

Notice of Public Meeting

Pursuant to O.R.S. §192.640, legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board will hold a meeting open to the public on Monday, December 3, 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, November 28, 2007

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

Jon Carnahan – President

TILLAMOOK BAY COMMUNITY COLLEGE

Notice Distribution

1. TBCC BOARD OF EDUCATION MEMBERS
2. HEADLIGHT-HERALD NEWSPAPER
3. NORTH COAST CITIZEN NEWSPAPER
4. 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, December 3, 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.	Approval of 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.	Board Self-Evaluations -----	President Carnahan
7.	New Business:	
A.	Administrative Rules----- (Action)	President Carnahan
B.	Associated Students of TBCC Funding----- (Action)	President Carnahan
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-----	President Carnahan
9.	Announcements and General Information -----	President Carnahan
10.	Invitation of Public Comment -----	Chairman McGinnis
11.	Executive Session -----	President Carnahan
<p>Pursuant to O.R.S. § 192.660 (1)(e), the Board, may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session, which will not be open to the public to consider Agenda Item 8.E.</p>		
12.	Board Member Discussion Items -----	Chairman McGinnis
13.	Adjournment ----- (Action)	Chairman McGinnis



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Board of Education Meeting Minutes

November 5, 2007

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

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

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

Guests Present: Dr. Fred Smith, the new Tillamook Industrial Maintenance Technology Center and Career and Technical Education Director, Daniel Hettenbach, ASTBCC Office Manager 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:

On approval of a motion by Director Shaw and seconded by Director Weitman, 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 Swain and seconded by Director Shaw, it was resolved that the October 1, 2007 Meeting Minutes be approved. Minutes attached and made a part of the official records.

Reports:

Oregon Community Colleges Association: (Item 5.A)

President Carnahan gave the OCCA report as noted in the Board Packet. Directors Swain and Jensen gave brief reports on the OCCA Conference. President Carnahan presented Chair McGinnis with an award for eight years of service that was recognized at the convention as well.

Financial Position: (Item 5.B)

Ms. Williams presented the information as included in the packet, adding that the annual audit is scheduled for later this month. She also drew attention to the fact that we had earned nearly \$7,000 in interest in three days on the Capital Bonds. The plan for that income is to help equip and furnish the new buildings.

Old Business:

No old business.

New Business:

No new business.

Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates reported that work continues on the Self Study.



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Courses and Curricula: (Item 8.B)

Dean Gates stated there were no courses or curricula for review this month; however, we did just receive approval for multiple Pathways certificates for Computer Applications and Office Systems.

Grants and Contracts: (Item 8.C)

Dean Ellison stated there was only one contract to report with J.J. Henri, Co., as included in the Board packet, which had been executed. He added that the “end of project” was a to-be determined total, but would be based on a not-to-exceed amount.

There was some discussion if any work had been done by the architects yet to which Dean Ellison responded there had and that we hope to have some preliminary drawings soon.

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

No report.

Facilities: (Agenda Item 8.E)

President Carnahan stated that some clean-up had been done at the Bay City campus to clear out unnecessary files and to better secure those remaining.

Capital Construction Projects: (Agenda Item 8.F)

The President shared an update on the following:

- Land purchase agreement. President Carnahan explained the wetland concerns for the fairground property and the on-going negotiations to resolve them. In essence, the County will trade more property in exchange for the expense of mitigations and environmental studies. The additional property will be adjacent to the original plat and should be a good resolution to the problem. Board Chair McGinnis commended President Carnahan for a good job of negotiating this resolution.
- Community College facility tour. Dean Ellison shared that in early October, several staff went on a tour of different colleges to gain a visual of what our new campus could look like. All areas were considered: size, construction style, interior designs, lighting, office lay-out, etc.
- Staff design teams. Dean Ellison noted that the Executive Staff had identified eleven project areas to be considered in the new facility which were used to base a square footage plan. Each employee was part of a staff design team and was involved in planning what was needed and desired in the individual departments/workspaces.
- Career and Technical program facility project at Tillamook High School. President Carnahan explained the agreement for the new Tillamook Industrial Maintenance Technology Center adding that Dr. Fred Smith, the new Director, had taken a tour of the facility and would be intimately involved in the design/remodel of the facility along with Tillamook School District personnel. The basic agreement with the School District would be that we pay for the design and construction costs of the project and in return have a long-term (30 year) use agreement.
- North and South County projects. President Carnahan stated that there was a need to determine the amount of Capital Construction funds necessary to build the North and South county facilities in order to know how much could be allocated for the central location. His plan is to determine the amount needed for one site and use the same amount for both.

Personnel: (Agenda Item 8.G)

President Carnahan introduced Dr. Fred Smith, the new Tillamook Industrial Maintenance Technology Center and Career and Technical Education Director. Dr. Smith gave a brief personal background and shared some of his vision for the program. President Carnahan noted that Dr. Smith’s strong technological training background would be a big advantage for the development of this program.

Presidential Goals. On approval of a motion by Director Wakefield and seconded by Director



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Weitman, it was resolved to accept the Presidential Goals as presented.

Announcements and General Information:

President Carnahan gave a brief update on the TBCC Foundation Board noting that:

- The first annual Mildred Davy Memorial Luncheon had been a success with nearly \$5,000 donated.
- A new endowed scholarship was being started in the memory of Mary Lou Hudson, whose son had approached President Carnahan with a large donation and desire to get a scholarship started.
- Five new Foundation Board members had been inducted in October with three more being considered.

President Carnahan also noted that there was a new Economic Development Council Director recently hired and that he would be working on a partnership relationship with this person.

President Carnahan handed out an informational packet on the Tillamook Basin Flooding Reduction Project Oregon Solutions Team explaining he was involved in this project adding that it was expected to bring in \$200,000 to \$500,000 to our county.

As discussed at the October board meeting, alternate meeting locations had been investigated with the most favorable being the 9-1-1 center and the County Library. Both of which were available but had minor drawbacks. The 9-1-1 center would give priority to any emergency services meeting that should come up and the library had strict closing hours. It was determined to wait to see the demands on classrooms for the Winter term and make a decision based on that information.

Board Self-Evaluations. President Carnahan reminded the Board that he needed the evaluations submitted to him as soon as possible in order to consolidate them into a comprehensive report for the December 3rd meeting.

Invitation for Public Comment:

Mr. Hettenbach shared that the Student Government was actively working on projects to fund their support of CARE and a TBCC scholarship. One on-going project was pepperoni sales. He added that they also had a student newsletter called the "*Wave Runner Tribune*" that they were excited about. He will make sure to get Sue some copies to distribute to the Board. He noted that they were also offering coffee sales that had made a \$67 profit as of today. The students had agreed to sponsor a family for the holidays and they would also be collecting canned foods.

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 7:50 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
See attached *OCCA Update, November 2007*



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OCCA Update November 2007

OCCA NEWS

Senate Bill 10 Update

Oregon's Ethics laws will change effective January 1, 2008 as a result of the passage of SB 10 and HB 2595. The changes apply to all public officials including community college board members, administrators and employees. Unfortunately, the Oregon Government Ethics Commission has not yet begun a formal rulemaking process on the implementation of these bills. The Commission will be meeting on December 7, 2007 to discuss some definitional clarifications but draft rules will not be published for comment until January 2008. A public hearing and comment period will follow and the earliest the Commission will act on adopting rules will be at their meeting on February 29, 2008. Under this timeline, final rules will not become effective until April 1, 2008.

At the same time, a lawsuit challenging the gift and honoraria limits is pending in the Marion County Circuit Court. A preliminary hearing is scheduled on November 27, 2007. It is not clear whether the court will issue a ruling in this case before the January 1, 2008 effective date.

OCCA will provide more information when it becomes available. If you have specific questions, please do not hesitate to contact Karen Smith at 503-399-9912 or ksmith@occa17.com.

The following is a brief summary of some of the major changes to the law which will go into effect on January 1, 2008:

- The name of the commission was changed to Oregon Government Ethics Commission.
- Statements of Economic Interest (SEI) must be filed quarterly instead of only annually. Community College Board Members are NOT required to file an SEI, only presidents and chief financial officers of community college districts must report.
- Gift limits are reduced to \$50 annually from the current limit of \$100 from those with legislative or administrative interests. Unlimited gifts from those without a legislative or administrative interest in the government agency are permitted. The definition of gift is expanded to include meals and entertainment with several exceptions.
- Definitions of "relative" and "member of household" are broadened.
- Public officials or members of their household may not solicit or receive honoraria in connection with official duties. This does not include receipt of certificate, plaque, commemorative token or other item with less than a \$50 value.
- Civil penalties for violations increased from \$1,000 per violation to \$5,000 per violation.
- The Commission will be funded through an assessment on public agencies, not the General Fund. Community colleges will be assessed based on a percentage of the municipal audit fee paid by the colleges and determined by the Commission.

Shared Responsibility Model for the Oregon Opportunity Grant Outreach Meeting

On November 9, OCCA staff attended a meeting with other postsecondary education and state policy officials to finalize steps to kick-off the statewide campaign to inform Oregonians about the new benefits of the Oregon Opportunity Grant and its promise of an affordable postsecondary education for students.

The group, which includes representatives from the Oregon University System, Oregon Department of Community Colleges and Workforce, Governor's Office, Oregon Student Association, and the Oregon Student Assistance Commission, focused on finalizing marketing and communication efforts that would lead the kick-off campaign in mid-November.

The campaign – tagged with the line Don't Just Dream About College Go! - kicked-off with three press events by Governor Kulongoski and representatives from the community colleges, the Oregon University System, and the independent colleges in Portland, Springfield, and Medford.

In addition, representatives from all three postsecondary education sectors met with editorial boards in Portland, Medford, and Bend to further communicate with Oregonians the new benefits associated with the Oregon Opportunity Grant program.

The outreach group plans to follow-up the initial kick-off with print and media materials to an array of groups including, but not limited to, postsecondary admissions officers, high school counselors, and community organizations.

OCCSA Meeting

On November 9, OCCA staff provided an update to the Oregon Community College Student Association (OCCSA). Staff updated OCCSA on the Oregon Opportunity Grant outreach campaign, as well as, ongoing efforts to prepare for the February 2008 supplemental session.

For more information about OCCSA go to: <http://www.occsa.net/>

AAWCC Conference

In November, several OCCA staff presented at the annual American Association of Women in Community Colleges, Oregon Chapter, fall conference in Portland. The presentations included an overview of the Oregon Community College Association's services and communication, how to work with state policymakers at the district level, and the latest happenings in the Oregon Legislature and with state policy.

FEDERAL NEWS

Bush Vetoes Education Bill

On November 13, President Bush vetoed a 2008 education budget bill. In his veto message, the President said that the bill was too expensive, with \$205 billion more over five years than proposed by the White House. According to the President, "this puts a balanced budget in jeopardy and risks further tax increases...(in addition) this bill continues to fund programs that are duplicative and ineffective."

The spending bill for the Education Department and other agencies would have raised the maximum grant by an additional \$125 through the annual appropriations process. In addition, the appropriations bill for the Departments of Labor, Health and Human Services, Education, and Related Agencies would have also:

- Provided \$30 billion in funds for the National Institutes of Health,
- Increased spending on the TRIO programs,
- Kept spending flat for the campus-based aid programs and Leveraging Educational Assistance Program (LEAP). Note: The Oregon Student Assistance Commission receives LEAP dollars for the Oregon Opportunity Grant,

- Provided \$515 million for minority serving and other colleges under Title III of the Higher Education Act, and
- Kept a provision that requires all research financed by the National Institutes of Health to be published online and made freely available.

A two-thirds majority is required to override the President's veto. If lawmakers are unable to get a two-thirds majority they will have to come up with a less-expensive alternative for federal programs through fall 2008.

House Veterans' Affairs Committee Approves Expanded Guard Education Benefits**

The House Veterans' Affairs Committee approved by voice vote a bill (H.R. 3882) that removes the two-year minimum mobilization requirement to allow National Guard members to receive education benefits. H.R. 3882, sponsored by Rep. Tim Walz (D-MN), was introduced in response to reports that Minnesota National Guard soldiers who had served in Iraq were demobilized days before they would become eligible to receive education benefits under the G.I. Bill of Rights (P.L. 78-346).

House Approves Higher Education Act Reauthorization

The House Education and Labor Committee unanimously approved legislation to renew the Higher Education Act. The College Opportunity and Affordability Act of 2007 would address rising costs of education by encouraging colleges to rein in price increases, ensuring that states maintain their commitments to higher education funding, and providing students and families with consumer friendly information on college pricing and the factors driving tuition increases.

The legislation would also strengthen provisions already approved by the House to clean up corrupt practices in the student loan programs and protect students from aggressive lender marketing practices. The bill's new provisions include requiring better consumer disclosures and protections on private student loans.

In addition, the College Opportunity and Affordability Act would:

- Streamline the federal student financial aid application to make it easier for all eligible students, especially from low-income households, to apply for financial aid;
- Make textbook costs more manageable for students by helping them plan for textbook expenses in advance of each semester;
- Expand college access for low-income and minority students by allowing students to receive year-round Pell Grant scholarships and strengthening college readiness programs;
- Increase college aid and support programs for veterans and military families to help veterans, active duty military personnel, and their family members attend college and succeed;
- Create safer college campuses for students and faculty by developing campus safety and disaster readiness plans for all colleges and helping schools recover and rebuild in the event of a disaster;
- Ensure equal college opportunities and fair learning environments for students with disabilities to provide them with the resources and support they need to stay in school and graduate; and
- Help strengthen our nation's workforce and economic competitiveness by boosting science, technology, and foreign language educational opportunities, by providing public service loan forgiveness to encourage and reward students who enter critically needed service fields and by enhancing teacher training and development programs.

This legislation is the second of two major higher education bills introduced this year. The College Cost Reduction and Access Act of 2007 was signed into law in September. The College Opportunity and Affordability Act is a comprehensive reauthorization of the Higher Education Act, the primary law aimed at expanding college access for low- and middle-income students.

The bill text is available online at: <http://edlabor.house.gov/bills/HEAReauthorizationText.pdf>

A summary of the legislation is available at:
<http://edlabor.house.gov/publications/20071109COAASummary.pdf>

NEW REPORTS

Cross-Case Analysis of Career Pathway Programs

In mid-November, the National Research Center for Career and Technical Education, with support from the U.S. Department of Education's Office of Vocational and Adult Education, released a technical report on a cross-case analysis of career pathway programs. The purpose of the study was to examine what programs, policies, and practices, particularly curricula, institutional and support strategies are currently being implemented to support the transition of low-skilled adults through career pathways that align with postsecondary career-technical education. The results of the report show that the selected career pathway programs demonstrate a clear commitment to enrolling and serving low-skilled adults.

To view the report in brief go to: http://ocrl.ed.uiuc.edu/Publications/In_Brief/BriefACP.pdf

To view the full technical report go to:
http://ocrl.ed.uiuc.edu/Projects/GED/Career_Pathways.pdf

New Report Argues that Middle-Skill Jobs Have Been Overlooked By Policymakers***

In a report in mid-November, *America's Forgotten Middle-Skill Jobs*, authors Harry Holzer with Georgetown University and The Urban Institute and Robert Lerman with American University and The Urban Institute, argue that middle-skill jobs, which make up half of all jobs today, are being overlooked by national policymakers and politicians. They describe middle-skill jobs are those that require more than high school but less than a four-year degree.

While a lot of attention has been paid to the one in four jobs that require bachelorette or advanced degrees, the authors argue that, "researchers are underestimating middle-skill job prospects in the labor market, and policy makers are paying too little attention to strengthening skill development in these positions."

The report is part of a national campaign, *Skill2Compete*, launched today by a coalition of endorsers led by The Workforce Alliance. The campaign calls for a strong investment in training workers for middle-skill jobs to build and sustain a strong economy and a strong middle-class. In reflecting the views of the campaign endorsers, Any Van Kleunen, campaign spokesperson and executive director for the Workforce Alliance said, "The past year has brought a great deal of attention to the need for U.S. investment in its future innovators, and we've seen a lot of really good legislation that will generate more scientists and engineers. But, this focus alone will not ensure our nation's competitive edge."

For a copy of the report, go to:

<http://www.skills2compete.org/atf/cf/{8E9806BF-4669-4217-AF74-26F62108EA68}/ForgottenJobsReport%20Final.pdf>

UPCOMING EVENTS AND MEETINGS

State Board of Education

Salem, Oregon
December 6-7

OCCA Board Meeting

Salem, Oregon
December 7

OCCA Executive Committee

Salem, Oregon
December 7

State Board of Higher Education

Portland State University
Portland, Oregon
December 7

Oregon Presidents Council

Central Oregon Community College
Bend, Oregon
December 12-13

State Board of Higher Education

Portland State University
Portland, Oregon
January 3-4

State Board of Education

Salem, Oregon
January 17-18

OCCA Board Meeting

Salem, Oregon
January 18

Oregon Presidents Council

Clackamas Community College
Oregon City, Oregon
January 30-31

State Board of Higher Education

University of Oregon
Eugene, Oregon
February 7-8

Association of Community College Trustees
National Legislative Summit
Washington, D.C.
February 11-13

State Board of Education
Salem, Oregon
February 14-15

OCCA Executive Committee
Salem, Oregon
February 15

Oregon Presidents Council
Portland Community College, Sylvania Campus
Portland, Oregon
February 27-28

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.



Tillamook Bay Community College

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Agenda Item 5.B. Attachment #1

Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended October 2007
 33.33% 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	\$ 1,107,367.18	169.00%	\$ 1,070,272	\$ 1,212,482.15	113.29%
State	\$ 667,609	\$ 608,111.76	91.09%	\$ 1,024,589	\$ 660,975.73	64.51%
Property Taxes	\$ 815,000	\$ 6,521.54	0.80%	\$ 895,000	\$ 5,451.11	0.61%
Timber Taxes	\$ 275,000	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition	\$ 325,000	\$ 204,291.00	62.86%	\$ 547,935	\$ 193,393.64	35.29%
Fees	\$ 95,000	\$ 46,595.08	49.05%	\$ 124,676	\$ 45,833.37	36.76%
Sale of Goods	\$ 2,000	\$ 865.00	43.25%	\$ 2,000	\$ 380.00	19.00%
Interest	\$ 32,000	\$ 18,302.48	57.20%	\$ 55,000	\$ 21,480.68	39.06%
Miscellaneous	\$ 5,000	\$ 1,252.55	25.05%	\$ 5,000	\$ 2,025.79	40.52%
Transfers	\$ 8,871	\$ 1,575.57	17.76%	\$ 73,231	\$ 3,590.20	4.90%
Repayment of Short-Term Loan	\$ 154,042	\$ -	0.00%	\$ 115,475	\$ -	0.00%
Total resources	\$ 3,034,767	\$ 1,994,882.16	65.73%	\$ 3,913,178	\$ 2,145,612.67	54.83%
Expenditures						
Instruction	\$ 811,091	\$ 248,767.67	30.67%	\$ 972,740	\$ 274,362.71	28.21%
Instructional Support	\$ 242,823	\$ 70,547.52	29.05%	\$ 331,892	\$ 85,748.21	25.84%
Student Services	\$ 430,603	\$ 109,745.43	25.49%	\$ 386,276	\$ 119,671.95	30.98%
College Support	\$ 953,502	\$ 292,392.03	30.67%	\$ 1,016,125	\$ 324,292.59	31.91%
Plant Operation	\$ 174,492	\$ 38,909.82	22.30%	\$ 191,832	\$ 48,254.37	25.15%
Financial Aid	\$ 95,000	\$ 39,204.33	41.27%	\$ 141,000	\$ 29,289.65	20.77%
Transfers	\$ 104,000	\$ 22,202.48	21.35%	\$ 91,200	\$ 30,403.66	33.34%
Contingency	\$ 50,000	\$ -	0.00%	\$ 213,000	\$ -	0.00%
Total expenditures	\$ 2,861,511	\$ 821,769.28	28.72%	\$ 3,344,065	\$ 912,023.14	27.27%
Ending fund balance	\$ 173,256	\$ 1,173,112.88	677.10%	\$ 569,113	\$ 1,233,589.53	216.76%

Agenda Item 5.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended October 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	\$ 22,775.64	\$ (5,357.65)	\$ 64,347	\$ 15,004.35
Tutor Grant	211	\$ -	\$ 3,361.14	\$ 4,811.61	\$ (1,450.47)	\$ 14,167	\$ 334.07
Adult Ed Program Improvement Project Grant	212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,732.13
Adult Ed Accountability Grant	213	\$ -	\$ -	\$ -	\$ -	\$ 169	\$ 2,013.78
Sprint Yellow Pages Literacy Grant	215	\$ 3,010.23	\$ -	\$ 13.13	\$ 2,997.10	\$ 3,021	\$ 21.84
United Way Literacy Grant	216	\$ 4,069.09	\$ 500.00	\$ 1,365.14	\$ 3,203.95	\$ 3,275	\$ -
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ 1,446.48	\$ 1,985.36	\$ (538.88)	\$ 12,285	\$ 1,866.09
2005-07 Incentive Grant	218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,804.87
Strategic Reserve Pathways Initiative Grant	225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ -	\$ 12,770.59	\$ (12,770.59)	\$ 30,250	\$ 5,122.60
SBDC State Grant	231	\$ -	\$ -	\$ 15,620.08	\$ (15,620.08)	\$ 41,982	\$ 7,386.61
SBDC Program Income	232	\$ 12,327.11	\$ 4,556.00	\$ 1,756.29	\$ 15,126.82	\$ 12,000	\$ 862.22
SBDC Supplement	233	\$ 6,220.71	\$ -	\$ 1,612.92	\$ 4,607.79	\$ 6,221	\$ 899.32
TEC Vocational Education Grant	240	\$ -	\$ 4,563.01	\$ 6,071.96	\$ (1,508.95)	\$ 18,424	\$ 13,079.20
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	\$ 3,719.34
First Responder Grant	246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,769.18
Student Assistance	250	\$ 3,275.83	\$ -	\$ 35.00	\$ 3,240.83	\$ 3,326	\$ 90.00
Work Keys Mini Grant	251	\$ 2,270.64	\$ -	\$ 70.00	\$ 2,200.64	\$ 1,500	\$ 105.00
Bay City Rental	260	\$ 12,405.14	\$ -	\$ 1,167.00	\$ 11,238.14	\$ 1,650	\$ 1,067.25
Total Special Fund		\$ 50,001.06	\$ 32,000.91	\$ 70,211.01	\$ 11,790.96	\$ 240,117	\$ 58,877.85
Schedule of Special Fund borrowing from General Fund		Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 10/31/2007		
Total of Grants that borrow from the General Fund		\$ (37,246.62)	\$ 6,839.30	\$ 14,999.50	\$ (29,086.42)		
Total of Grants that are not borrowing from the General Fund		\$ 49,037.58	\$ 676.00	\$ -	\$ 48,361.58		
Total Special Fund		\$ 11,790.96	\$ 7,515.30	\$ 14,999.50	\$ 19,275.16		
	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)	\$ 8,366.00	\$ 7,209.28	\$ (9,137.30)	\$ 21,268	\$ 3,019.18
Bookstore	320	\$ 42,074.42	\$ 61,953.00	\$ 57,249.86	\$ 46,777.56	\$ 152,609	\$ 61,324.20
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ 1,060.89	\$ 5,942.44	\$ 23,784	\$ 3,109.37
Total Enterprise Fund		\$ 38,783.73	\$ 70,319.00	\$ 65,520.03	\$ 43,582.70	\$ 197,661	\$ 67,452.75
PERS Pension Bond Fund	410	\$ 5,600.85	\$ 30,429.34	\$ 1,600.00	\$ 34,430.19	\$ 81,263	\$ 1,600.00
General Obligation Bond Fund	420	\$ -	\$ -	\$ -	\$ -	\$ 589,307	\$ -
Total Debt Service Fund		\$ 5,600.85	\$ 30,429.34	\$ 1,600.00	\$ 34,430.19	\$ 670,570	\$ 1,600.00
Building Reserve Fund	510	\$ 654,065.25	\$ 11,299.50	\$ -	\$ 665,364.75	\$ 61,500	\$ -
Campus Construction Fund - GO Bonds	520	\$ -	\$ 10,036,792.24	\$ 121,106.37	\$ 9,915,685.87	\$ -	\$ -
Total Capital Projects Fund		\$ 654,065.25	\$ 10,048,091.74	\$ 121,106.37	\$ 10,581,050.62	\$ 61,500	\$ -
Associated Students of TBCC	710	\$ 391.31	\$ 421.56	\$ 583.83	\$ 229.04	\$ 6,200	\$ 106.47
Phi Theta Kappa Honorary Society Fund	720	\$ 1,104.13	\$ 452.96	\$ 443.59	\$ 1,113.50	\$ 9,050	\$ 1,111.11
Total Agency Fund		\$ 1,495.44	\$ 874.52	\$ 1,027.42	\$ 1,342.54	\$ 15,250	\$ 1,217.58

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended October 2007

33.33% 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)		\$ 1,313,806			\$ (5,888)			\$ (6,844)			\$ 19,827	
Beginning Fund Balance	\$ 1,070,272	\$ 1,212,482	113.29%	\$ 143,418	\$ 50,001	34.86%	\$ 10,000	\$ (10,294)	-102.94%	\$ 32,995	\$ 42,074	127.52%
Resources												
State Aid	\$ 1,024,589	\$ 660,976	64.51%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 209,124	\$ 27,445	13.12%	\$ 500	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 672,611	\$ 239,227	35.57%	\$ 7,500	\$ 3,716	49.55%	\$ 20,768	\$ 8,366	40.28%	\$ -	\$ -	0.00%
Local Taxes	\$ 895,000	\$ 5,451	0.61%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 380	19.00%	\$ 3,000	\$ 840	28.00%	\$ -	\$ -	0.00%	\$ 141,000	\$ 61,832	43.85%
Interest	\$ 55,000	\$ 21,481	39.06%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous (Note 3)	\$ 5,000	\$ 2,026	40.52%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 600	\$ 121	20.17%
Repayment of Short-Term Loans	\$ 115,475	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 73,231	\$ 3,590	4.90%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 2,842,906	\$ 933,131	32.82%	\$ 219,624	\$ 32,001	14.57%	\$ 21,268	\$ 8,366	39.34%	\$ 141,600	\$ 61,953	43.75%
Expenditures												
Salaries and Wages	\$ 2,063,187	\$ 637,005	30.87%	\$ 174,898	\$ 61,043	34.90%	\$ 19,567	\$ 6,431	32.87%	\$ 23,192	\$ 7,709	33.24%
Operating Expenditures	\$ 953,819	\$ 229,045	24.01%	\$ 56,383	\$ 6,230	11.05%	\$ 650	\$ 504	77.54%	\$ 113,300	\$ 49,210	43.43%
Capital Outlay	\$ 22,859	\$ 15,569	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 10,000	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 91,200	\$ 30,404	33.34%	\$ 8,836	\$ 2,938	33.25%	\$ 1,051	\$ 274	26.07%	\$ 1,117	\$ 331	29.63%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 105,475	\$ -	0.00%	\$ 10,000	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 4)	\$ 213,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 5,000	\$ -	0.00%
Total expenditures	\$ 3,344,065	\$ 912,023	27.27%	\$ 345,592	\$ 70,211	20.32%	\$ 31,268	\$ 7,209	23.06%	\$ 152,609	\$ 57,250	37.51%
Ending Fund Balance	\$ 569,113	\$ 1,233,590		\$ 17,450	\$ 11,791		\$ -	\$ (9,137)		\$ 21,986	\$ 46,777	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 101,206			\$ 7,515			\$ -			\$ -	
Inventories		\$ 3,008			\$ -			\$ -			\$ 22,241	
NET EFFECT ON CASH		\$ (104,214)			\$ (7,515)			\$ -			\$ (22,241)	
Liabilities												
Accounts Payable		\$ 45,176			\$ -			\$ -			\$ -	
Unearned Revenue (Note 5)		\$ 39,137			\$ -			\$ -			\$ -	
Payroll		\$ 134,335			\$ 15,000			\$ 2,382			\$ 2,571	
NET EFFECT ON CASH		\$ 218,648			\$ 15,000			\$ 2,382			\$ 2,571	
NET ADJUSTMENTS		\$ 114,434			\$ 7,485			\$ 2,382			\$ (19,670)	
ENDING CASH BALANCE		\$ 1,348,024			\$ 19,276			\$ (6,755)			\$ 27,107	

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

	Enterprise Fund - 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	\$ 63,161	350.89%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous (Note 3)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 9,984,931	0.00%	\$ 14,050	\$ 875	6.23%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 30,404	33.78%	\$ -	\$ -	0.00%	\$ 1,200	\$ -	0.00%
Total Revenues	\$ 18,000	\$ -	0.00%	\$ 681,607	\$ 30,430	0.00%	\$ 264,000	\$ 10,048,092	3806.10%	\$ 15,250	\$ 875	5.74%
Expenditures												
Salaries and Wages	\$ 15,018	\$ 1,013	6.75%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 8,039	\$ -	0.00%	\$ 1,600	\$ 1,600	0.00%	\$ -	\$ 121,106	0.00%	\$ 15,250	\$ 1,027	6.73%
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 4)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 759,958	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 23,784	\$ 1,061	4.46%	\$ 670,570	\$ 1,600	0.24%	\$ 821,458	\$ 121,106	14.74%	\$ 15,250	\$ 1,027	6.73%
Ending Fund Balance	\$ 1,219	\$ 5,942		\$ 14,287	\$ 34,431		\$ -	\$ 10,581,051		\$ 1,450	\$ 1,343	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 5)	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 5,942	\$ 5,942		\$ 34,431	\$ 34,431		\$ 10,581,051	\$ 10,581,051		\$ 1,343	\$ 1,343	

\$ 12,010,419

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: A22

Comment: Note 3. In the Capital Projects Fund, bond proceeds and premium are accounted for in Miscellaneous.

Cell: A35

Comment: Note 4. Contingency in the General Fund and Enterprise Fund and reserved for future expenditures in Building Reserve Fund.

Cell: A49

Comment: Note 5. Assessed but unreceived property taxes.

Board Self-Evaluation

RECOMMENDATION

Information only—no action requested.

BACKGROUND INFORMATION----- President Carnahan

Results have been tallied from the 2007-2008 Board of Director's Self-Evaluation survey. Although positive, the area needing the most discussion is around the important issue of policy. Given our pending self-study visitation by the Northwest Commission on Colleges and Universities, and our future independent accreditation, much will change around the issue of policy and governance. As I have recently shared with you, I have begun working with staff and will involve the Board in the development and implementation of a governance model that will be policy driven. Once the model has been adopted by the Board, it will include a systematic process of regularly reviewing our existing policies.

Other issues relating to Board responsibilities, missions, and monitoring outcomes should be discussed in a work session agenda relating to Board leadership and effectiveness.



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Administrative Rules

RECOMMENDATION

Review and approve the attached format of the Tillamook Bay Community College Administrative Rules and Procedures as well as Administrative Rule A 001: Policy Development Procedure (current policy) and Administrative Rule A 002: Administrative Rule Procedures.

BACKGROUND INFORMATION----- President Carnahan

As we move toward independent accreditation, the College will be required to establish a number of procedures and rules that will relate either to the existing or new policies. Also, as we implement a systematic approach to annually reviewing board policy, we may find policies that may be more appropriate as administrative rules or procedures. The attached outline of the Tillamook Bay Community College Administrative Rules and Procedures will allow us to begin the process of adopting policy driven administrative rules.



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TILLAMOOK BAY COMMUNITY COLLEGE

Administrative Rules and Procedures

Administrative Rules

A Series: Board Policies

A001: Policy Development Procedure

A002: Administrative Rule Procedure

A003: College wide Committees

B Series: Administrative Policies

B001: Safety and Security

C Series: Personnel Policies

D Series: Instructional Policies

E Series: Student Policies

E001: Associated Student Funding

E002: Student Publications

D Series: Appendix

ADMINISTRATIVE RULE NO: A001

RELATED TO POLICY SERIES NO: 102

TITLE: POLICY DEVELOPMENT PROCEDURE

Following is the procedure for college policy development:

1. A regular policy development process will encourage students, staff, Board members, and the community to submit policy items for consideration. The President will assist individuals or groups in formulating policy items to be submitted.
2. The proposed policy is submitted in writing to the College President stating: (a) the reason for the policy, (b) the proposed policy, and (c) the procedure for implementing the policy.
3. A copy of the proposal is sent by the President to appropriate college administrators for their input and modification.
4. After initial input, a first reading of the proposed policy is held at a regular Board meeting.
5. All interested parties will be given the opportunity to discuss proposals with the President at a regularly scheduled open meeting prior to the second reading by the Board.
6. A second reading of the proposed policy is held by the Board at a regular Board meeting where final comments on the proposed policy will be accepted. The College Board can then make a decision regarding the adoption of the proposed or revised policy or can refer it for consideration at a future date.

ADMINISTRATIVE RULE NO: A002

RELATED TO POLICY SERIES NO: 100

TITLE: ADMINISTRATIVE RULE ADDITIONS, DELETIONS, AND MODIFICATIONS

Following is the procedure for additions, deletions, and modifications to the Administrative Rules (Rule):

1. The proposed rule (addition, deletion, or modification) is submitted in writing to the college President stating: (a) the reason for the rule, (b) the proposed rule, and (c) the procedure for implementing the rule.
2. A copy of the proposal is reviewed by College Council and then sent to college management and staff for their input and modification. These individuals will be given thirty (30) calendar days to respond. If no response is received after 30 calendar days, the President's Office will assume no modifications are necessary to the proposal.
3. A final review of the proposal by College Council will take place after the 30 calendar day period. During this review, suggested modifications and input will be considered and incorporated into the proposal if appropriate. College Council will then approve the proposal for addition to the Tillamook Bay Community College Administrative Rules. The 30-day review period may be waived by the college President when phone numbers, titles, and names of departments/divisions, organizations, agencies, institutions, etc. need to be updated.
4. A complete review of the TBCC Administrative Rules will take place annually. If, as a result of the review, modifications to the rules are necessary, the procedure outlined above will be followed in making these modifications.

Associated Students of TBCC Funding

RECOMMENDATION

Approve the philosophy statement relating to Associated Student Government; Student Activities program; Philosophy and Budget development, and funding the Associated Students of Tillamook Bay Community College (ASTBCC) and activities to become effective with the 2008-2009 budget. Also approve the attached budget resolution to fund the ASTBCC and activities for the 2007-2008 year.

BACKGROUND INFORMATION----- President Carnahan

The College has not had a consistent approach to funding the ASTBCC. Attached is a philosophical statement and funding model that will be more consistent and provide ASTBCC with the responsibility and opportunity of being involved in the annual budget development process.

This process will also require the Board of Education to approve a budget transfer for the remainder of this year to meet this budget model equivalent.



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TITLE: ASSOCIATED STUDENT GOVERNMENT

The TBCC Associated Student Government was established to act as a liaison between students, faculty and administration, assist students with problems and complaints, assist in the coordination and implementation of a variety of student interest topics, and represent the student body in committee meetings and college events. The Associated Student Government has a voice in the affairs of the College by contributing to the social and intellectual development of the student body, providing and promoting opportunities to experience leadership in ways not available through most classroom procedures, initiating communication between students, faculty, and administration, and thus assuring that TBCC provides the highest possible quality of comprehensive education.

TITLE: STUDENT ACTIVITIES PROGRAMS

Philosophy. Student activities at Tillamook Bay Community College provide students with additional basic experience in social and personal development and are considered an integral part of the total educational plan of the College. Students are encouraged to participate in co-curricular activities related to their fields of study. Student participation on college committees, councils, commissions, and government not only assists the individual in self-development, but also plays an important role in the operation and effective functioning of the College.

Budget Development. Students are encouraged to assume an active role in the development of the student activities program budget. Students who choose to participate in this process by serving on the ASTBCC Finance Committee are expected to offer meaningful input into the development and funding of extra-curricular and co-curricular programs.

It is recognized that the authority and responsibility for administering the ASTBCC Student Activities budget rests with the TBCC Board of Education as prescribed by Oregon Law. This law provides that the Board of Education prescribe and collect fees and expend funds so raised for special programs and services for the students and for programs for the social, cultural, and physical development of the students.

TITLE: FUNDING ASSOCIATED STUDENTS AND STUDENT ACTIVITIES

Through the Student Services fee, the College will fund the Associated Students of TBCC and student activities budget at the rate of ninety-nine (99) cents per credit enrollment on an annual basis provided that the budget process substantiates the expenditure. These funds must also be used to fund the student government tuition waivers as outlined in Board Policy 225.5.A. The fee will be transferred to the Agency fund; Associated Students at TBCC on a

quarterly basis after the fourth week of each term following the determination of enrolled credits. The Board of Education will review the per credit rate on an annual basis and will consider rate adjustments to accommodate increased tuition to cover the tuition waivers. Any additional rate increase per credit enrollment must be officially requested through the budget development process for consideration by the Board of Education.

DRAFT

RESOLUTION # 6

Tillamook Bay Community College
Board of Education
December 3, 2007

Budget Transfers

The President RECOMMENDS adoption of the following resolution:

WHEREAS, Oregon Local Budget Law, under ORS 294.450, provides for transfers of appropriations within a fund or from one fund to another after enactment of an appropriation resolution;

WHEREAS, increases in Fund Transfers Out are necessary to transfer a portion of Student Services Fee revenue in the General Fund to the Associated Students of TBCC in the Agency Fund;

WHEREAS, decreases in Board Operating Contingency are necessary to support Fund Transfers Out;

WHEREAS, Resources are shown for informational purposes, as they are not appropriated;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this resolution transferring appropriations as follows:

GENERAL FUND	Original <u>Budget</u>	Increase <u>(Decrease)</u>	Modified <u>Budget</u>
<i>Requirements</i>			
Fund Transfers Out	91,200	3,800	95,000
Board Operating Contingency	<u>782,113</u>	<u>(3,800)</u>	<u>778,313</u>
Requirements Totals	<u>873,313</u>	<u>0</u>	<u>873,313</u>
AGENCY FUND	Original <u>Budget</u>	Increase <u>(Decrease)</u>	Modified <u>Budget</u>
<i>Resources</i>			
Other Sources	14,050	(3,800)	10,250
Fund Transfers In	<u>1,200</u>	<u>3,800</u>	<u>5,000</u>
Resources Totals	<u>15,250</u>	<u>0</u>	<u>15,250</u>

RESOLVED this 3rd day of December, 2007, by the Board of Education, Tillamook Bay Community College.

Chairperson, Board of Education

Attest:

President, Clerk of Board

Strategic Planning and Accreditation

RECOMMENDATION

Information only; no action requested.

BACKGROUND INFORMATION-----Dean Gates

The Planning and Steering Committee is completing its review of the Self-Study Draft this month. The Committee is adding details and information, particularly from TBCC's Strategic Plan and Plans to Meet Benchmarks, on how TBCC will accomplish required tasks previously performed by PCC as TBCC moves toward accreditation. Review of the revised Self-Study by the wider TBCC community will take place in the New Year.

The Executive Team and Planning and Steering Committee are also updating the Plans to Meet Benchmarks (last updated in winter of 2006), revising Work Plans for 2007-2008, and drafting Work Plans for 2008-2009. Work Plans address items identified as gaps (needed improvements) in previous evaluations as well as items related to various strategic initiatives, such as those identified in the College President's goals for the coming year.



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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

DLR Group Architecture & Planning Inc.

Authorization #		
NA	Purpose:	Provide architectural and engineering services in connection with design of the college campus located in Tillamook. Similar services for the two satellite buildings in North and South Tillamook County will be added by addendum at a later date.
	Status:	Master Contract Executed
	Term:	To Be Determined
	Amount:	Lump sum of \$670,755 for proposed A/E statement of work for the main campus only
	Funding:	Campus Construction Fund – General Obligation
	Type:	Lump Sum Contract Agreement
	Comments:	Pre-design activities are underway

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 – September 2007 - 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)



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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

For information only—no action requested.

BACKGROUND INFORMATION ----- President Jon Carnahan

The staff continues to move forward on the construction projects.

- Meeting with the Nestucca Valley School District Board of Education on December 10, 2007 to discuss the South County center,
- Meeting with the Neah-Kah-Nie School District Board of Education on January 14, 2008 to discuss the North County center.



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Personnel

RECOMMENDATION

No report.

BACKGROUND INFORMATION ----- President Carnahan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee	Appointment
Library Director	TBA	TBA		TBA	



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Announcements and General Information

RECOMMENDATION

For information only—no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- Holiday Luncheon – December 14 at Noon, Seventh Day Adventist Church (next door to the College). Catered by the Hospitality, Tourism, and Recreation students. Please RSVP to Sue by December 7.
- Foundation Report
 - Foundation By-laws and Procedures



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TBCC HOLIDAY STAFF LUNCHEON

FRIDAY, DECEMBER 14 AT NOON

SEVENTH DAY ADVENTIST CHURCH
(Next door to the College)

**TRADITIONAL MEAL PREPARED BY THE HOSPITALITY,
TOURISM AND RECREATION STUDENTS,
AND OF COURSE, GOOD COMPANY!**

**FACULTY, STAFF, WORK-STUDY STUDENTS AND PTK/ASTBCC
OFFICERS ARE INVITED**

RSVP TO SUE BY FRIDAY, DECEMBER 7
842-8222 X 1159 or owens@tillamookbay.cc

