

# 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, March 3, 2008, 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, February 27, 2008

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



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# Board of Education Meeting Agenda

**Date:**  
Monday, March 3, 2008

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.	<b>Call to Order • Acknowledge Guests</b> -----	Chairman McGinnis
2.	<b>Approval of the Agenda</b> ----- <b>(Action)</b>	Chairman McGinnis
3.	<b>Invitation of Public Comment</b> -----	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.	<b>Approval of Meeting Minutes</b> ----- <b>(Action)</b>	Chairman McGinnis
5.	<b>Reports:</b>	
A.	Oregon Community College Association -----	Director Swain/ President Carnahan
B.	Financial Report-----	Comptroller Williams
6.	<b>Old Business:</b>	
A.	Academic Calendar ----- <b>(Action)</b>	Dean Gates
7.	<b>New Business:</b>	
8.	<b>Standing Business:</b>	
A.	Strategic Planning and Accreditation -----	Dean Gates
B.	Courses and Curricula----- <b>(Action)</b>	Dean Gates
C.	Grants and Contracts -----	Dean Ellison
D.	Board of Education Policy -----	President Carnahan
E.	Facilities----- <b>(Action)</b>	President Carnahan
F.	Capital Construction Projects -----	President Carnahan
G.	Personnel -----	President Carnahan
9.	<b>Announcements and General Information</b> -----	President Carnahan
10.	<b>Invitation of Public Comment</b> -----	Chairman McGinnis
11.	<b>Board Member Discussion Items</b> -----	Chairman McGinnis
12.	<b>Adjournment</b> ----- <b>(Action)</b>	Chairman McGinnis



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# Board of Education Meeting Minutes

February 4, 2008

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, and Sheryl Neu, and Teri Williams, TBCC staff, 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:**

President Carnahan asked that a change be made to the agenda to include Audit Report as item 5. C. On approval of a motion by Director Wakefield and seconded by Director Weitman, it was resolved to approve the agenda as amended.

**Invitation of Public Comment:**

No comment at this time.

**Approval of Minutes:**

On approval of a motion by Director Wakefield and seconded by Director Wharton, it was resolved that the January 8, 2008 Meeting Minutes be approved. Minutes attached and made a part of the official records.

**Reports:**

Oregon Community Colleges Association: (Item 5.A)

Director Swain gave the OCCA report as included in the Board Packet stressing the need to be familiar with the 40-40-20 project and asked for feedback as to how supportive she should be as the TBCC representative. She also distributed two handouts regarding ethics for informational purposes.

President Carnahan elaborated on the 40-40-20 project stating that although it wasn't necessarily a viable financial project, it did offer a good opportunity to educate the local community on the impact of post-secondary education and proceeded to share statistics of the current levels of education for Tillamook County residents and what it would take to meet the project goal.

Financial Position: (Item 5.B)

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

Audit Report: (Item 5.C)

Copies of the "Annual Financial Report, Year-ended June 30, 2007" were distributed at the meeting as Ms. Williams shared that we had unqualified opinion meaning it was a good report. On approval of a motion by Director Swain and seconded by Director Wakefield, it was resolved to accept and approve for filing and distribution the 2006-2007 Annual Financial Report.

**Old Business:**

There was no old business.



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**New Business:****Academic Calendar:** (Item 7.A)

Dean Gates presented the proposed Academic Calendar as included in the Board Packet noting that as in the past, it continues to tie with the PCC and Oregon University System calendars. She noted there was a change in that registration and drop dates were included with a notation allowing for adjustments without requiring frequent Board approvals.

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

Dean Gates reported that the Planning and Steering Committee had just finished reviewing the standards and that a new draft should be out soon. She also noted that she and Fred Bennett would be attending a workshop on accreditation and would have more to report next month.

**Courses and Curricula:** (Item 8.B)

Dean Gates stated there were no new courses and curricula to share this month but gave an update on the status of several that are in the works including the Culinary Arts, Industrial Maintenance Technician, Building Construction Technician, Agriculture and some state-wide apprenticeship programs. Dean Gates also noted that around \$74 thousand of Pathways grant money has been received.

**Grants and Contracts:** (Item 8.C)

Dean Ellison gave a brief report on the grants and contracts as included in the Board packet. There was discussion regarding the Fair ground property and mitigation status. President Carnahan stated that even today another opportunity to solve the problem has come up, but as of yet, the Memorandum of Understanding has not been signed but he was working closely with Paul Levesque from the County to come to a satisfactory agreement soon.

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

President Carnahan shared the progress on policy development and revision noting that we had received several comments from staff but as of today, there had been no comments from the Board regarding policies. He asked that any comments be forwarded to himself or Board Secretary, Sue Owens.

Directors Wakefield and Swain both requested some clarification of the reasoning behind the request to extend the curtailed operations hours. President Carnahan stated that due to the unusual weather this year, the 24 hour limit had already been met and that the extension simply removes the 24 hour cap until June 30, 2008.

On approval of a motion by Director Wakefield, and seconded by Director Swain it was resolved to grant the authority as requested.

**Facilities:** (Agenda Item 8.E)

President Carnahan stated there was nothing to report this month.

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

President Carnahan shared the purchase of the fairground property is taking a little longer than anticipated however he noted we were still on target. He presented the Joint Resolution between Tillamook Bay Community College and Nestucca Valley School District #101 which is a Memorandum of Understanding and Expression of Intent to move forward in the planning of constructing the South



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County Center on a site next to Nestucca High School asking for approval. On approval of a motion by Director Weitman and seconded by Director Shaw, it was resolved to approve the resolution as presented.

President Carnahan added that he had met with the Neah-Kah-Nie District officials and they are very interested in a similar agreement to build a North County Center on District property. He also stated they were seeking to sell the property and seemed open to an agreement to change the current lease on the Bay City property allowing TBCC to by-pass the razing of the building clause in exchange for an early termination.

He shared a schematic drawing of the new campus for review and discussion noting that he would be sharing the drawing with the staff for their input as well.

**Personnel:** (Agenda Item 8.G)

President Carnahan and Dean Gates reported that Tom Harmon had been hired on a part time basis as a librarian. He will share his time with the Tillamook County Library. The majority of his time will be spent addressing TBCC library needs related to accreditation and the new campus.

**Announcements and General Information:** (Agenda Item 9)

President Carnahan shared the information as included in the Board packet.

**Invitation for Public Comment:** (Agenda Item 10)

Mr. Hettenbach stated he liked the new Librarian, Mr. Tom Harmon and looked forward to working with him.

**Executive Session:** (Agenda Item 11)

Chair McGinnis called an executive session to consider real property. The executive session is held pursuant to O.R.S. § ORS 1992.660(1)(e).ORS at 7:55 pm.

Regular session resumed at 8:25 pm.

On approval of a motion by Director Shaw and seconded by Director Wakefield, it was resolved to grant authority to President Carnahan to seek commercial appraisal of the First Street Campus property.

**Board Member Discussion Items:** (Agenda Item 12)

There was a brief discussion of all that has happened since President Carnahan has been here and how impressed the Board is by his communications and partnerships with both North and South County.

**Adjournment:** (Agenda Item 13)

On approval of a motion by Director Wakefield and seconded by Director Shaw, it was resolved to adjourn at 8:30 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



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# Board of Education Executive Session Minutes

February 4, 2008  
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, and Sue Owens

**Call to Order:**

Chair McGinnis called the session to order at 7:56 p.m. pursuant to ORS 1992.660(1)(e).

**Adjournment:**

On approval of a motion by Director Wakefield and seconded by Director Shaw, it was resolved to adjourn to regular session at 8:24 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 and Executive Committee, Board and Colleges were involved in the short Special Session of the Oregon State Legislature. An executive summary of the community college's involvement and outcomes will be provided by Andrea Henderson, the Executive Director of the Oregon Community College Association.



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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 January 2008  
 58.33% 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
<b>Resources</b>						
Beginning Fund Balance	\$ 655,245	\$ 1,107,367.18	169.00%	\$ 1,070,272	\$ 1,212,482.15	113.29%
State	\$ 667,609	\$ 830,644.64	124.42%	\$ 1,024,589	\$ 888,023.70	86.67%
Property Taxes	\$ 815,000	\$ 715,127.31	87.75%	\$ 895,000	\$ 755,655.22	84.43%
Timber Taxes	\$ 275,000	\$ 80,438.93	29.25%	\$ -	\$ -	0.00%
Local Contract	\$ -	\$ -	0.00%	\$ -	\$ 19,200.00	0.00%
Tuition	\$ 325,000	\$ 364,891.00	112.27%	\$ 547,935	\$ 329,807.24	60.19%
Fees	\$ 95,000	\$ 80,214.08	84.44%	\$ 124,676	\$ 77,955.03	62.53%
Sale of Goods	\$ 2,000	\$ 1,875.00	93.75%	\$ 2,000	\$ 1,375.00	68.75%
Interest	\$ 32,000	\$ 39,311.68	122.85%	\$ 55,000	\$ 40,963.05	74.48%
Miscellaneous	\$ 5,000	\$ 3,366.08	67.32%	\$ 5,000	\$ 2,308.40	46.17%
Transfers	\$ 8,871	\$ 4,147.55	46.75%	\$ 73,231	\$ 29,993.90	40.96%
Repayment of Short-Term Loan	\$ 154,042	\$ -	0.00%	\$ 115,475	\$ -	0.00%
<b>Total resources</b>	<b>\$ 3,034,767</b>	<b>\$ 3,227,383.45</b>	<b>106.35%</b>	<b>\$ 3,913,178</b>	<b>\$ 3,357,763.69</b>	<b>85.81%</b>
<b>Expenditures</b>						
Instruction	\$ 811,091	\$ 436,056.36	53.76%	\$ 972,740	\$ 492,783.07	50.66%
Instructional Support	\$ 242,823	\$ 129,784.94	53.45%	\$ 331,892	\$ 150,320.85	45.29%
Student Services	\$ 430,603	\$ 200,034.78	46.45%	\$ 386,276	\$ 209,528.78	54.24%
College Support	\$ 953,502	\$ 478,115.69	50.14%	\$ 1,016,125	\$ 528,071.51	51.97%
Plant Operation	\$ 174,492	\$ 65,540.24	37.56%	\$ 191,832	\$ 87,262.75	45.49%
Financial Aid	\$ 95,000	\$ 74,257.97	78.17%	\$ 141,000	\$ 51,501.63	36.53%
Transfers	\$ 104,000	\$ 51,336.31	49.36%	\$ 95,000	\$ 57,872.75	60.92%
Contingency	\$ 50,000	\$ -	0.00%	\$ 209,200	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 2,861,511</b>	<b>\$ 1,435,126.29</b>	<b>50.15%</b>	<b>\$ 3,344,065</b>	<b>\$ 1,577,341.34</b>	<b>47.17%</b>
<b>Ending fund balance</b>	<b>\$ 173,256</b>	<b>\$ 1,792,257.16</b>	<b>1034.46%</b>	<b>\$ 569,113</b>	<b>\$ 1,780,422.35</b>	<b>312.84%</b>

Agenda Item 5.B. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended January 2008

	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	\$ -	\$ 33,592.29	\$ 38,981.10	\$ (5,388.81)	\$ 64,347	\$ 26,850.63
Tutor Grant	211	\$ -	\$ 6,824.24	\$ 7,960.15	\$ (1,135.91)	\$ 14,167	\$ 2,670.86
Adult Ed Program Improvement Project Grant	212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,366.62
Adult Ed Accountability Grant	213	\$ -	\$ -	\$ -	\$ -	\$ 169	\$ 5,157.01
Sprint Yellow Pages Literacy Grant	215	\$ 3,010.23	\$ -	\$ 321.39	\$ 2,688.84	\$ 3,021	\$ 38.67
United Way Literacy Grant	216	\$ 4,069.09	\$ 500.00	\$ 1,383.74	\$ 3,185.35	\$ 3,275	\$ 476.97
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ 2,751.18	\$ 3,113.32	\$ (362.14)	\$ 12,285	\$ 2,419.55
2005-07 Incentive Grant	218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,367.32
Strategic Reserve Pathways Initiative Grant	225	\$ -	\$ -	\$ 996.38	\$ (996.38)	\$ -	\$ -
Industrial Maintenance Tech - Local Contract	226	\$ -	\$ 9,000.00	\$ 2,279.36	\$ 6,720.64	\$ -	\$ -
Industrial Maintenance Tech - State Grant	227	\$ -	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ 29,881.16	\$ 33,346.74	\$ (3,465.58)	\$ 30,250	\$ 16,533.22
SBDC State Grant	231	\$ -	\$ 10,255.31	\$ 15,127.86	\$ (4,872.55)	\$ 41,982	\$ 21,081.42
SBDC Program Income	232	\$ 12,327.11	\$ 7,564.00	\$ 2,292.29	\$ 17,598.82	\$ 12,000	\$ 2,049.81
SBDC Supplement	233	\$ 6,220.71	\$ -	\$ 2,945.17	\$ 3,275.54	\$ 6,221	\$ 899.32
TEC Vocational Education Grant	240	\$ -	\$ 9,083.22	\$ 10,583.55	\$ (1,500.33)	\$ 18,424	\$ 13,624.41
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	\$ -	\$ 3,235.83	\$ 5,875.54	\$ (2,639.71)	\$ 27,500	\$ 6,202.02
First Responder Grant	246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,769.18
Student Assistance	250	\$ 3,275.83	\$ -	\$ 45.00	\$ 3,230.83	\$ 3,326	\$ 90.00
Work Keys Mini Grant	251	\$ 2,270.64	\$ -	\$ 175.00	\$ 2,095.64	\$ 1,500	\$ 105.00
Bay City Rental	260	\$ 12,405.14	\$ -	\$ 2,041.70	\$ 10,363.44	\$ 1,650	\$ 1,496.25
<b>Total Special Fund</b>		\$ 50,001.06	\$ 162,687.23	\$ 127,468.29	\$ 85,220.00	\$ 240,117	\$ 110,198.26
Schedule of Special Fund borrowing from General Fund		Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 1/31/2008		
Total of Grants that borrow from the General Fund		\$ (20,361.41)	\$ 69,508.13	\$ 15,361.15	\$ (74,508.39)		
Total of Grants that are not borrowing from the General Fund		\$ 105,581.41	\$ 624.00	\$ -	\$ 104,957.41		
Total Special Fund		\$ 85,220.00	\$ 70,132.13	\$ 15,361.15	\$ 30,449.02		
	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)	\$ 10,748.00	\$ 10,583.81	\$ (10,129.83)	\$ 21,268	\$ 3,562.91
Bookstore	320	\$ 42,074.42	\$ 101,179.46	\$ 97,982.05	\$ 45,271.83	\$ 152,609	\$ 97,099.01
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 23,784	\$ 841.49
<b>Total Enterprise Fund</b>		\$ 38,783.73	\$ 111,927.46	\$ 108,565.86	\$ 42,145.33	\$ 197,661	\$ 101,503.41
PERS Pension Bond Fund	410	\$ 5,600.85	\$ 53,717.39	\$ 41,431.25	\$ 17,886.99	\$ 81,263	\$ 42,011.63
General Obligation Bond Fund	420	\$ -	\$ 535,065.86	\$ 90,630.57	\$ 444,435.29	\$ 589,307	\$ -
<b>Total Debt Service Fund</b>		\$ 5,600.85	\$ 588,783.25	\$ 132,061.82	\$ 462,322.28	\$ 670,570	\$ 42,011.63
Building Reserve Fund	510	\$ 654,065.25	\$ 114,109.72	\$ 23,653.46	\$ 744,521.51	\$ 61,500	\$ -
Campus Construction Fund - GO Bonds	520	\$ -	\$ 10,157,312.74	\$ 206,093.40	\$ 9,951,219.34	\$ -	\$ -
<b>Total Capital Projects Fund</b>		\$ 654,065.25	\$ 10,271,422.46	\$ 229,746.86	\$ 10,695,740.85	\$ 61,500	\$ -
Associated Students of TBCC	710	\$ 391.31	\$ 5,706.94	\$ 830.08	\$ 5,268.17	\$ 6,200	\$ 90.02
Phi Theta Kappa Honorary Society Fund	720	\$ 1,104.13	\$ 3,180.33	\$ 2,570.17	\$ 1,714.29	\$ 9,050	\$ 1,424.50
<b>Total Agency Fund</b>		\$ 1,495.44	\$ 8,887.27	\$ 3,400.25	\$ 6,982.46	\$ 15,250	\$ 1,514.52

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended January 2008

58.33% 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%
<b>Resources</b>												
State Aid	\$ 1,024,589	\$ 888,024	86.67%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ 19,200	0.00%	\$ 209,124	\$ 155,123	74.18%	\$ 500	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 672,611	\$ 407,762	60.62%	\$ 7,500	\$ 6,054	80.72%	\$ 20,768	\$ 10,748	51.75%	\$ -	\$ -	0.00%
Local Taxes	\$ 895,000	\$ 755,655	84.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 1,375	68.75%	\$ 3,000	\$ 1,510	50.33%	\$ -	\$ -	0.00%	\$ 141,000	\$ 101,055	71.67%
Interest	\$ 55,000	\$ 40,963	74.48%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous (Note 3)	\$ 5,000	\$ 2,308	46.16%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 600	\$ 125	20.83%
Repayment of Short-Term Loans	\$ 115,475	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 73,231	\$ 29,994	40.96%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 2,842,906</b>	<b>\$ 2,145,281</b>	<b>75.46%</b>	<b>\$ 219,624</b>	<b>\$ 162,687</b>	<b>74.08%</b>	<b>\$ 21,268</b>	<b>\$ 10,748</b>	<b>50.54%</b>	<b>\$ 141,600</b>	<b>\$ 101,180</b>	<b>71.45%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,063,187	\$ 1,131,028	54.82%	\$ 174,898	\$ 104,550	59.78%	\$ 19,567	\$ 8,974	45.86%	\$ 23,192	\$ 13,470	58.08%
Operating Expenditures	\$ 953,819	\$ 372,871	39.09%	\$ 56,383	\$ 17,908	31.76%	\$ 650	\$ 1,229	189.08%	\$ 113,300	\$ 83,932	74.08%
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	\$ 95,000	\$ 57,873	60.92%	\$ 8,836	\$ 5,010	56.70%	\$ 1,051	\$ 381	36.25%	\$ 1,117	\$ 580	51.92%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 105,475	\$ -	0.00%	\$ 10,000	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 4)	\$ 209,200	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 5,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,344,065</b>	<b>\$ 1,577,341</b>	<b>47.17%</b>	<b>\$ 345,592</b>	<b>\$ 127,468</b>	<b>36.88%</b>	<b>\$ 31,268</b>	<b>\$ 10,584</b>	<b>33.85%</b>	<b>\$ 152,609</b>	<b>\$ 97,982</b>	<b>64.20%</b>
Ending Fund Balance	\$ 569,113	\$ 1,780,422		\$ 17,450	\$ 85,220		\$ -	\$ (10,130)		\$ 21,986	\$ 45,272	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 96,580			\$ 70,132			\$ -			\$ 1,249	
Inventories		\$ 2,985			\$ -			\$ -			\$ 22,241	
NET EFFECT ON CASH		\$ (99,565)			\$ (70,132)			\$ -			\$ (23,490)	
Liabilities												
Accounts Payable		\$ 88,961			\$ -			\$ -			\$ -	
Unearned Revenue (Note 5)		\$ 39,719			\$ -			\$ -			\$ -	
Payroll		\$ 145,920			\$ 15,361			\$ 886			\$ 2,547	
NET EFFECT ON CASH		\$ 274,600			\$ 15,361			\$ 886			\$ 2,547	
NET ADJUSTMENTS		\$ 175,035			\$ (54,771)			\$ 886			\$ (20,943)	
ENDING CASH BALANCE		\$ 1,955,457			\$ 30,449			\$ (9,244)			\$ 24,329	

Agenda Item 5.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended January 200  
 58.33% 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%
<b>Resources</b>												
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	\$ 528,559	89.69%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 246,000	\$ 94,614	38.46%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ 2,310	\$ 7,351	318.23%	\$ 18,000	\$ 191,878	1065.99%	\$ -	\$ -	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%	\$ 10,250	\$ 3,887	37.92%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 52,873	58.75%	\$ -	\$ -	0.00%	\$ 5,000	\$ 5,000	0.00%
<b>Total Revenues</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 681,607</b>	<b>\$ 588,783</b>	<b>0.00%</b>	<b>\$ 264,000</b>	<b>\$ 10,271,423</b>	<b>3890.69%</b>	<b>\$ 15,250</b>	<b>\$ 8,887</b>	<b>58.28%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 15,018	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 8,039	\$ -	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ -	\$ 205,724	0.00%	\$ 15,250	\$ 3,400	22.30%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ 668,970	\$ 130,462	19.50%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 727	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 61,500	\$ 24,023	39.06%	\$ -	\$ -	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%
<b>Total expenditures</b>	<b>\$ 23,784</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 670,570</b>	<b>\$ 132,062</b>	<b>19.69%</b>	<b>\$ 821,458</b>	<b>\$ 229,747</b>	<b>27.97%</b>	<b>\$ 15,250</b>	<b>\$ 3,400</b>	<b>22.30%</b>
Ending Fund Balance	\$ 1,219	\$ 7,003		\$ 14,287	\$ 462,322		\$ -	\$ 10,695,741		\$ 1,450	\$ 6,982	
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	\$ 7,003	\$ 7,003		\$ 462,322	\$ 462,322		\$ 10,695,741	\$ 10,695,741		\$ 6,982	\$ 6,982	

**\$ 13,173,039**

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.

## 2008-2009 Academic Calendar

### RECOMMENDATION

Approve the 2008-2009 Academic Calendar.

### BACKGROUND INFORMATION ----- **Dean Gates**

Attached is the preliminary 2008-2009 Academic Calendar. The Board is being asked to approve the Academic Calendar.



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## TILLAMOOK BAY COMMUNITY COLLEGE

### 2008-2009 ACADEMIC CALENDAR

#### 2008

MAY 12.....	Summer Term, 2008 Registration Begins
MAY 26.....	Memorial Day Holiday
JUNE 9 - 14.....	Spring Term Finals Week
JUNE 13.....	Commencement Exercises
JUNE 14.....	Spring Term Ends
JUNE 23.....	Summer Term 2008 Classes Begin
JULY 4.....	July Fourth Holiday
AUGUST 11.....	Fall Term Registration Begins
SEPTEMBER 1.....	Labor Day Holiday
SEPTEMBER 6.....	Summer Term Ends
SEPTEMBER 15 – 16.....	College In-service (Curtailed Public Services)
SEPTEMBER 16 – SEPTEMBER 26.....	Late Registration, Fall Term
SEPTEMBER 22.....	Fall Term 2008 Classes Begin
NOVEMBER 11.....	Veterans Day Holiday
NOVEMBER 27 - 28.....	Thanksgiving Holiday
NOVEMBER 24.....	Winter Term Registration Begins
DECEMBER 8 - 13.....	Fall Term Finals Week
DECEMBER 13.....	Fall Term Ends
DECEMBER 24, 25, 26.....	Christmas Holiday

**2009**

JANUARY 1 .....	New Year's Holiday
JANUARY 2 - 9 .....	Late Registration, Winter Term
JANUARY 5 .....	Winter Term 2009 Classes Begin
JANUARY 19 .....	Martin Luther King, Jr. Day Holiday (non-contract day for faculty)
MARCH 2 .....	Spring Term 2009 Registration Begins
MARCH 16 - 21 .....	Winter Term Finals Week
MARCH 21 .....	Winter Term Ends
MARCH 23 - 28 .....	Spring Break
MARCH 26 - APRIL 3.....	Late Registration, Spring Term
MARCH 30 .....	Spring Term 2009 Classes Begin
MAY 11.....	Summer Term 2009 Registration Begins
MAY 25.....	Memorial Day Holiday
JUNE 8 – 13 .....	Spring Term Finals Week
JUNE 12 .....	Commencement Exercises
JUNE 13 .....	Spring Term Ends
JUNE 22 .....	Summer Term 2009 Classes Begin

NOTES:

1. Registration dates subject to change.
2. Last day to drop courses with a refund: See class schedule.
3. Last day to drop classes and receive a “W”: See class schedule.



# Strategic Planning and Accreditation

## **RECOMMENDATION**

Information only; no action requested.

## **BACKGROUND INFORMATION**-----Dean Gates

Dean Gates and Fred Bennett attended the NWCCU Self Study Workshop February 7-8. In addition to gathering general information on accreditation and self study, they specifically sought ideas to inform the final revisions of TBCC's self study. They also began a compliance audit to identify gaps in TBCC's draft Self Study Report. Finally, they brought back ideas for formatting/graphic design.

Dean Gates attended the NWCCU Annual Conference on February 22. The Commission will be moving to a new accreditation model after 2010-2011. The change is from a 10-year cyclical model to a 7-year outcomes-based, integrated process model. The new model is in keeping with current emphasis on outcomes, synthesis, and continuous improvement. However, schools that achieve candidacy under the current accreditation model will remain under that model until they complete the candidacy process. That is, they will not be required to switch from one self study process to another during candidacy.

Planning activities on campus are focusing on using strategic plans, work plans, assessment results, planning for outcomes assessment, and other information to advise budget planning.



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## Courses and Curricula

### RECOMMENDATION

Approve Career and Technical Education Courses and Programs below.

### BACKGROUND INFORMATION ----- Dean Gates

As previously mentioned, TBCC is moving forward with expanding offerings in agricultural science and related subjects. The courses that are proposed all transfer to Oregon State University agriculture programs and Tillamook High School students will be able to earn College Now credit. In addition, Fred Smith will continue working with an Advisory Committee to determine additional offerings and programs to meet community needs.

The following seven courses are proposed for approval:

1. AG 111 Computers in Agriculture (3 credits). Agriculture examples and problems utilized as a basis for the material in this course. Provides hands-on experience in the areas of word processing, e-mail, spreadsheets, data base, presentation and web site development.
2. AG 211 Survey and Construction (3 credits). Land measurement and leveling as applied to agricultural uses. Concrete and agricultural building construction including the use of construction power tools, selection of materials and cost estimating.
3. AG 221 Metals and Welding (3 credits). Practices of metal working including the use of metal working machines, metal identification, heat treating and metal properties. Fabrication of metals including arc and oxy-acetylene welding and cutting.
4. ANS 121 Introduction to Animal Science (4 credits). Principles of breeding, physiology, nutrition, and management as they apply to modern livestock and poultry production.
5. ANS 215 Beef/Dairy Industries (3 credits). Introduction to beef and dairy industries; history, current industry status, and demonstration and practice of basic husbandry skills.
6. ANS 230 Dairy Cattle Evaluation (3 credits). Phenotypic evaluation of dairy cattle in relation to the productive life of the animals as well as efficiency and the economic impact on dairy producers. Labs consist of students spending time cow-side evaluating animals via knowledge gained from lectures. Cow anatomy will be mastered, value of type traits will be learned, differentiation of dairy breeds will be understood, and oral presentation skills honed.
7. ANS 231 Livestock Evaluation (3 credits). Visual appraisal of market and breeding classes of beef cattle, sheep, and swine. Live animal and carcass comparisons.

The statewide apprenticeship programs are prompted by a legislatively-mandated change in how community colleges offer certificates and degrees directly related to apprenticeship training. The statewide programs will allow students more flexibility in taking college courses (related instruction, general education, etc.) from institutions near where they are located. This is a good thing for TBCC, especially as we increase our course offerings in technical areas. Because these are Business and Industry (closed enrollment) programs, colleges will be restricted in how the programs are advertised. There will be standard statewide text for catalogs and brochures.

The following certificates and degrees are proposed for approval:



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- Industrial Maintenance Apprenticeship [not Industrial Maintenance Technology program]:
  8. Certificate of Completion in Mechanical Maintenance Apprenticeship.
  9. Certificate of Completion in Industrial Mechanics and Maintenance Technology Apprenticeship.
  10. Associate of Applied Science (AAS) in Industrial Mechanics and Maintenance Technology Apprenticeship.
  
- Construction Trades Apprenticeship [not Building Construction Trades program]:
  11. Certificate of Completion in Manual Apprenticeship Trades.
  12. Certificate of Completion in Construction Trades, General Apprenticeship.
  13. Associate of Applied Science in Construction Trades, General Apprenticeship.
  
- Electrical Apprenticeship:
  14. Certificate of Completion in Limited Electrician Apprenticeship Technologies.
  15. Certificate of Completion in Electrician Apprenticeship Technologies.
  16. Associate of Applied Science (AAS) in Electrician Apprenticeship Technologies.



**Tillamook Bay Community College**

## Grants and Contracts<sup>i</sup>

### RECOMMENDATION

There are no grants or contracts to review this month.

BACKGROUND INFORMATION ----- Dean Ellison

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<sup>i</sup> **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<sup>i</sup>

## **RECOMMENDATION**

Review Board Policy and Administrative Rules – no action required.

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

This is the first reading of the first two sections of the Board Policy and Administrative Rules we are scheduled to take action at the April meeting when we will also begin review of section three, Personnel Policies.

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### <sup>i</sup> TBCC POLICY MANUAL - ARTICLE 102: POLICIES AND PROCEDURES

A. The policies and procedures adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All District employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as District employees.

B. Any policy or procedure needing immediate action may be enacted by a unanimous vote of the entire Board. The vote will be entered in the minutes of the meeting.

C. Additions, changes and/or deletions of policies and procedures governing the District shall be considered by the Board at a minimum of two separate meetings before final action is taken. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.

D. The President will furnish a copy of the policies and procedures and a copy of any amendment thereof to each employee and to any interested person. In lieu of the distribution of the complete manual, the President may prepare a special edition for any specific group of employees; provided, however, that a copy of the complete policies and procedures is made readily accessible to all employees and to members of the public. Copies of the policies and procedures will be on file in the office of the President of the District.



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## Facilities

### **RECOMMENDATION**

Recommend passing a motion to terminate the lease on the Bay City property early if the College is held harmless of section 7.10 – Lessee Duties on Termination.

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

A restated lease between Tillamook Bay Community College and Neah-Kah-Nie School District for the real property located in Bay City, Oregon was signed July 9, 2002. The restated lease commenced upon signing and shall continue through June 30, 2012 at an annual rental rate of one dollar.

As the College has determined that our future campus plans do not include the Bay City site, the College should consider the termination of the lease with the Neah-Kah-Nie School District when appropriate. The School District has had the Bay City property appraised and is currently in the process of putting it on the market. I shared with them our interest in terminating the lease early if the College would be held harmless of section 7.10 – Lessee Duties on Termination.



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## Capital Construction Projects

### RECOMMENDATION

Approve the Joint Resolution between Tillamook Bay Community College and Neah-Kah-Nie School District #56 to locate the North County Center on school district property.

Approve the Joint Resolution between Tillamook Bay Community College and Tillamook School District #9 to renovate the Vocation and Technical building at Tillamook High School for joint College and School District use for Career and Technical Education.

### BACKGROUND INFORMATION ----- President Jon Carnahan

Attached are the Joint Resolutions between Tillamook Bay Community College and Neah-Kah-Nie and Tillamook School Districts which are each a Memorandum of Understanding and Expression of Intent to move forward in the planning of constructing the North County Center and renovation of the Vocation and Technical building at Tillamook High School.

### Project updates:

- Review Real Property Sale Agreement, Warranty Deed and Intergovernmental Agreement
- Review Environmental Assessment
- Review Schematic Design Process



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Joint Resolution  
Between  
Tillamook Bay Community College  
And  
Neah-Kah-Nie School District #56  
(Memorandum of Understanding)

This joint resolution/Memorandum of Understanding is between Tillamook Bay Community College (hereafter the College) and Neah-Kah-Nie School District #56 (hereafter the District), regarding the College building a North County Center on District premises. While this Memorandum of Understanding is not binding on the parties, it is an expression of their intent to move forward together in good faith and with due diligence to develop the plans and the ultimately-binding legal framework that will be necessary to successfully complete this project.

The College plans to pay up to \$480,000 (which is approximately what the College anticipates will be the total cost of the project) towards the site development and construction costs for an approximately 2,400 square foot classroom and meeting facility on the District property, in exchange for a lengthy (perhaps around thirty years) period of occupancy, to be worked out cooperatively by the parties.

The College plans to hold the District harmless for all costs and construction, up to the cap stated above.

It is estimated that occupancy by the College would commence in 2009 and would revert to the District after the College's occupancy is over free of any continuing leasehold interest by the College.

Therefore, be it resolved that the Tillamook Bay Community College Board of Education and the Neah-Kah-Nie School District #56 Board of Education agree to enter into this Memorandum of Understanding containing the terms stated and to proceed in good faith and with due diligence to together plan construct and provide for the use of the North County Center as outlined above.

Tillamook Bay Community College

Neah-Kah-Nie School District #56

By: \_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



Joint Resolution  
Between  
Tillamook Bay Community College  
And  
Tillamook School District #9  
(Memorandum of Understanding)

This joint resolution/Memorandum of Understanding is between Tillamook Bay Community College (hereafter the College) and Tillamook School District #9 (hereafter the District), regarding the College renovating the vocational building at Tillamook High School. While this Memorandum of Understanding is not binding on the parties, it is an expression of their intent to move forward together in good faith and with due diligence to develop the plans and the ultimately-binding legal framework that will be necessary to successfully complete this project.

The College plans to pay up to \$250,000 (which is approximately what the College anticipates will be the total cost of the project) towards the renovation and remodeling of approximately 4,000 square feet of vocational classroom space on the District's High School property, in exchange for a lengthy period of occupancy, to be worked out cooperatively by the parties.

The College plans to hold the District harmless for all costs of renovation up to the cap stated above.

It is estimated that occupancy by the College would commence in 2008 and would revert to the District after the College's occupancy is over free of any continuing leasehold interest by the College.

Therefore, be it resolved that the Tillamook Bay Community College Board of Education and the Tillamook School District #9 Board of Education agree to enter into this Memorandum of Understanding containing the terms stated and to proceed in good faith and with due diligence to together plan, construct, and provide for the use of a portion of the Vocational building as outlined above.

Tillamook Bay Community College  
  
By: \_\_\_\_\_  
  
Dated: \_\_\_\_\_

Tillamook School District #9  
  
By: \_\_\_\_\_  
  
Dated: \_\_\_\_\_

## Personnel

### RECOMMENDATION

There are currently no openings. No action requested.

### BACKGROUND INFORMATION ----- President Carnahan

By March of each fiscal year, the Board and the President shall meet in Executive Session for the purpose of evaluating the performance of the President. The President shall be evaluated on the job performance, the President's goals as approved by the Board and the College's annual goals.

Attached is a copy of the Board approved President's Goals.



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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**

For information only—no action requested.

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

The State Board of Education unanimously approve an allocation from the Strategic Fund of \$200,000 to Tillamook Bay Community College for the 2007-2009 biennium. The College will be required to report to the State Board of Education in late 2009 the measurable outcomes from this investment and the College's sustainability plan.



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