

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, April 7, 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, April 2, 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



Tillamook Bay Community College

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Board of Education Meeting Agenda

Date:
Monday, April 7, 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.	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.	New Business:	
A.	Budget Committee Membership -----	Dean Ellison
B.	Commencement -----	President Carnahan
7.	Old Business:	
8.	Standing Business:	
A.	Strategic Planning and Accreditation -----	Dean Gates
B.	Courses and Curricula----- (Action)	Dean Gates
C.	Grants and Contracts -----	Dean Ellison
D.	Board of Education Policy ----- (Action)	President Carnahan
E.	Facilities-----	Dean Ellison
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.F.</p>		
12.	Board Member Discussion Items -----	Chairman McGinnis
13.	Adjournment ----- (Action)	Chairman McGinnis



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Board of Education Meeting Minutes

March 3, 2008

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

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

Directors Absent: Steve Shaw

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

Guests Present: Ms. Andrea Henderson, Executive Director, Oregon Community College Association; Dr. Fred Smith, and Sheryl Neu, TBCC staff, and Daniel Hettenbach, ASTBCC Office Manager.

Call to Order:

Chair McGinnis called the meeting to order at 6:35 p.m. and welcomed the guests.

Approval of Agenda:

Chairman McGinnis asked that the agenda be amended to include the Executive Session minutes of February 4, 2008. On approval of a motion by Director Wharton and seconded by Director Wakefield, 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 Chairman McGinnis and seconded by Director Wharton, it was resolved that the February 4, 2008 Regular and Executive Session Meeting Minutes be approved. Minutes attached and made a part of the official records.

Reports:

Oregon Community Colleges Association: (Item 5.A)

President Carnahan introduced Ms. Andrea Henderson, Executive Director, Oregon Community College Association, who gave a brief update on the Legislative activities and the Oregon Community College Association. She reported that Clatsop Community College was granted the remaining balance of their capital construction funds for renovation of their campus and that the Legislature has committed to capital construction funds for community colleges in the future. Ms. Henderson also stressed the 40-40-20 Project, noting that it was a major effort of their office as they work to define the role of the community colleges and expenditure needs. She was asking the local boards their feedback on the project.

Financial Position: (Item 5.B)

Ms. Williams presented the information as included in the packet. There was some discussion regarding financial aid funds that hadn't been used. Ms. Williams and Dean Gates explained there were funds remaining due to students who didn't use all of their funds for various reasons. Dean Gates added that the scholarship committee was in the process of redefining the qualifications for some of the institutional scholarships to allow more part time students to be eligible.

There was also discussion regarding the \$4.9 million matching funds. Ms. Williams explained the funds were still in State accounts and will be released at a later date.



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Old Business: (Item 6.A)

Dean Gates presented the 2008-2009 Academic Calendar for approval adding there were no changes since last meeting. On approval of a motion by Director Wakefield and seconded by Director Swain, it was resolved to approve the calendar as presented.

New Business: (Item 7)

There was no new business.

Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates reported that she and Fred Bennett felt the accreditation workshop they attended had been very beneficial. Dr. Gates also reported that the Northwest Association of Colleges and Universities will be making their official visit to TBCC for our Candidacy for Accreditation October 29-31, 2008.

Courses and Curricula: (Item 8.B)

Dean Gates presented seven courses that are proposed for approval: Computers in Agriculture, Survey and Construction, Metals and Welding, Introduction to Animal Science, Beef/Dairy Industries, Dairy Cattle Evaluation, and Livestock Evaluation. She also presented the following certificates and degrees that are proposed for approval: Industrial Maintenance Apprenticeship, Construction Trades Apprenticeship, and Electrical Apprenticeship.

On approval of a motion by Director Swain and seconded by Director Weitman, it was resolved to approve the courses, certificates, and degrees as presented.

Grants and Contracts: (Item 8.C)

This page of the Board packet had been inadvertently missed, however, Dean Ellison stated there were no grants or contracts to report this month. He gave a brief update on the status of the capital construction contracts, stating that things were going well.

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

President Carnahan shared the progress on policy development and revision, sharing the draft of Policy sections I and II for a first reading. There was a call to accept the first reading with a second reading and final approval to be made at the April meeting. On approval of a motion by Director Wakefield and seconded by Director Wharton, it was so moved.

Facilities: (Agenda Item 8.E)

President Carnahan shared information regarding the Bay City Campus lease as included in the Board packet and recommended 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. On approval of a motion by Director Wakefield and seconded by Director Swain, it was so moved.

Capital Construction Projects: (Agenda Item 8.F)

President Carnahan shared information as included in the Board packet regarding the resolutions to locate the North County Center on Neah-Kah-Nie School District property and another to renovate a current building at Tillamook High School for joint TBCC/THS use.

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



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for Career and Technical Education.

President Carnahan also gave capital construction updates as noted in the Board packet. It was his recommendation that the Board grant authority allowing him and Board Chair McGinnis to enter into the sale agreement with the County to purchase the Fairground Property once the wetland mitigation issue has been resolved. He anticipated this could be accomplished by late March. On approval of a motion by Director Weitman and seconded by Director Wharton, it was so moved.

Personnel: (Agenda Item 8.G)

President Carnahan reminded the Board that this was the time of year to perform the College President's annual evaluation. Chair McGinnis requested that the evaluation form used in the past, that includes the President's and College's goals, be shared with the Board for use consideration. Secretary Sue Owens will follow up.

Announcements and General Information: (Agenda Item 9)

President Carnahan shared that the State Board of Education unanimously approved an allocation of \$200,000 for TBCC from the Strategic Fund as stated in the Board packet.

Invitation for Public Comment: (Agenda Item 10)

Mr. Hettenbach stated he had not yet seen the schematic of the new campus but was looking forward to the opportunity.

Board Member Discussion Items: (Agenda Item 11)

Director Wakefield expressed some concerns about the current building design. Discussion followed.

It was mentioned that the new Course Schedule is getting a lot of positive feedback. It was noted that the color cover and multitude of photos really made it look good and the glossy cover, although it looked nice, was not necessary.

Adjournment: (Agenda Item 12)

Chair McGinnis adjourned the meeting at 8:05 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 Regular Board of Directors meeting was March 14, 2008. Although neither Director Swain nor President Carnahan was able to attend, Director Swain has asked that the attached information regarding ethics be included in the board packet for informational purposes.

Also attached is a draft policy statement of 40/40/20 for consideration by local boards as discussed at the last OCCA Board meeting. This statement will be on the docket for the May 16th OCCA Board meeting.



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Oregon Community College Association

Proposed Policies Internal and External - 2008

BOARD OF DIRECTORS POLICIES

Contingency Fund (Operating Reserve)

The "Target Level" for the Contingency Fund shall be 25% of the membership dues as approved in the annual budget. If the Contingency Fund is less than the target level, all interest generated from the contingency fund shall be kept in the contingency fund until such time as the Target Level is reached. In addition, until the Target Level is reached, at least 15% of any year-end income over expenses shall be applied to the Contingency fund.

When the Contingency Fund is diminished to 40% or less of the Target Level the colleges may be assessed, at the discretion of the executive committee, an amount in addition to dues until the Target Level is reached again.

Capital Contingency Fund (Building/Land Reserve)

The "Target Level" for the Capital Contingency Fund shall be 10% of the value of the house and land. These funds shall be earmarked specifically for the long-term repair and maintenance of the OCCA office building based upon a projected schedule provided by OCCA staff. Repairs and maintenance to include but not be limited to: roof, sidewalks, driveway, HVAC, painting, and wiring. The Board of Directors will review the Target Level each year to assure it continues to meet the needs of the organization and reflect fluctuations in the real estate market.

OCCA Committees

- Education Committee

There will be an Education Committee chaired by the Past President of the OCCA. The committee will be comprised of three Board Members, two presidents, one instructional administrator, and one board assistant. The committee will review and make recommendations to staff about OCCA educational programs, including board training events and the annual OCCA convention.

- Budget Committee

There will be a Budget Committee chaired by the OCCA treasurer. The committee will be comprised of two presidents, two board members, and one college financial officer. The committee will review and make recommendations to OCCA staff about the OCCA budget. The committee will also review with staff, the annual audit of the OCCA financial statements.

Expense Reimbursement – Executive Committee and Board of Directors

The OCCA policy is designed to reimburse individuals for approved, reasonable, proper and necessary travel expenses incurred in conjunction with approved OCCA meetings and events.

OCCA does not provide an advance for travel related expenses. OCCA reimburses expenses incurred by the individual incurring expenses while representing the OCCA. All reimbursed expenses will be made pursuant to the current budget or as approved by the Executive Committee. Spouses' expenses are the responsibility of the Executive Committee/Board member.

Individuals are required to submit original receipts for reimbursement of actual expenses along with a completed expense report (form provided by OCCA).

LOCAL TRAVEL – OCCA Board and Executive Committee Meetings

1. EXECUTIVE COMMITTEE

- a. *Mileage reimbursement.* OCCA will reimburse members of the Executive Committee for actual and necessary expenses when driven in a privately owned vehicle. Mileage costs will be reimbursed at the current Government approved rate for round trips of 50 miles or more.
- b. *Parking and tolls.* OCCA will reimburse for parking and tolls associated with a local or long distance trip. Providing original receipt for all expenses is strongly encouraged and is required for all items over \$25.00 each.

2. The Board Chairman, when acting in his/her official role at an OCCA Convention or other approved OCCA meeting, shall be reimbursed for local travel expenses (lodging and meals). Executive Committee members will be reimbursed only if the travel is pre-approved by the Board President and the Executive Director. These expenses will be reimbursed in the same manner as described below under "Out-of-State Travel".

3. BOARD OF DIRECTORS

Expenses incurred by members of the Board of Directors shall be reimbursed by their member colleges.

OUT-OF-STATE TRAVEL

1. EXECUTIVE COMMITTEE

OCCA will reimburse the Board Chairman for actual and necessary expenses for participation in approved meetings or conventions when the Chairman is acting in his/her official role. OCCA will also reimburse Executive Committee members who attend out-of-state meetings at the request of the Executive Director and/or the Executive Committee.

OUT-OF-STATE TRAVEL (continued)

- a. **Meals.** Meal reimbursement includes cost of breakfast, lunch and dinner; plus tips not to exceed 15% of the meal costs. Excluded are entertainment, alcohol expenses and other types of personal expenses not relating to meals. Government guidelines related to per diem should be used when ordering meals.
- b. **Lodging.** Lodging should be obtained at the approved Government rate. Travelers should use standard single room accommodates at medium range hotels. Receipts for all lodging must be attached to the expense report and itemized by expense category (meals, parking, etc.)

ADMINISTRATIVE AND PERSONNEL POLICIESVacationAddition/change to current Policy #7 – 7.1

New language is bold and underlined.

Vacations shall accrue at the appropriate rate and may be used as accrued. **Employees are strongly encouraged to use their full vacation time each budget year, however, employees are strongly discouraged from taking vacation while the Oregon Legislature is in session.** All vacations must be approved in advance by the Executive Director. The Executive Director has the discretion to negotiate other terms of vacation for all employees. **Employees are allowed to accumulate no more than twice their annual vacation allocation (240 hours). Should an employee not use his/her vacation for a period of two years, at the end of that two-year period, any hours in excess of 240 shall expire.**

The amount of vacation time for employees can accrue is already outlined in Policy #7-7.3.

Oregon's Ethics Law Changes

What You Need to Know

GIFTS

The annual limit for gifts given to a public official (includes board members, administrators, employees and some volunteers) is **\$50** from a single source if the gift giver has a legislative or administrative interest in the agency of the public official to whom the gift is given. Public officials are responsible for keeping track of the source and value of all gifts received.

The source of the gift is the person who "caused or initiated the gift", in other words, the person who is the payor of the gift.

Meals (food and beverage) are now considered gifts and are subject to the above limits.

You may **NOT** accept gifts of entertainment (such as tickets to a sporting event, concert, play, movies, a round of golf, skiing, hunting, fishing, etc..) unless:

- It is incidental to another event (i.e., string quartet at a reception), or
- You are participating in the entertainment in your official capacity (i.e., throwing out the first ball at a baseball game).

These limits apply to your relatives and members of your household too. Each individual member of the family or household has a \$50 limit and NO entertainment may be accepted unless it meets one of the two entertainment exceptions above.

EXCEPTIONS – There are several exceptions to the gift limits but these exceptions are narrower than under previous law. The following are a few of the exceptions from the gift limits:

- Campaign contributions.
- Gifts from relatives or members of your household.
- Unsolicited tokens or awards of appreciation if value is less than \$25.
- Meals provided to you when you appear before an organization as part of the formal scheduled program to speak, answer questions or discuss matters in your official capacity. This exception does not apply to "private meals with small numbers of participants".
- Expenses paid by a government entity, membership organization to which the college pays dues, or a non-profit corporation that receives less than 5% of its funding from for-profit entities for attendance at a convention, fact-finding trip, or other meeting if you are delivering a speech, making a presentation, participating in a panel, or representing your college.
 - "Representing" your college means that you are "making an authorized appearance in an official capacity on behalf of the public body". Authorization must be given before travel and may come from a supervisor or the governing board of the college. Individual elected officials are permitted to authorize their own appearances.
- Food, travel or lodging expenses paid to you, a relative, member of your household, or staff when you are representing your college on an "officially

sanctioned” trade-promotion or fact-finding mission, or in official negotiations or economic development activities.

- “Officially sanctioned” means “approval given in writing by a person authorized by the public body to give approval or approval given at a public meeting of the public body”.
- Expenses provided by a public official to you for travel in state to and from an event that is related to your official office and in which you participate in your official capacity.
- Food and beverage provided at a reception (e.g. social gathering) where it is the food and beverage is an incidental part of the reception.
- Entertainment that is an incidental part of another event.

FINANCIAL GAIN

Public officials are still prohibited from using their official position or office to obtain financial gain or avoid financial detriment if the gain or avoidance of detriment would otherwise not be available but for the official’s holding of the official position or office. This prohibition applies to relatives and members of your household, and any business with which you or a relative or member of your household are associated.

EXCEPTIONS – There are several exceptions, including a new exception relating to gifts and a clarification with regard to how official compensation is determined. The prohibition on financial gain does NOT apply to:

- Your official compensation package as determined by the public body that you serve.
 - “Official compensation package” means “wages or other benefits specifically approved by the public body in a formal manner, such as through a union contract, employment contract, or other adopted personnel policies that apply generally to employees.”
- Allowable honorarium. (See below.)
- Reimbursement of expenses.
 - “Reimbursement of expenses” means “payment by a public body to a public official serving that public body of expenses occurred in the conduct of official duties on behalf of the public body”.
- Unsolicited awards for professional achievement.
- Gifts that do not exceed the limits of the gift provisions (e.g., \$50 from a single source with a legislative or administrative interest in your college in a calendar year).
- Items that are expressly excluded from the gift limit. (See gift exceptions above.)
- Contributions to a legal expense fund established under ORS 244.209.

HONORARIA

You may **NOT** solicit or receive, directly or indirectly, honoraria for yourself, or any member of your household, in connection with your official duties.

This prohibition does not apply to the receipt of an honorarium, or a certificate, plaque, commemorative token or other item with a value of less than \$50; or honoraria received for services performed in relation to your private profession, occupation, avocation, or expertise.

REPORTING

Who must report?

Community college board members are **NOT** required to file Statements of Economic Interest or otherwise report the receipt of gifts. It is a good idea, however, to keep track of the source and value of all gifts received in case a question is raised by the Oregon Government Ethics Commission.

Community college presidents and chief financial officers **MUST** file an annual Statements of Economic Interest and a quarterly statement of expenses, honoraria or income received.

What is reported?

The annual Statement of Economic Interest will include all business interests of you and members of your household, a description of the five most significant sources of income in the previous year received by you and members of your household, a list of all real property in which you or a member of your household have an interest, the names of each member of the household who is over age 18, and the names of each relative over age 18 who is not a member of the household.

Quarterly reports of expenses, honoraria, or income received will include any expenses over \$50 received when you participate in a convention, fact-finding mission, trip or other meeting, all allowed honoraria over \$15, and each source of income over \$1000 if the source of the income has an interest in the college.

NOTE: A new provision of the law requires units of government that provide a public official with expenses exceeding \$50 must notify the public official in writing of the amount of the expense within 10 days of the date the expense was incurred. This does **NOT** apply to expenses paid by the public body to their own public officials.

When are the reports due?

The first reports will be due April 15, 2008. Reports thereafter will be due July 15, October 15, and January 15 of each year.

PENALTIES FOR VIOLATIONS

The amount of civil penalties that can be assessed by the Oregon Government Ethics Commission for violations of the law has increased to \$5,000 per violation.

The maximum amount the Oregon Government Ethics Commission can assess in penalties for failure to file a Statement of Economic Interest and/or the required quarterly reports has increased to a \$5,000 maximum penalty.

QUESTIONS

For questions about specific situations call the Oregon Government Ethics Commission at (503) 378-5105.

This document was prepared by OCCA staff for the general information of our members. The source of the information provided is the 2007 Oregon Revised Statutes Chapter 244 and OGEC Administrative Rules OAR 199-005-0005 through 199-005-0035.

March 14, 2007

Draft Policy Statement on 40/40/20 Goal **For Consideration by Local Boards**

The Oregon Community College Association believes that a well-defined strategy to increase educational attainment at all levels best serves the future of our state. Education plays the pivotal role in the economic vitality of Oregon. Increased educational attainment by Oregonians attracts businesses, reduces social costs and adds to the competitive health of the state's citizens.

The Oregon Community College Association proposes a long-term partnership with the Governor and legislators to chart a pathway to increased educational attainment in Oregon.

The community colleges will undertake the following:

- ❑ Chart a six-year plan which meets both attainment and funding goals for consideration of the Governor and Legislature. Increased attainment goals must be intricately tied to increased funding appropriations. Without increased funding, increased attainment goals cannot be met.
- ❑ Critically examine our institutions to assess their ability to reach the 40/40/20 goals. Each community college will review recruitment and retention strategies, educational delivery systems, partnerships, and funding mechanisms.
- ❑ Actively seek partnerships with business and labor, K-12, OUS, and private schools with emphasis on assuring development of competencies within the various demographic levels of the state's population.

In return, OCCA asks the Governor and Legislators to do the following:

- Encourage Oregonians to support increased educational attainment as a means to achieve economic advancement. This support should become state policy. Communicate that post-secondary education is obtainable and available to every Oregonian.
- Provide increased funding for education that is linked to higher educational attainment goals. Hold community colleges accountable for enabling Oregonians to achieve greater educational levels.

Draft Assumptions underlying the policy statement

- Community colleges will play a critical role in achieving the 40/40/20 goals.
 - For the 40 percent of Oregonians who attain a bachelor's degree or better, approximately 18 percent of them will attend a community college as part of the first two years of their degree.
 - For the 40 percent of Oregonians who will obtain an AA degree or certificate, the overwhelming majority of those Oregonians will obtain the credentials through an Oregon community college.
 - For the 13 percent of Oregonians who do not have a high school diploma or equivalent, community colleges are there to provide GED and adult high school education.
- 40/40/20 should be considered an aspirational goal. These percentages serve as useful guidelines until actual benchmarks are developed through review of Oregon's future economic needs.
- Increased educational attainment can only be achieved through a vibrant and active partnership with business and labor, elected officials, and all sectors of education, both public and private.
- Increased investment in education by the state must be allocated by the Legislature. However, merely putting more money into education will not ensure success. Thoughtful and deliberate decision-making and goal-setting must occur. This goal-setting must clearly assess current capacity and chart a clear strategy acknowledging the gaps that exist within the current system.
- Planning for 40/40/20 should be linked to Oregon's economic climate in order to reach the program's outcomes by 2025.
- Expectations and funding must be tied together. From past experience it is clear that merely increasing expectations without funding will create an unfunded mandate.
- Too much emphasis on degree attainment neglects the need for lifelong learning Oregonians will require to be successful in a global economy.
- While the 40/40/20 goal is essential, we cannot neglect other vital areas of the community mission. Community colleges provide Oregonians with lifelong educational learning opportunities. Learning opportunities take many forms: a senior taking a class; a single parent updating job skills; a four-year college graduate seeking retraining; or a company upgrading the skills of its workforce. Community colleges stand ready to assist Oregonians with their educational needs and in doing so champion their right to access.

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 February 2008
 66.67% of fiscal year elapsed

	2006-2007 Annual Budget	2006-2007 Actual	2006-2007 Percentage of Budget	2007-2008 Annual Budget	2007-2008 Actual	2007-2008 Percentage of Budget
Resources						
Beginning Fund Balance	\$ 655,245	\$ 1,107,367.18	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	\$ 723,342.82	88.75%	\$ 895,000	\$ 764,429.52	85.41%
Timber Taxes	\$ 275,000	\$ 135,675.32	49.34%	\$ -	\$ -	0.00%
Local Contract	\$ -	\$ -	0.00%	\$ -	\$ 19,200.00	0.00%
Tuition	\$ 325,000	\$ 365,564.00	112.48%	\$ 547,935	\$ 331,288.48	60.46%
Fees	\$ 95,000	\$ 81,092.62	85.36%	\$ 124,676	\$ 78,867.37	63.26%
Sale of Goods	\$ 2,000	\$ 2,178.00	108.90%	\$ 2,000	\$ 2,065.00	103.25%
Interest	\$ 32,000	\$ 45,877.67	143.37%	\$ 55,000	\$ 46,045.81	83.72%
Miscellaneous	\$ 5,000	\$ 3,393.84	67.88%	\$ 5,000	\$ 2,673.79	53.48%
Transfers	\$ 8,871	\$ 4,696.20	52.94%	\$ 73,231	\$ 54,313.97	74.17%
Repayment of Short-Term Loan	\$ 154,042	\$ -	0.00%	\$ 115,475	\$ -	0.00%
Total resources	\$ 3,034,767	\$ 3,299,832.29	108.73%	\$ 3,913,178	\$ 3,399,389.79	86.87%
Expenditures						
Instruction	\$ 811,091	\$ 506,637.89	62.46%	\$ 972,740	\$ 590,639.93	60.72%
Instructional Support	\$ 242,823	\$ 149,280.26	61.48%	\$ 331,892	\$ 174,917.61	52.70%
Student Services	\$ 430,603	\$ 229,349.39	53.26%	\$ 386,276	\$ 237,806.30	61.56%
College Support	\$ 953,502	\$ 565,141.72	59.27%	\$ 1,016,125	\$ 609,863.71	60.02%
Plant Operation	\$ 174,492	\$ 72,505.57	41.55%	\$ 191,832	\$ 99,070.29	51.64%
Financial Aid	\$ 95,000	\$ 77,507.22	81.59%	\$ 141,000	\$ 53,972.41	38.28%
Transfers	\$ 104,000	\$ 58,859.27	56.60%	\$ 95,000	\$ 65,115.55	68.54%
Contingency	\$ 50,000	\$ -	0.00%	\$ 209,200	\$ -	0.00%
Total expenditures	\$ 2,861,511	\$ 1,659,281.32	57.99%	\$ 3,344,065	\$ 1,831,385.80	54.77%
Ending fund balance	\$ 173,256	\$ 1,640,550.97	946.89%	\$ 569,113	\$ 1,568,003.99	275.52%

Agenda Item 5.B Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended February 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	\$ 44,405.21	\$ (10,812.92)	\$ 64,347	\$ 30,910.01
Tutor Grant	211	\$ -	\$ 6,824.24	\$ 9,726.54	\$ (2,902.30)	\$ 14,167	\$ 3,702.20
Adult Ed Program Improvement Project Grant	212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,456.90
Adult Ed Accountablilty Grant	213	\$ -	\$ -	\$ -	\$ -	\$ 169	\$ 6,067.95
Sprint Yellow Pages Literacy Grant	215	\$ 3,010.23	\$ -	\$ 323.85	\$ 2,686.38	\$ 3,021	\$ 45.57
United Way Literacy Grant	216	\$ 4,069.09	\$ 500.00	\$ 1,406.24	\$ 3,162.85	\$ 3,275	\$ 566.97
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ 2,751.18	\$ 4,377.65	\$ (1,626.47)	\$ 12,285	\$ 2,986.34
2005-07 Incentive Grant	218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,367.32
Strategic Reserve Pathways Initiative Grant	225	\$ -	\$ -	\$ 2,425.61	\$ (2,425.61)	\$ -	\$ -
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	\$ 36,639.70	\$ (6,758.54)	\$ 30,250	\$ 19,626.36
SBDC State Grant	231	\$ -	\$ 10,255.31	\$ 19,357.08	\$ (9,101.77)	\$ 41,982	\$ 23,952.30
SBDC Program Income	232	\$ 12,327.11	\$ 8,235.00	\$ 2,677.29	\$ 17,884.82	\$ 12,000	\$ 2,513.95
SBDC Supplement	233	\$ 6,220.71	\$ -	\$ 4,327.66	\$ 1,893.05	\$ 6,221	\$ 899.32
TEC Vocational Education Grant	240	\$ -	\$ 9,083.22	\$ 12,093.54	\$ (3,010.32)	\$ 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	\$ 6,375.54	\$ (3,139.71)	\$ 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	\$ -	\$ 2,154.70	\$ 10,250.44	\$ 1,650	\$ 1,638.15
Total Special Fund		\$ 50,001.06	\$ 163,358.23	\$ 148,789.97	\$ 64,569.32	\$ 240,117	\$ 123,523.95

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 2/29/2008
Total of Grants that borrow from the General Fund	\$ (39,777.64)	\$ 44,045.82	\$ 16,212.14	\$ (67,611.32)
Total of Grants that are not borrowing from the General Fund	\$ 104,346.96	\$ 526.00	\$ -	\$ 103,820.96
Total Special Fund	\$ 64,569.32	\$ 44,571.82	\$ 16,212.14	\$ 36,209.64

	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)	\$ 11,240.00	\$ 11,194.42	\$ (10,248.44)	\$ 21,268	\$ 4,084.54
Bookstore	320	\$ 42,074.42	\$ 102,506.11	\$ 118,776.66	\$ 25,803.87	\$ 152,609	\$ 106,787.08
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 23,784	\$ -
Total Enterprise Fund		\$ 38,783.73	\$ 113,746.11	\$ 129,971.08	\$ 22,558.76	\$ 197,661	\$ 110,871.62
PERS Pension Bond Fund	410	\$ 5,600.85	\$ 60,982.95	\$ 41,431.25	\$ 25,152.55	\$ 81,263	\$ 42,011.63
General Obligation Bond Fund	420	\$ -	\$ 542,319.79	\$ 90,630.57	\$ 451,689.22	\$ 589,307	\$ -
Total Debt Service Fund		\$ 5,600.85	\$ 603,302.74	\$ 132,061.82	\$ 476,841.77	\$ 670,570	\$ 42,011.63
Building Reserve Fund	510	\$ 654,065.25	\$ 208,986.03	\$ 46,629.85	\$ 816,421.43	\$ 61,500	\$ -
Campus Construction Fund - GO Bonds	520	\$ -	\$ 10,191,867.40	\$ 270,363.54	\$ 9,921,503.86	\$ -	\$ -
Total Capital Projects Fund		\$ 654,065.25	\$ 10,400,853.43	\$ 316,993.39	\$ 10,737,925.29	\$ 61,500	\$ -
Associated Students of TBCC	710	\$ 391.31	\$ 5,986.60	\$ 830.08	\$ 5,547.83	\$ 6,200	\$ 390.10
Phi Theta Kappa Honorary Society Fund	720	\$ 1,104.13	\$ 3,773.08	\$ 2,656.12	\$ 2,221.09	\$ 9,050	\$ 1,481.87
Total Agency Fund		\$ 1,495.44	\$ 9,759.68	\$ 3,486.20	\$ 7,768.92	\$ 15,250	\$ 1,871.97

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended February 2008

66.67% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 1,313,806			\$ (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	\$ 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	\$ 410,156	60.98%	\$ 7,500	\$ 6,725	89.67%	\$ 20,768	\$ 11,240	54.12%	\$ -	\$ -	0.00%
Local Taxes	\$ 895,000	\$ 764,430	85.41%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 2,065	103.25%	\$ 3,000	\$ 1,510	50.33%	\$ -	\$ -	0.00%	\$ 141,000	\$ 102,132	72.43%
Interest	\$ 55,000	\$ 46,046	83.72%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous (Note 3)	\$ 5,000	\$ 2,674	53.48%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 600	\$ 374	62.33%
Repayment of Short-Term Loans	\$ 115,475	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 73,231	\$ 54,314	74.17%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 2,842,906	\$ 2,186,909	76.93%	\$ 219,624	\$ 163,358	74.38%	\$ 21,268	\$ 11,240	52.85%	\$ 141,600	\$ 102,506	72.39%
Expenditures												
Salaries and Wages	\$ 2,063,187	\$ 1,295,190	62.78%	\$ 174,898	\$ 121,983	69.75%	\$ 19,567	\$ 9,538	48.75%	\$ 23,192	\$ 15,386	66.34%
Operating Expenditures	\$ 953,819	\$ 455,511	47.76%	\$ 56,383	\$ 20,443	36.26%	\$ 650	\$ 1,368	210.46%	\$ 113,300	\$ 102,728	90.67%
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	\$ 65,116	68.54%	\$ 8,836	\$ 6,364	72.02%	\$ 1,051	\$ 288	27.40%	\$ 1,117	\$ 663	59.36%
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%
Total expenditures	\$ 3,344,065	\$ 1,831,386	54.77%	\$ 345,592	\$ 148,790	43.05%	\$ 31,268	\$ 11,194	35.80%	\$ 152,609	\$ 118,777	77.83%
Ending Fund Balance	\$ 569,113	\$ 1,568,005		\$ 17,450	\$ 64,569		\$ -	\$ (10,248)		\$ 21,986	\$ 25,803	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 73,345			\$ 44,572			\$ -			\$ -	
Inventories		\$ 2,989			\$ -			\$ -			\$ 22,241	
NET EFFECT ON CASH		\$ (76,334)			\$ (44,572)			\$ -			\$ (22,241)	
Liabilities												
Accounts Payable		\$ 129,294			\$ -			\$ -			\$ -	
Unearned Revenue (Note 5)		\$ 39,719			\$ -			\$ -			\$ -	
Payroll		\$ 142,849			\$ 16,212			\$ 469			\$ 2,559	
NET EFFECT ON CASH		\$ 311,862			\$ 16,212			\$ 469			\$ 2,559	
NET ADJUSTMENTS		\$ 235,528			\$ (28,360)			\$ 469			\$ (19,682)	
ENDING CASH BALANCE		\$ 1,803,533			\$ 36,209			\$ (9,779)			\$ 6,121	

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended February 20
 66.67% of Budget Period Expended

	Enterprise Fund - Customized Training			Debt Service Funds			Capital Projects Funds			Agency Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 7,003			\$ 5,601			\$ 654,065			\$ 1,495	
Beginning Fund Balance	\$ 7,003	\$ 7,003	0.00%	\$ 3,250	\$ 5,601	0.00%	\$ 557,458	\$ 654,065	117.33%	\$ 1,450	\$ 1,495	103.10%
Resources												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 18,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ 589,297	\$ 533,811	90.58%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 246,000	\$ 186,519	75.82%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ 2,310	\$ 9,377	405.93%	\$ 18,000	\$ 229,403	1274.46%	\$ -	\$ -	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	\$ 4,760	46.44%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 60,116	66.80%	\$ -	\$ -	0.00%	\$ 5,000	\$ 5,000	0.00%
Total Revenues	\$ 18,000	\$ -	0.00%	\$ 681,607	\$ 603,304	0.00%	\$ 264,000	\$ 10,400,853	3939.72%	\$ 15,250	\$ 9,760	64.00%
Expenditures												
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%	\$ -	\$ 269,994	0.00%	\$ 15,250	\$ 3,486	22.86%
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	\$ 46,999	76.42%	\$ -	\$ -	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	\$ -	0.00%	\$ 670,570	\$ 132,062	19.69%	\$ 821,458	\$ 316,993	38.59%	\$ 15,250	\$ 3,486	22.86%
Ending Fund Balance	\$ 1,219	\$ 7,003		\$ 14,287	\$ 476,843		\$ -	\$ 10,737,925		\$ 1,450	\$ 7,769	
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		\$ 476,843	\$ 476,843		\$ 10,737,925	\$ 10,737,925		\$ 7,769	\$ 7,769	

\$ 13,065,624

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.

Budget Committee Membership

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Ellison

Zone	Board Member	Community Representative	Term expires
1	Rose Wharton	Anne Price	3/30/08
2	Craig Wakefield	Van Moe	6/30/07
3	Ruth Jensen	J. Robert McPheeters	6/30/08
4	Stephen Shaw	Bill Dahlien	6/30/07
5	Ann Swain	Ward Weissenfluh	6/30/07
6 –At Large	James P. McGinnis	Vicki Goodman	6/30/08
7 –At Large	Robert Weitman	Jack Mulder	6/30/07

There are currently four public budget committee members who have expired terms; Van Moe, Bill Dahlien, Ward Weissenfluh, and Jack Mulder.

Van Moe, Ward Weissenfluh, and Jack Mulder have all agreed to serve another two-year term. Bill Dahlien has moved from the county and a replacement is currently being sought.



Tillamook Bay Community College

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2008 Commencement

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

Please mark your calendars for the 2008 Commencement Exercises scheduled to take place on Friday, June 13, 2008 at 7:00 p.m. Location is yet to be finalized. Please advise Board Secretary Sue Owens of your intentions to attend.



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Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION-----Dean Gates

Below is a timeline for the Self Study process from now until the Site Visit (October 29-31, 2008). Details will likely be added as the process moves forward.

January – April, 2008	<ul style="list-style-type: none"> • Compliance Audit based on Self Study • Internal review of Self Study Draft for Themes/Synthesis/Analysis/Appraisal • Focus on Strengths, Opportunities, Challenges, and Recommendations • Collection of required and optional exhibits and documents
May, 2008	<ul style="list-style-type: none"> • External Review of Self Study Draft <ul style="list-style-type: none"> ○ TBCC Community (faculty, staff, students, board) ○ Expert colleagues at other institutions • Draft of additional Self Study components <ul style="list-style-type: none"> ○ Preface ○ Glossary ○ Executive Summary ○ Eligibility Requirements ○ Summary ○ Required Documents and Exhibits • Incorporation of comments/revisions
June, 2008	<ul style="list-style-type: none"> • Final Review of complete Self Study by Steering Committee • Final Edits to Text
July, 2008	<ul style="list-style-type: none"> • Text Deadline (July 1, 2008) • Design of Final Report • Reproduction of materials to be submitted
August 1, 2008	<ul style="list-style-type: none"> • Mail Materials to Team <ul style="list-style-type: none"> ○ Basic Institutional Data Form ○ Self Study Report ○ Appendices
August-October, 2008	<ul style="list-style-type: none"> • Public Notification and Third Party Comments <ul style="list-style-type: none"> ○ TBCC Fall Schedule of Classes ○ Headlight-Herald • Final Preparations for Visit <ul style="list-style-type: none"> ○ Team Room ○ Transportation ○ Hospitality ○ Schedules
October 29-31, 2008	<ul style="list-style-type: none"> • Site Visit for Initial Candidacy
Post-Visit	<ul style="list-style-type: none"> • Celebration



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Courses and Curricula

RECOMMENDATION

That the College be authorized to submit applications to the Oregon State Board of Education for (1) an Associate of Applied Science Degree and two Certificates of Completion in Industrial Maintenance Technology, and (2) an Associate of Applied Science Degree and one Certificate of Completion in Building Construction Technology.

BACKGROUND INFORMATION ----- Dean Gates

Associate of Applied Science: Industrial Maintenance Technology (90 credits)

Certificate of Completion: Industrial Maintenance Technology (45-53 credits)

Pathways Certificate of Completion: Industrial Maintenance (18-26 credits)

The proposed certificates and AAS degree will allow students to pursue a career in the field of Industrial Maintenance/Industrial Mechanics/Millwright. The program was developed in response to an industry need for the region. The certificates and AAS degree were developed in cooperation with local employers to identify what is needed by the industry for individuals to be successful in the workplace or to qualify them to pursue further education. Outcomes for the program have been designed and aligned with skill sets and apprenticeship requirements in the industry. Individuals will develop proficiency in integration of scientific and mathematical concepts in diagnosis and repair of industrial equipment; application of scientific and mathematical concepts as well as technological applications in the improvement of work process and production efficiencies in a work place; and application of concepts from communication and personality disciplines to aid team building process and product improvement as well as assist in other life roles. The certificates of completion serve as career pathways to the AAS degree.

Associate of Applied Science: Building Construction Technology (93 credits)

Certificate of Completion: Building Construction Technology (37 credits)

The proposed certificate and AAS degree will allow students to pursue a career in the field of building construction. The program exists at PCC and is being brought to TBCC in response to an industry need for the region as well as connection to local high school programs. Outcomes for the program have been designed and aligned with industrial standards for building construction. Individuals will develop proficiency in use of efficient and safe construction skills and techniques on construction projects; use technology to automate and organize information used in construction activities; effective and appropriate communication; effective problem solving skills; ethical standards of business conduct and professional services; and efficient use of man-made and natural resources. The certificate of completion serves as a career pathway to the AAS degree.



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Grants and Contractsⁱ

RECOMMENDATION

There are no grants or contracts to review this month.

BACKGROUND INFORMATION ----- Dean Ellison

ⁱ **TBCC Policy - ARTICLE 106: CONTRACT REVIEW BOARD**

By ORS 279.055, the TBCC Board of Education is designated as the local contract review board for the TBCC District.

Oregon Department of Justice Rules – Chapter 137 Division 30, 35, 40, and 45; Chapter 125 Divisions 20, 22, 25, and 65.

Approved by Board of Education – 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 Policyⁱ

RECOMMENDATION

Second reading of sections I and II of the Board Policy additions, deletions and changes.
Approval of the additions, deletions and changes.

BACKGROUND INFORMATION ----- President Carnahan
This is the second reading of the first two sections of the Board Policy. Following the second reading, recommend the approval of the additions, deletions and changes.

We will also begin review of section III, Personnel Policies.

ⁱ 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

There are no items to review this month.

BACKGROUND INFORMATION ----- Dean Ellison



Tillamook Bay Community College

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Capital Construction Projects

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Jon Carnahan

Project updates:

- Fairground site acquisition: Tillamook Campus
 - Geo-tech report
 - Schematic design update
- Tillamook vocational building remodel
- North County center
- South County center



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Personnel

RECOMMENDATION

There are currently no openings. No action requested.

BACKGROUND INFORMATION ----- President Carnahan



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Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan
OCCA Health Insurance Association model update.



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