doubling the enrollment in the next five years in a sustainable approach through lower division transfer, career and technical, self-improvement, community and continuing education.
2. Provide leadership throughout the application, self-study, site visit, and candidacy for accreditation through the Northwest Commission on Colleges and Universities.
3. Provide direct management and leadership of the Capital Improvement projects for the College that includes the successful selection, sale and receipt of General Obligation bond proceeds, state matching funds, acquisition of property, project management, architectural and engineering services, construction and completion of the projects.
4. Guide the implementation process of a shared-governance model that provides the staff an opportunity to establish policy driven administrative rules and operating procedures for the College.
5. Support the implementation of College-wide procedures relating to the safety and security of the College human and physical resources in our current location and carry-over practices to the new campus.
6. Manage a comprehensive two-year branding and marketing strategy that will lead the College through the transition from our current enrollment and facilities to our "new address" with increased growth along the way.
7. Provide direction and leadership to the Tillamook Bay Community College Foundation Board in a review of current by-laws and operating procedures, board recruitment, activities, and fund-raising that will provide opportunities for a future planned giving or capital campaign.
8. Provide day-to-day leadership and direction of the College through a collaborated effort with the Board of Education, College staff, and community. Provide a positive influence both internally and externally while maintaining a healthy balance of work and play.

Jon Carnahan
President

Announcements and General Information

RECOMMENDATION

Information only, no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- Foundation Report
 - Mildred Davy Memorial Luncheon
 - New Foundation Board Members
 - Foundation By-laws and Procedures
- Economic Development
- Oregon Solutions Tillamook Flood Reduction



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