

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, January 5, 2009, 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 the 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, but are not limited to, an Invitation for Public Comment, 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.

DATE NOTICE PUBLISHED: Wednesday, December 31, 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. KTEL/KMBD RADIO
6. COAST 105 RADIO
7. TBCC WEB SITE
8. TBCC ADMINISTRATORS AND STAFF
9. TBCC FACULTY SENATE PRESIDENT
10. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
11. ESD ADMINISTRATOR
12. OCCA EXECUTIVE DIRECTOR
13. PUBLIC BUDGET COMMITTEE



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

Board of Education Meeting Agenda

Date:
Monday, January 5, 2009

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 -----	Chair Wakefield
2.	Approval of the Agenda ----- (Action)	Chair Wakefield
3.	Invitation of Public Comment -----	Chair Wakefield
	<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.	December 1, 2008 Regular Meeting Minutes ----- (Action)	Chair Wakefield
5.	Reports:	
A.	Oregon Community College Association -----	President Carnahan Director Swain
B.	Financial Report-----	Comptroller Williams
C.	Audit Report----- (Action)	Comptroller Williams
6.	Old Business:	
7.	New Business:	
8.	Standing Business:	
A.	Strategic Planning and Accreditation -----	Dean Gates
B.	Courses and Curricula-----	Dean Gates
C.	Grants and Contracts-----	Dean Ellison
D.	Board of Education Policy ----- (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 -----	Chair Wakefield
11.	Board Member Discussion Items -----	Chair Wakefield
12.	Adjournment ----- (Action)	Chair Wakefield



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

Board of Education Meeting Minutes

December 1, 2008
Room 9, First Street Campus
2510 First St., Tillamook, OR 97141

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

Directors Absent: Ruth Jensen

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

Guests Present: Michele Burton, Pat Gross, and Sheryl Neu; TBCC Employees

Call to Order and Acknowledgement of Guests:

Chair Wakefield called the meeting to order at 6:30 p.m. and welcomed those in the audience.

Approval of Agenda:

On approval of a motion by Director Wharton and seconded by Director Shaw, it was resolved to approve the agenda as presented.

Invitation of Public Comment:

There was no public comment.

Approval of Minutes:

On approval of a motion by Director McGinnis and seconded by Director Weitman, it was resolved that the November 3, 2008 Regular Meeting Minutes and the November 18, 2008 Special Meeting Minutes be approved. Minutes attached and made a part of the official records.

Reports: (Item 5)

Oregon Community College Association: (Item 5.A)

Director Swain gave an update on the OCCA conference held on November 21-22, noting that the primary topic was the budget forecast. Director Swain also shared her pleasure in being able to recognize Chair Wakefield's years of service at the event.

Financial Report: (Item 5.B)

Comptroller Williams presented the financial reports as included. She added that the budget cuts at the state level will have some impact on our budget. She also shared that the auditors had been here and the initial, unofficial report was positive.

Old Business: (Item 6)

There was no old business.

New Business: (Item 7)

State Revenue Forecast: (Item 7.A)

President Carnahan stated a new revenue forecast and the Governor's budget had been released today. He explained that to make up for the last biennium's shortfall, the Governor had requested an across-the-board cut on the remaining seven months of the biennium, meaning a 10 percent reduction in our last state payment or approximately \$28 thousand to TBCC. President Carnahan stated that although it would mean some adjustments, he didn't feel the cut would create a crisis. The Governor's budget for 2009-2011 is reducing funding for community colleges, resulting in a reduction of \$52



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

thousand to TBCC. He added that he, Dean Ellison, and Comptroller Williams will be starting the budget process soon and plan to work on a four-year budget in anticipation of future cutbacks.

President Carnahan also shared that Oregon President's Council was this week and that he planned to be in attendance and that the budget would be the focus. He plans to address the budget cuts in his next TBCC Connection article in the *Headlight-Herald*.

There was a discussion regarding a potential tuition increase to off-set the future budget cuts.

First Class Student Scholar Program: (Item 7.B)

President Carnahan explained the proposed First Class Scholar Program, noting that it would provide the opportunity for all 2009 high school graduates in Tillamook County with a 3.0 or above accumulative GPA to attend Tillamook Bay Community College on a tuition scholarship grant. He added that, ideally, the scholarship will be funded by a \$50,000 scholarship challenge grant from the Miller Foundation and also a request to the Oregon Community Foundation through their North Coast Regional Action Initiative program that would match the Miller Foundation challenge request as well as the Foundation's current annual campaign.

He added that getting the challenge grant from the Miller Foundation was contingent upon raising more funds than were raised last year and that although he feels encouraged that the Foundation will be successful, there was a possibility that it wouldn't, in which case the College would have to underwrite the funding for the program. The program could possibly cost in the neighborhood of \$118 thousand over the next two years.

There was a brief discussion of how beneficial the program would be to our community and to the College. On approval of a motion by Director Shaw and seconded by Director Weitman, it was resolved to approve the First Class Scholars Program for 2009-2011. Chair Wakefield stated he was excited about the program and felt that TBCC has come a long way.

Standing Business: (Agenda Item 8)

Strategic Planning and Accreditation: (Agenda Item 8.A)

Dean Gates shared that a faculty workgroup continues to make progress on institutional learning outcomes assessment as expressed in the Board packet.

She also shared new information not included in the Board packet. We have received an initial report from the Northwest Commission on Colleges and Universities for review and it is essentially what we had expected. President Carnahan was allowed the opportunity to make factual changes/corrections and we now wait for the final report, expected in January 2009.

Courses and Curricula: (Agenda Item 8.B)

Dean Gates shared information on two new proposed degrees/certificates in Virtual Assistant and Retail Management and requested that the College be authorized to submit applications to the Oregon State Board of Education for them. It was asked if any additional equipment or software would be necessary for the Virtual Assistant program to which she replied we currently have all the necessary items as they are also used in other applications.

On approval of a motion by Director Shaw and seconded by Director Swain, it was resolved that the College be authorized to submit applications to the Oregon State Board of Education for (1) a Certificate of Completion in Computer Applications/Office Systems: Virtual Assistant, and (2) an Associate of Applied Science Degree in Retail Management.

Grants and Contracts: (Agenda Item 8.C)

Dean Ellison shared there were no grants or contracts to report on this month.



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

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

President Carnahan presented Policy 500, Students, for second reading and approval, stating that it has been reviewed by the Board, staff and faculty with a few comments/changes suggested.

On approval of a motion by Director McGinnis and seconded by Director Swain, it was resolved to approve Policy 500, Students, as presented.

Also presented for first reading are revisions to Policy 311, Non-Faculty Job Compensation; and Policy 407, Faculty Compensation.

President Carnahan proposes a change that discontinues the policies that allows any excess of the medical insurance stipend to be paid to certain employees as cash compensation. These changes are proposed to take effect on July 1, 2009.

A change is also being recommended that modifies the methodology used for calculating the medical insurance opt-out payment for employees electing to decline the College's medical insurance coverage. President Carnahan shared that he had notified staff of the proposed changes according to policy and had no feedback as of yet.

TBCC staff member Ms. Pat Gross asked President Carnahan if the change would be a gradual phasing out or an instantaneous one. He stated it would be effective July 1, 2009 and that his goal would be that the annual cost of living increase would be enough to compensate the difference for those employees currently in that situation. Chair Wakefield added that since this was the first reading of the proposed change, staff would have the opportunity to make any concerns known before final reading and approval at the January 5, 2009 meeting.

Facilities: (Agenda Item 8.E)

Dean Ellison stated there was nothing new to report this month.

Capital Construction Projects: (Agenda Item 8.F)

The cover page had been inadvertently missed in the Board packet; however, President Carnahan gave a brief update on the following:

- **Central Campus construction update.**
President Carnahan reported that even though waiting for all the permits to come through has made for a long wait, it has been beneficial financially. He added that we are still waiting for the DEQ permit. Once it's received, we can get started. He predicts construction will start before the end of 2008.
- **Center Updates.**
President Carnahan reported that he had attended the Nestucca Valley School Board meeting last week to ask them to consider when it would be best for them for us to continue our building project there. He felt that building a new campus on their site when they are having financial struggles could portray a false image to the community as they would not realize the building was TBCC's and not the school district's.

He added that Neah-Kah-Nie was rethinking their remodeling project due to a cut in timber funds. The project is on hold as they look at other options.

Personnel: (Agenda Item 8.G)

Once again, the cover page had been inadvertently missed in the Board packet; however, President



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

Carnahan stated there was nothing to report this month.

Announcements and General Information: (Agenda Item 9)

President Carnahan invited the Board to the Annual Holiday luncheon, Thursday, December 11, at the First Street Campus in room 8. Anyone interested in attending please let Sue know.

Invitation for Public Comment: (Agenda Item 10)

There was no public comment.

Board Member Discussion Items: (Agenda Item 11)

There were no items discussed.

Adjournment: (Agenda Item 12)

Chair Wakefield adjourned the meeting at 8:05 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

Oregon Community College Association

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Carnahan and Director Swain
The OCCA Board met on December 5, 2008, at the EOLA Viticulture Center in Salem. The Governor's staff was in attendance to discuss the Governor's budget and the OCCA Board reviewed the 2009 OCCA Initiatives and the 2009 legislative positions (attached). The OCCA Board also approved the proposed by-laws, also attached.



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

DRAFT

2009 Oregon Community College Association Initiatives

(Note: Strategic Plan Goals were adopted by OCCA Board in 2006)

Strategic Plan Goal # 1 Access for at least 100,000 additional students to public post-secondary education by the year 2020 given sufficient public investment.

2009 Suggested Initiatives

- Engage key stakeholders in advocacy of the role of community colleges in accomplishing the vision of 20-40-40 as a matter of public policy.
- Promote the value of and funding for community education for local community's life-long learning and workforce development.
- Continue to inform current and prospective students about available financial aid.
- Coordinate public relations campaign with colleges to increase enrollment
- Revise the Strategic Plan Goal #1 to reflect the 20-40-40 vision with shorter milestones and funding needs identified.

Strategic Plan Goal #2 A system for monitoring continuous improvement of the quality of Oregon's Community Colleges to ensure public accountability toward meeting the traditional and emerging needs of the state.

2009 Suggested Initiatives

- Encourage use of and support for funding CCWD efforts to create uniform systems and databases and ensure that the development recognizes local diversity and needs.
- Engage local boards on the student success steering committee report and seek feedback on implementation to ensure statewide efforts reflect local perspectives.
- Advocate community college perspective of accountability and benchmarks before the legislature. Promote measures that enhance college participation among underserved Oregonians.
- Research and share internally information regarding how other states use accountability to impact legislative funding.

Strategic Plan Goal # 3 Strong leadership with all segments of education, policy makers, elected officials, and business leaders to work collaboratively and effectively to meet the access and quality requirements the economy demands.

CONTINUED ON REVERSE . . .

2009 Suggested Initiatives

- Continue working to improve opportunities for board member development for both local boards and the OCCA Board.
- Continue to provide a board member forum at each OCCA Board meeting.
- Compile a list of resources, including people with expertise in community college issues, for local colleges and boards to use.
- Build relationships with the statewide business community.

Strategic Plan Goal # 4 A structure that empowers a local focus with local decision-making while ensuring coordination on a statewide level.

2009 Suggested Initiatives

- Facilitate a strategic conversation about the needs of and support for under-represented populations with special attention paid to closing the achievement gap.
- Develop content for the statewide conversation about improving access for underrepresented populations that is tied to the 20-40-40 goals.
- Create monthly OCCA report and provide to board representatives to share with their local boards
- Increase exposure to OCCA for local board members
- Create opportunities to share best practices among the colleges.

Strategic Plan Goal # 5 Public investments to insure all Oregonians can successfully access quality programming at community colleges.

2009 Suggested Initiatives

- Develop positions and messaging for the support fund, capitol, financial aid and other program packages as benefit the colleges in the 2009 Legislative Session.
- Lead advocacy work before the 2009 Legislative Session and organize college and stakeholder advocacy.
- Facilitate a position on the CTE funding and any categorical funding through working with the Oregon President's Council and other groups.

OCCA Legislative Positions 2009

The Oregon Community College Association is committed to supporting legislation that will advance the interests of Oregon's seventeen community colleges and more than 300,000 students statewide. As part of implementing a long-term strategic plan for community colleges, OCCA will promote legislation during the 2009 Legislative Session that advances the ideals identified by the colleges and stakeholders. This will include a focus on the following principles:

- **Funding** – OCCA will support a balanced increase in the public investment in community colleges for operations, capital, and student financial assistance that meets the post-secondary education and training needs of all Oregonians.
- **Access** – OCCA will support efforts to create opportunities for and remove the barriers to access to post-secondary education and training for all Oregonians.
- **Leadership Structure** – OCCA will support a community college structure that reinforces local control to serve local needs while maximizing responsiveness and collaboration across the educational enterprise at the local and state levels.
- **Quality Education** – OCCA will support efforts that allow community colleges to provide quality education that is responsive and accountable to the community as demonstrated by student and community satisfaction and success.
- **Workforce** – OCCA will support a comprehensive workforce development strategy that recognizes the fundamental role played by community colleges as providers of workforce training and education.
- **Collaboration** – OCCA will support efforts to promote collaboration that is efficient, effective and sustainable among Oregon's community colleges and their partners, including all segments of education, policymakers, business leaders, and elected officials.

Specific positions that OCCA will advance in the 2009-2011 biennium include:

Support Fund – OCCA supports the student-based funding model as the basis for developing the appropriate level of public investment in community college operations. This represents the cost of providing quality education at all seventeen community colleges and expanding access to meet growing student demands. For the 2009–2011 biennium, OCCA supports a funding level of \$621 million.

Strategic goals: # 1 (access), #2 (quality), # 5 (funding)

Capital Construction – OCCA supports the State Board of Education’s priority list for community college capital construction in addition to funding provided for the community college support fund. OCCA will lobby for \$40 million in capital construction.

Strategic goals: # 1 (access), # 5 (funding)

Oregon Opportunity Grant – OCCA supports increasing state funding of need-based financial aid for community college students. OCCA supports an increase in state Opportunity Grant funding to fully funding the Shared Responsibility Model.

Strategic goals: # 1 (access), # 5 (funding)

Policy Option Packages – OCCA supports state funding for the policy option packages adopted by the State Board of Education, including funding for the career readiness certificate, career technical education, and the continuation of career pathways. OCCA will closely monitor these packages and ensure that implementation of the policy options meets the needs of the colleges and their students. OCCA’s support of the packages, however, is predicated on adequate funding into the support fund to avoid cuts to college budgets.

Strategic goals: # 1(access), # 2 (quality), #3 (collaboration), # 5 (funding)

State Mandates – OCCA opposes state unfunded mandates. OCCA reserves the right to review funded mandates before endorsement. OCCA supports the authority of local community colleges to decide policy and programs that best serve their local community.

Strategic goals: # 4 (structure)

Need-Based Financial Aid – OCCA supports need-based financial aid that increases access to affordable, quality public post-secondary education in Oregon and maximizes state dollars to serve the greatest number of students at Oregon’s community colleges.

Strategic goals: # 1 (access), 5 (funding)

Part-time Students – OCCA supports financial aid that increases access and flexibility for part-time students.

Strategic goals: #1 (access)

Short-Term Degree and Certificate Programs Aid – OCCA supports financial aid that increases access to students enrolled in short-term degree and certificate programs.

Strategic goals: # 1 (access)

Local Control – OCCA supports the existing locally based system of community college governance. OCCA opposes efforts to restrict the ability of locally elected boards to respond to local community and student needs.

Strategic goals: # 4 (structure)

Tuition and Fees – OCCA supports local board authority to set tuition and fees that are appropriate for the students in their communities.

Strategic goals: # 4 (structure)

Statewide Leadership Structure – OCCA will only support changes to the statewide leadership structure that meet the criteria adopted by the OCCA Board.

Strategic goals: # 3 (collaboration), #4 (structure)

Expanded Options – OCCA supports efforts to expand early college opportunities for qualified high school students capable of college-level work and make necessary changes to the existing Expanded Options program to ensure it meets student’s needs. OCCA believes programs should allow for local community college board control and funding should be provided to serve these students.

Strategic goals: # 1 (access), # 3 (collaboration)

Transfer – OCCA supports maximum academic and professional technical course transferability and articulation between Oregon’s post-secondary institutions. OCCA supports the option for continuation and expansion or formal transfer, co-admission/co-enrollment and articulation agreements between community colleges, the Oregon University System and the independent colleges and universities as long as these efforts do not have detrimental impact on the community college mission.

Strategic goals: # 1 (access), # 3 (collaboration)

Accountability – OCCA supports improving community college program quality as identified by key performance indicators. Key performance indicators for measuring program outcomes must be developed collaboratively with state and local community college input. OCCA supports the work of the Student Success steering committee and the additional indicators recommended by the report.

Strategic goals: # 2 (quality)

Data-Driven Policy – OCCA supports efforts to strengthen community college policies, practices, and student outcomes through effective data collection and use.

Strategic goals: # 2 (quality)

Statewide Workforce Initiatives – OCCA supports the designation of community colleges as the primary and preferred provider of workforce training and education in Oregon. OCCA supports community college leadership in the development and implementation of statewide workforce coordination efforts and community college representation at the state, regional and local levels.

Strategic goals: # 1 (access) ,# 3 (collaboration)

Small Business Development Centers (SBDC) – OCCA supports continued state funding of SBDCs through general fund, lottery dollars or both, provided the funding from the general fund is over and above the cost to fund community college operations through the support fund

Strategic goals: # 3 (collaboration)

Individual College Initiatives – OCCA supports legislation brought by individual colleges to the extent the issue has no impact on other colleges.

Strategic goals: #4 (structure)

OREGON COMMUNITY COLLEGE ASSOCIATION
Proposed Bylaw Amendments
December 2008

1. NAME AND MISSION

- 1.1 **Name:** The organization shall be known as the Oregon Community College Association.
- 1.2 **Mission:** To advocate, communicate and collaborate in order to strengthen community colleges for the benefit of Oregonians.

2. MEMBERS OF THE ASSOCIATION

- 2.1 **Eligibility:** Any community college district or community college service district shall be eligible for membership.
- 2.2 **Admission:** Any eligible community college district or community college service district may become a member by notifying the Executive Director of its election to do so and by paying the membership dues for the current year in advance.
- 2.3 **Withdrawal from Membership:** Any member may withdraw from membership by executing written notice to the Executive Director at least 12 months in advance of the commencement of any fiscal year.
- 2.4 **Other Membership:** Such other classes of membership may be established as the Board of Directors may from time to time determine, but such classes of membership shall carry no voting privileges.

3. MEETINGS OF ASSOCIATION

- 3.1 **Annual Convention:** An annual convention of the Association shall be held each year at a time and place to be determined by the Board of Directors.
- 3.2 **Special Meetings:** Special meetings of the Association may be called by the Board of Directors at any time by giving ten (10) days written notice to all members of such meeting or by a request to the President of the Association signed by a majority of the members. Emergency meetings may be called by the president or **a member of the Executive Committee** on twenty-four (24) hour notice with written consent of the Executive Committee.

Rationale

The President may be out of town or the reason for the meeting may be because of an issue with the President.

- 3.3 **Regular Meetings:** The Association shall meet three times a year, generally in the fall, winter and spring unless the Executive Committee decides otherwise.

4. **BOARD OF DIRECTORS**

- 4.1 **Powers:** The Board of Directors shall exercise general supervision over all of the affairs of the Association. The powers of the Board include, but are not limited to, the ability to:

- ◆ rent, lease, purchase, receive or hold property, both real and personal, and to rent, lease, mortgage, sell or otherwise dispose of same;
- ◆ employ the executive director;
- ◆ establish the annual membership dues;
- ◆ determine and implement Association policy;
- ◆ approve an annual budget;
- ◆ determine necessary standing or special committees; and,
- ◆ enter into any kind of activity and perform contracts of any kind that may be necessary or desirable to the accomplishment of one or more purposes of the Association.

- 4.2 **Membership:** Each member district shall annually appoint two (2) directors which include one member from each District's Board of Education, hereinafter referred to as the OCCA Representative, and the District's president. Persons elected to the positions of president and vice-president of the Association **or serving in the position of immediate past president** shall also be members of the Board of Directors and shall have the same rights as any other Director.

Rationale

The addition of this sentence clarifies that the Immediate Past President has the same rights as the elected officers.

- 4.3 **Vacancies:** Any vacancy in membership to the Board of Directors **except for a vacancy in one or more of the officer positions** shall be filled by appointment by the Board of Education of the member district from which the vacancy exists and the Executive Director shall be notified of that appointment.

Rationale

Vacancies that occur in positions filled by officers of the OCCA must be filled pursuant to section 5.4 of these bylaws. This change clarifies this section and assures an understanding of the need to comply with section 5.4

- 4.4 **Quorum:** A majority of the ~~membership of the Board of Directors~~ **member community colleges** shall constitute a quorum.
- 4.5 **Voting:** At any meeting of the Board of Directors, each **District community college** shall be entitled to a total of one (1) vote. ~~which may be cast on a proportionate basis between the two district representatives and any OCCA officer director from that District.~~

Rationale

The change to section 4.4 clarifies what constitutes a quorum and thus coincides with the change proposed for section 4.5. The change to section 4.5 assures a one college one vote scenario and removes the necessity to calculate the proportion of colleges present and/or voting.

- 4.6 **Agenda:** Issues involving substantive policy decisions shall be placed on the agenda for discussion at one meeting and voted on at the subsequent meeting. However, if the Board feels it is ready to act immediately on these issues ~~they shall have the discretion to do so.~~ **the above referenced procedure can be waived by the Board of Directors at any meeting by a two-thirds (2/3) vote**

Rationale

OCCA's Board action is guided by Roberts Rules of Order. Roberts Rules of Order are used to protect member's rights and facilitate the completion of Board business. If bylaws indicate that policy decisions will be reviewed at one meeting and voted on at the next meeting and the Board decides to vote at that same meeting, the rights of any person not in attendance to vote and/or review the policy have taken away. The Board can agree to vote on a policy issue at the meeting at which it is presented, but they must agree to take action by a two-thirds vote.

- 4.7 **Chairperson, Vice-Chairperson, Secretary, and Treasurer:** The president of the Association shall act as the chairperson of the Board of Directors, the vice president of the Association shall act as the vice-chairperson and the secretary of the Association shall act as the secretary of the Board. The treasurer of the Association shall act as the treasurer of the Board.

- 4.8 **Executive Committee:** The Executive Committee of the Board of Directors shall be the president, vice-president, secretary, treasurer, and the immediate past president. Two at-large members may be elected by the Board of Directors to serve a one-year term on the Executive Committee. ~~and two at-large members.~~ The functions of the Executive Committee shall include providing direction to staff between Board meetings, evaluating the Executive Director and such other functions on behalf of the Board of Directors as the Board may authorize.

Rationale

Typically the Executive Committee of an organization consists of the officers. The Board of Directors may decide to elect or appointment additional representatives to serve on the Executive Committee for a specific period of time.

- 4.9 **Parliamentary Rules:** All parliamentary questions shall be decided by Roberts Rules of Order, latest edition. The chairperson may, at any time, appoint a person to serve as parliamentarian. That person may advise the chairperson of any questions put to him or her by the chairperson, and after which the chairperson shall announce the ruling. ~~The ruling may be overturned by two-thirds (2/3) majority vote of a quorum of the Board.~~

Rationale

There are many versions of Roberts Rules of Order. It is important that the bylaws reflect that the latest version is used to govern the actions of the Board of Directors. In addition, Roberts Rules of Order already include a provision for the ruling of the president or chairperson to be overturned by a majority vote. Unless the organization wishes to make the vote more stringent than what is already stated in Roberts Rues of Order, this sentence is not necessary.

- 4.10 **Substitutes:** In the event a Director is unable to attend a meeting of the Board of Directors, the Director may send a substitute who shall have the same rights as any other Director.
- 4.11 **OCCA Representative:** The OCCA Representative will be the member of the Board of Education selected to serve on the OCCA Board by their District board. It shall be the duty of this individual to report on the activities of the OCCA Board and gather feedback from their District board on issues of statewide impact.

5. OFFICERS

5.1 **Officers:** The officers of the Association shall be president, vice-president, secretary **and** treasurer ~~and immediate past president~~, each of whom shall be a member of and elected by the Board of Directors as hereinafter provided. **The immediate past president also serves as an officer of the Association.** The president, vice-president and immediate past president shall be Community College Board of Education members of a member district. The secretary and treasurer shall each be presidents of a member district. No member district shall be represented by more than one officer at any one time.

Rationale

The Immediate Past President is not elected by the Board of Directors. The person who held the position of President in the prior year holds the title Immediate Past President.

5.1.1 **President:** The president shall, when present, preside at all meetings of the members and of the Board of Directors ~~The president may sign, and if required by law with the secretary of the Association, contracts, deeds, leases, and other instruments or documents as authorized by a majority of the Board of Directors or as necessary to carry out the purposes of the Association;~~ and in general shall perform all duties incident to the office of president and such other duties as may be prescribed by these Bylaws or the Board of Directors from time to time. The president shall appoint all committees in consultation with the Executive Director **and with the approval of the Board of Directors.** ~~The president may delegate authority to appoint committees to any officer.~~ The president shall serve ex-officio on all committees of the Association.

Rationale

Typically bylaws do not contain a detailed description of the duties of the officers. Because the duties and responsibilities of the officers may change from time to time as the organizations changes and evolves, the officers and directors job descriptions are included in an organizations' policy handbook. Staff recommends that sections 5.1.2, 5.1.3, 5.14 and 5.1.5 be condensed and that job description be included in the policy handbook and not in the bylaws.

The addition of the statement "and with the approval of the Board of Directors" relating to appointment of committees insures that members of the Board have knowledge of and a voice in the decision-making process. The authority to appointment committees more appropriately lies with the president.

- 5.1.2 **Vice-President:** In the absence of the president, the vice-president shall perform the duties of president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The vice-president shall be president-elect and shall automatically assume the presidency the following year unless the Board votes to do otherwise. The vice-president shall perform such other duties as from time to time may be assigned by the president or by Board of Directors. The vice-president and secretary shall supervise the selection of the winners of the Howard Cherry awards prior to each Association convention. The vice-president shall serve as the chair of the Legislative Committee.
- 5.1.3 **Secretary:** The secretary shall review the minutes of the Board of Directors and Executive Committee meetings; shall sign such documents with the president or vice-president as may be necessary; and in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or by the Board of Directors. The secretary and vice president shall supervise the selection of the winners of the Howard Cherry awards prior to each Association convention.
- 5.1.4 **Treasurer:** The treasurer shall give the budget report at each meeting and shall advise the Executive Director on matters relating to the Association's budget. The treasurer shall perform such duties as from time to time may be assigned by the president or by the Board of Directors. The treasurer shall be secretary-elect and shall automatically assume the position of secretary the following year. ~~unless the Board votes to do otherwise.~~

Rationale

Inclusion of the sentence "unless the Board votes to do otherwise" basically says that the person automatically moves up the ranks unless the Board decides to take that opportunity away from that person. Either the person in the position moves up automatically – assuming they do not decline – or the person doesn't.

- 5.1.5 **Immediate past president:** The immediate past president shall serve on the OCCA Executive Committee. The immediate past president shall perform such duties as may be assigned by the president. In the event that the immediate past president ceases to be a community college board member, ~~the position shall remain open unless the executive committee determines otherwise.~~

Rationale

Should the Immediate Past President leave his/her position with a community college, move out of state or die, there is no election to fill that position. That position is only filled when the next president leaves office and becomes the "Immediate Past President".

- 5.2 **Nominating Committee:** The Nominating Committee shall be composed of the members of the Executive Committee. The Nominating Committee shall prepare a slate of officers consisting of the vice-president and treasurer (and, if necessary, the president or secretary) to be presented to the Board at the meeting prior to the meeting where the election of officers is to occur. Additional nominations may be made.
- 5.3 **Terms of Office:** Election of the officers shall be scheduled at the last Board meeting of the fiscal year and the term of said office shall be one (1) year commencing July 1.
- 5.4 **Vacancies in Office:** The vice-president shall succeed to a vacancy in the office of the presidency. Any other vacancies in office shall be filled by appointment by the president, subject to approval by the Board of Directors. If the office of president and vice-president are vacant, those positions shall be filled by the Board of Directors. A person selected to fill a vacancy shall be appointed for the unexpired term of his or her predecessor in office. Time worked in an appointed position will not be counted as time served when calculating an individual's eligibility to serve a subsequent term.

6. **EXECUTIVE DIRECTOR**

- 6.1 **Selection:** The Board of Directors shall hire an Executive Director on such terms as may be determined by the Board. The Executive Director shall be the chief executive officer of the Board and the Association to carry out the policies and directions of the Association and the Board including administration of these Bylaws.

- 6.2 **Duties:** The Executive Director shall perform duties as established by the Board of Directors and as designated in the Association's Policies and Procedures.
- 6.3 **Evaluation:** The Executive Committee shall evaluate the Executive Director annually, prior to the October board meeting. The evaluation will be completed in time to allow the results of the evaluation to be mailed to the Board of Directors prior to the October board meeting. The evaluation process shall allow opportunity for each Board member to provide input into the Executive Director's evaluation. The Executive Committee shall make recommendations to the Board of Directors prior to extension of the Director's contract.

7. EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS EXPENSES

- 7.1 **Executive Committee:** Members of the Executive Committee shall be reimbursed out of Association funds for out-of-pocket and necessary expenses incurred while performing their official duties as members of that committee. Spouses' expenses are the responsibility of the committee member.
- 7.2 **Board of Directors:** Expenses incurred by members of the Board of Directors shall be reimbursed by their member colleges.

8. INDEMNIFICATION

- 8.1 OCCA shall indemnify any of its officers, employees and agents, whether elective or appointive, against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty. The provisions of this section do not apply in case of malfeasance in office or willful or wanton neglect of duty.

9. AMENDMENTS

- 9.1 The Bylaws may be amended at any meeting of the Board of Directors upon giving the members of the Board ten (10) days advance notice of such proposed amendments, upon an affirmative vote of two-thirds (2/3) of the directors present at said meeting.

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

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

Agenda Item 5.B. Attachment #1

Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund

Fiscal Year-to-Date Ended November 2008

41.67% of fiscal year elapsed

	2007-2008 Annual Budget	2007-2008 Actual	2007-2008 Percentage of Budget	2008-2009 Annual Budget	2008-2009 Actual	2008-2009 Percentage of Budget
Resources						
Beginning Fund Balance	\$ 1,070,272	\$ 1,212,482.15	113.29%	\$ 863,369	\$ 1,302,924.45	150.91%
State	\$ 1,024,589	\$ 660,975.73	64.51%	\$ 1,039,959	\$ 460,959.86	44.32%
Property Taxes	\$ 895,000	\$ 732,346.55	81.83%	\$ 895,619	\$ 523,344.17	58.43%
Timber Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Contract	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition	\$ 547,935	\$ 224,528.64	40.98%	\$ 541,150	\$ 234,800.16	43.39%
Fees	\$ 124,676	\$ 52,171.03	41.85%	\$ 125,000	\$ 53,621.74	42.90%
Sale of Goods	\$ 2,000	\$ 560.00	28.00%	\$ 5,000	\$ 1,085.00	21.70%
Interest	\$ 55,000	\$ 27,790.21	50.53%	\$ 50,000	\$ 14,156.21	28.31%
Miscellaneous	\$ 5,000	\$ 2,059.98	41.20%	\$ 7,000	\$ 3,412.12	48.74%
Transfers	\$ 73,231	\$ 28,130.63	38.41%	\$ 288,418	\$ 33,637.79	11.66%
Repayment of Short-Term Loan	\$ 115,475	\$ -	0.00%	\$ 127,175	\$ -	0.00%
Total resources	\$ 3,913,178	\$ 2,941,044.92	75.16%	\$ 3,942,690	\$ 2,627,941.50	66.65%
Expenditures						
Instruction	\$ 972,740	\$ 335,675.01	34.51%	\$ 1,134,700	\$ 344,102.07	30.33%
Instructional Support	\$ 331,892	\$ 106,360.64	32.05%	\$ 323,283	\$ 126,574.82	39.15%
Student Services	\$ 386,276	\$ 150,775.54	39.03%	\$ 444,652	\$ 181,987.77	40.93%
College Support	\$ 1,016,125	\$ 387,843.23	38.17%	\$ 1,044,641	\$ 382,141.35	36.58%
Plant Operation	\$ 191,832	\$ 60,220.09	31.39%	\$ 201,833	\$ 60,290.49	29.87%
Financial Aid	\$ 141,000	\$ 36,355.68	25.78%	\$ 126,160	\$ 35,289.98	27.97%
Transfers	\$ 91,200	\$ 37,908.74	41.57%	\$ 98,300	\$ 40,672.23	41.38%
Contingency	\$ 213,000	\$ -	0.00%	\$ 150,000	\$ -	0.00%
Total expenditures	\$ 3,344,065	\$ 1,115,138.93	33.35%	\$ 3,523,569	\$ 1,171,058.71	33.24%
Ending fund balance	\$ 569,113	\$ 1,825,905.99	320.83%	\$ 419,121	\$ 1,456,882.79	347.60%

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

	Fund No.	Beginning Working Capital	2008-2009 Revenue	2008-2009 Expenditures	Ending Working Capital	2008-2009 Spendable Budget	2007-2008 Prior Year Expenditures
Adult Basic Education	210	\$ -	\$ 6,829.16	\$ 16,949.51	\$ (10,120.35)	\$ 63,768	\$ 28,133.23
Tutor Grant	211	\$ -	\$ 1,586.10	\$ 3,424.26	\$ (1,838.16)	\$ 14,072	\$ 6,099.10
Sprint Yellow Pages Literacy Grant	215	\$ 2,667.88	\$ -	\$ 118.80	\$ 2,549.08	\$ 2,389	\$ 158.11
United Way Literacy Grant	216	\$ 3,588.95	\$ 750.00	\$ 233.69	\$ 4,105.26	\$ 5,385	\$ 1,383.74
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ 1,981.03	\$ 2,804.30	\$ (823.27)	\$ 11,859	\$ 2,311.54
Pathways Grant	225	\$ -	\$ 7,993.14	\$ 13,797.45	\$ (5,804.31)	\$ 54,427	\$ -
Industrial Maintenance Tech	226	\$ 38,490.38	\$ 9,570.00	\$ 9,074.20	\$ 38,986.18	\$ 16,897	\$ 2,279.36
SBDC Federal Grant	230	\$ -	\$ -	\$ 13,632.50	\$ (13,632.50)	\$ 30,250	\$ 16,268.48
SBDC State Grant	231	\$ -	\$ -	\$ 10,027.36	\$ (10,027.36)	\$ 41,333	\$ 20,306.28
SBDC Program Income	232	\$ 19,379.80	\$ 5,686.00	\$ 1,910.41	\$ 23,155.39	\$ 13,374	\$ 2,240.29
SBDC Supplement	233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,945.17
SBDC - EDC Fund	235	\$ -	\$ -	\$ 17,564.35	\$ (17,564.35)	\$ 101,530	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 34,293	\$ 7,564.08
The OR Community Foundation Grant	241	\$ 1,180.40	\$ -	\$ -	\$ 1,180.40	\$ -	\$ -
IWEB Connections Contract	242	\$ 5,241.91	\$ -	\$ -	\$ 5,241.91	\$ -	\$ -
Oregon Healthcare Workforce Partnership	245	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 156.29
First Responder Grant	246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Assistance	250	\$ 3,215.83	\$ -	\$ 30.00	\$ 3,185.83	\$ 3,100	\$ 45.00
Work Keys Mini Grant	251	\$ 1,819.22	\$ -	\$ -	\$ 1,819.22	\$ 1,500	\$ 140.00
Bay City Rental	260	\$ 9,776.74	\$ -	\$ 1,234.05	\$ 8,542.69	\$ 2,600	\$ 1,757.90
Total Special Fund		\$ 85,361.11	\$ 34,395.43	\$ 90,800.88	\$ 28,955.66	\$ 396,777	\$ 91,788.57
Schedule of Special Fund borrowing from General Fund							
		Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 11/30/2008		
Total of Grants that borrow from the General Fund		\$ (59,810.30)	\$ 8,415.26	\$ 17,259.10	\$ (50,966.46)		
Total of Grants that are not borrowing from the General Fund		\$ 88,765.96	\$ -	\$ 1,688.28	\$ 90,454.24		
Total Special Fund		\$ 28,955.66	\$ 8,415.26	\$ 18,947.38	\$ 39,487.78		
	Fund No.	Beginning Working Capital	2008-2009 Revenue	2008-2009 Expenditures	Ending Working Capital	2008-2009 Spendable Budget	2007-2008 Prior Year Expenditures
Community Education	310	\$ (12,315.20)	\$ 7,356.00	\$ 2,841.23	\$ (7,800.43)	\$ 13,070	\$ 8,108.19
Bookstore	320	\$ 56,237.25	\$ 58,716.95	\$ 88,092.59	\$ 26,861.61	\$ 174,223	\$ 77,460.70
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 12,400	\$ 1,060.89
Total Enterprise Fund		\$ 50,925.38	\$ 66,072.95	\$ 90,933.82	\$ 26,064.51	\$ 199,693	\$ 86,629.78
PERS Pension Bond Fund	410	\$ 15,861.51	\$ 37,789.95	\$ 1,600.00	\$ 52,051.46	\$ 86,263	\$ 1,600.00
General Obligation Bond Fund	420	\$ 68,217.41	\$ 298,524.24	\$ -	\$ 366,741.65	\$ 577,838	\$ -
Total Debt Service Fund		\$ 84,078.92	\$ 336,314.19	\$ 1,600.00	\$ 418,793.11	\$ 664,101	\$ 1,600.00
Building Reserve Fund	510	\$ 995,532.75	\$ 129,431.22	\$ 31,230.17	\$ 1,093,733.80	\$ 1,359,825	\$ 23,653.46
Campus Construction Fund - GO Bonds	520	\$ 9,031,131.55	\$ 107,127.69	\$ 427,263.86	\$ 8,710,995.38	\$ 9,100,000	\$ 128,502.92
Total Capital Projects Fund		\$10,026,664.30	\$ 236,558.91	\$ 458,494.03	\$ 9,804,729.18	\$10,459,825	\$ 152,156.38
Associated Students of TBCC	710	\$ 3,802.87	\$ 3,242.81	\$ 1,640.23	\$ 5,405.45	\$ 10,000	\$ 735.34
Phi Theta Kappa Honorary Society Fund	720	\$ 1,641.79	\$ 1,058.85	\$ 1,444.18	\$ 1,256.46	\$ 9,050	\$ 1,435.72
Total Agency Fund		\$ 5,444.66	\$ 4,301.66	\$ 3,084.41	\$ 6,661.91	\$ 19,050	\$ 2,171.06

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended November 2008

41.67% 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)		\$ 1,622,691			\$ 10,923			\$ (9,026)			\$ 34,884	
Beginning Fund Balance	\$ 863,369	\$ 1,302,924	150.91%	\$ 183,327	\$ 85,361	46.56%	\$ 10,000	\$ (12,315)	-123.15%	\$ 61,000	\$ 56,237	92.19%
Resources												
State Aid	\$ 1,039,959	\$ 460,960	44.32%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 351,532	\$ 28,709	8.17%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 666,150	\$ 288,422	43.30%	\$ 8,000	\$ 4,846	60.58%	\$ 18,560	\$ 7,356	39.63%	\$ -	\$ -	0.00%
Local Taxes	\$ 895,619	\$ 523,344	58.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 5,000	\$ 1,085	21.70%	\$ 2,500	\$ 840	33.60%	\$ -	\$ -	0.00%	\$ 150,000	\$ 58,602	39.07%
Interest	\$ 50,000	\$ 14,156	28.31%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 3,412	48.74%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 750	\$ 115	15.33%
Repayment of Short-Term Loans	\$ 127,175	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 288,418	\$ 33,638	11.66%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,079,321	\$ 1,325,017	43.03%	\$ 362,032	\$ 34,395	9.50%	\$ 18,560	\$ 7,356	39.63%	\$ 150,750	\$ 58,717	38.95%
Expenditures												
Salaries and Wages	\$ 2,310,538	\$ 832,199	36.02%	\$ 321,049	\$ 82,698	25.76%	\$ 9,000	\$ 2,691	29.90%	\$ 24,453	\$ 10,174	41.61%
Operating Expenditures	\$ 939,731	\$ 291,093	30.98%	\$ 54,315	\$ 6,182	11.38%	\$ 3,110	\$ 109	3.50%	\$ 113,550	\$ 54,261	47.79%
Capital Outlay	\$ 25,000	\$ 7,095	28.38%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 30,000	\$ 23,212	77.37%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 40,672	41.38%	\$ 21,413	\$ 1,921	8.97%	\$ 960	\$ 41	4.27%	\$ 1,220	\$ 445	36.48%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 117,175	\$ -	0.00%	\$ 10,000	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ 150,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 5,000	\$ -	0.00%
Total expenditures	\$ 3,523,569	\$ 1,171,059	33.24%	\$ 513,952	\$ 90,801	17.67%	\$ 23,070	\$ 2,841	12.31%	\$ 174,223	\$ 88,092	50.56%
Ending Fund Balance	\$ 419,121	\$ 1,456,882		\$ 31,407	\$ 28,955		\$ 5,490	\$ (7,800)		\$ 37,527	\$ 26,862	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 127,769			\$ 8,415			\$ -			\$ -	
Inventories		\$ 2,664			\$ -			\$ -			\$ 22,405	
NET EFFECT ON CASH		\$ (130,433)			\$ (8,415)			\$ -			\$ (22,405)	
Liabilities												
Accounts Payable		\$ (123,414)			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 49,887			\$ -			\$ -			\$ -	
Payroll		\$ 150,566			\$ 18,947			\$ 635			\$ 3,028	
NET EFFECT ON CASH		\$ 77,039			\$ 18,947			\$ 635			\$ 3,028	
NET ADJUSTMENTS		\$ (53,394)			\$ 10,532			\$ 635			\$ (19,377)	
ENDING CASH BALANCE		\$ 1,403,488			\$ 39,487			\$ (7,165)			\$ 7,485	

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended November 2
 41.67% 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			\$ 81,671			\$ 9,936,568			\$ 5,445	
Beginning Fund Balance	\$ 7,003	\$ 7,003	100.00%	\$ 81,000	\$ 84,079	103.80%	\$ 9,665,000	\$ 10,026,664	103.74%	\$ 1,450	\$ 5,445	375.52%
Resources												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 11,036	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ 500,838	\$ 297,484	59.40%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 464,825	\$ 118,479	25.49%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ 14,000	\$ 1,172	8.37%	\$ 330,000	\$ 118,080	35.78%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000,000	\$ -	0.00%	\$ 10,550	\$ 1,288	12.21%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 37,659	41.84%	\$ -	\$ -	0.00%	\$ 8,300	\$ 3,014	36.31%
Total Revenues	\$ 11,036	\$ -	0.00%	\$ 604,838	\$ 336,315	0.00%	\$ 1,794,825	\$ 236,559	13.18%	\$ 18,850	\$ 4,302	22.82%
Expenditures												
Salaries and Wages	\$ 10,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 2,400	\$ -	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 10,195,000	\$ 379,775	3.73%	\$ 19,050	\$ 3,084	16.19%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 47,489	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ 662,501	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 264,825	\$ 31,230	11.79%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 12,400	\$ -	0.00%	\$ 664,101	\$ 1,600	0.24%	\$ 11,459,825	\$ 458,494	4.00%	\$ 19,050	\$ 3,084	16.19%
Ending Fund Balance	\$ 5,639	\$ 7,003		\$ 21,737	\$ 418,794		\$ -	\$ 9,804,729		\$ 1,250	\$ 6,663	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 4)	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 7,003	\$ 7,003		\$ 418,794	\$ 418,794		\$ 9,804,729	\$ 9,804,729		\$ 6,663	\$ 6,663	

\$ 11,680,484

Cell: A10

Comment: Note 1. Negative Amount indicates borrowing from the General Fund.

Cell: A21

Comment: Note 2. Rental of Bay City Site and a portion of Wilson School.

Cell: A35

Comment: Note 3. Contingency in the General Fund and Enterprise Fund and Reserved for Future Expenditures in Capital Projects Fund.

Cell: A49

Comment: Note 4. Assessed but unreceived property taxes and deferred tuition and fees for Summer 2008.

Audit Report

RECOMMENDATION

Accept and approve for filing and distribution the 2007-2008 Annual Financial Report.

BACKGROUND INFORMATION ----- **Comptroller Williams**

Comptroller Williams will be prepared to present the 2007-2008 Annual Financial Report and address questions.



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

**TILLAMOOK BAY COMMUNITY COLLEGE
TILLAMOOK COUNTY, OREGON**

**ANNUAL FINANCIAL REPORT
Year Ended June 30, 2008**

KENNETH KUHNS & CO.
Certified Public Accountants
570 Liberty Street S.E., Suite 210
Salem, Oregon 97301-3594

Telephone: (503) 585-2550

**TILLAMOOK BAY COMMUNITY COLLEGE
TILLAMOOK COUNTY, OREGON**

**ANNUAL FINANCIAL REPORT
Year Ended June 30, 2008**

TILLAMOOK BAY COMMUNITY COLLEGE
Tillamook County, Oregon

OFFICERS AND MEMBERS OF THE GOVERNING BOARD

June 30, 2008

CHAIRPERSON

James P. McGinnis

P.O. Box 1166, Tillamook, Oregon 97141

VICE-CHAIRPERSON

Craig Wakefield

P.O. Box 394, Oceanside, Oregon 97134

OTHER MEMBERS

Ruth Jensen

2250 Nielsen Road, Tillamook, Oregon 97141

Stephen Shaw

9831 Kilchis River Road, Tillamook, Oregon 97141

Ann Swain

P.O. Box 540, Rockaway Beach, Oregon 97136

Robert Weitman

1015 Hollyridge Drive, Tillamook, Oregon 97141

Rose Wharton

35025 Highway 101 South, Cloverdale, Oregon 97112

PRESIDENT, CLERK, AND REGISTERED AGENT

Jon Carnahan

2510 First Street, Tillamook, Oregon 97141

(This page intentionally left blank)

CONTENTS

	<u>Page</u>
INDEPENDENT AUDITOR'S REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS	2-7
BASIC FINANCIAL STATEMENTS	
Statement of Net Assets	8
Statement of Revenues, Expenses and Changes in Net Assets	9
Statement of Cash Flows	10
Notes to Financial Statements	11-19
OTHER SUPPLEMENTARY INFORMATION	
Description of Budgeted College Funds	20
General Fund: Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	21
Special Revenue Fund: Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	22
Capital Projects Fund: Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	23
Debt Service Fund: Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	24
Enterprise Fund: Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	25
Agency Fund: Schedule of Revenues, Expenditures and Changes in Due to Others - Budget and Actual	26
Schedule of Property Tax Transactions	27
INDEPENDENT AUDITOR'S COMMENTS	28-29

(This page intentionally left blank)

INDEPENDENT AUDITOR'S REPORT

(This page intentionally left blank)

INDEPENDENT AUDITOR'S REPORT

December 2, 2008

Board of Education
Tillamook Bay Community College
Tillamook, Oregon

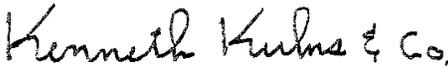
We have audited the statement of net assets of Tillamook Bay Community College as of June 30, 2008, and the related statements of revenues, expenses and changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Tillamook Bay Community College as of June 30, 2008, and the changes in its financial position and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Management's discussion and analysis on pages 2 through 7 is not a required part of the financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The other supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements of Tillamook Bay Community College. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.


Kenneth Kuhns & Co.

(This page intentionally left blank)

MANAGEMENT'S DISCUSSION AND ANALYSIS

(This page intentionally left blank)

TILLAMOOK BAY COMMUNITY COLLEGE

Management's Discussion and Analysis

This section of Tillamook Bay Community College's (the College) annual financial report presents an analysis of the College's financial performance during the fiscal year ended June 30, 2008. This report has been prepared by management, along with the financial statements and related footnote disclosures, and should be read in conjunction with them. Consequently, management assumes full responsibility for the completeness and reliability of all the information presented in this report. This discussion is designed to focus on current activities, resulting changes and current known facts.

Accounting Standards

The financial statements have been prepared in accordance with Governmental Accounting Standards Board Statement No. 35, "Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities" which were adopted in November, 1999. The College was required to adopt this standard for the fiscal year ended June 30, 2004.

Using the Financial Statements

This discussion and analysis is intended to serve as an introduction to Tillamook Bay Community College's basic financial statements, which are comprised of entity-wide financial statements prepared in accordance with the accrual basis of accounting and notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

The entity-wide financial statements are designed to provide readers with a broad overview of the College's finances, in a manner similar to a private-sector business. These statements focus on the financial condition of the College, the results of operations, and cash flows of the College as a whole. The entity-wide statements are comprised of the following:

- The *Statement of Net Assets* presents the College's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in the net assets are indicators of the improvement or deterioration of the College's financial health when considered along with non-financial facts such as enrollment levels and the condition of the facilities.
- The *Statement of Revenues, Expenses and Changes in Net Assets* presents the revenues earned and the expenses incurred during the year. All changes in net assets are reported under the accrual basis of accounting, or as soon as the underlying event giving rise to the change occurs regardless of the timing when the cash is received or occurred. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods. The utilization of long-lived assets is reflected in the financial statements as depreciation, which amortizes the cost of the capital assets over the expected useful life of these assets. Revenues and expenses are reported as either operating or non-operating. The primary sources of operating revenues include tuition, grants and contracts. State appropriations and property taxes are classified as non-operating revenues. Because of the College's dependency on state aid and property tax revenue, this statement presents an operating loss although overall net assets remain positive.
- The *Statement of Cash Flows* presents information on cash flows from operating activities, noncapital financing activities, capital financing activities and investing activities. It provides the net increase or decrease in cash between the beginning and end of the fiscal year. This statement assists in evaluating the College's ability to meet financial obligations as they become due.
- The *Notes to the Basic Financial Statements* provide additional information that is essential to a full understanding of the data provided in the entity-wide financial statements.

Financial Highlights

The College's financial position at June 30, 2008 shows assets of \$16,416,781, liabilities of \$11,895,742 and net assets of \$4,521,039, which was an increase from the prior year. This was due primarily to the sale of general obligation bonds in September 2007.

In the spring of 2007, the Board raised tuition rates by \$2, to \$64 per credit, effective for Fall 2007. In FY 2008, tuition and fees revenue decreased by \$19,930 from 2007. Even though enrollment increased in 2008, an agreement for reduced tuition rates with the local school districts caused revenue to decrease.

The College's largest net asset comprises unrestricted net assets. Current assets include a significant amount of cash and investments. These assets will be used to construct facilities throughout the County and support ongoing operational expenses. In addition, some assets will be set aside to offset continuing decreases in state community college support in FY 2009. In FY 2008, the College received 5 quarterly payments. In FY 2009, the College will receive only 3 payments.

Analysis of the Statement of Net Assets

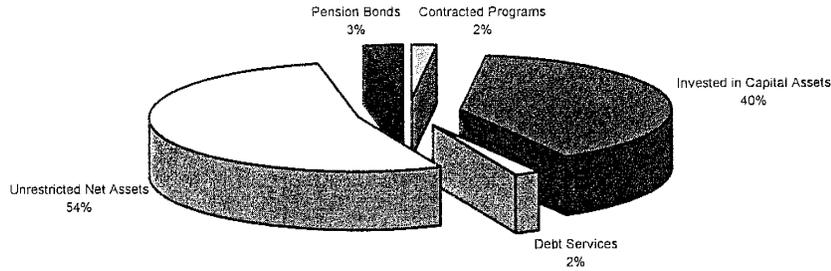
This Statement includes all assets and liabilities of the College using the accrual basis of accounting. Net assets is the difference between assets and liabilities, and is one measure of the financial condition of the College.

	2008	2007
Assets		
Current assets	\$ 12,036,323	\$ 2,290,434
Capital assets, net of depreciation	2,423,163	1,319,472
Pension asset	1,818,363	2,009,260
Other noncurrent assets	138,932	32,813
Total assets	<u>16,416,781</u>	<u>5,651,979</u>
Liabilities		
Current liabilities	687,805	345,093
Long term debt	11,207,937	1,670,000
Total liabilities	<u>11,895,742</u>	<u>2,015,093</u>
Net Assets		
Invested in capital assets, net of related debt	1,725,361	1,319,472
Restricted	297,410	382,457
Unrestricted	2,498,268	1,934,957
Total net assets	<u>\$ 4,521,039</u>	<u>\$ 3,636,886</u>

Current assets include operational cash and investments. The College's current assets of \$12,036,323 are sufficient to cover the College's current liabilities of \$687,805. This represents a current ratio of 17.5. Receivables consist of taxes, student accounts and various operating receivables. The College's two largest non-current assets are its investment in capital assets of \$2,423,163, net of depreciation, and the pension asset from a June 2005 pension obligation bond financing.

The College's current liabilities consist primarily of accounts payable, payroll and payroll taxes payable, compensated absences payable, unearned revenue from tuition and fees and the current portion of the long-term debt. The non-current liabilities consist of pension obligation bonds and general obligation bonds long-term debt of \$11,207,937.

The largest portion of the College's net assets is the \$2,498,268 of unrestricted net assets. The College's restricted net assets consist of amounts set aside for grants and contracts, debt service and pension bonds. The College's unrestricted net assets consist of amounts for the continuing operation of the College. The following chart shows the allocation of net assets for the College:



Analysis of the Statement of Revenues, Expenses and Changes in Net Assets

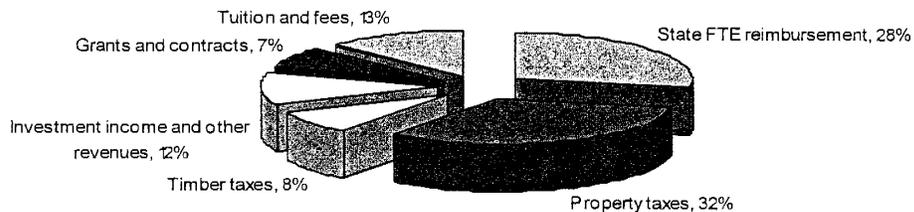
The Statement of Revenues, Expenses and Changes in Net Assets presents the operating results of the College as well as the non-operating revenues and expenses. Annual state reimbursements and property taxes, while budgeted for operations, are considered non-operating revenues according to accounting principles generally accepted in the United States of America (GAAP).

	2008	2007	% Change
Operating Revenues:			
Federal sources	\$ 184,150	\$ 143,780	28.1%
State sources	92,168	84,102	9.6%
Tuition and fees	605,605	625,535	-3.2%
Local sources	70,134	4,334	1518.2%
Other sources	160,839	160,081	0.5%
Total operating revenues	1,112,896	1,017,832	9.3%
Operating Expenses:			
Instruction	1,180,979	992,381	19.0%
Instructional support	404,193	340,334	18.8%
Student services	513,341	475,779	7.9%
College support	963,294	851,342	13.2%
Plant operations and maintenance	154,369	105,010	47.0%
Financial aid	83,963	112,723	-25.5%
Depreciation	82,624	50,316	64.2%
Total operating expenses	3,382,763	2,927,885	15.5%
Operating Loss	(2,269,867)	(1,910,053)	18.8%
Non-Operating Revenues(Expenses):			
State community college support	1,295,674	831,963	55.7%
State timber tax	763	685	11.4%
Property taxes	1,496,729	822,189	82.0%
County timber tax	370,921	284,456	30.4%
Investment income	381,931	365,419	4.5%
Miscellaneous income	25	2,349	-98.9%
Interest expense	(390,789)	(80,823)	383.5%
Amortization of bond premium	5,997	-	0.0%
Amortization of bond issue costs	(7,231)	(1,563)	362.6%
Total non-operating revenues(expenses)	3,154,020	2,224,675	41.8%
Change in net assets	884,153	314,622	181.0%
Net assets, beginning of year	3,636,886	3,322,264	9.5%
Net assets, end of year	\$ 4,521,039	\$ 3,636,886	24.3%

Revenues:

The most significant sources of operating revenue for the College are federal, state and local grants and contracts and student tuition and fees. Tuition and fees totaled \$605,605, a decrease of 3.2% primarily due to a reduced tuition agreement with the local school districts. Intergovernmental grants and contracts increased 21.3% mainly due to contracts with the county hospital for the nursing program and Tillamook School District and local lumber companies for the industrial maintenance program.

The largest non-operating revenue source is from property taxes. The College received \$1,496,729 for property taxes in this fiscal year. This represents a \$674,540 increase from the prior year primarily as a result of a new levy for debt service in FY 2007-08. Additional non-operating revenues of \$1,295,674 were received from the State of Oregon for FTE reimbursement allocation, an increase of 55.7%. Timber tax receipts totaled \$371,684, an increase of 30.4%. Investment income increased by 4.0% primarily due to returns on investment of the general obligation bond proceeds. The following chart shows the allocation of revenues for the College:



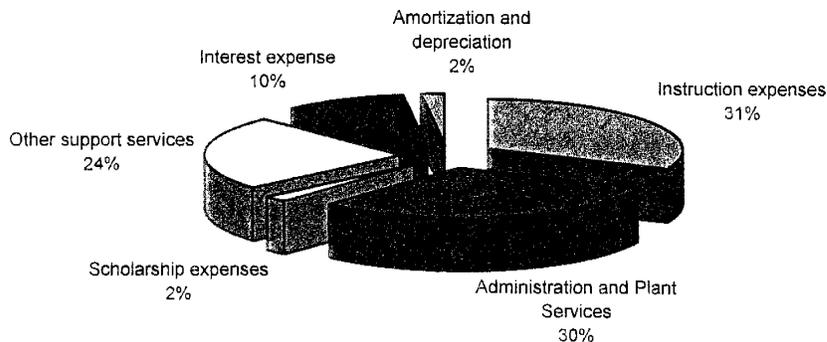
Expenses:

Operating expenses totaling \$3,382,763 include salaries and benefits, materials and supplies, utilities, operating leases, scholarships and depreciation. Instruction expenses represent the largest percentage of expenses at \$1,180,979 or 31% of total expenses. Administration expenses, including plant services, represent \$1,117,663 or 30% of total expenses.

In FY 2004-2005, the College established several institutional scholarships and work study programs. During FY 2008, financial aid expenses decreased by 25.5%, primarily due to a decrease in institutional work study expenses.

In FY 2007-08, the College made payments on PERS bonds, General Obligation bonds, and amortized bond issuance costs totaling \$398,020. This was an increase of \$315,634.

The following chart shows the allocation of expenses for the College:



Analysis of the Statement of Cash Flows

This statement provides an assessment of the financial health of the College. Its primary purpose is to provide relevant information about the cash receipts and cash payments of the College during a period. The statement of cash flows also helps users assess the ability of the College to meet obligations as they become due and the need for external financing.

	2008	2007
Cash Provided By (Used In):		
Operating Activities	\$ (1,992,578)	\$ (1,775,720)
Noncapital Financing Activities	3,063,674	1,832,545
Capital Financing Activities	8,203,579	(45,846)
Investing Activities	426,411	104,843
Net increase in cash	9,701,086	115,822
Cash -- Beginning of year	1,989,065	1,873,243
Cash -- End of year	<u>\$ 11,690,151</u>	<u>\$ 1,989,065</u>

The major sources of funds included in the operating activities include student tuition and fees and grants and contracts. Major uses were payments made to employees and suppliers.

State reimbursements, property taxes and timber taxes are the primary source of non-capital financing. The accounting standards require that we reflect these sources of revenue as non-operating even though the College's budget depends on these revenues for operations. Property taxes are assessed to property owners within the College's tax base.

Capital financing in 2008 was provided by proceeds from the sale of general obligation bonds in September 2007. The bonds are to be repaid using property taxes levied specifically for repayment.

Budgetary Highlights

Tillamook Bay Community College adopts an annual budget at the fund level. The level of control established through a Board resolution for each fund is the major expense function level (i.e., Instruction, Instructional Support, Student Services, College Support, Plant Operations and Maintenance, Plant Additions, Financial Aid, and Contingencies and Other). The College generally budgets each governmental fund type under the modified accrual basis of accounting and the accrual basis for the enterprise fund. Appropriation transfers between existing budget categories can be authorized by resolution of the Tillamook Bay Community College Board of Education.

Capital Assets and Debt Administration

Capital Assets:

The College's investment in capital assets at June 30, 2008 amounts to \$2,423,163, net of accumulated depreciation. Investment in capital assets includes land, buildings, equipment and library collections.

Capital assets increased during the fiscal year primarily due to the purchase of land and architectural and engineering services during the year. More detailed information about the College's capital assets is included in Note 3 to the financial statements.

Debt:

There was an increase of \$9,728,934 in the College's debt during the current fiscal year. At the end of the current fiscal year, the College has debt outstanding of \$11,398,934 in pension obligation bonds, general obligation bonds, and general obligation bond premiums.

Economic Factors and Next Year's Budget

The next few years will continue to be very challenging for the College. The College must continue to find the proper balance between affordability for its students and the accessibility and quality of its

instructional programs and services. It is evident that the College cannot rely solely upon the State for additional resources, but must continue to align its expenses with available resources.

During the 2007-08 fiscal year, the College received approximately \$463.7 thousand dollars more in state revenue than fiscal year 2006-07. The primary difference is due to the timing of state FTE reimbursements. The College reserves excess FTE reimbursements in one period to reduce the impact of revenue stream fluctuations from year to year.

In a continuing effort to raise additional resources, the Board also raised tuition rates by \$2, to \$66 per credit, effective for Fall 2008.

Currently, the College's credit courses are accredited by contract with Portland Community College. In July 2006, the College was accepted as an applicant for accreditation candidacy. As part of the accreditation process, the College participated in a self-study and site visit for candidacy that was completed in October 2008. Accreditation is a multi-year process that ultimately will allow the College to manage federal and state student financial aid funds directly and allow the College to be more timely and responsive to local educational and economic needs. In January 2009, the College will receive notification regarding candidacy. In the near term, candidacy will require increased investment of College resources to support the accreditation process.

In May 2007, a bond issue in the amount of \$9,865,000 was passed by the voters for the purpose of funding land acquisition and capital construction in North, Central and South Tillamook County. On September 11, 2007, the College sold general obligation bonds. The first principal payment was due in June 2008 and interest is due in December and June. Property taxes are levied to make these payments. Proceeds from the bonds will be used to construct facilities in North, Central and South Tillamook County. Construction is expected to be complete in Central Tillamook County in December 2009.

Contacting the College's Financial Management

This financial report is designed to provide our stakeholders, taxpayers and creditors with a general overview of the College's finances. Questions concerning any of the information in this report or requests for additional financial information should be addressed to:

Administrative Services
Tillamook Bay Community College
2510 1st Street
Tillamook, OR 97141

BASIC FINANCIAL STATEMENTS

TILLAMOOK BAY COMMUNITY COLLEGE

Statement of Net Assets

June 30, 2008

ASSETS

Current assets:

Cash and investments	\$ 11,690,151
Receivables, net:	
Accounts	21,554
Property taxes	78,589
Timber taxes	90,096
Grants	124,877
Inventories	24,598
Prepaid expenses	6,458
Total current assets	12,036,323

Noncurrent assets:

Pension asset	1,818,363
Unamortized bond issue costs	138,932
Capital assets:	
Land	902,079
Buildings and improvements	1,107,569
Equipment	483,539
Library collection	65,827
Construction in progress	369,464
Total capital assets	2,928,478
Less accumulated depreciation	(505,315)
Net capital assets	2,423,163
Total noncurrent assets	4,380,458
Total assets	16,416,781

LIABILITIES

Current liabilities:

Accounts payable	200,743
Payroll payable	160,881
Compensated absences payable	66,812
Scholarships payable	5,292
Due to student organizations	5,445
Accrued interest payable	16,577
Unearned revenue	41,058
Current maturities of long-term obligations	190,997
Total current liabilities	687,805

Noncurrent liabilities:

General obligation bonds payable, less current maturities	9,435,000
Pension bonds payable, less current maturities	1,665,000
General obligation bond premium, less current maturities	107,937
Total noncurrent liabilities	11,207,937
Total liabilities	11,895,742

NET ASSETS

Invested in capital assets, net of related debt	1,725,361
Restricted for grants and contracts	75,584
Restricted for debt service	73,463
Restricted for pension bonds	148,363
Unrestricted	2,498,268
Total net assets	\$ 4,521,039

The notes to the financial statements are an integral part of this statement.

TILLAMOOK BAY COMMUNITY COLLEGE

Statement of Revenues, Expenses and Changes in Net Assets

For the year ended June 30, 2008

Operating revenues:	
Federal sources	\$ 184,150
State sources	92,168
Tuition and fees	605,605
Local sources	70,134
Other sources	160,839
Total operating revenues	1,112,896
Operating expenses:	
Instruction	1,180,979
Instructional support	404,193
Student services	513,341
College support	963,294
Plant operations and maintenance	154,369
Financial aid	83,963
Depreciation	82,624
Total operating expenses	3,382,763
Operating income(loss)	(2,269,867)
Nonoperating revenues(expenses)	
State community college support	1,295,674
State timber tax	763
Property taxes	1,496,729
County timber tax	370,921
Investment income	381,931
Miscellaneous income	25
Interest expense	(390,789)
Amortization of bond premium	5,997
Amortization of bond issue costs	(7,231)
Total nonoperating revenues(expenses)	3,154,020
Change in net assets	884,153
Net assets - July 1, 2007	3,636,886
Net assets - June 30, 2008	\$ 4,521,039

The notes to the financial statements are an integral part of this statement.

TILLAMOOK BAY COMMUNITY COLLEGE

Statement of Cash Flows

For the year ended June 30, 2008

Cash flows from operating activities:	
Tuition and fees	\$ 611,160
Grants and contracts	322,317
Sales of goods and services	150,109
Other cash receipts	9,020
Payments to employees for services	(2,207,400)
Payments to suppliers for goods and services	(793,821)
Payments for student scholarships and grants	(83,963)
Net cash used in operating activities	<u>(1,992,578)</u>
Cash flows from noncapital financing activities:	
Interest paid on pension bonds	(79,663)
Cash received from State community college support	1,295,674
Cash received from property taxes and timber taxes	1,847,638
Other cash receipts	25
Net cash provided by noncapital financing activities	<u>3,063,674</u>
Cash flows from capital and related financing activities:	
Proceeds from general obligation bonds	9,865,000
Premium on general obligation bonds	119,931
General obligation bond issuance costs	(113,350)
Principal paid on general obligation bonds	(250,000)
Interest paid on general obligation bonds	(294,549)
Acquisition of capital assets	(1,123,453)
Net cash provided by capital and related financing activities	<u>8,203,579</u>
Cash flows from investing activities:	
Interest on investments	<u>426,411</u>
Net increase in cash and cash equivalents	9,701,086
Cash and cash equivalents - July 1, 2007	<u>1,989,065</u>
Cash and cash equivalents - June 30, 2008	<u>\$11,690,151</u>
Reconciliation of operating income(loss) to net cash used in operating activities:	
Operating income(loss)	\$ (2,269,867)
Adjustments to reconcile operating income(loss) to net cash used in operating activities:	
Depreciation	82,624
Amortization of pension asset	146,417
Decrease(increase) in:	
Accounts receivable	(1,022)
Grants receivable	(25,845)
Inventories	781
Prepaid expenses	2,058
Increase(decrease) in:	
Accounts payable	39,764
Payroll payable	11,503
Compensated absences payable	10,482
Scholarship payable	(2,882)
Due to student organizations	3,950
Unearned revenue	9,459
Total adjustments	<u>277,289</u>
Net cash used in operating activities	<u>\$ (1,992,578)</u>
Noncash capital, investing and financing activities:	
Unamortized bond premium	\$ (5,997)
Amortization of bond premium	5,997
Unamortized bond issue costs	7,231
Amortization of bond issue costs	(7,231)
Loss from pension asset	(44,480)
Pension asset	44,480
Total noncash capital, investing and financing activities	<u>\$ -</u>

The notes to the financial statements are an integral part of this statement.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2008

1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Tillamook Bay Community College have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB), including GASB Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*, and GASB Statement No. 35, *Basic Financial Statements – and Management’s Discussion and Analysis – for Public Colleges and Universities*. The College follows the “business-type activities” reporting requirements of GASB Statement Nos. 34 and 35.

Reporting Entity

Tillamook Bay Community College (the College) was formed on March 31, 1981, in accordance with Oregon Revised Statutes Chapter 341. The College is governed by a seven member Board of Education whose members are elected independently.

The financial statements of the College include all accounts of the College. The Board of Education is not financially accountable for any other entity that is significant to the College’s financial statements. Financial accountability is determined in accordance with criteria set forth in GAAP, primarily on the basis of authority to appoint a voting majority of an organization’s governing board, ability to impose its will on that organization, the potential for that organization to provide specific financial benefits or impose specific financial burdens and that organization’s fiscal dependency.

Measurement Focus and Basis of Accounting

The basic financial statements are reported using the economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Property taxes are recognized as revenues in the years in which they are levied. Grants and other similar types of revenue are recognized as soon as all eligibility requirements imposed by the grantor have been met.

The College applies all applicable Governmental Accounting Standards Board (GASB) pronouncements and all applicable Financial Accounting Standards Board (FASB) statements and interpretations, Accounting Principles Board (APB) opinions and Accounting Research Bulletins (ARB) issued on or before November 30, 1989, unless they conflict with or contradict GASB pronouncements.

Operating revenues and expenses are distinguished from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an entity’s ongoing operations. The principal operating revenues of the College are charges to students for tuition and fees, grants and contracts for specific operating activities of the College and sales of goods and services. Operating expenses include the cost of faculty, administration and support expenses, bookstore operations, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2008

1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Investments

Investments are carried at fair value. The College invests in the Oregon Local Government Investment Pool. This investment is authorized by Oregon Revised Statutes. For purposes of the statement of cash flows; cash, demand deposits, the Oregon Local Government Investment Pool and short-term investments purchased with original maturities of three months or less are considered to be cash and cash equivalents.

The College is required by Oregon law to insure its deposits with financial institutions through Federal depository insurance funds coverage or participation in institution collateral pools that insure public deposits. Amounts at the Oregon Local Government Investment Pool are exempt from such requirements.

Property Taxes Receivable

Ad valorem property taxes are levied on all taxable property as of July 1. Property taxes become an enforceable lien on that date for real property and personal property. Collection dates are November 15, February 15 and May 15. Discounts are allowed if amounts due are received by November 15. Taxes unpaid and outstanding on May 16 are considered delinquent. Uncollected taxes are deemed to be substantially collectible or recoverable through liens; therefore, no allowance for uncollectible taxes has been established. Property taxes receivable are recognized as revenues when levied.

Accounts/Grants Receivable

Student accounts receivable are recorded as tuition and fees as assessed. Student accounts receivable which are for summer term classes are offset by unearned revenue due to not being earned in the current year.

Unreimbursed grant expenditures due from grantor agencies are recorded in the financial statements as receivables and revenues. Cash received from grantor agencies in excess of related grant expenditures is recorded as unearned revenue.

Inventories

Inventories, primarily books and supplies, are valued at the lower of cost (first-in/first-out method) or market.

Capital Assets

Capital assets include land, buildings and improvements, equipment, and library books. The College's capitalization threshold is \$5,000 for all capital assets except for library books. Library books are capitalized regardless of cost. Donated assets are recorded at their fair market value on the date donated. Major outlays for capital assets and improvements are capitalized as projects are constructed. The cost of normal maintenance and repairs that do not add value or functionality to the asset are not capitalized, but are expensed as incurred.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2008

1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital Assets (continued)

Capital assets are depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	50
Library books	10
Equipment	5 to 10

Compensated Absences

Employees of the College are permitted to accumulate earned but unused vacation and sick pay. Vacation pay is recorded as a liability and an expense when earned. A liability does not exist for unpaid accumulated sick leave since College policy does not allow payment upon separation of service.

Leases

Leases which meet certain criteria established by the Financial Accounting Standards Board are classified as capital leases. Leases which do not meet criteria of a capital lease are classified as operating leases.

Retirement Plan

All eligible employees are participants in the Oregon Public Employees Retirement System (PERS). Contributions to PERS are made on a current basis as required by the plan and charged to expense as funded.

Restricted Net Assets

Restricted net assets reported in the Statement of Net Assets represent amounts for which constraints were imposed by creditors, grantors, contributors or laws or regulations.

2 – CASH AND INVESTMENTS

Cash and investments are comprised of the following at June 30, 2008:

Cash on hand	\$ 367
Cash with County Treasurer	9,240
Deposits with financial institutions	177,339
Investments	<u>11,503,205</u>
 Total cash and investments	 <u><u>\$ 11,690,151</u></u>

Deposits with Financial Institutions

Deposits with financial institutions are bank demand deposits. The total bank balance, as shown on the bank's records at June 30, 2008, is \$212,619. Of these deposits, \$100,000 was covered by federal depository insurance, and \$112,619 was collateralized to the extent required by state law. Oregon laws require municipal corporations to obtain certificates of participation issued by a pool manager for amounts

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2008

2 – CASH AND INVESTMENTS (continued)

Deposits with Financial Institutions (continued)

on deposit in excess of federal depository insurance, and the College held a \$1,500,000 certificate at June 30, 2008. Oregon Revised Statutes require the depository institution to maintain on deposit with a custodian bank collateral pool securities having a value of not less than 25% of the outstanding certificates of participation issued by the pool manager. Deposits in excess of federal depository insurance, even to the extent collateralized by certificates of participation, are considered uncollateralized by GASB Statement No. 40.

Custodial credit risk for deposits is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The College does not have a policy for deposits custodial credit risk. As of June 30, 2008, \$112,619 of the College's bank balance of \$212,619 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized	\$ 84,464
Uninsured and collateral held by pledging bank's collateral custodian but not in the College's name	28,155
Total	\$ 112,619

Investments

State statutes authorize the College to invest in general obligations of the U.S. Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers' acceptances, commercial paper and the Oregon Local Government Investment Pool, among others. The College has no investment policy that would further limit its investment choices.

At June 30, 2008, the College's investments consisted of:

Investment in Oregon Local Government Investment Pool	\$ 11,501,691
Other	1,514
Total Investments	\$ 11,503,205

The Oregon Local Government Investment Pool is an open-ended, no-load diversified portfolio pool. The fair value of the College's position in the pool is substantially the same as the value of the College's participant balance. The College's investment in the Oregon Local Government Pool is approximately 99.99% of total investments.

The Oregon Local Government Investment Pool is an external investment pool which is part of the Oregon Short-Term Fund. Investment policies are governed by the Oregon Revised Statutes and the Oregon Investment Council (Council). The State Treasurer is the investment officer for the Council. Investments are further governed by portfolio guidelines issued by the Oregon Short-Term Fund Board. The Oregon Short-Term Fund does not receive credit quality ratings from nationally recognized statistical rating organizations.

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Oregon Short-Term Fund manages this risk by limiting the maturity of the investments held by the fund. Weighted average maturities of the investments in the Oregon Short-Term Fund at June 30, 2008 were: 77% mature within 93 days, 3% mature from 94 days to one year, and 20% mature from one to three years.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2008

3 – CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2008 was as follows:

	Balance July 1, 2007	Increases	Decreases	Balance June 30, 2008
Capital assets not being depreciated:				
Land	\$ 114,643	\$ 787,436	\$ -	\$ 902,079
Construction in progress	-	369,464	-	369,464
Total capital assets not being depreciated	<u>114,643</u>	<u>1,156,900</u>	<u>-</u>	<u>1,271,543</u>
Capital assets being depreciated:				
Buildings and improvements	1,107,569	-	-	1,107,569
Equipment	467,970	15,569	-	483,539
Library collection	51,981	13,846	-	65,827
Total capital assets being depreciated	<u>1,627,520</u>	<u>29,415</u>	<u>-</u>	<u>1,656,935</u>
Less accumulated depreciation for:				
Buildings and improvements	342,514	26,579	-	369,093
Equipment	64,614	49,462	-	114,076
Library collection	15,563	6,583	-	22,146
Total accumulated depreciation	<u>422,691</u>	<u>82,624</u>	<u>-</u>	<u>505,315</u>
Total capital assets being depreciated, net	<u>1,204,829</u>	<u>(53,209)</u>	<u>-</u>	<u>1,151,620</u>
Total capital assets, net	<u>\$ 1,319,472</u>	<u>\$ 1,103,691</u>	<u>\$ -</u>	<u>\$ 2,423,163</u>

4 – LONG-TERM OBLIGATIONS

Changes in long-term obligations for the year ended June 30, 2008 are as follows:

	Balance July 1, 2007	Additions	Deletions	Balance June 30, 2008	Due within One Year	Interest Matured and Paid
General obligation bonds payable	\$ -	\$ 9,865,000	\$ 250,000	\$ 9,615,000	\$ 180,000	\$ 294,549
Pension bonds payable	1,670,000	-	-	1,670,000	5,000	79,663
Premium on general obligation bonds	-	119,931	5,997	113,934	5,997	-
Total long-term obligations	<u>\$ 1,670,000</u>	<u>\$ 9,984,931</u>	<u>\$ 255,997</u>	<u>\$ 11,398,934</u>	<u>\$ 190,997</u>	<u>\$ 374,212</u>

Bonds Payable

In June 2005, the College issued \$1,695,000 of Limited Tax Pension Obligation Bonds and transferred the net proceeds to the State of Oregon Public Employees Retirement System to payoff the College's share of the cost sharing plan's unfunded actuarial liability. The resulting pension asset is being used to pay a portion of the College's annual required contribution. Principal payments are due annually beginning in June 2009 through June 30, 2028. Interest is payable in December and June of each year with rates ranging from 4.643% to 4.831%.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2008

4 – LONG-TERM OBLIGATIONS (continued)

Bonds Payable (continued)

Future bonded debt requirements for the Series 2005 bond issue are as follows:

	Principal	Interest	Total
2008-09	\$ 5,000	\$ 79,663	\$ 84,663
2009-10	10,000	79,430	89,430
2010-11	20,000	78,966	98,966
2011-12	25,000	78,037	103,037
2012-13	30,000	76,877	106,877
2013-14	40,000	75,484	115,484
2014-15	45,000	73,627	118,627
2015-16	55,000	71,537	126,537
2016-17	65,000	68,984	133,984
2017-18	70,000	65,966	135,966
2018-19	80,000	62,716	142,716
2019-20	95,000	59,001	154,001
2020-21	105,000	54,590	159,590
2021-22	120,000	49,518	169,518
2022-23	130,000	43,721	173,721
2023-24	145,000	37,440	182,440
2024-25	165,000	30,435	195,435
2025-26	180,000	22,464	202,464
2026-27	200,000	13,768	213,768
2027-28	85,000	4,106	89,106
	<u>\$ 1,670,000</u>	<u>\$ 1,126,330</u>	<u>\$ 2,796,330</u>

In May 2007, a bond issue in the amount of \$9,865,000 was passed by the voters for the purpose of funding land acquisition and capital construction in North, Central and South Tillamook County. On September 11, 2007, the College sold general obligation bonds. Principal payments are due annually beginning in June 2008 through June 15, 2027. Interest is payable in December and June of each year with rates ranging from 3.9% to 5.0%

Future bonded debt requirements for the Series 2007 bond issue are as follows:

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2008

4 – LONG-TERM OBLIGATIONS (continued)

Bonds Payable (continued)

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2008-09	\$ 180,000	\$ 397,837	\$ 577,837
2009-10	215,000	390,638	605,638
2010-11	255,000	382,037	637,037
2011-12	280,000	371,838	651,838
2012-13	300,000	360,637	660,637
2013-14	350,000	348,638	698,638
2014-15	370,000	334,737	704,737
2015-16	400,000	316,238	716,238
2016-17	450,000	296,237	746,237
2017-18	485,000	273,738	758,738
2018-19	520,000	254,337	774,337
2019-20	560,000	233,538	793,538
2020-21	605,000	211,137	816,137
2021-22	650,000	186,938	836,938
2022-23	695,000	160,937	855,937
2023-24	745,000	133,138	878,138
2024-25	795,000	103,337	898,337
2025-26	850,000	71,538	921,538
2026-27	910,000	37,538	947,538
	<u>\$ 9,615,000</u>	<u>\$ 4,865,013</u>	<u>\$ 14,480,013</u>

5 – RETIREMENT PLAN

Plan Description

The College participates in the State of Oregon Public Employees Retirement System (PERS), a cost-sharing multiple-employer pension plan which provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The system is a statewide defined benefit retirement plan for units of state government, community colleges, school districts, and political subdivisions. PERS is administered under Oregon Revised Statutes Chapter 238 and Chapter 238A by the Public Employees Retirement Board. Participation by state government units, community colleges, and school districts is mandatory. Participation by most political subdivisions is optional but irrevocable if elected. A stand-alone financial report is not available for the College. However, the State of Oregon Public Employees Retirement System issues a publicly available financial report that includes financial statements and supplementary information. That report may be obtained by writing to PERS, PO Box 23700, Tigard, Oregon 97281-3700 or by calling (503) 598-7377.

Funding Policy

PERS members are required to contribute 6% of their annual covered salary. The Oregon Supreme Court has ruled that the College may pay the members' required contribution. The College started paying the 6% member contribution in November 1996. The College is required to contribute an actuarially determined rate. The current rate is 3.35% of annual covered payroll for member employees of the State and Local Government Rate Pool. The current rate is 5.82% of annual covered payroll for member employees of the Oregon Public Service Retirement Plan. The contribution requirements of plan members and the College are established and may be amended by the Public Employees Retirement Board. The College's contributions to PERS for the years ended June 30, 2008, 2007, and 2006 were \$60,239, \$67,500 and \$82,658, respectively, equal to the required contributions each year.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2008

5 – RETIREMENT PLAN (continued)

Pension Asset

The pension asset is the result of the transfer of the College's pension bond proceeds to PERS to cover the College's share of the cost sharing plan's unfunded actuarial liability. This pension asset is being used to pay a portion of the College's annual required contribution. During the 2007-08 fiscal year, changes in the pension asset were as follows:

Asset balance - July 1, 2007	\$ 2,009,260
Investment loss	(44,480)
Contributions to cost sharing pool	<u>(146,417)</u>
Asset balance - June 30, 2008	<u>\$ 1,818,363</u>

6 – OPERATING LEASES

The College has entered into a number of operating leases, primarily for classroom and office space. The primary lease, for \$28,000 per year, contains a financial setback cancellation provision. Estimated future minimum lease payments total \$33,037 for the 2008-09 fiscal year, \$19,037 for the 2009-10 fiscal year, and \$5,037 for the following two fiscal years.

7 – RISK MANAGEMENT

The College is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The College is a member of Property and Casualty Coverage for Education (PACE) and pays an annual premium to PACE for its property, crime, commercial general liability, automobile liability and physical damage, and other coverages. PACE is to be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of certain limits.

The College also carries workers' compensation coverage through PACE. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

8 – CONTINGENCIES AND COMMITMENTS

Grants receivable and grant receipts are subject to adjustment by grantor agencies, principally the Federal Government. Any disallowed claims, including claims already collected, could become a liability to the College.

During fiscal year 2007-2008, the College entered into agreements for construction management services totaling \$749,955 and architectural and engineering services totaling \$405,640 related to construction of a new campus in Central Tillamook County. The College paid \$72,129 for construction management services and \$247,527 for architectural and engineering services in fiscal year 2007-08. The College will pay the balance on each contract during the 2008-2009 and 2009-2010 fiscal years.

TILLAMOOK BAY COMMUNITY COLLEGE
Notes to Basic Financial Statements
June 30, 2008

9 – BUDGET

The College budgets all College funds required to be budgeted in accordance with the Oregon Local Budget Law on a Non GAAP budgetary basis. The College follows these procedures in establishing its budget:

1. In the spring of each year, the Dean of Administrative Services of the College, acting as Budget Officer, submits a proposed budget to the budget committee which consists of the Board of Education and an equal number of concerned citizens of the community. Estimated revenues and expenditures are budgeted by fund and department cost centers.
2. The budget committee conducts public hearings for the purpose of obtaining taxpayer comments.
3. The budget committee approves a balanced budget to submit to the Board of Education. The estimated expenditures for each fund may not be increased by more than 10 percent by the Board and ad valorem taxes for all funds may not exceed the amount shown in the budget document unless the Board republishes the budget and holds additional public hearings.
4. The Board legally adopts the budget before July 1 through a Board resolution. The resolution authorizing appropriations for each fund set the level by which expenditures cannot legally exceed appropriations. The level of control established by the resolution for each fund is at the major expense function level (i.e. Instruction, Student Services, etc.). Appropriations lapse at year end.
5. The Board may change the budget throughout the year by appropriation transfers between levels of control and supplemental budgets as authorized by Oregon Revised Statutes. During the fiscal year ended June 30, 2008, the Board adopted 1 supplemental budget and approved transfer resolutions as allowed by state law.

During the 2007-08 fiscal year, the College exceeded the instructional support appropriation in the Special Revenue Fund by \$2,409.

10 – SUBSEQUENT EVENTS

On November 18, 2008, the Board awarded a contract for the construction of a new campus in Central Tillamook County to Todd Construction Inc. The Board set a total contract amount of \$8,307,000. Construction is anticipated to be complete in December of 2009.

(This page intentionally left blank)

OTHER SUPPLEMENTARY INFORMATION

(This page intentionally left blank)

OTHER SUPPLEMENTARY INFORMATION
Description of Budgeted College Funds

Other supplementary information consists of schedules required by the Minimum Standards for Audits of Oregon Municipal Corporations, prescribed by the Oregon Secretary of State. Schedules of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual are presented on a Non GAAP budgetary basis for each College fund required to be budgeted in accordance with the Oregon Local Budget Law, and for the Agency Fund.

Budgeted College funds are as follows:

General Fund - Accounts for all resources traditionally associated with operating the College which are not required legally or by sound financial management to be accounted for in another fund.

Special Revenue Fund - Accounts for proceeds of specific revenue sources restricted for particular educational and related support programs.

Capital Projects Fund - Accounts for financial resources to be used for the acquisition or construction of major capital facilities.

Debt Service Fund - Accounts for debt service payments on the College's Limited Tax Pension Obligation Bonds which are funded by transfers from other funds and debt service payments on the College's General Obligation Bonds which are funded by property taxes.

Enterprise Fund - Accounts for the operations of the College's bookstore, community education program and customized training projects.

Agency Fund - Accounts for assets held by the College as an agency for the student government, student honorary society and college staff.

TILLAMOOK BAY COMMUNITY COLLEGE

**Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
GENERAL FUND
Year Ended June 30, 2008**

	Budget		Actual	Variance With Final Budget
	Original	Final		Positive (Negative)
REVENUES:				
State sources	\$ 1,024,589	\$ 1,024,589	\$ 1,296,437	\$ 271,848
Local sources				
Property taxes, current year	863,000	863,000	842,303	(20,697)
Property taxes, prior years	32,000	32,000	23,476	(8,524)
Local Contract	-	-	35,200	35,200
Tuition and fees	672,611	672,611	579,496	(93,115)
Other resources	62,000	62,000	74,272	12,272
	<u>2,654,200</u>	<u>2,654,200</u>	<u>2,851,184</u>	<u>196,984</u>
EXPENDITURES:				
Instruction	972,740	992,740	979,134	13,606
Instructional support	331,892	331,892	254,429	77,463
Student services	386,276	386,276	356,146	30,130
College support	1,016,125	1,016,125	917,426	98,699
Plant operations and maintenance	191,832	195,743	149,428	46,315
Financial aid	141,000	141,000	83,963	57,037
Contingency	782,113	758,313	-	758,313
	<u>3,821,978</u>	<u>3,822,089</u>	<u>2,740,526</u>	<u>1,081,563</u>
Revenues over (under) expenditures	<u>(1,167,778)</u>	<u>(1,167,889)</u>	<u>110,658</u>	<u>1,278,547</u>
OTHER FINANCING SOURCES (USES):				
Proceeds from Short Term Loans	115,475	115,475	-	(115,475)
Transfers in	73,231	77,142	74,785	(2,357)
Transfers out	(91,200)	(95,000)	(95,000)	-
	<u>97,506</u>	<u>97,617</u>	<u>(20,215)</u>	<u>(117,832)</u>
Revenues and other sources over (under) expenditures and other uses	<u>(1,070,272)</u>	<u>(1,070,272)</u>	<u>90,443</u>	<u>1,160,715</u>
FUND BALANCE, BEGINNING	<u>1,070,272</u>	<u>1,070,272</u>	<u>1,212,482</u>	<u>142,210</u>
FUND BALANCE, ENDING	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,302,925</u>	<u>\$ 1,302,925</u>

TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
SPECIAL REVENUE FUND
Year Ended June 30, 2008

	Budget		Actual	Variance With
	Original	Final		Final Budget Positive (Negative)
REVENUES:				
Federal sources	\$ 154,857	\$ 175,257	\$ 184,150	\$ 8,893
State sources	41,982	91,982	92,168	186
Tuition and fees	7,500	7,500	9,946	2,446
Local sources	12,285	12,285	34,934	22,649
Other resources	3,000	3,000	4,570	1,570
Total revenues	<u>219,624</u>	<u>290,024</u>	<u>325,768</u>	<u>35,744</u>
EXPENDITURES:				
Instruction	112,443	132,027	121,165	10,862
Instructional support	113,862	152,637	155,046	(2,409)
Student services	3,326	3,326	60	3,266
Plant operations and maintenance	1,650	2,900	2,628	272
Total expenditures	<u>231,281</u>	<u>290,890</u>	<u>278,899</u>	<u>11,991</u>
Revenues over (under) expenditures	<u>(11,657)</u>	<u>(866)</u>	<u>46,869</u>	<u>47,735</u>
OTHER FINANCING SOURCES (USES):				
Transfers out	(8,836)	(12,377)	(11,509)	868
Repayment of Short Term Loans	<u>(105,475)</u>	<u>(105,475)</u>	<u>-</u>	<u>105,475</u>
Total other financing sources (uses)	<u>(114,311)</u>	<u>(117,852)</u>	<u>(11,509)</u>	<u>106,343</u>
Revenues and other sources over (under) expenditures and other uses	(125,968)	(118,718)	35,360	154,078
FUND BALANCE, BEGINNING	<u>143,418</u>	<u>147,223</u>	<u>50,001</u>	<u>(97,222)</u>
FUND BALANCE, ENDING	<u>\$ 17,450</u>	<u>\$ 28,505</u>	<u>\$ 85,361</u>	<u>\$ 56,856</u>

TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
CAPITAL PROJECTS FUND
Year Ended June 30, 2008

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Local sources				
County timber taxes	\$ 246,000	\$ 246,000	\$ 370,921	\$ 124,921
Other resources	18,000	318,000	348,867	30,867
Total revenues	264,000	564,000	719,788	155,788
EXPENDITURES:				
Plant Additions	-	2,000,000	1,270,250	729,750
Reserve for future expenditures	759,958	759,958	-	759,958
Total expenditures	759,958	2,759,958	1,270,250	1,489,708
Revenues over (under) expenditures	(495,958)	(2,195,958)	(550,462)	1,645,496
OTHER FINANCING SOURCES (USES):				
Bond Proceeds	-	9,984,950	9,984,930	(20)
Transfers out	(61,500)	(61,870)	(61,869)	1
Total other financing sources (uses)	(61,500)	9,923,080	9,923,061	(19)
Revenues and other sources over (under) expenditures and other uses	(557,458)	7,727,122	9,372,599	1,645,477
FUND BALANCE, BEGINNING	557,458	557,458	654,065	96,607
FUND BALANCE, ENDING	\$ -	\$ 8,284,580	\$ 10,026,664	\$ 1,742,084

TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
DEBT SERVICE FUND
Year Ended June 30, 2008

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Local sources				
Property taxes, current year	\$ 589,297	\$ 589,297	\$ 598,961	\$ 9,664
Other resources	2,310	2,310	15,329	13,019
Total revenues	<u>591,607</u>	<u>591,607</u>	<u>614,290</u>	<u>22,683</u>
EXPENDITURES:				
College support	1,600	1,600	1,600	-
Debt service:				
Principal	140,000	140,000	250,000	(110,000)
Interest	528,970	528,970	374,212	154,758
Total expenditures	<u>670,570</u>	<u>670,570</u>	<u>625,812</u>	<u>44,758</u>
Revenues over (under) expenditures	(78,963)	(78,963)	(11,522)	67,441
OTHER FINANCING SOURCES (USES):				
Transfers in	90,000	90,000	90,000	-
Revenues and other sources over (under) expenditures and other uses	11,037	11,037	78,478	67,441
FUND BALANCE, BEGINNING	<u>3,250</u>	<u>3,250</u>	<u>5,601</u>	<u>2,351</u>
FUND BALANCE, ENDING	<u>\$ 14,287</u>	<u>\$ 14,287</u>	<u>\$ 84,079</u>	<u>\$ 69,792</u>

TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual
ENTERPRISE FUND
Year Ended June 30, 2008

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Tuition and fees	\$ 20,768	\$ 20,768	\$ 16,163	\$ (4,605)
Local sources	18,500	18,500	-	(18,500)
Other resources	141,600	141,600	144,237	2,637
Total revenues	180,868	180,868	160,400	(20,468)
EXPENDITURES:				
Instruction	28,256	28,256	17,772	10,484
Instructional support	15,018	15,018	-	15,018
Student services	146,492	146,492	129,080	17,412
Contingency	5,000	5,000	-	5,000
Total expenditures	194,766	194,766	146,852	47,914
Revenues over (under) expenditures	(13,898)	(13,898)	13,548	27,446
OTHER FINANCING SOURCES (USES):				
Repayment of Short Term Loans	(10,000)	(10,000)	-	10,000
Transfers out	(2,895)	(2,895)	(1,407)	1,488
Total other financing sources (uses)	(12,895)	(12,895)	(1,407)	11,488
Revenues and other sources over (under) expenditures and other uses	(26,793)	(26,793)	12,141	38,934
FUND BALANCE, BEGINNING	49,998	49,998	38,784	(11,214)
FUND BALANCE, ENDING	\$ 23,205	\$ 23,205	\$ 50,925	\$ 27,720

TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Revenues, Expenditures and Changes in
Due to Others - Budget and Actual
AGENCY FUND
Year Ended June 30, 2008

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Other resources	\$ 14,050	\$ 10,250	\$ 6,382	\$ (3,868)
EXPENDITURES:				
Student services	15,250	14,200	6,982	7,218
Financial aid	-	1,050	450	600
Total expenditures	15,250	15,250	7,432	7,818
Revenues over (under) expenditures	(1,200)	(5,000)	(1,050)	3,950
OTHER FINANCING SOURCES (USES):				
Transfers in	1,200	5,000	5,000	-
Revenues over (under) expenditures	-	-	3,950	3,950
DUE TO OTHERS, BEGINNING	1,450	1,450	1,495	45
DUE TO OTHERS, ENDING	\$ 1,450	\$ 1,450	\$ 5,445	\$ 3,995

TILLAMOOK BAY COMMUNITY COLLEGE

Schedule of Property Tax Transactions
Year Ended June 30, 2008

Fiscal Year Ended	Uncollected Balances July 1, 2007	Add Taxes Levied	Discounts Allowed	Adjustments	Collections	Uncollected Balances June 30, 2008
Current						
2007-08	\$ -	\$ 1,526,963	\$ 36,265	\$ (2,040)	\$ 1,430,356	\$ 58,302
Prior years						
2006-07	25,738	-	-	(166)	13,618	11,954
2005-06	10,313	-	-	(89)	4,096	6,128
2004-05	5,310	-	-	(37)	3,612	1,661
2003-04	1,219	-	-	(32)	1,040	147
2002-03	150	-	-	(30)	9	111
2001-02	85	-	-	(10)	2	73
and prior	290	-	-	-	77	213
TOTALS	<u>\$ 43,105</u>	<u>\$ 1,526,963</u>	<u>\$ 36,265</u>	<u>\$ (2,404)</u>	<u>\$ 1,452,810</u>	<u>\$ 78,589</u>

NOTE

2007-2008 assessed valuation \$3,405,694,928
Billing rate per thousand dollars of assessed value \$.2636 plus \$.1860 for bonds

INDEPENDENT AUDITOR'S COMMENTS

(This page intentionally left blank)

INDEPENDENT AUDITOR'S COMMENTS

Internal Control

We have audited the financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2008, and have issued our report thereon dated December 2, 2008. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

In planning and performing our audit, we considered Tillamook Bay Community College's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Tillamook Bay Community College's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the second paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

This communication is intended solely for the information and use of the College's Board of Education and management and is not intended to be and should not be used by anyone other than these specified parties.

Other Comments and Disclosures

In connection with our audit, nothing came to our attention that caused us to believe the College was not substantially in compliance with:

- ORS Chapter 295 regarding collateral securing depository balances,
- ORS 294.035 regarding the investment of surplus public funds,
- the legal requirements relating to debt,
- ORS 294.305 to 294.565 in the preparation and adoption of its budget for the fiscal years ending June 30, 2008 and June 30, 2009, and the execution of its budget for the fiscal year ended June 30, 2008,
- ORS Chapter 279 in the awarding of public contracts and the construction of public improvements,
- the appropriate laws, rules and regulations pertaining to programs funded wholly or partially by other governmental agencies,

except as follows:

- As discussed in Note 9 to the financial statements, the College overexpended the instructional support appropriation in the Special Revenue Fund during the year. ORS 294.435(4) provides that no greater amount be expended than appropriated except as specifically provided by law.
- The College's 2008-09 total budget appropriations for the Special Revenue Fund were increased by more than 10 percent of the total estimated expenditures approved by the budget committee without republishing the budget in violation of ORS 294.435(1).

However, it should be noted that our audit was not directed primarily toward obtaining knowledge of noncompliance with such requirements.

Additionally, we make the following comments:

- The accounting records are generally adequate for the needs of the College.
- We have reviewed the College's insurance and fidelity bond coverage for compliance with legal requirements. Since we are not experts in insurance matters, we make no representation as to the adequacy of such coverage.

COMMENDATION

The courteous assistance and cooperation extended to us by employees and officials of the College during the course of the audit are sincerely appreciated.

Tillamook Bay Community College

Written Response to
A Comprehensive Evaluation Committee Report for Initial Candidacy

December 4, 2008

This Page

Left Intentionally

Blank

Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION-----Dean Gates

President Carnahan, Dean Gates, and board members Steve Shaw and Jim McGinnis will appear before the Board of Commissioners of the Northwest Commission on Colleges and Universities on Friday, January 9, 2009, at the Hyatt Regency Bellevue (Bellevue, Washington). The Institutional President and accompanying representatives, as well as the evaluation committee Chair, appear for the one hour when Tillamook Bay Community College is reviewed by the Board of Commissioners. However, the Commission does not take action with college representatives in the room or convey decisions verbally. Tillamook Bay should receive written notification of Commission action within about a week of the Commissioners' meeting.

Below are TBCC's Commendations as they appeared in the "Comprehensive Evaluation Committee Report for Initial Candidacy." Attached is a copy of the "Written Response to A Comprehensive Evaluation Committee Report for Initial Candidacy" that TBCC submitted to the Commissioners to inform them of our ongoing efforts to address Recommendations in the Report. [Texts in italics are Recommendations as they appeared in the final Report.]

Commendations

- 1.- The Committee commends the Beta Delta Epsilon chapter of the Phi Theta Kappa International Honor Society for their active involvement in community service and civic engagement as evidenced in the Service Hallmark Award document.
- 2.- The Committee commends the college for accumulating substantial reserves in anticipation of a major student growth effort, facilities expansion and renovation campaign that has positioned it well to address associated strategic needs.
- 3.- The Committee commends the college for its demonstrated leadership and creativity in establishing strong community partnerships to advance both college and community needs which culminated in the recently passed bond measure.
- 4.- The Committee commends TBCC faculty, staff, administration, and Board of Education members for living the mission of the College.



Tillamook Bay Community College

Written Response to
A Comprehensive Evaluation Committee Report for Initial Candidacy
Tillamook Bay Community College (December 2008)

Tillamook Bay Community College wishes to express our appreciation to the evaluation team for the work and time spent with the College during their visit October 29-31, 2008, and the subsequent Comprehensive Evaluation Committee Report for Initial Candidacy. The visit was very helpful and informative for TBCC, and we were able to begin working on some issues that were identified from our notes at the exit interview right away. The full Committee Report provides additional information that will be useful as Tillamook Bay Community College moves forward with strategic planning and improvements. The College appreciates the thoroughness of the team's work and the specificity of their recommendations. This Response is intended to inform the Commission of the work already underway at Tillamook Bay to address recommendations from the visit.

Recommendation 1 - The Committee recommends that the College fully implement its strategic planning processes so that institutional planning and assessment may be accomplished in a systematic, inclusive, and ongoing manner. (Standards 1.B.1, 1.B.2 and 1.B.3)

Tillamook Bay Community College is moving forward with systematic use of data in departmental and institutional assessments and closing the assessment loop by utilizing results for improvement of teaching and learning at the College. Tillamook Bay's focus *ca.* 2005–2008 has been on establishing elements of infrastructure to support systematic collection and use of assessment evidence for improvements. The College's focus *ca.* 2009–2011 will be on full implementation of Tillamook Bay's assessment plan and documenting the use of results for improvements.

Recommendation 2 - In light of the College's projection for growth and enrollment, the Committee recommends that the strategic plan be reviewed to insure that it provides direction for the accomplishment of those projections. (Standard 1.A.5)

Recommendation 12 - The Committee recommends that the College articulate and document more clearly the relationship between strategic planning and budget decisions. (Standard 7.A.2)

Recommendation 13 - The Committee recommends that a facilities master plan be developed that aligns with the institutional strategic plan. (Standard 8.C.1)

The College's current Strategic Plan 2005–2010 focuses on identifying and establishing infrastructure necessary to address Northwest Commission on Colleges and Universities' requirements and standards. Preparation is underway for a new Strategic Plan as part of Tillamook Bay's five-year planning cycle. The College is currently in the evidence collection and environmental survey phase. This preparation will include the use of Tillamook Bay's own Self Study and the Committee Report. Also, work is already underway by TBCC's Enrollment Management committee to develop a strategic enrollment plan that will complement the institutional Plan and focus on strategies to accomplish goals. The new Strategic Plan will incorporate improvements suggested by TBCC's own self study audit and the Committee Report. For example, systematic inclusion of assessment and use of assessment data for improvements (Recommendation 1), incorporation of enrollment/growth projections and enrollment management plans (Recommendation 2), incorporation of systematic assessment of student services and use of results for

change (Recommendation 8), plans to provide essential services now provided by Portland Community College (Recommendation 10), closer articulated relationship between planning and budget decisions (Recommendation 12), and developing and aligning a new facilities master plan to reflect College facilities currently under construction (Recommendation 13).

Recommendation 3 - The Committee recommends that the college apply the results of its institutional assessment processes to the improvement of its instructional programs, institutional services, and activities. (Standard 1.B.4)

Tillamook Bay Community College is aware of the need to close the loop on assessment and progress continues toward this goal. This year (2008–2009) assessment of institutional learning outcomes will be implemented then focus will shift to use, and documenting use, of assessment results for improvement at course, program, and institutional learning levels as well as departmental and institutional administrative levels.

Recommendation 4 - The Committee recommends that the college communicate the results of its planning and assessment processes, as contained in its report of institutional effectiveness, to the campus and greater Tillamook communities. (Standards 1.A.3, 1.B.9, and 6.C.7, ER 17)

The College distributed its first “Report to Community” in Spring of 2008. The Report was planned as an annual publication and will serve as one vehicle to share Institutional Effectiveness Report information with the campus and greater community. Other vehicles will include the College President’s monthly letters in the local paper, periodic news releases, and internal electronic communications.

Recommendation 5 - The Committee recommends that the College develop and implement a process of regular and systematic assessment to demonstrate that students who complete its programs of study have achieved expected learning outcomes at the course, program, and degree levels and that the use of assessment results leads to the improvement of teaching and learning (Standards 2.B.1, 2.B.2, and 2.B.3).

At present, learning outcomes are established at course and program levels, but assessment practices have followed Portland Community College. Tillamook Bay will complete its own work on degree/institutional outcomes and assessment in 2009. TBCC’s Assessment Plan (2008) calls for full implementation of learning outcomes assessment at course, program, and degree/institutional levels – with emphasis shifting to documentation of use of evidence for improvements – *ca.* 2009–2011.

Recommendation 6 - The Committee recommends that the College demonstrate that they have full time faculty representing each general education distribution area and AAS degree program. (Standards 2.C.7, 4.A.1)

Tillamook Bay is aware it lacks full-time faculty in the area of social sciences and some of its associate of applied science degree programs. Previous budget planning discussions led to deferment of hiring additional full-time faculty to 2009–2010 and 2010–2011. Pro-active involvement of a stable group of adjunct faculty as well as cooperation with Portland Community College faculty has made this deferment possible. Tillamook Bay will add one full-time contracted faculty in either social sciences or industrial technology in 2009–2010 and at least one more (in the area not already filled) for 2010–2011. Degree programs that are not represented by full-time faculty will be eliminated, where number of majors and

other factors do not justify additional expense of full-time faculty, or provision made to hire additional faculty to maintain and/or add degrees.

Recommendation 7 - The Committee recommends that the use of library and information resources be integrated into the learning process across all programs offered by the College. (Standards 2.A.8, 5.B.2)

The College's Librarian and faculty are already at work on this issue based on results of self study. This recommendation will make that work a priority. The Librarian is in process of designing an "information literacy" survey which will be used to identify focus areas for remediation. He is also being pro-active in involving faculty in developing learning resources and involving himself in the Faculty Curriculum Committee and participating in workshops and meetings. Moreover, degree/institutional learning outcomes developed in 2007-2008 tie information literacy and library skills to instruction. Implementation of outcomes assessment in the near future will facilitate evidence-based improvements in the classroom.

Recommendation 8 - The Committee recommends that the college systematically evaluate the appropriateness, adequacy, and utilization of student services and programs and use the results of evaluation as a basis for change. (Standard 3.B.6)

Tillamook Bay strengthened focus on student services and programs with the creation of the Director of Enrollment Management and Student Services position in summer 2008. The Director is currently working with staff to refine the department's assessment plan and implement assessment processes. Evidence from the Community College Survey of Student Engagement (CCSSE) survey, first administered in 2007 with future administrations on a two-year cycle, and annual internal effectiveness studies will inform implementation of improvements already underway. For example, CCSSE results are already informing plans regarding orientation and advising activities.

Recommendation 9 - The Committee recommends that the college make provision for the security of student records, including fire-proof storage, adequate electronic security, back-up systems, and provision for recovery of records in the event of disaster. (Standard 3.C.5)

The evaluation of needs in these areas is already underway. Necessary changes in physical and technological infrastructure will be implemented in conjunction with TBCC's move to new facilities in 2009–2010. These changes could be delayed because Portland Community College is currently responsible for the maintenance and recovery of such records, the current facilities pose challenges to additional storage options, and the College knew it would be moving to new facilities before additional fire-proof storage would be necessary. As Tillamook Bay moves forward, practices will incorporate consideration of need to maintain provisions for storage, security, and recovery of records.

Recommendation 10 - The Committee recommends that with their expansion the college articulate its plan for providing essential services, some of which are currently provided by Portland Community College, such as financial aid, library resources, and academic regulations. (Standards 3.D.6, 2.A.7, 5.E.2, and E.R.s 8 and 10)

Tillamook Bay has already begun the process of addressing this recommendation. In particular, needs have been identified and specific implementation and timetable details will inform budget planning for 2009–2010 and beyond. The College has already invested in library consortia and database purchases to

reduce reliance on Portland Community College information resources. Tillamook Bay's integrated information system was chosen with the knowledge that a Financial Aid module could be added when needed. Academic regulations continue to be articulated as part of the College's creation of Administrative Rules and their revision.

Recommendation 11 - The Committee recommends that the College accelerate the revision of the Board Policy Manual so that Board Policy and administrative procedures are more clearly and explicitly defined. (Standards 6.A.1 and 6.A.2)

In January of 2008 the College implemented an annual cycle of Policy review and Administrative Rule creation and review. One quarter of College Policies are reviewed each quarter by the Board of Education and campus community along with related administrative rules. This year's focus was on review of policies by the Board of Education and ratification of related Administrative Rules by the College Council. The focus in 2009 will be on review of Policy with a focus on what policies should remain at the policy level and what procedures ought to be incorporated in Administrative Rules. By 2010, procedures will be removed from policy and articulated as Administrative Rules. Additional rules appropriate to the mission of the College will be articulated as well.

Courses and Curricula

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Gates

There are no new courses or curricula to report this month.



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

Grants and Contractsⁱ

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Ellison

Todd Construction, Inc.

Authorization #		
NA	Purpose:	Provide general contractor and related construction services in connection with erection of the college campus located in Tillamook
	Status:	Master Contract Executed, December 3, 2008
	Term:	Following Notice to Proceed thru Substantial Completion which is to occur no later than December 5, 2009
	Amount:	Lump sum of \$8,307,00 for main campus statement of work only – subject to additions and deductions as allowed in the contract documents
	Funding:	Campus Construction Fund
	Type:	Progress Payment Contract
	Comments:	Site preparation and initial construction activities are underway

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



Board of Education Policyⁱ

RECOMMENDATION

Second reading and approval of the revisions to Policy 311, Non-Faculty Job Compensation; Policy 407, Faculty Compensation.

Approval and implementation of Attachment 2: Board of Director’s Self-Evaluation Survey.

Review Policy Sections I, Board and II Administration.

BACKGROUND INFORMATION----- President Carnahan Presented for second reading and approval are revisions to Policy 311, Non-Faculty Job Compensation and Policy 407, Faculty Compensation. Proposed deletions are shown as struck through text and additions are in bolded text.

Board Policy 100.2 23 states “Annually, the Board of Education will do a Board Self-Evaluation to review its effectiveness as a governing board.” Attached is the 2007-2008 Board of Director’s Self-Evaluation Survey which is being proposed for use again for 2008-2009. If the Board agrees, each Board member will complete the form and return it to Sue Owens at the February 2 meeting or before. The information will then be compiled and shared with the Board at the March meeting.

Presented for review are sections I and II of the Board policy manual. As mentioned at the December meeting, it is time to start the review process again. However, this year more emphasis will be put on separating policies and Administrative Rules. Attachment 3 is a matrix to help make the separation. Proposed deletions are shown as struck through text and additions are in bolded text. Please return any comments to Sue Owens by January 19.

ⁱ **TBCC Policy -102.1 - BOARD POLICIES AND ADMINISTRATIVE RULES**



Article No.: 311

Approved: ~~June 23, 2008~~ *pending*Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

311.1 PAY**A. Salary Schedule/Placement**

1. Salary schedules and placement for all positions exclusive of the College President are contained in Appendix A-1, A-2, C-1, and C-3 and shall be reviewed and adopted each fiscal year by the Board of Education.
2. Initial salary placement of each new position shall normally be on the first longevity step of the grade at which the position is classified. The College President has the prerogative to authorize initial salary placement on a higher step.
3. Longevity step movement occurs once each year and increments at the beginning of each new contract year provided the employee has completed at least three months of service in the prior contract year. Longevity steps are maintained when an employee is promoted, reclassified, transferred, or reassigned.
4. Temporary full-time or temporary part-time employees shall be paid at the Longevity Step 1 rate for their classification on the salary schedule and no movement shall be granted for longevity.
5. Executive and Management positions are classified as Grade 17 or higher and are exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time. Professional Support Staff positions classified as Grade 16 or lower are classified as non-exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time.
6. Placement on the Salary Schedule for Executive and Management positions will be increased one grade for attainment of the PhD, EdD, or equivalent, and reduced one grade for those holding a BS/BA or equivalent degree and two grades for those holding an AA/AS or equivalent degree and three grades for those holding less than an AA/AS or equivalent degree. The College President may advance the education factor one level, not to exceed the MA/MS Degree or equivalent, for five years of successful experience with the College or at anytime for a comparable certificate or license.
7. The College President may grant a discretionary increase or decrease of up to three grades and/or steps.

D. Work Schedule

1. Non-Exempt Employees.

Article No.: 311

Approved: ~~June 23, 2008~~ *pending*Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

For full-time employees, the workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days, with eight hours of work each day. With approval of the immediate supervisor and the College President, an employee may work forty hours on four consecutive working days, with ten hours of work each day. Part-time employees shall work a schedule designated by their immediate supervisor not to exceed eight hours per day.

2. Exempt Employees.

For full-time employees, the normal workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days. A workweek in excess of forty hours is exempt from overtime compensation. Part-time employees shall work a schedule designated by their immediate supervisor.

3. Rest Periods

The working day for all employees will include either one fifteen minute rest period during each four-hour work period and an unpaid meal period of not less than one-half hour for each eight hours of work; or three ten minute rest periods and an unpaid meal period of not less than one-half hour for each ten hours of work.

E. Overtime Compensation

1. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.

311.2 BENEFITS

A. Health Insurance Coverage

1. Tillamook Bay Community College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for insurance in excess of the cost of the employee-**only** coverage may be applied to dependent insurance coverage **effective July 1, 2009**. ~~or received as cash compensation.~~

Article No.: 311

Approved: ~~June 23, 2008~~ pending

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

1. For employees hired on or after July 1, 2008 or for existing employees who subsequently elect to change from 'employee only' coverage:

~~The College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for insurance in excess of the cost of the employee coverage may only be applied to dependent insurance coverage.~~

- A. ~~Employee benefits shall be provided as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly cash stipend, defined in Appendix A-2 and C-1, which shall be reviewed and adopted each fiscal year by the Board of Education, and which shall be of sufficient amount to pay for the medical insurance coverage of the employee in at least one of the College-approved group medical insurance plans. Any amount of cash stipend provided for insurance in excess of the cost of the employee coverage may be applied to dependent insurance coverage or received as cash compensation.~~

2. For eligible employees as described in A.1. above, who elect to waive or opt-out of medical insurance coverage, Tillamook Bay Community College shall provide a monthly cash payment, defined in Appendix A-2 and C-1, which shall be reviewed and adopted each fiscal year by the Board of Education, and which shall be **half of the equivalent to the difference between the least cost employee-only group insurance plan for a single party approved by the College. and the monthly cash stipend described in 311.2.A above.** The option to waive or opt-out of the College's medical insurance plan is limited to 25% of eligible employees – once that threshold is reached employees will be added to a waiting list and will be allowed to opt-out only as space within the threshold becomes available. In order to waive coverage, employees will be required to complete a "Declination of Coverage" form (available from the Dean of Administrative Services) and provide proof of other equivalent medical insurance coverage.

- B. Tillamook Bay Community College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.
- C. Tillamook Bay Community College will maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees.
- D. Tuition Waiver/Tuition Assistance Policy

Article No.: 311

Approved: ~~June 23, 2008~~ *pending*Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

1. The Board agrees to waive tuition for classes for any: (1) eligible employee, (2) spouse, (3) dependent child under 21, or (4) dependent or unmarried child up to age 24 not eligible for federal financial aid, as described in the Summary of Employee Benefits Chart and the Tillamook Bay Community College Tuition Waiver/Tuition Assistance Policy in Appendix B-1.
 2. Enrollment in a class by an employee shall not interfere with the employee's regular duties and responsibilities. When job-related courses require absence from work, supervisor approval is required.
 3. Employees eligible for a tuition waiver shall be granted a fifteen percent discount on all Tillamook Bay Community College Bookstore purchases. Employees may petition in writing to their supervisor for reimbursement of book cost and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.
 4. Tuition, fees, and admission charges for non-reimbursable or Agency and for other college functions are not included in this policy statement. Exceptions may be petitioned in writing to the College President.
 5. Subject to available budgeted funds, community partner and other college or university courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Regular full-time and regular part-time staff may petition their supervisors in writing for tuition and fee assistance for staff and professional development. Petitions for assistance must be forwarded to and approved by the College President.
- E. Leave (See Articles 312, 313)
1. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.
 2. All non-exempt, regular employees will take overtime in compensatory time off, provided that no more than 40 hours of compensatory time is carried forward from one month to the next. A maximum of 40 hours of compensatory time may be carried over from one fiscal year to the next. Hours beyond the maximum and overtime hours for non-exempt hourly (i.e., temporary, on-call) employees will be paid to the employee. Supervisor approval must be obtained before compensatory time is taken.

NON-FACULTY JOB COMPENSATION

Page 5/5

Article No.: 311

Approved: ~~June 23, 2008~~ *pending*

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

3. Non-exempt employees shall receive overtime compensation for time worked on a holiday as defined in Article 312.2.
4. During the months of July and August, Tillamook Bay Community College, at the College President's discretion, may establish a workday of ten hours and a workweek of any four consecutive workdays for some or all employees.

Article No.: 407

Approved: ~~October 6, 2008~~ Pending

Reference: Articles 312, 313; Appendix A-2, B-1, and C-1

407.1 Tillamook Bay Community College recognizes that quality of learning is dependent upon the quality of the faculty. Therefore, a continued endeavor is made to discover, attract, and retain the best teaching talent available. Consistent with this policy, a full-time and regular part-time faculty salary schedule is adopted (see Appendix C-1), with the Board of Education reserving the right to consider and modify annually this schedule. In the application of this policy, 1.33 quarter or term based credits will be counted as equivalent to one semester credit. Credit must be from a regionally accredited institution.

1. Initial Placement on the Salary Schedule

A. Education and Occupational Experience

1. New occupational faculty without a Bachelor's Degree will be placed on the salary schedule at the BA Step 1 Level upon presentation of an Associate's Degree or at least sixty-four (64) semester hours and, in addition, five years of approved and verified occupational experience.
2. New occupational faculty with a Bachelor's Degree must also document 4 years of recent, full-time, non-teaching work experience in the field for initial placement on BA Step 1.
3. New faculty with a Master's Degree in the field to be taught and no teaching or occupational experience are initially placed on MA Step 1.
4. New faculty with a Doctorate and no post-secondary teaching experience in the field to be taught are initially placed on Ph.D. Step 1.

B. Longevity Credit for Teaching Experience and Occupational Experience Beyond Initial Placement

1. New faculty may receive additional credit for steps on the salary schedule beyond Step 1 upon presentation of approved and verified post-secondary teaching and/or occupational experience in the field to be taught. After initial placement on the salary schedule, applicable teaching or occupational experience may be credited for additional steps as follows:

<u>Prior Teaching Experience</u>	<u>Step Placement</u>
0 to .9 year	1
1 to 1.9 years	2
2 to 2.9 years	3
3 to 4.9 years	4
5 to 6.9 years	5
7 or more years	6
<u>Prior Occupational Experience</u>	<u>Step Placement</u>
0 to 1.9 years	1
2 to 3.9 years	2
4 to 5.9 years	3

Article No.: 407

Approved: ~~October 6, 2008~~ Pending

Reference: Articles 312, 313; Appendix A-2, B-1, and C-1

6 to 7.9 years	4
8 to 9.9 years	5
10 or more years	6

C. Education Credit for Professional Growth Beyond Initial Placement

1. New faculty who hold a Bachelor’s or Master’s Degree may receive additional credit on the salary schedule for approved and verified graduate semester credits and/or occupational experience. Verified graduate semester credits in the field to be taught will be credited on a one for one basis, to a maximum of thirty (30) graduate semester credits for new occupational faculty with a Bachelor’s Degree. New faculty who hold a Master’s Degree may be credited with up to sixty (60) verified, graduate semester credits in the field to be taught. For occupational faculty, each additional full year of verified occupational experience in the field to be taught, beyond eleven (11), will substitute for five (5) graduate semester credits. The maximum placement on the salary schedule for a Bachelor’s Degree is the MA + Thirty (30), Step Six (6). No more than thirty (30) graduate semester credits will be credited to the salary schedule for occupational experience. Faculty without a Bachelor’s Degree cannot be placed beyond the MA column.
2. New faculty will normally be placed on the schedule through Step 6. The College President may elect to place new faculty at any point on the schedule. Placement beyond the schedule requires approval of the College President and the Board of Education.

2. Advancement Through the Salary Schedule for Professional Growth

A. Limitations to advancement through the salary schedule

1. Faculty without a Bachelor’s Degree will not advance beyond the MA column.
2. Movement on the salary schedule will not be approved for advancement on the salary schedule in fields other than that for which faculty are under contract with Tillamook Bay Community College. An exception may be granted by the Dean of Instruction and Student Services for an outlined sequence of specific courses leading to a degree or instructor qualification to teach in an additional discipline. Official transcripts must be furnished to the Dean of Instruction and Student Services to verify successful completion.
3. A maximum of six (6) semester credits of undergraduate course work will be allowed for advancement on the salary schedule. Official transcripts must be furnished to the Dean of Instruction and Student Services to verify successful completion.
4. Faculty may seek advance approval for a maximum of ten (10) semester credits outside the teaching field to be applied to the salary schedule if

Article No.: 407

Approved: ~~October 6, 2008~~ PendingReference: Articles 312, 313; Appendix A-2, B-1, and C-1

these are clearly related to non-teaching assignments, such as curriculum development. Official transcripts must be furnished to the Dean of Instruction and Student Services to verify successful completion.

B. Conditions for advancement through the salary schedule

1. All credits for advancement through the salary schedule must be recommended by the Faculty Curriculum Committee and the Dean of Instruction and Student Services and approved by the College President.
2. Graduate credit courses in the major teaching area will be awarded provided the courses are completed and an official transcript is furnished to the Dean of Instruction and Student Services to verify successful completion.
3. Continuing Education Unit (CEU) credits will not be considered for advancement on the salary schedule.
4. Credits applied to the salary schedule for Bachelor's Degree occupational faculty must either be in the instructor's major teaching area or part of an approved Master's program in the major teaching area. An outlined sequence of specific courses leading to the degree, including authorized signatures from the university, must be submitted in advance for approval. Official transcripts must be furnished to the Dean of Instruction and Student Services to verify successful completion.
5. Occupational experience will be credited at a rate of sixty (60) clock hours of employment equivalent to one (1) graduate semester credit to a maximum of thirty (30) graduate semester credits. In order to receive credit, an instructor must submit in advance to the Faculty Curriculum Committee and Dean of Instruction and Student Services a description of the occupational experience to be gained through the employment. Appropriate verification of the occupational experience must be submitted to the Dean of Instruction and Student Services prior to the beginning of the next academic year. Occupational experience will only be credited to faculty whose teaching loads are comprised of at least 75% occupational courses.
6. Credit for academic experience directly related to teaching responsibilities may be awarded using the following guidelines. Prior approval for academic experience is not required; however, documentation must be presented as specified below in order to allow for evaluation for credit to be applied to the salary schedule.
 1. Artistic Activity: Public exhibitions, concerts, dramatic presentations, recitals, productions, performances and poetry/literary readings.
 - a) Art Exhibits: An exhibit must be viewed in a public place such as a museum, art gallery, college, etc. It must be a juried show. Other acceptable activities may include a

Article No.: 407

Approved: ~~October 6, 2008~~ PendingReference: Articles 312, 313; Appendix A-2, B-1, and C-1

colloquium on the arts, published art work, performances before a public audience, and jurying.

- b) Documentation: The event should be documented by media reviews and coverage, regional and national art publications, brochures, programs, and/or letters.
 - c) Credits: One semester credit equals 60 hours of documented activity including preparation time to a maximum of three (3) credits per activity and six (6) total credits.
 - d) Limitations: Vanity gallery, home exhibitions, or home performance are not acceptable.
 - e) Evaluation for Credit: Upon submission of necessary documentation, the Faculty Curriculum Committee and Dean of Instruction and Student Services will evaluate the activity and recommend to the College President the amount of credit to be awarded, if any.
2. Publications and Other Printed Material: The production of such materials as books, book reviews, musical scores, articles, stories, lab books, and handbooks.
- a) Types of Printed Material: Items printed for use at Tillamook Bay Community College will be excluded. Printed material must be published in refereed journals, magazines, and other sources recognized and used by faculty in the field or with significant numbers of subscribers. The publication must be appropriate to the faculty person's discipline.
 - b) Documentation: A copy of the printed material.
 - c) Credits: One credit for each sixty (60) hours of documented activity including preparation time to a maximum of three (3) credits per activity and six (6) total credits.
 - d) Limitations: Credit will not be given for unpublished manuscripts. The publication must be appropriate to the faculty person's discipline.
 - e) Evaluation for Credit: Upon submission of necessary documentation, the Faculty Curriculum Committee and Dean of Instruction and Student Services will evaluate the activity and recommend to the College President the amount of credit to be awarded, if any.
7. Non-credit courses that require certification of successful completion prior to faculty being approved to teach the courses may be applied to the faculty salary schedule. In order to receive credit, faculty must submit in advance to the Faculty Curriculum Committee and Dean of Instruction and Student Services a description of the course(s) and the applicability

Article No.: 407

Approved: ~~October 6, 2008~~ Pending

Reference: Articles 312, 313; Appendix A-2, B-1, and C-1

to their instructional responsibility. If approved, credit will be awarded at a rate of sixty (60) clock hours of preparation equivalent to one (1) graduate semester credit to a maximum of fifteen (15) credits.

Appropriate verification of the successful completion must be submitted to the Dean of Instruction and Student Services prior to the beginning of the next academic year.

8. Providing conditions have been appropriately met, payment for approved salary credits will be reflected on the next regular annual contract.
 - C. Tillamook Bay Community College will provide up to \$200 per semester credit hour tuition and fees reimbursement for each credit hour earned toward movement on the College's faculty salary schedule to a maximum of ten (10) credits annually and thirty (30) credits cumulative. Application for reimbursement must be made in advance of enrollment on the Tillamook Bay Community College Professional Development Application Form.
3. Advancement Through the Schedule for Longevity
 - A. Faculty without a Bachelor's Degree will not move beyond the MA column.
 - B. Eligible faculty will be advanced through the steps of the salary schedule, usually at the rate of one step per year, for satisfactory performance of assigned duties.
 - C. Faculty on improvement leave shall continue to advance through the schedule.
 - D. The College President may hold faculty on step. For exceptional teaching and/or service to Tillamook Bay Community College, the College President may advance faculty more than one step and may also advance faculty beyond the salary schedule in an amount not to exceed 15% of the Master's base salary.
 4. Unsatisfactory performance

Pay increases will be withheld for unsatisfactory performance appraisals in accordance with Article 406.3. Pay increases may be granted upon return to satisfactory status without retroactive compensation.

407.2 Pay increases for adjunct faculty

1. Adjunct faculty initial salary placement is Tier 1 of the Adjunct Faculty Salary Schedule.

With the approval of the Tillamook Bay Community College Board of Education, based on sufficient funding, and satisfactory performance, adjunct faculty will advance in tier based on the following:

- A. Adjunct faculty will move to Tier 2 the July 1 following completion of teaching 500 adjunct faculty contact hours at Tillamook Bay Community College. The 500 contact hours must be completed by the end of Spring Term.

Article No.: 407

Approved: ~~October 6, 2008~~ Pending

Reference: Articles 312, 313; Appendix A-2, B-1, and C-1

- B. Adjunct faculty will move to Tier 3 the July 1 following completion of teaching 1,000 adjunct faculty contact hours at Tillamook Bay Community College. The 1,000 contact hours must be completed by the end of Spring Term.
- C. Adjunct faculty will move to Tier 4 the July 1 following completion of teaching 1,500 adjunct faculty contact hours at Tillamook Bay Community College. The 1,500 contact hours must be completed by the end of Spring Term.
- D. Adjunct faculty will move to Tier 5 the July 1 following completion of teaching 2,000 adjunct faculty contact hours at Tillamook Bay Community College. The 2,000 contact hours must be completed by the end of Spring Term.
- E. Adjunct faculty will move to Tier 6 the July 1 following completion of teaching 2,500 adjunct faculty contact hours at Tillamook Bay Community College. The 2,500 contact hours must be completed by the end of Spring Term.

407.3 Pay increases for instructional assistants and tutors

1. Instructional assistants and tutors initial salary placement is Tier 1 of the Instructional Assistants and Tutors Salary Schedule.

With the approval of the TBCC Board of Education, based on sufficient funding, and satisfactory performance, instructional assistants and tutors will advance in tier based on the following:

- A. Instructional assistants and tutors will move to Tier 2 the July 1 following completion of 500 instructional assisting or tutoring contact hours at Tillamook Bay Community College. The 500 contact hours must be completed by the end of Spring Term.
- B. Instructional assistants and tutors will move to Tier 3 the July 1 following completion of 1,000 instructional assisting or tutoring contact hours at Tillamook Bay Community College. The 1,000 contact hours must be completed by the end of Spring Term.
- C. Instructional assistants and tutors will move to Tier 4 the July 1 following completion of 1,500 instructional assisting or tutoring contact hours at Tillamook Bay Community College. The 1,500 contact hours must be completed by the end of Spring Term.
- D. Instructional assistants and tutors will move to Tier 5 the July 1 following completion of 2,000 instructional assisting or tutoring contact hours at Tillamook Bay Community College. The 2,000 contact hours must be completed by the end of Spring Term.

Article No.: 407

Approved: ~~October 6, 2008~~ Pending

Reference: Articles 312, 313; Appendix A-2, B-1, and C-1

- E. Instructional assistants and tutors will move to Tier 6 the July 1 following completion of 2,500 instructional assisting or tutoring contact hours at Tillamook Bay Community College. The 2,500 contact hours must be completed by the end of Spring Term.

407.4 Community Education and Continuing Education Instructor Compensation and Benefits

1. Community Education and Continuing Education Instructors are hired on a short-term contractual basis and receive as compensation 50% of the course or workshop tuition (excluding fees) revenue of the courses they teach. The Dean of Instruction and Student Services may guarantee a minimum enrollment level of compensation in continuing education courses in order to support a degree or certificate program or meet a community occupational training need.
2. Community and Continuing Education instructors receive no employee benefits except as required by law.
3. Pay increases for Community and Continuing Education Faculty will be solely based on tuition increases or enrollment increases in the courses or workshops they teach.

407.5 Benefits

1. Tillamook Bay Community College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for insurance in excess of the cost of the employee-**only** coverage may be applied to dependent insurance coverage **effective July 1, 2009**. ~~or received as cash compensation.~~
 1. For employees hired on or after July 1, 2008 or for existing employees who subsequently elect to change from 'employee only' coverage:

~~The College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for insurance in excess of the cost of the employee coverage may only be applied to dependent insurance coverage.~~
 2. For eligible employees as described in A.1 above, who elect to waive or opt-out of medical insurance coverage, Tillamook Bay Community College shall provide a monthly cash payment, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education, and which shall be **half of the equivalent to the difference between the least cost **employee-only** group insurance plan for a single party approved by the College. and the monthly cash stipend**

Article No.: 407

Approved: ~~October 6, 2008~~ PendingReference: Articles 312, 313; Appendix A-2, B-1, and C-1

~~described in 311.2.A.~~ The option to waive or opt-out of the College's medical insurance plan is limited to 25% of eligible employees – once that threshold is reached employees will be added to a waiting list and will be allowed to opt-out only as space within the threshold becomes available. In order to waive coverage, employees will be required to complete a "Declination of Coverage" form (available from the Dean of Administrative Services) and provide proof of other equivalent medical insurance coverage.

3. Tillamook Bay Community College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.
4. Tillamook Bay Community College will maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees.
5. Tuition Waiver/Tuition Assistance Policy
 - A. The Board agrees to waive tuition for classes for any: (1) eligible employee, (2) spouse, (3) dependent child under 21, or (4) dependent or unmarried child up to age 24 not eligible for federal financial aid, as described in the Summary of Employee Benefits Chart and the Tillamook Bay Community College Tuition Waiver/Tuition Assistance Policy in Appendix B-1.
 - B. Enrollment in a class by an employee shall not interfere with the employee's regular duties and responsibilities. When job-related courses require absence from work, supervisor approval is required.
 - C. Employees eligible for a tuition waiver shall be granted a fifteen percent discount on all Tillamook Bay Community College Bookstore purchases. Employees may petition in writing to their supervisor for reimbursement of book cost and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.
 - D. Tuition, fees and admission charges for community non-reimbursable or agency classes and other College functions are not included in this policy statement. Exceptions may be petitioned in writing to the College President.
 - E. Subject to available budgeted funds, courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Contracted faculty may petition their supervisors in writing for tuition and fee assistance for staff and professional development. Petitions for assistance must be forwarded to and approved by the College President.

Tillamook Bay Community College

2008-2009

Board of Director's Self Evaluation Survey

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

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

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



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

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

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

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

Other comments:



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

Article No.: 100

Approved: April 7, 2008

Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS ~~341.790~~; ORS 294.336

100.1 - PHILOSOPHY

The Board of Education of Tillamook Bay Community College recognizes that it is responsible to all the citizens of the College service area which constitutes Tillamook County, regardless of political, social, fraternal, religious or other affiliation.

MISSION

Tillamook Bay Community College provides access to quality education in response to the needs of our community.

GOVERNANCE

The Board of Education is primarily concerned with the creation, under existing law, of policies for the ~~County~~ **College**, and for the evaluation of the effectiveness of those policies. The execution of given policy, the daily decisions made within its framework, and the methods used to enforce its provisions, are properly the responsibility of the College professional administrative staff.

100.2 - BOARD DUTIES AND RESPONSIBILITIES

The Board of Education shall be responsible for the general oversight and control of the community college. Consistent with any applicable rules of the State Board of Education, the Board may:

1. Select and appoint the College President.
2. Select and appoint candidates to vacant Board positions.
3. Employ administrative officers, professional personnel and other employees, define their duties, terms and conditions of employment and prescribe compensation therefore.
4. Enact policies for the governance of Tillamook Bay Community College, including professional personnel and other employees **thereof** and students therein and review on an annual basis.
5. Prescribe the educational program, including the establishment of the academic requirements for diplomas, certificates, and associate degrees.
6. Control use of and access to the grounds, buildings, books, equipment, and other property of the College.

Article No.: 100

Approved: April 7, 2008

Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS ~~341.790~~; ORS 294.336

7. Acquire, receive, hold control of, convey, sell, manage, operate, lease, lease-purchase, lend, invest, improve, and develop any and all property of whatever nature given to or appropriated for the use, support, or benefit of any activity under the control of the board, according to the terms and conditions of such gift or appropriation.
8. Purchase real property upon a contractual basis when the period of time allowed for payment under the contract does not exceed 30 years.
9. Establish standards of admission to Tillamook Bay Community College and prescribe tuition rates and fees, including fixing different tuition rates for students who reside in the county, students who do not reside in the county but are residents of the state, and students who do not reside in the state.
10. Prescribe and expend funds so raised for special programs and services for the students and for programs for the cultural and physical development of the students.
11. Provide and disseminate to the public information relating to the program, operation and finances of Tillamook Bay Community College.
12. Establish or contract for advisory and consultant services.
13. Take, hold and dispose of mortgages on real and personal property acquired by way of gift or arising out of transactions entered into in accordance with the powers, duties, and authority of the board and institute, maintain and participate in suits and actions and other judicial proceedings in the name of the college for the foreclosure of such mortgages.
14. Maintain programs, services and facilities, and, in connection therewith, cooperate and enter into agreements with any person or public or private agency.
15. Provide student services consistent with the College's mission to support student achievement of educational goals.
16. Join appropriate associations and pay any required dues therefore from resources of the College.
17. Apply for state and federal funds and accept and enter into any contracts or agreements for the receipt of such funds from the State or Federal Government or its agencies for educational purposes.
18. Prescribe rules for the use and access to public records of the college that are consistent with ORS 192.420. However, the following records shall not be made

Article No.: 100

Approved: April 7, 2008

Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS ~~341.790~~; ORS 294.336

available to public inspection for any purpose without consent of the person who is the subject of the record, or upon order of a court of competent jurisdiction:

- (a) Student records relating to matters such as grades, conduct, personal and academic evaluations, results of psychometric testing, disciplinary actions, if any, and other personal matters.
 - (b) Employee records relating to matters such as conduct, personal and academic evaluations, disciplinary actions, if any, and other personal matters.
19. Enter into contracts for the receipt of cash or property, or both and establish annuities; and, commit, appropriate, authorize and budget for the payment of or other disposition of general funds to pay, in whole or in part, sums due under an annuity agreement, and to provide the necessary funding for reserves or other trust funds.
 20. Encourage gifts to the College by faithfully devoting the proceeds of such gifts to the college purposes for which intended.
 21. Build, furnish, equip, repair, lease, purchase and raze facilities; and locate, buy and acquire lands for all college purposes. Financing may be any prudent method, including but not limited to loans, contract purchase or lease. Leases authorized by this section include lease-purchase agreements where under the College may acquire ownership of the leased property at a nominal price. Such financing agreements may be for a term of up to 30 years except for lease arrangements which may be for a term of up to 50 years.
 22. Participate in an educational consortium with public and private institutions that offer secondary, upper division and graduate instruction. To engage in such consortiums the College may expend money, provide facilities and assign staff to assist those institutions offering instruction.
 23. Annually, the Board of Education will do a Board Self-Evaluation to review its effectiveness as a governing board.
 24. Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law.

100.3 - ORGANIZATION OF THE BOARD

The Board derives its authority from ORS, Chapter 341. The Board is subject to the provisions of the Constitution of the State of Oregon, applicable state and federal laws, its own policies and procedures, and the expressed will of the electorate. Board members

Article No.: 100

Approved: April 7, 2008

Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

serve without remuneration, except for actual and necessary expenses incurred by Board members in authorized travel for College business, conferences, or professional meetings.

The Board consists of seven members nominated from zones and elected at large **to four-year terms**. Elections are held in accordance with the provisions of the ORS 341.790. The zones are:

Comment [Lg1]: Evaluator from NWCCU thought it odd we never mentioned how long the board terms were.

Zone 1:	Beaver, Carnahan, Cloverdale, Hebo, Neskowin, Union, and Pacific City.
Zone 2:	Fairview, Netarts, Oceanside, South Prairie, and Westside.
Zone 3:	City of Tillamook (Precincts 1-6), Eastside, and Trask.
Zone 4:	Bay City, Garibaldi, Kilchis, Maple Leaf, and Foley.
Zone 5:	Nehalem, Pine Grove, Rockaway Beach, Wheeler, and Manzanita.
Zone 6:	At Large.
Zone 7:	At Large.

The term of office of all Board members shall begin on July 1 following the date of election. Board members shall serve until their successor's term begins. Board members must qualify by taking the oath of office before assuming the duties of the office.

The Board shall declare the office of a Board member vacant if it finds any of the following:

- A. The incumbent has died or resigned, or
- B. The incumbent has been removed, recalled, or the election has been declared void by a court of competent jurisdiction, or
- C. The incumbent has ceased to be a resident of Tillamook County or the zone they were elected to represent, or
- D. The incumbent has not discharged the duties of office for two consecutive regular monthly meetings unless prevented there from by sickness or other unavoidable cause, or unless granted an excuse by the Chairperson of the Board. The Chairperson shall report and have entered such excuses in the minutes of the meeting for which the excuse was granted.

Vacant positions upon the Board shall be filled by appointment of a qualified voter residing in the zone in which the vacancy occurs. A Board member so appointed shall serve until the next regular Public Election when a successor shall be elected to serve for the remainder of the unexpired term.

100.4 - OFFICERS OF THE COLLEGE BOARD

Article No.: 100

Approved: April 7, 2008

Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

After July 1 of each year, the Board shall meet and organize by electing a chairperson and vice-chairperson from its members.

The President of the College shall be appointed the Clerk of the Board. The Dean of Administrative Services shall be appointed the Deputy Clerk of the Board, and the Assistant to the President shall be named the Board Secretary.

100.5 - DUTIES OF OFFICERS

The duties of Board officers and committees will be as follows:

A. Chairperson

1. To preside at all meetings of the Board.
2. To appoint or provide for the election of all committees.
3. To call special meetings as required.
4. To perform such other duties as may be prescribed by law or by action of the Board.
5. To have the same duty to vote on matters before the Board as the other members.

B. Vice-chairperson

The Vice-chairperson shall uphold the duties of the Chairperson in her/his absence.

C. ~~President of the College as~~ Clerk of the Board

1. The **College** President is appointed by the Board as its Executive and shall implement the policies of the Board regarding the operation of the College.
2. It will be the duty of the Clerk to approve and sign the minutes of all special and regular meetings of the Board, and to sign all other official documents of the Board.

Comment [Lg2]: Deleting "President of the College as" makes title consistent with others here.

D. Deputy Clerk

1. The Deputy Clerk will function as Clerk in the absence of the Clerk. The Deputy Clerk may also be a co-signer for payment of College bills by check.

E. Secretary for the Board

The major duties and responsibilities of the Secretary for the Board will be:

1. To notify members of the Board of all regular and special meetings.
2. To attend all Board meetings.
3. To record the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.
4. To have charge of all records, proceedings and documents of the Board.

F. Committees

1. The Chairperson shall appoint no more than three members to committees designated for a specific purpose. Committees shall not perform any of the Board's functions.

G. Budget Committee

Article No.: 100

Approved: April 7, 2008

Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS ~~341.790~~; ORS 294.336

1. As directed by ORS 294.336, the Budget Committee shall consist of seven College Board members and seven members appointed by the Board for three year terms. Appointees must be qualified electors of Tillamook County.

100.6 - AUTHORITY OF MEMBERS

Any duty imposed upon the Board as a body shall be performed at a regular or special meeting and shall be made a matter of record. The consent to any particular measure obtained from individual Board members when the Board is not in session shall not be an act of the Board and shall not be binding upon the College.

Article No.: 101

Approved: April 7, 2008

Reference: **ORS 192.610-192.690; ORS 341.283**

101.1 CONDUCTING BOARD BUSINESS

1. Annual Organizations Meeting. The first Board of Education meeting of the fiscal year will serve as the annual organizational meeting.
2. Regular Board Meetings. Regular Board meetings are held monthly. Other meetings are held as needed. The date and location of a regular meeting may be changed by the action of the Board either by letter or by distribution of the minutes carrying a record of the change. In case of a change in date or location of a regular meeting, the Clerk shall take appropriate steps to inform the public of the change in advance of the meeting.
3. Executive Sessions. Executive sessions shall be held in compliance with Oregon Revised Statutes. Executive sessions, in accordance with Oregon Revised Statutes, are not open to the public.
4. Rules of Order. Robert's Rules of Order shall be used as a guide in conducting Board Meetings, except as otherwise noted in Board policy.
5. Public Participation in Board Meetings. All regular meetings of the Board are open to the public. The Board encourages and welcomes participation in its regular Board meetings and provides for public discussion of agenda items during the meeting under the agenda item, "Invitation of Public Comment." The Board, however, has no obligation to act upon any public request or proposal unless such request or proposal is submitted in writing to the College President at least eight days before the meeting, and the Chairperson of the Board places it on the agenda. Public discussion time may be limited by the Chairperson of the Board.
6. Minutes of Board Meetings. A record of all transactions of the Board will be set forth in the official minutes. The minutes will record the name of the member making a motion, the name of the person seconding it, and the vote of each Board member.
7. Voting. Voting at Board meetings will be by voice vote. A member voting against a proposition may state the reasons and have them recorded in the minutes if so requested at the time of voting. Any member may also request the "yeas" and "nays" to be taken and entered in the minutes on any question before the Board. Abstention is not desirable and if insisted upon will be recorded as a "nay" vote.
8. Quorum. Four members of the Board will constitute a quorum for the transaction of Board business. At least four members of the Board must approve a motion for it to pass.
9. Meeting Agenda. The agenda for Board meetings will be prepared by the College President. As a general rule, official action will not be taken on items not listed on the agenda.
10. Resource Persons at Board Meetings. The Board will recognize resource persons from various sections of the college community (instruction, administrative, and business office). Such resource persons will be seated at a resource table at regular Board meetings for the purpose of providing the Board information pertaining to the viewpoints of their respective sections regarding new or revised Board policy. All

Article No.: 101

Approved: April 7, 2008

Reference: **ORS 192.610-192.690; ORS 341.283**

such representatives serve in an advisory capacity, at the pleasure of the Board, and with no right to vote on matters before the Board.

11. Board Member Travel Policy. All members of the College Board of Education are authorized to attend and participate in meetings and conferences of organizations of which the College is a member. Travel arrangements for such meetings shall be coordinated by the Secretary to the Board. Board members may be reimbursed for authorized college travel at approved reimbursement rates.
12. Special Meeting. When a group, organization, or association wishes to meet with the Board and/or representatives of the Board, the initiating organization is required to prepare the agenda with appropriate supporting material. This agenda and supporting material must be forwarded to the President's Office not less than five (5) days prior to the scheduled meeting for dissemination to Board members in advance of the special meeting. This responsibility includes the Board should they initiate the meeting. All special meetings shall be conducted in compliance with Oregon's Public Meetings Law. The Board reserves the right to deviate from this policy when in their judgment conditions warrant such action.

101.2 - PLACE OF MEETINGS

All meetings of the Board will be held at the main campus unless previously announced that another location has been selected. In case any meeting is held at a different place, the secretary will notify each member of the change. Regular meetings will be held at 6:30 p.m., unless otherwise required by law or otherwise specified in the notice of the meeting.

101.3 - MEETINGS OPEN TO PUBLIC

- A. All meetings of the Board will be open to the public except for executive sessions. The Board may exclude from any such public or private meeting, during the examination of witness, any or all other witnesses in the matter being investigated by the legislative body.
- B. The order of business of any official meeting will include an opportunity for the public to address the Board on any item of business which is included in the agenda. The Board, however, does not obligate itself to act upon request or proposal immediately. In order to place an item on the agenda, it must be submitted to the President in writing at least five (5) working days before the meeting.

Article No.: 102
Approved: April 7, 2008
Reference:

102.1 - BOARD POLICIES

- A. The policies and procedures adopted by the College Board of Education have been written to be consistent with the provisions of law, but do not encompass all laws relating to the College's activities. All employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as College 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 College shall be considered by the Board at a minimum of two (2) 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.
- E. Administrative Rules. The College has a number of **procedures** and operational rules that are implemented operationally on a daily basis. These **procedures** are policy driven and are approved by the College Council as "Administrative Rules." The College Council has approved an Administrative Rule with procedures for additions, deletions, and modifications to Administrative Rules. A complete review of the Administrative Rules will take place annually.

Comment [Lg3]: What is meant by "policies and procedures" in this policy need to be specified in A-D (i.e., Tillamook Bay Community College Policy Articles or TBCC Administrative Rules or both.

Article No.: 103

Approved: April 7, 2008

Reference:

103.1 - BOARD COMMUNITY RELATIONSHIPS

Tillamook Bay Community College is a public institution whose purpose is to provide education for the public. The Board encourages and welcomes public participation and awareness of the operation of the College. College activities and public records are open to inspection except in those limited instances where inspection is confidential or exempt from disclosure under law.

- A. The Board recognizes the right of the public to information concerning all of its actions and policies and concerning the details of its educational and business operations. In accordance with this policy, copies of the agenda will be furnished to all interested persons and organizations upon request to the President.
- B. Copies of minutes of Board meetings may also be furnished to interested persons and organizations upon written request.
- C. The Board will provide for the dissemination of information concerning the College and its educational programs and business operations.
- D. It will be the practice of the Board to consider input of all interested groups concerning its educational programs and business operations. The Board alone will be the final policy agent.

Article No.: 104

Approved: April 7, 2008

Reference: ORS260.432

104.1 - BOARD ACTION ON LEGISLATIVE ISSUES

The Board of Education will not take any position advocating or proposing a local, state, or national legislative matter, except if it should vote to do so in a case which is of direct concern to Tillamook Bay Community College.

Article No.: 105

Approved: April 7, 2008

Reference: **ORS 341.275; ORS 244.120; ORS 244.130**

105.1 - BOARD CONFLICT OF INTEREST

Taking of a seat on the Board by an employee of the College shall automatically serve to terminate that individual's employment with the College.

In the event of a potential conflict of interest involving any member of the Board, such member shall announce publicly the nature of the potential conflict. This shall be made by the member during the meeting at which any official action related to such conflict of interest shall be proposed or taken and prior to participating in any related discussion or official action thereon, whether by vote or by abstention.

A "potential conflict of interest" means any transaction where a person acting in a capacity as a public official takes any action or makes any decision or recommendation, the effect of which would be to the person's private pecuniary benefit or detriment. There is not a "potential conflict of interest" where the transaction would effect to the same degree a class of persons consisting of all inhabitants of the state, or a smaller class of persons consisting of an entire industry, occupation, or group to which the Board member is associated, or in which the member is engaged.

The Board member need not announce a potential conflict of interest more than once during the meeting. When a Board member announces a potential conflict of interest, it shall be recorded in the minutes of the Board. Notice of the potential conflict and how it was disposed of may, at the request of a majority of the Board or upon request of the member giving notice of the potential conflict, be provided to the Oregon Government Ethics Commission.

Article No.: 106

Approved: April 7, 2008

Reference: ORS 279A.060, ORS 279A.065

106.1 - BOARD CONTRACT REVIEW BOARD

By ORS 279A.060, the Tillamook Bay Community College Board of Education is designated as the local contract review board for the College.

Procurement of goods and services by the College is governed by the Oregon Attorney General's Model Rules as contained in OAR Chapter 137, which rules are adopted by Tillamook Bay Community College except as the College has adopted its own rules of policy. Exceptions to the Model Rules, adopted by the Board of Education, are listed below.

Comment [Lg4]: Should these be in Administrative Rules instead or are they here because they are specific statements of when Model Rules don't apply and must be Board adopted?

106.2 - Personal Service Contracts

106.2.1 - General Requirements

- A. Personal Services include, but are not limited to, contracts for auditing and financial services, legal services, architectural and engineering services, planning services, and technical inspection services.
- B. The Board by resolution may designate additional service contracts or classes of service contracts as personal service contracts if the following conditions apply:
 - 1. Specialized skills, knowledge and resources are not available within the College staff;
 - 2. The work cannot be done in a reasonable time with the College's own work force;
 - 3. An independent and impartial evaluation of a situation is required by a consultant with recognized professional expertise and stature;
 - 4. It will be less expensive to contract for the work.
- C. Persons who are interested in performing services for the College may submit their areas of interest to the College Dean of Administrative Services, who will compile a list of prospective consultants. This list may be used in lieu of an advertisement when issuing a request for qualifications or a request for proposals for a specific project.
- D. The Board will be informed of action(s) taken.

106.2.2 - Formal Selection Process

Article No.: 106

Approved: April 7, 2008

Reference: ORS 279.A.060, ORS 279A.065

- A. Except as provided in Section "Informal Selection Process" below, this procedure shall be used whenever the estimated fee to the contractor exceeds fifty thousand dollars (\$50,000).
- B. Solicitation of Proposals
1. Responses shall be solicited through public advertisement or notice to persons on the College's consultant list, inviting response to either:
 - a. A request for proposals (RFP); or
 - b. A request for qualifications (RFQ) to establish a short list, followed by an RFP.
 2. The advertisement, when used, shall appear at least once in at least one newspaper of general circulation in the local area. The solicitation may be advertised in additional issues and publications to achieve adequate competition or to reach the minorities, women, and emerging small business enterprise audiences.
- C. Use of Request for Qualifications
1. An RFQ used to evaluate qualifications, screen potential consultants, and establish a short list shall contain the information required to screen and select qualified respondents.
 2. The College President or designee shall review, score and rank the consultants according to the solicitation criteria and the results of any oral interview. The College President may delegate this screening to a committee composed of qualified employees of the College or others so designated. The committee may include private practitioners of the work encompassed by the project.
 3. Following screening and evaluation, the College President or designee shall establish a short list of at least three qualified consultants. If four or fewer persons respond to the RFQ, then a short list of fewer than three qualified consultants may be established or the RFQ may be canceled and an RFP issued.
 4. Every qualified consultant placed on a short list shall receive an RFP and have an opportunity to submit a proposal. No person shall be eligible for placement on a short list during the period in which any of the person's principals, partners or associates are a member of the College's evaluation committee.

Article No.: 106

Approved: April 7, 2008

Reference: ORS 279.A.060, ORS 279A.065

5. Publication of an RFQ shall not make the College responsible for any consultant costs and expenses incurred in submitting responses to an RFQ. All potential consultants who respond to an RFQ do so solely at the consultant's cost and expense.
6. Any reasonable evaluation method may be used to establish a short list of qualified consultants.

D. Request for Proposals

1. A meeting may be held for all interested consultants to discuss the proposed project and the required services. Attendance at such a meeting, if held, may be mandatory.
2. An RFP consultant selection committee of at least three persons shall be appointed by the College President or designee to review, score and rank the consultant's responses to the RFP. If the RFP follows an RFQ, the RFP consultant selection committee may be the same as any RFQ consultant evaluation committee. The RFP consultant selection committee may interview consultants. The committee may be composed of highly qualified professional employees of the College or other agencies and may include private practitioners of the work encompassed by the project. The Board may establish a different consultant selection committee when selection of the consultant is done by the College President or Board.
3. No person or firm shall be eligible for award of a consultant contract during the period in which any of the person's principals, partners or associates is a member of the consultant selection committee.
4. The RFP consultant selection committee shall review, score and rank all responsive proposals according to criteria listed in the RFP. These criteria may include but are not limited to the following:
 - a. Availability and capability to perform the work.
 - b. Experience of key staff on comparable project(s).
 - c. Demonstrated ability to successfully complete similar projects on time and within budget.
 - d. References and recommendations from past clients, public and private.

Article No.: 106

Approved: April 7, 2008

Reference: ORS 279.A.060, ORS 279A.065

- e. Consultant's performance history in (i) meeting deadlines; (ii) submitting accurate estimates; (iii) producing quality work; and (iv) meeting financial obligations.
 - f. Status and quality of any required licensing or certification.
 - g. Consultant's knowledge and understanding of the project as shown in the consultant's approach to the project's staffing and scheduling needs.
 - h. Fees required, whether estimated or firm.
 - i. Results from oral interviews, if conducted.
 - j. Design philosophy and project approach.
 - k. Any other criteria that are deemed to be relevant to the project, including where the nature and budget of the proposed project so warrant, a design competition between competing professional consultants.
 - l. Each of the evaluation criteria shall be of equal weight unless the RFP provides otherwise and states the weights or points applicable to each criterion.
5. The College may at any time during the solicitation process or during contract negotiation reject all proposals and cancel the solicitation without liability. The College shall not be responsible for any consultant costs and expenses incurred in submitting responses to the solicitation. All prospective consultants who respond to an RFP do so solely at the consultant's cost and expense.
6. An awarded project may become inactive, lapse, or change as a result of project phasing, insufficient appropriations, or other reasons. If the project is reactivated, the College may retain the same qualified consultant to complete the project. The College President or designee shall make a written finding that the College's interests are best served by retaining the same consultant.

106.2.3 - Informal Selection Process

- A. A personal service contract may be awarded using an informal selection process under any of the following circumstances:

Article No.: 106

Approved: April 7, 2008

Reference: ORS 279.A.060, ORS 279A.065

1. When the estimated fee to the consultant does not exceed fifty thousand dollars (\$50,000);
 2. When the project consists of work which has been substantially described, planned, or otherwise previously studied or rendered in an earlier College contract;
 3. When the contract is with bond underwriters;
 4. When the contract is with financial advisors providing expert opinions for the purpose of negotiated bond sales;
 5. When the contract is for legal services.
- B. In the informal selection process, the College shall contact one or more prospective contractors with whom the College has had previous successful experience and request a brief proposal which should address the work to be performed, the prospective contractor's experience with the type of work to be performed, and the prospective contractor's compensation requirements to perform the work. The College shall evaluate the proposal(s) received, using criteria that are deemed appropriate, and do one (1) of the following:
1. Make an award based on the proposals received.
 2. Reject the proposals received and solicit proposals from other prospective contractors using the informal selection process.
 3. Reject the proposals received and solicit proposals using the formal selection process.
 4. Cancel the solicitation and make no award.

106.2.4 - Direct Appointment Procedure

The College may recommend direct consultant appointments when conditions require prompt action for the best interest of the College. The recommended appointment and a written description of the conditions requiring the appointment shall be submitted by the College President to the Board. The Board shall determine whether a direct appointment is appropriate, and if so, approve the appointment.

106.2.5 - Protest Procedure

Article No.: 106

Approved: April 7, 2008

Reference: ORS 279.A.060, ORS 279A.065

- A. Solicitation Protest. Unless a different deadline is specified in the solicitation document, prospective consultants may submit a written protest or request for change of particular solicitation provisions, specifications, or contract terms and conditions to the College no later than five calendar days prior to the close of the solicitation. Such protest or request for change shall include the reasons for the protest or request and any proposed changes to the solicitation provisions, specifications, or contract terms and conditions. No protest against selection of a consultant or award of a consultant contract, because of the contract terms and conditions, shall be considered after the deadline established for submitting such protest.
- B. Selection Protest. Unless a different deadline is specified in the solicitation document, a prospective consultant who has submitted a proposal and claims to have been aggrieved by the College's selection of a competing consultant, shall have fourteen calendar days after the College's notice of selection of the competing consultant to submit a written protest of the selection to the College. To be aggrieved for purposes of having a right to submit a protest, a proposer must claim that the proposer was the highest-ranked qualified consultant eligible for selection, i.e., the protester must claim that all higher-ranked consultants were ineligible for selection because their proposals were nonresponsive or the consultants non-responsive. The College shall not consider a selection protest submitted after the time period established in this section nor any selection protest submitted after the deadline provided in the College's solicitation.
- C. The College President has authority to settle or resolve a written protest submitted in accordance with this section. The College President shall promptly issue a written decision on the protest. The action of the College President shall be the final action on the matter.

106.2.6 - Delegation of Authority--Applicability--Statutory Authority.

- A. The College President may delegate authority granted in this chapter to appropriate College employees. Such delegation must be in writing.
- B. Policy 106.1 applies to any public contract solicited or advertised after the date of adoption by the Tillamook Bay Community College Board of Education.
- C. The College Board finds that those portions of Policy 106.1 which exempt classes of contracts from the requirement of public bidding are justifiable under ORS 279. The exemption from public bidding for these types of contracts will not encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts and the award of these kinds of contracts without bidding will result in substantial cost savings to the College.

Article No.: 107

Approved: April 7, 2008

Reference: Article 100; **also ORS 192 (?)**

107.1 - INTRODUCTION

Tillamook Bay Community College is a public institution whose purpose is to provide education for the public. The Board encourages and welcomes public participation and awareness of the operation of the College. College activities and public records are open to inspection except in those limited instances where inspection is confidential or exempt from disclosure under law.

107.2 - ACCESS TO PUBLIC RECORDS

Comment [Lg5]: Should the rest of the article move to Administrative Rule? [Especially if it's just intended to clarify Article 100]

Public records shall be made available for public inspection and copying pursuant to this Article, except as otherwise provided by law.

107.3 - PUBLIC RECORDS OFFICERS

- A. A Public Records Officer shall serve as the point of contact for members of the public who request disclosure of public records. Each Public Records Officer shall be responsible for implementation of and compliance with this Article and the Public Records Law.
- B. The Dean of Administrative Services is the Public Records Officer for the College.
- C. Unless otherwise designated by the Board of Education, the Clerk of the Board is the Public Records Officer for the Board of Education.
- D. An Alternate Public Records Officer shall be designated by each appointing authority.

107.4 - EXEMPT RECORDS

The College shall publish a list of records (Board Article 100.2.4918), other than those specifically set forth in the Public Records Law (ORS 192), that the College believes exempt or otherwise prohibit disclosure of public records or information contained in public records. This list will be maintained by the College's Public Records Officer. Public records and information exempt from disclosure under the Public Records Law or any other law are exempt from disclosure under this Article whether or not such exemption is on any list of exemptions published and maintained by the College.

107.5 - PUBLIC RECORDS REQUESTS

- A. Public records may be inspected and/or copies may be obtained under the following procedures:

Article No.: 107

Approved: April 7, 2008

Reference: Article 100; **also ORS 192 (?)**

1. A request for College's public records shall be directed to the Public Records Officer and requests for Board documents may be made to the Public Records Officer for the Board of Education.
2. A request for public records shall be made in writing and include the following information:
 - a. The requester's name, mailing address, and telephone number;
 - b. The date of the request;
 - c. A clear indication that the document is a "Public Records Request;"
 - d. Whether the request is to inspect the public records or for copies of public records or summarized information.

107.6 - INSPECTION OF PUBLIC RECORDS

Public records shall be inspected at the offices of the Public Records Officer. Public records shall be available for inspection from 8:30 a.m. to 11:30 and from 1:00 p.m. to 4:30 p.m., Monday through Friday, excluding legal holidays: provided, that there is no obligation to allow inspection immediately upon a demand. The Public Records Officer may request that the person seeking to inspect public records schedule an appointment for inspection.

107.7 - RESPONSE TO PUBLIC RECORDS REQUESTS

- A. There is no obligation to allow inspection or provide a copy of a public record on demand.
- B. Within a reasonable time after receiving a public record request, the Public Records Officer shall respond to the requestor. The Public Officer shall make one or more of the following responses:
 1. The request for inspection of public records is approved and whether an appointment for inspection needs to be scheduled by the requester.
 2. The request for copies of public records is approved and the copies of all requested records are enclosed with the response.
 3. The request has been received by the Public Records Officer that additional time is needed to respond to the request, and stating a reasonable estimate of the time required to respond.
 4. The request has been received by the Public Records Officer and the records shall be provided on a partial or installment basis as the records are identified, located, assembled and/or made ready for inspection or copying.
 5. The request has been received by the Public Records Officer and the request is granted, pending the requestor's payment in advance of an estimate of the fee determined under Section 107.7.

Article No.: 107

Approved: April 7, 2008

Reference: Article 100; **also ORS 192 (?)**

6. The request is denied, in whole or in part, whether by withholding a requested record or redacting a requested record, stating the specific exemption(s) prohibiting disclosure and a brief explanation of how the exemption applies to each withheld and redacted record.
- C. The Public Records Officer shall notify the requester if, after responding to a request for public records and approving the request, the Public Records Officer identifies requested public records or information that is exempt from disclosure.
 - D. Additional time to respond to a request may be based upon the College's need to:
 1. Clarify the intent of the request;
 2. Identify, locate, assemble, summarize and/or make the records ready for inspection or disclosure;
 3. Notify third persons or agencies affected by the request;
 4. Determine whether any of the records or information requested is exempt from disclosure and whether a denial should be made as to all or part of the request.
 - E. If a requester fails to clarify the request after receiving a response from the Public Records Officers seeking clarification, the Public Records Officer need not respond further to the request.

107.8 - FEES, WAIVERS OR FEE REDUCTIONS FOR RECORDS COPYING, PUBLICATIONS AND RELATED SERVICES

- A. A fee schedule will be prepared, reviewed, updated and approved by the Board of Education on an annual basis.
- B. When possible, a written agreement with the requester shall be required prior to any work on, and/or delivery of, a custom product. The written agreement shall, at a minimum, include:
 1. A description of the custom information to be produced;
 2. All fees reasonably expected to be incurred.
- C. Fees may be waived or substantially reduced if the College President determines that the waiver or reduction is in the public interest because making the record available primarily benefits the general public

A requester may appeal for a waiver or reduction of fees required for production of information to the appropriate Public Records Officer (see paragraph 107.3). The appeal shall be made in writing after the requester's receipt of a statement of the fees required. The appeal must state with specificity the relief sought and the reasons

Article No.: 107

Approved: April 7, 2008

Reference: Article 100; **also ORS 192 (?)**

supporting the relief. The College President shall consider the appeal and shall issue a decision in writing.

107.9 - PROTECTION OF PUBLIC RECORDS

Each Public Records Officer shall, to the extent practicable, insure that records requested for inspection are not damaged or removed from the College offices. Original public records shall not be released to the public for any purpose.

107.10 - REQUESTED RECORDS - SCHEDULED FOR DESTRUCTION

If a public record request is made at a time when a record exists, but the record is scheduled for destruction in the near future, the Public Records Officer shall direct that the record be retained until the request is resolved.

107.11 - REVIEW OF DENIED REQUEST

Any person who objects to the denial of a request for a public record may petition the Tillamook County District Attorney for prompt review of such decision by delivering a written request to the District Attorney and including all written responses by the Public Records Officer or other College employee denying the request.

107.2 12 - CUSTOM INFORMATION

For purposes of this Article two classifications of custom information are recognized: 1) electronic records, and, 2) custom information.

A. Electronic Records. The College produces and maintains data in electronic records to maximize efficiency in fulfilling its basic public service functions. These electronic records relate to the operation and conduct of College business and typically include financial data, course descriptions, filed documents, etc.

1. Electronic records are public records subject to disclosure under the Public Records Law and this Article, unless exempt from disclosure under state or federal law or the request is for proprietary data which the College has obtained under a licensing agreement that does not permit disclosure to third parties.
2. At the option of the Public Records Officer, electronic records may be printed and provided in paper format. If the electronic record is large and/or not capable of being printed in an understandable format, then the electronic record may be provided in the digital format in which the record is maintained by the College. The College does not have the obligation to convert an

Article No.: 107

Approved: April 7, 2008

Reference: Article 100; **also ORS 192 (?)**

electronic record to a digital format that is different than the format maintained by the College.

3. Fees for providing electronic records in electronic form shall be based on the actual cost of the media used to provide the records. Overhead for information system acquisition and maintenance shall not be included in such fees.
 4. The College does not warrant or in any way guarantee the accuracy or completeness of electronic records.
- B. Custom Information. Custom information does not exist at the time of a request. These products must be created by performing any of the following: acquiring data; compiling, sorting, reviewing and summarizing information; running custom queries, programming software, testing models, reformatting data, or configuring the product in order to respond to a specific request.
1. All requests for custom information will be made to the appropriate Public Records Officer (see paragraph 107.3).
 2. A request may be denied for any of the following reasons:
 - a. The existing workload of the affected staff is such that the requested work cannot be accommodated.
 - b. The request is for information that is exempt or prohibited from disclosure or otherwise confidential under state or federal law.
 - c. The request is for proprietary data which the College has legally obtained under a license agreement that prohibits disclosure, distribution or publication.
 - d. The College does not have the hardware, software or personnel resources to respond to the request.
 3. When possible, all fees expected to be incurred in preparing a response shall be estimated using the fee schedule referenced in Section 107.A above, and communicated in writing prior to providing the custom information or electronic product. When an estimate has been provided to a requestor, payment of estimated fees must be received before any work will be performed. Fees shall consist of the following:
 - a. Actual costs of salary and benefits for the employee or employees required for consulting and/or producing the custom information or electronic product.
 - b. Reasonable overhead charges.
 - c. Delivery charges.

Article No.: 107

Approved: April 7, 2008

Reference: Article 100; **also ORS 192 (?)**

- d. Actual costs for paper, magnetic tapes, computer paper, microfiche, disks, and/or other media used to provide the custom information or electronic product.
 - e. Any consulting fee, subcontractor fee or service cost incurred as a result of obtaining secondary services to respond to the request.
 - f. A reasonable charge to defray operational hardware and software acquisition, maintenance and replacement costs.
 - g. Other reasonable expense incurred in preparing a response.
4. A requester may appeal a denial or the fees required for production of custom information to the appropriate Public Records Officer (see paragraph 107.3). The appeal shall be made in writing after the requester's receipt of a written denial or a statement of the fees required. The appeal must state with specificity the relief sought and the reasons supporting the relief. The College President shall consider the appeal and shall issue a decision in writing.
5. When possible, a written agreement with the requester shall be required prior to any work on and delivery of a custom product. The written agreement shall, at a minimum, include:
 - a. A description of the custom information to be produced;
 - b. All fees reasonably expected to be incurred.
6. The College will comply with the terms of all legally acquired software licenses, copyrighted materials and license agreements.
7. Once a custom product is produced it becomes a public record subject to the Public Records Law. The College reserves the right to purge the product from its public records in accordance with applicable laws.

107.13 - COPIES OF ARTICLE AVAILABLE TO PUBLIC

Copies of this Article shall be available to and provided to the public, without cost, on request. Electronic copies shall be made available to the public on the College's website.

POSTERS AND NOTICES

Article No.: 203

Approved: April 7, 2008

Reference:

203.1 - PUBLIC POSTERS AND NOTICES

Public posters, flyers, notices, etc., are permitted on designated public bulletin boards only, subject to College Administrative Rules.

SMOKING

Article No.: 204
Approved: April 7, 2008
Reference:

204.1 SMOKING

Smoking is prohibited in all facilities owned or leased by ~~the~~Tillamook Bay Community College.

Article No.: 205

Approved: April 7, 2008

Reference:

205.1 – PUBLIC RELATIONS

Tillamook Bay Community College is a service oriented institution. It is the responsibility of all employees to provide accurate, up-to-date information in a friendly, positive manner. All requests for information should be processed in a timely manner. If the information is not easily available, every effort should be made to identify resources for information. All requests must be answered even if information is not available.

Favorable publicity is desired and necessary. To ensure that all public information is in accord with Board policy and administrative rules, it is essential that all such information intended for release to the public be routed through the College President or designee.

Prospective news releases may originate from any source connected with the College, including administrators, faculty and students. Proposed articles should be submitted to the College President or designee for approval.

Article No.: 206

Approved: April 7, 2008

Reference:

206.1 – REPRESENTATION OF THE COLLEGE

Any time a staff member of the College makes a contact on official College business they should immediately identify themselves, their position with the College, and the purpose of the contact. At no time is a staff member acting as an agent of the College, to make contacts or call anonymously, or to deliberately misrepresent the purpose of the call or contact.

PUBLICATIONS

Article No.: 207

Approved: April 7, 2008

Reference:

207.1 – PUBLICATIONS

The College Catalog, Schedule of Classes, Board Policy Manual, Faculty Handbook, Student Handbook, brochures, and website will be governed by College Administrative Rules.

Article No.: 208
Approved: April 7, 2008
Reference:

208.1 - INDIVIDUAL RESEARCH

Comment [Lg6]: Policy 208 needs an overhaul and perhaps most details will belong as Administrative Rules.

Tillamook Bay Community College as a public college working within the framework of Oregon Legislative Directive for Community Colleges, is not designated as a research institution. The Board recognizes the need for professional growth, however, and encourages educational research activities which will benefit the employee and the College. Research projects which relate to the College may qualify for financial support. These projects must be reviewed by the President and approved by the Board.

The administration may permit the use of College equipment and facilities by those faculty or staff members conducting research on other than school time. Such use of equipment and facilities must not interfere with their use for instructional purposes, nor may it constitute other than nominal expense to the College. Advance approval is required for such use of equipment or facilities.

The writing of articles and books is a type of professional activity which the Board wishes to encourage. Financial allowance may be made for such activities when such activity is a consideration of professional growth and of benefit to the College.

Depending upon the circumstances of a given plan to publish, a formal agreement, designating copyright privileges, expense responsibilities, and royalty may be required by the College.

208.2 - INSTITUTIONAL RESEARCH

The Board recognizes the importance of institutional research as a guide to the continuing improvement of programs and services of the College. Personnel and funds will be provided to further this activity.

To ensure that outside requests for research will serve these ends, Tillamook Bay Community College will participate only in those studies which have been approved by the President.

Article No.: 209

Approved: April 7, 2008

Reference:

209.1 – USE OF COLLEGE PROPERTY

College property may not be removed from the campus for personal use or for use by individuals or organizations outside the College unless permission has first been obtained from, or special arrangements made with, the College President or designee.

Article No.: 210

Approved: April 7, 2008

Reference:

210.1 - SCHEDULE OF PRIORITIES GOVERNING USE OF CAMPUS FACILITIES

Campus facilities are available for community use, subject to limitations imposed by institutional educational requirements and regulations specified in the Administrative Rules. The College reserves the right to deny or withdraw permission to use campus facilities at any time. Groups requesting use of campus facilities must complete a "Facility Reservation Request" as set forth in the Administrative Rules.

Article No.: 211

Approved: April 7, 2008

Reference: Articles 208, 209, 316, and 322

211.1 - INTRODUCTION

Comment [Lg7]: Is something this detailed really appropriate for policy? Especially, if references are all other policy articles?

The College's computer and information network is a continually growing and changing resource that supports students, faculty, staff and the outside community. These resources are vital for the fulfillment of the academic and business needs of the College community. Their use is provided as a privilege. In order to ensure a reasonable and dependable level of service, it is essential that each individual student, faculty, and staff member, must exercise responsible, ethical behavior when using these resources. Misuse by even a few individuals has the potential to disrupt College business, and, even worse, the legitimate academic and research work of faculty and students.

This policy outlines the application of the principles that govern our academic community in the appropriate use of College computer and information network resources. Because it is impossible to anticipate all the ways in which individuals may misuse these resources, this policy focuses on a few general rules and the principles behind them.

This policy applies to the entire user community of the College and to the use of any and all College owned or managed computer-related equipment, computer systems, and interconnecting networks, as well as all information contained therein.

211.2 USE OF RESOURCES

All users are expected to utilize College computing resources in a responsible manner consistent with policies outlined in the Tillamook Bay Community College Policy manual and approved by the Board of Education.

The unauthorized use of resources is prohibited and, in many cases, may be violations of the law. Unauthorized use includes, but is not limited, to the following types of activities.

A. Harassment or threats to specific individuals, or a class of individuals:

1. Transmitting unsolicited information that contains obscene, indecent, lewd, or lascivious material or other material which explicitly or implicitly refers to sexual conduct.
2. Using e-mail or newsgroups to threaten or stalk someone.
3. Transmitting unsolicited information that contains profane language or panders to bigotry, sexism, or other forms of prohibited discrimination.

B. Interference or impairment to the activities of others:

1. Creating, modifying, executing, or retransmitting any computer program or instructions intended to: (a) obscure the true identity of the sender of

Article No.: 211

Approved: April 7, 2008

Reference: Articles 208, 209, 316, and 322

- electronic mail or electronic messages, such as the forgery of electronic mail or the alteration of system or user data used to identify the sender of electronic e-mail; (b) bypass, subvert, or otherwise render ineffective the security or access control measures on any network or computer system without the permission of the owner; or (c) examine or collect data from the network (e.g., a "network sniffer" program).
2. Allowing unauthorized persons or organizations to use user computer accounts or TBCC network resources. Users are responsible for the appropriate use of all College computer access and accounts assigned them and must take all reasonable precautions, including password maintenance and file protection measures, to prevent unauthorized use. Users must not share passwords with anyone else or provide access to network resources to unauthorized persons.
 3. Communicating or using any password, personal identification number, credit card number, or other personal or financial information without the permission of its owner.

C. Unauthorized access and use of the resources of others:

1. Use of College computer resources to gain unauthorized access to resources of this or other institutions, organizations, or individuals.
2. Use of false or misleading information for the purpose of obtaining access to unauthorized resources.
3. Accessing, altering, copying, moving, or removing information, proprietary software or other files (including programs, libraries, data, and electronic mail) from any network system or files of other users without prior authorization (e.g., use of a "network sniffer" program).
4. Making unauthorized copies of copyrighted materials. Users should assume all software, graphic images, music, and the like are copyrighted. Copying or downloading copyrighted materials without the authorization of the copyright owner is against the law, and may result in civil and criminal penalties, including fines and imprisonment.

D. Damage or impairment of College resources:

1. Use of any resource irresponsibly or in a manner that adversely affects the work of others. This includes intentionally, recklessly, or negligently (a) damaging any system (e.g., by the introduction of any so-called "virus," "worm," or "Trojan-horse" program), (b) damaging or violating the privacy of information belonging to others, or (c) misusing or allowing misuse of system resources.

Article No.: 211

Approved: April 7, 2008

Reference: Articles 208, 209, 316, and 322

2. Use of College resources for non-College related activities that unduly increase network load (e.g., non-business or -education related email, chain mail, network games, and spamming).

E. Unauthorized commercial activities:

1. Using College resources for one's own commercial gain, or for other commercial purposes not officially approved by the College, including web ads.
2. Using College resources to operate or support a non-College related business.
3. Use of College resources in a manner inconsistent with the College's contractual obligations to suppliers of those resources or with any published College policy.

F. Violation of city, state, or federal laws:

1. Pirating software, music, and images.
2. Effecting or receiving unauthorized electronic transfer of funds.
3. Disseminating child pornography or other obscene material.
4. Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.

211.3 - WHEN INAPPROPRIATE USE OF COMPUTER RESOURCES OCCURS

The use of College resources is a privilege. The resources have always been, and will remain, the property of the College.

It is each user's responsibility to promptly report any violation of this policy to the Dean of Administrative Services.

Reports of unauthorized use or misuse of computer resources will be investigated pursuant to standard College procedures. All illegal activities will be reported to local, state, or federal authorities, as appropriate, for investigation and prosecution.

While the College desires to maintain user privacy and avoid the unnecessary interruption of user activities, the College, at the direction of the College President, reserves the right to investigate any suspected unauthorized or improper use of College resources (as described above). As directed by the College President, investigations may be initiated which could include the inspection of data stored or transmitted on the network. In the event that use is determined to be contrary to College policy or applicable law, appropriate measures will be

Article No.: 211

Approved: April 7, 2008

Reference: Articles 208, 209, 316, and 322

taken. These measures may include, but are not limited to, permanent or temporary suspension of user privileges, deletion of files, disconnection from the Tillamook Bay Community College network, referral to student or employee disciplinary processes, and cooperating with the appropriate law enforcement officials and government agencies.

211.4 - INFORMATION ON APPLICABLE LAWS AND STATUTES

All users of the College computer and information resources are expected to be familiar with and to abide by College policies, as well as local, state, and federal laws relating to electronic media, copyrights, privacy, and security. As a condition of being granted internet and network access, employees of the College complete and sign a user agreement affirming an understanding and intention to abide by these acceptable use guidelines. A summary of these guidelines are also posted at various locations across campus where they are freely accessible by students and other non-employee users.

211.5 - QUESTIONS RELATING TO THIS POLICY

The examples of unauthorized use set forth above are not meant to be exhaustive. Whenever in doubt regarding an issue of questionable use, it is in the user's best interest to resolve the issue before pursuing any questionable use of College computing resources. Questions of appropriate use should be addressed to the Dean of Administrative Services.

Article No.: 224

Approved: April 7, 2008

Reference:

224.1 – ADVISORY COMMITTEES

The Board of Education may establish citizen advisory committees to assist it and the College President in exploring the needs of the College.

Since the Board of Education has the legal duty to make final decisions, all committees appointed by the Board serve in an advisory capacity.

The College President or personnel designated by the College President shall be authorized to establish such internal committees, councils, and advisory groups deemed necessary for the organization and administration of the College.

The College President or personnel designated by the College President shall also be authorized to establish Career and Technical Education Program Advisory Committees made up primarily of private-sector members to support and strengthen programs and promote greater cooperation between Career and Technical Education at Tillamook Bay Community College and business/industry. Advisory Committees will have three major roles: 1) to advise, 2) to assist, 3) to support and advocate for career and technical education at Tillamook Bay Community College.

Article No.: 225
Approved: April 7, 2008
Reference: **ORS 341.485**

225.1 - GENERAL TUTION WAIVERS/SCHOLARSHIPS

Tuition waivers and discounts are allowed in the following circumstances for courses offered by Tillamook Bay Community College (excluding partner agency courses) **as prescribed in College Administrative Rules.**

~~225.2 - GED GRADUATES~~

~~To encourage GED graduates to continue their education, those students who pass the GED exam will receive a tuition waiver for a single credit course or a single continuing education course (maximum value equivalent to four credits tuition).~~

~~225.3 - VOLUNTEERS AND UNPAID TUTORS~~

~~Volunteers and unpaid tutors will be eligible for a tuition waiver for a single credit course or a single continuing education course (maximum value equivalent to four credits tuition) for each 36 hours of volunteer service.~~

~~225.4 - RECRUITING~~

~~Tuition waivers granted at the President's discretion to support an organized student recruitment marketing campaign.~~

Comment [Lg8]: Move to Administrative Rules.

225.5 2 - SCHOLARSHIPS

Throughout each academic year, scholarship opportunities are made available to prospective and continuing Tillamook Bay Community College students. These scholarships can have different funding sources, different award criteria (e.g., local high school graduate, academic achievement, financial need, etc.), and often have different application requirements (e.g., completed FAFSA, student essays, etc.) and filing deadlines. **Specific guidelines for advertising and award of institutional scholarships are part of College Administrative Rules.**

~~A. On a regular basis and as approved by the College President, Tillamook Bay Community College will advertise the available scholarships, their award criteria, application requirements, and filing deadlines.~~

~~B. Following the filing deadline, the Tillamook Bay Community College Scholarship Committee will meet to review the applications, verify that the applicants meet the published requirements, and identify award finalists based on the award criteria and availability of scholarship funds.~~

Comment [Lg9]: Move to Admin. Rules

225.6 3 - STUDENT GOVERNMENT AND HONOR SOCIETY OFFICERS

Article No.: 225
Approved: April 7, 2008
Reference: **ORS 341.485**

A tuition/fees/books waiver for a credit or continuing education course may be granted on a per term basis to officers of the following College student organizations:

- A. Associated Students of Tillamook Bay Community College – President, Vice President, Finance Manager, Public Relations Director, and Office Manager
- B. Phi Theta Kappa International Honor Society – President , Vice President, Secretary, Public Relations Director, and Treasurer

~~To qualify for a tuition/fees/books waiver, student officers need to be actively participating in the administration, planning, and leadership of their respective organization. Each term, the staff advisor to each organization will identify qualified students and the Dean of Instruction and Student Services will approve the award. The total value of each officer's waiver each term shall not exceed the equivalent cost of four credits of tuition and the waiver shall be valid only for (1) tuition, (2) fees, or (3) books in priority order for TBCC courses purchased through the College Cashier.~~

Comment [Lg10]: Move these details to Admin. Rules

225.7 - Golden Age Tuition Waiver

A 50% tuition waiver for credit or continuing education courses may be granted to individuals who are 62 years of age or over when classes begin. This tuition waiver does not apply to course or lab fees and textbook costs. The waiver is on a first-come, first-serve and space-available basis.

Policy vs. Administrative Rule

Board establishes **Policies** as guiding principles and courses of action for the institution.

College establishes **Administrative Rules** that include procedures, directives, and interpretations necessary to implement **policies** in day-to-day college operations.

Policies establish parameters for the operation of the college and **Administrative Rules** establish the procedures necessary to implement the policies.

Policy	Administrative Rule
Does it broadly express the intent of the College?	<i>Does it specify methods to implement a policy?</i>
Does it establish a guiding principle for College operations?	<i>Does it establish procedures and practices for day-to-day operations?</i>
Does it establish a plan or course of action that will influence or determine actions, procedures, and operational decisions?	<i>Does it implement, interpret, or make specific a policy?</i>
Does it establish what is wanted or not wanted?	<i>Does it establish specific requirements?</i>
Does it give the College President authority to implement?	<i>Does it establish instructions or give directions detailing something to be done?</i>
	<i>Is it a regulation that will direct the administration of a policy?</i>
	<i>Does it give College staff authority to implement?</i>

Facilities

RECOMMENDATION

There are no facilities items to discuss this month.

BACKGROUND INFORMATION ----- Dean Ellison



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

Capital Construction Projects

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

Project updates:

- Main Campus construction update



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- Accreditation Meeting
- Foundation Report
- Marketing and Branding Report



Tillamook Bay Community College

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc