

# Notice of Public Meeting

Pursuant to O.R.S. §192.640, legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board will hold a meeting open to the public on Monday, April 6, 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, April 1, 2009

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

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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
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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**

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# Board of Education Meeting Agenda

**Date:**  
Monday, April 6, 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.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Wakefield
2.	<b>Approval of the Agenda</b> ----- <b>(Action)</b>	Chair Wakefield
3.	<b>Invitation of Public Comment</b> -----	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.	<b>March 9, 2009 Work-session, Regular Board Meeting, Contract Review Board and Executive Meeting Minutes</b> ----- <b>(Action)</b>	Chair Wakefield
5.	<b>Reports:</b>	
A.	Oregon Community College Association -----	President Carnahan Director Swain
B.	Financial Report-----	Comptroller Williams
6.	<b>New Business:</b>	
A.	Preliminary 2009-2010 Tuition and Fees-----	Dean Ellison
B.	Budget Committee Membership-----	Dean Ellison
C.	2009-2010 Academic Calendar-----	Dean Gates
D.	North County Citizen's Advisory Committee Membership-----	President Carnahan
7.	<b>Old Business:</b>	
8.	<b>Standing Business:</b>	
A.	Strategic Planning and Accreditation -----	Dean Gates
B.	Courses and Curricula----- <b>(Action)</b>	Dean Gates
C.	Grants and Contracts-----	Dean Ellison
D.	Board of Education Policy ----- <b>(Action)</b>	President Carnahan
E.	Facilities-----	Dean Ellison
F.	Capital Construction Projects-----	President Carnahan
G.	Personnel-----	President Carnahan
9.	<b>Announcements and General Information</b> -----	President Carnahan
10.	<b>Invitation of Public Comment</b> -----	Chair Wakefield
11.	<b>Board Member Discussion Items</b> -----	Chair Wakefield
12.	<b>Adjournment</b> ----- <b>(Action)</b>	Chair Wakefield



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# Board of Education Work-Session Meeting Minutes

March 9, 2009

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

**Directors Present:** Craig Wakefield, James McGinnis, Ruth Jensen, Steve Shaw, and Bob Weitman  
**Directors Absent:** Ann Swain and Rose Wharton (Chair Wakefield arrived at 5:40)  
**Staff Present:** Jon Carnahan, Lori Gates, Ron Ellison, Kyra Williams, and Sue Owens  
**Guests Present:** none

## **Call to Order and Acknowledgement of Guests:**

Vice Chair Shaw called the meeting to order at 5:30 p.m.

## **Approval of Agenda:**

On approval of a motion by Director Weitman, it was resolved to approve the agenda as presented.

## **Invitation of Public Comment:**

There was no public comment.

## **Revenue Forecast and Legislative Update and Economic Impact on TBCC:**

President Carnahan explained how the rebalancing of the current biennium's budget was going. He explained a couple different scenarios depending on the different final numbers and how each could potentially affect TBCC. He noted that TBCC is fiscally sound enough to not have to make any reductions this fiscal year however, depending on the final budget, there will have to be some. He stated that he didn't expect the recession to end in the next year and that he, Deans Ellison and Gates have been working on budgets through 2013. One reduction discussed was the cutting of 12 days per year from staff and 8 days for faculty. This one reduction would save the College \$80 thousand. President Carnahan added that even with this savings, there would have to be more difficult decisions made in order to make up the shortfall in State funding.

**Budget Modeling Process for 2009-10 and Beyond:** Dean Ellison presented an "Actuals and Projected Revenue and Expenses" report based on a \$440 million budget and projected through fiscal year 2012-13. He covered each item and discussed the reasoning for figures used and the different impacts they could have.

## **Board Discussion on Revenue and Expenditures:**

There was discussion and commendations to President Carnahan, Deans Ellison and Gates for their diligent work on a hard project in tough times.

## **Budget Process and Communication:**

President Carnahan reviewed the budget process noting that the purpose of this work-session was to discuss budget options in order to prepare the budget to take before the College's budget committee. He stressed that it was vital that the Board be informed of the financial situation and steps being taken to address them.

## **Adjournment**

On approval of a motion by Director Shaw, Chair Wakefield adjourned the meeting at 6:50 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



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# Board of Education Meeting Minutes

March 9, 2009

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

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

**Directors Absent:** Ann Swain and Rose Wharton

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

**Guests Present:** Michele Burton and Sheryl Neu, TBCC Employees;  
Daniel Hettenbach, Rebecca McLarkey, Noah Phillips, Blake Marvis,  
Jaime Perez, and Johanna Wood, TBCC students.

## **Call to Order:**

Chair Wakefield called the meeting to order at 7:00 p.m. and acknowledged guests.

## **Approval of Agenda:**

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

## **Invitation of Public Comment:**

Each student introduced themselves and gave a brief statement of the reason they were present. They each expressed their support of student publications at TBCC and an interest in a journalism course at TBCC. Daniel Hettenbach, as Associated Student Body President, requested that the student language be made policy to establish a budgeting mechanism thru ASTBCC for free press. He shared a brief history of the student newsletter and distributed a packet of information to each board member regarding student publications. The packet, a copy of which is included with the official minutes, included the following documents: A letter from Mr. Hettenbach to the Board, *Oregon Student Free Expression Law*, a student version of an Administrative Rule addressing student publications, TBCC Administrative Rule B005, and a copy of the student publication "*The Wave Runner Tribune*." Mr. Hettenbach wanted to make the Board aware of the student efforts to print a student newsletter and the appearance of lack of support from the Administration. The Board heard the student concerns and comments and Chair Wakefield stressed that the students would need to follow the proper policy procedures and that he was confident that President Carnahan would continue to work with them to reach a mutual agreement. President Carnahan agreed with the students that an agreement needed to be reached and commended the students for their interest and for coming to the meeting. Ms. McLarkey thanked the Board and President Carnahan for listening to their concerns. The students left the meeting at that time.

## **Approval of Minutes:**

On approval of a motion by Director McGinnis and seconded by Director Shaw, it was resolved that the February 2, 2009 Regular Meeting Minutes be approved as presented.

## **Reports**

Oregon Community College Association: (Item 5.A)

President Carnahan stated there was no report.

Financial Report: (Item 5.B)

Comptroller Williams presented the financial reports as included in the Board packet.



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**RECESS** to Special Contract Review Board Meeting at 7:20 p.m.

**RECONVENE** to regular session at 7:30 p.m. Special Contract Review Board Meeting Minutes under separate cover.

**Old Business**

There was no old business to report.

**New Business**

There was no new business to report.

**Standing Business:**

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates made her report as included in the Board packet asking that the Board adopt the Core Themes and revised Institutional Goal 7 as proposed. On approval of a motion by Director McGinnis and seconded by Director Shaw, it was resolved to adopt the Core Themes and revised Institutional Goal 7.

Courses and Curricula: (Item 8.B)

Dean Gates reported that there were no new courses or curricula to report this month however; we have received permission from PCC to offer Agriculture and Animal Science courses.

Grants and Contracts: (Item 8.C)

Dean Ellison reported there were no new grants or contracts to report this month.

Board of Education Policy: (Item 8.D)

President Carnahan shared the results of the Board Self-evaluation including a comparison to the 2007-2008 survey. He stated that the Board as a whole rated themselves improved. President Carnahan stated that he would prepare a comparison chart and distribute it to the Board for their review. He added that the two areas of concern last year, those both being in the area of policy development, appeared to still be the weakest area even though they were improved over last year. It was discussed how important the self-evaluation was for accreditation and Dean Gates stated that it was an area closely reviewed and thus important.

Facilities: (Item 8.E)

Dean Ellison shared there were no facility items to discuss this month.

Capital Construction Projects: (Item 8.F)

President Carnahan gave a brief update on the main campus noting that the first concrete slabs were due to be poured tomorrow. The goal is to pour the walls in the next three weeks. He added that he was pleased with how the project was coming along.

Personnel: (Item 8.G)

President Carnahan the Board will meet later in executive session to finalize his performance appraisal and contract.

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

President Carnahan reported on the following:

- Foundation Board:
  - The Oregon Community Foundation has awarded TBCC \$25,000 toward the Miller Match grant.
  - The AAUW (American Association of University Women) has agreed to convert their



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scholarship funds into an endowment, providing \$16,000. This also counts toward the Miller Match.

- The Foundation's Annual Campaign has generated \$14,000 of new money which counts toward the Miller Match.
  - These three gifts enable us to meet the requirements for the Miller Match which gives TBCC \$105,000 in scholarship money.
  - Ruth Jensen is in the process of gifting the College her late husband, Wayne's pewter collection. This will be additional money toward scholarships.
- Marketing and Branding Report. President Carnahan shared the Marketing and Branding committee is still working on the new look, advertisement and strategies.
  - Commencement: President Carnahan asked the Board to please mark their calendar to attend commencement in June.

**Invitation of Public Comment:** (Item 10)

There was no public comment.

**Board Member Discussion Items:** (Item 11)

**Adjournment to Executive Session:** (Item 12)

Chair Wakefield recessed the meeting to Executive Session at 7:48 p.m. pursuant to O.R.S. § 192.660 (2)(i), to consider Agenda Item 8.G. and excused the public at that time.

**Reconvene to Regular Session:**

Chair Wakefield reconvened the Regular Session at 8:12 p.m. No decisions were made during Executive Session.

On approval of a motion by Director Jensen and seconded by Director Shaw, it was resolved to accept President Carnahan's Performance Appraisal and renew his contract.

**Adjournment**

On approval of a motion by Director Shaw, Chair Wakefield adjourned the meeting at 8:14 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



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# Board of Education Contract Review Board Special Meeting Minutes

March 9, 2009  
Room 9, First Street Campus  
2510 First St., Tillamook, OR 97141

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

**Directors Absent:** Ann Swain and Rose Wharton

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

**Call to Order:**

Chair Wakefield called the meeting to order at 7:20 p.m.

**Approval of Agenda:**

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

**Invitation of Public Comment:**

There was no public comment.

**New Business:** (Item 4)

Resolution 2008-09 #4:

President Carnahan gave an explanation of this resolution and requested that the Board of Education, acting as the College's Local Contract Review Board, find that an emergency exists and thereby authorize the College administration to waive competitive bidding procedures within the parameters established within this declaration.

On approval of a motion by Director Shaw and seconded by Director Weitman, it was resolved to adopt Resolution 2008-09 #7 which is a resolution of the Tillamook Bay Community College Board of Directors acting as the local Public Contract Review Board, declaring an emergency under ORS 279A.010(1)(f) and the Community College Rules of Procurement Section CCR.206 OREGON STIMULUS PACKAGE PROJECTS.

**Adjournment:** (Agenda Item 5)

Chair Wakefield adjourned the meeting at 7:30 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



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# Board of Education Executive Session Meeting Minutes

March 9, 2009

Conference Room, First Street Campus  
2510 First St., Tillamook, OR 97141

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

**Directors Absent:** Ann Swain and Rose Wharton

**Staff Present:** Jon Carnahan and Sue Owens

**Call to Order:**

Chair Wakefield called the session to order at 7:55 p.m. pursuant to O.R.S. § 192.660 (2)(i), to consider Agenda Item 8.G.

The President's evaluation was discussed. No decisions were made.

**Adjournment:** (Agenda Item 5)

Chair Wakefield adjourned the session to regular meeting at 8:12 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



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## Oregon Community College Association

### RECOMMENDATION

Information only – no action requested.

### BACKGROUND INFORMATION----- President Carnahan and Director Swain

Both President Carnahan and Director Swain attended the OCCA Board meeting March 20 and will give a brief report.



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# Financial Report

**RECOMMENDATION**

Information only – no action requested.

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

Comptroller Williams will be prepared to present the financial reports and address questions.



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Agenda Item 5.B. Attachment #1

Tillamook Bay Community College  
 Unaudited Summary Financial Information  
 General Fund  
 Fiscal Year-to-Date Ended February 2009  
 66.67% 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
<b>Resources</b>						
Beginning Fund Balance	\$ 1,070,272	\$ 1,212,482.15	113.29%	\$ 863,369	\$ 1,302,924.45	150.91%
State	\$ 1,024,589	\$ 888,023.70	86.67%	\$ 1,039,959	\$ 671,548.62	64.57%
Property Taxes	\$ 895,000	\$ 764,429.52	85.41%	\$ 895,619	\$ 793,612.41	88.61%
Timber Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Contract	\$ -	\$ 19,200.00	0.00%	\$ -	\$ 25,151.50	0.00%
Tuition	\$ 547,935	\$ 331,288.48	60.46%	\$ 541,150	\$ 330,681.04	61.11%
Fees	\$ 124,676	\$ 78,867.37	63.26%	\$ 125,000	\$ 78,790.16	63.03%
Sale of Goods	\$ 2,000	\$ 2,065.00	103.25%	\$ 5,000	\$ 2,130.00	42.60%
Interest	\$ 55,000	\$ 46,045.81	83.72%	\$ 50,000	\$ 21,665.60	43.33%
Miscellaneous	\$ 5,000	\$ 2,673.79	53.48%	\$ 7,000	\$ 2,488.24	35.55%
Transfers	\$ 73,231	\$ 54,313.97	74.17%	\$ 288,418	\$ 34,456.15	11.95%
Repayment of Short-Term Loan	\$ 115,475	\$ -	0.00%	\$ 127,175	\$ -	0.00%
<b>Total resources</b>	<b>\$ 3,913,178</b>	<b>\$ 3,399,389.79</b>	<b>86.87%</b>	<b>\$ 3,942,690</b>	<b>\$ 3,263,448.17</b>	<b>82.77%</b>
<b>Expenditures</b>						
Instruction	\$ 972,740	\$ 590,639.93	60.72%	\$ 1,134,700	\$ 570,384.96	50.27%
Instructional Support	\$ 331,892	\$ 174,917.61	52.70%	\$ 323,283	\$ 195,679.67	60.53%
Student Services	\$ 386,276	\$ 237,806.30	61.56%	\$ 444,652	\$ 283,618.49	63.78%
College Support	\$ 1,016,125	\$ 609,863.71	60.02%	\$ 1,044,641	\$ 590,531.83	56.53%
Plant Operation	\$ 191,832	\$ 99,070.29	51.64%	\$ 201,833	\$ 95,617.22	47.37%
Financial Aid	\$ 141,000	\$ 53,972.41	38.28%	\$ 126,160	\$ 55,285.00	43.82%
Transfers	\$ 95,000	\$ 65,115.55	68.54%	\$ 98,300	\$ 63,831.36	64.94%
Contingency	\$ 209,200	\$ -	0.00%	\$ 150,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,344,065</b>	<b>\$ 1,831,385.80</b>	<b>54.77%</b>	<b>\$ 3,523,569</b>	<b>\$ 1,854,948.53</b>	<b>52.64%</b>
<b>Ending fund balance</b>	<b>\$ 569,113</b>	<b>\$ 1,568,003.99</b>	<b>275.52%</b>	<b>\$ 419,121</b>	<b>\$ 1,408,499.64</b>	<b>336.06%</b>

Agenda Item 5.B. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended February 2009

	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	\$ -	\$ 22,009.69	\$ 32,458.28	\$ (10,448.59)	\$ 63,768	\$ 44,405.21
Tutor Grant	211	\$ -	\$ 4,592.19	\$ 6,816.91	\$ (2,224.72)	\$ 14,072	\$ 9,726.54
Sprint Yellow Pages Literacy Grant	215	\$ 2,667.88	\$ -	\$ 145.93	\$ 2,521.95	\$ 2,389	\$ 323.85
United Way Literacy Grant	216	\$ 3,588.95	\$ 750.00	\$ 233.69	\$ 4,105.26	\$ 5,385	\$ 1,406.24
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ 3,387.45	\$ 3,626.32	\$ (238.87)	\$ 11,859	\$ 4,377.65
Pathways Grant	225	\$ -	\$ 17,833.09	\$ 24,676.71	\$ (6,843.62)	\$ 54,427	\$ 2,425.61
Industrial Maintenance Tech	226	\$ 38,490.38	\$ 28,710.00	\$ 19,071.31	\$ 48,129.07	\$ 16,897	\$ 2,279.36
SBDC Federal Grant	230	\$ -	\$ 15,125.00	\$ 17,544.42	\$ (2,419.42)	\$ 30,250	\$ 36,639.70
SBDC State Grant	231	\$ -	\$ 10,357.72	\$ 26,908.61	\$ (16,550.89)	\$ 41,333	\$ 19,357.08
SBDC Program Income	232	\$ 19,379.80	\$ 6,186.00	\$ 2,360.41	\$ 23,205.39	\$ 13,374	\$ 2,677.29
SBDC Supplement	233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,327.66
SBDC - EDC Fund	235	\$ -	\$ 35,272.07	\$ 30,811.76	\$ 4,460.31	\$ 101,530	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 34,293	\$ 12,093.54
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,375.54
Student Assistance	250	\$ 3,215.83	\$ -	\$ 60.00	\$ 3,155.83	\$ 3,100	\$ 45.00
Work Keys Mini Grant	251	\$ 1,819.22	\$ -	\$ -	\$ 1,819.22	\$ 1,500	\$ 175.00
Bay City Rental	260	\$ 9,776.74	\$ -	\$ 1,584.84	\$ 8,191.90	\$ 2,600	\$ 2,154.70
CRC & Skills to Compete Research Grant	297	\$ -	\$ -	\$ 25,000.00	\$ (25,000.00)	\$ -	\$ -
<b>Total Special Fund</b>		\$ 85,361.11	\$ 144,223.21	\$ 191,299.19	\$ 38,285.13	\$ 396,777	\$ 148,789.97

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 2/28/2009
Total of Grants that borrow from the General Fund	\$ (34,265.80)	\$ 25,482.72	\$ 15,207.48	\$ (44,541.04)
Total of Grants that are not borrowing from the General Fund	\$ 72,550.93	\$ (25,000.00)	\$ 1,953.92	\$ 99,504.85
<b>Total Special Fund</b>	\$ 38,285.13	\$ 482.72	\$ 17,161.40	\$ 54,963.81

	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)	\$ 9,425.00	\$ 4,771.71	\$ (7,661.91)	\$ 13,070	\$ 11,194.42
Bookstore	320	\$ 56,237.25	\$ 96,652.71	\$ 118,781.03	\$ 34,108.93	\$ 174,223	\$ 118,776.66
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 12,400	\$ -
<b>Total Enterprise Fund</b>		\$ 50,925.38	\$ 106,077.71	\$ 123,552.74	\$ 33,450.35	\$ 199,693	\$ 129,971.08
PERS Pension Bond Fund	410	\$ 15,861.51	\$ 58,731.94	\$ 41,431.25	\$ 33,162.20	\$ 86,263	\$ 41,431.25
General Obligation Bond Fund	420	\$ 68,217.41	\$ 454,097.48	\$ 198,918.75	\$ 323,396.14	\$ 577,838	\$ 90,630.57
<b>Total Debt Service Fund</b>		\$ 84,078.92	\$ 512,829.42	\$ 240,350.00	\$ 356,558.34	\$ 664,101	\$ 132,061.82
Building Reserve Fund	510	\$ 995,532.75	\$ 242,179.34	\$ 31,230.17	\$ 1,206,481.92	\$ 1,359,825	\$ 46,629.85
Campus Construction Fund - GO Bonds	520	\$ 9,031,131.55	\$ 147,537.36	\$ 2,884,852.42	\$ 6,293,816.49	\$ 9,100,000	\$ 270,363.54
<b>Total Capital Projects Fund</b>		\$10,026,664.30	\$ 389,716.70	\$ 2,916,082.59	\$ 7,500,298.41	\$ 10,459,825	\$ 316,993.39
Associated Students of TBCC	710	\$ 3,802.87	\$ 5,894.16	\$ 3,255.87	\$ 6,441.16	\$ 10,000	\$ 830.08
Phi Theta Kappa Honorary Society Fund	720	\$ 1,641.79	\$ 1,219.65	\$ 1,474.66	\$ 1,386.78	\$ 9,050	\$ 2,656.12
<b>Total Agency Fund</b>		\$ 5,444.66	\$ 7,113.81	\$ 4,730.53	\$ 7,827.94	\$ 19,050	\$ 3,486.20

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended February 2009

66.67% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 1,622,691			\$ 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%
<b>Resources</b>												
State Aid	\$ 1,039,959	\$ 671,549	64.57%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ 25,152	0.00%	\$ 351,532	\$ 137,287	39.05%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 666,150	\$ 409,471	61.47%	\$ 8,000	\$ 5,346	66.83%	\$ 18,560	\$ 9,425	50.78%	\$ -	\$ -	0.00%
Local Taxes	\$ 895,619	\$ 793,612	88.61%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 5,000	\$ 2,130	42.60%	\$ 2,500	\$ 1,590	63.60%	\$ -	\$ -	0.00%	\$ 150,000	\$ 96,298	64.20%
Interest	\$ 50,000	\$ 21,666	43.33%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 2,488	35.54%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 750	\$ 355	47.33%
Repayment of Short-Term Loans	\$ 127,175	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 288,418	\$ 34,457	11.95%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 3,079,321</b>	<b>\$ 1,960,525</b>	<b>63.67%</b>	<b>\$ 362,032</b>	<b>\$ 144,223</b>	<b>39.84%</b>	<b>\$ 18,560</b>	<b>\$ 9,425</b>	<b>50.78%</b>	<b>\$ 150,750</b>	<b>\$ 96,653</b>	<b>64.11%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,310,538	\$ 1,353,612	58.58%	\$ 321,049	\$ 145,008	45.17%	\$ 9,000	\$ 3,340	37.11%	\$ 24,453	\$ 16,271	66.54%
Operating Expenditures	\$ 939,731	\$ 430,411	45.80%	\$ 54,315	\$ 43,820	80.68%	\$ 3,110	\$ 1,389	44.66%	\$ 113,550	\$ 72,587	63.93%
Capital Outlay	\$ 25,000	\$ 7,095	28.38%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 30,000	\$ 29,210	97.37%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 63,831	64.93%	\$ 21,413	\$ 2,471	11.54%	\$ 960	\$ 43	4.48%	\$ 1,220	\$ 713	58.44%
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%
<b>Total expenditures</b>	<b>\$ 3,523,569</b>	<b>\$ 1,854,949</b>	<b>52.64%</b>	<b>\$ 513,952</b>	<b>\$ 191,299</b>	<b>37.22%</b>	<b>\$ 23,070</b>	<b>\$ 4,772</b>	<b>20.68%</b>	<b>\$ 174,223</b>	<b>\$ 118,781</b>	<b>68.18%</b>
Ending Fund Balance	\$ 419,121	\$ 1,408,500		\$ 31,407	\$ 38,285		\$ 5,490	\$ (7,662)		\$ 37,527	\$ 34,109	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 76,905			\$ 483			\$ -			\$ -	
Inventories		\$ 2,608			\$ -			\$ -			\$ 22,405	
NET EFFECT ON CASH		\$ (79,513)			\$ (483)			\$ -			\$ (22,405)	
Liabilities												
Accounts Payable		\$ 1,184,437			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 49,887			\$ -			\$ -			\$ -	
Payroll		\$ 152,549			\$ 17,161			\$ 285			\$ 2,881	
NET EFFECT ON CASH		\$ 1,386,873			\$ 17,161			\$ 285			\$ 2,881	
NET ADJUSTMENTS		\$ 1,307,360			\$ 16,678			\$ 285			\$ (19,524)	
ENDING CASH BALANCE		\$ 2,715,860			\$ 54,963			\$ (7,377)			\$ 14,585	

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

	Enterprise Fund - Customized Training			Debt Service Funds			Capital Projects Funds			Agency Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 7,003			\$ 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%
<b>Resources</b>												
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	\$ 450,793	90.01%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 464,825	\$ 225,980	48.62%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ 14,000	\$ 3,560	25.43%	\$ 330,000	\$ 163,737	49.62%	\$ -	\$ -	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	\$ 1,759	16.67%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 58,476	64.97%	\$ -	\$ -	0.00%	\$ 8,300	\$ 5,355	64.52%
<b>Total Revenues</b>	<b>\$ 11,036</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 604,838</b>	<b>\$ 512,829</b>	<b>0.00%</b>	<b>\$ 1,794,825</b>	<b>\$ 389,717</b>	<b>21.71%</b>	<b>\$ 18,850</b>	<b>\$ 7,114</b>	<b>37.74%</b>
<b>Expenditures</b>												
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	\$ 2,835,127	27.81%	\$ 19,050	\$ 4,731	24.83%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 49,725	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ 662,501	\$ 238,750	36.04%	\$ -	\$ -	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%
<b>Total expenditures</b>	<b>\$ 12,400</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 664,101</b>	<b>\$ 240,350</b>	<b>36.19%</b>	<b>\$ 11,459,825</b>	<b>\$ 2,916,082</b>	<b>25.45%</b>	<b>\$ 19,050</b>	<b>\$ 4,731</b>	<b>24.83%</b>
Ending Fund Balance	\$ 5,639	\$ 7,003		\$ 21,737	\$ 356,558		\$ -	\$ 7,500,299		\$ 1,250	\$ 7,828	
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		\$ 356,558	\$ 356,558		\$ 7,500,299	\$ 7,500,299		\$ 7,828	\$ 7,828	

**\$ 10,649,719**

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.

## Preliminary 2009-2010 Tuition and Fees

### RECOMMENDATION

Information only – no action requested.

### BACKGROUND INFORMATION -----Dean Ellison

Preliminary information suggests that the 2009-2010 average tuition rate for Oregon Community Colleges will increase rather substantially this next fiscal year to somewhere between \$70-\$75. These increases are primarily due to current statewide economic and budget conditions. Per 2009-2010 Board approved budget guidelines and to indicate TBCC's local commitment to funding the College, a tuition rate of \$70.00 per credit is proposed for implementation in Fall Term 2009. Currently, no other changes to the College's Fee Schedule are proposed.

Tuition or Fee Item	Current 2008-2009	Proposed 2009-2010
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$66	\$70
Out-of-State Tuition per Credit Hour	\$86	\$90
<i>Fees</i>		
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
GED Testing Fee	\$90	\$90
GED Offsite Testing Fee	\$132	\$132
GED Retest Fee	\$20	\$20
GED No-Show Fee	\$15	\$15
Proctor Testing per test for non-TBCC Credit Student, former Credit Student or Staff	\$25	\$25
Technology Fee (per credit)	\$5	\$5
Non-Student Computer Lab Use Fee (per term)	\$75	\$75
Calculator Rental (per term)	\$15	\$15
Printed Catalog (first copy from academic advisor free)	\$5	\$5
Late Registration Fee (per course)	\$10	\$10
Course Withdrawal After Close of Registration	\$10	\$10
High School Articulation Fee	\$0	\$0
High School Credit Recovery (H.S. half credit class)	\$90	\$90
Adult Basic Skills Instructional Course Fee	\$15	\$15
Return Check Fee	\$25	\$25
Student Services Fee (per credit)	\$2	\$2
Minimum Credit Course Fee (per course)	\$12	\$12
Maximum Credit Course Fee (per course)	per actual expenses	per actual expenses
Self Improvement Course Fees	market or self support level	market or self support level
EMT Practical Exams Fee for non-TBCC student, former student or staff	\$10/station	\$10/station



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## Budget Committee Membership

### RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Ellison

Zone	Board Member	Community Representative	Term expires
1	Rose Wharton	vacant	<b>3/30/08</b>
2	Craig Wakefield	Van Moe	6/30/09
3	Ruth Jensen	<b>J. Robert McPheeters</b>	<b>6/30/08</b>
4	Stephen Shaw	Steve VanDerhoef	6/30/09
5	Ann Swain	Ward Weissenfluh	6/30/09
6 –At Large	James P. McGinnis	<b>Vicki Goodman</b>	<b>6/30/08</b>
7 –At Large	Robert Weitman	Jack Mulder	6/30/09

There are currently two public budget committee members who have expired terms; J. Robert McPheeters and Vicki Goodman. There is also one vacant position, that being zone 1 vacated by Anne Price.

These individuals will be contacted and asked to continue their service and an active campaign will be made to fill the vacancy.



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## 2008-2009 Academic Calendar

### RECOMMENDATION

Review the 2009-2010 Academic Calendar draft.

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

Attached is the preliminary 2009-2010 Academic Calendar. The Board will be asked to approve the Academic Calendar at the May meeting.



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**TILLAMOOK BAY COMMUNITY COLLEGE**  
**2009-2010 ACADEMIC CALENDAR**

**2009**

MAY 11.....	Summer Term, 2009 Registration Begins
MAY 25.....	Memorial Day Holiday
JUNE 8 - 13.....	Spring Term Finals Week
JUNE 12.....	Commencement Exercises
JUNE 13.....	Spring Term Ends
JUNE 22.....	Summer Term 2009 Classes Begin
JULY 3.....	July Fourth Holiday
AUGUST 10.....	Fall Term Registration Begins
SEPTEMBER 7.....	Labor Day Holiday
SEPTEMBER 5.....	Summer Term Ends
SEPTEMBER 14 – 15.....	College In-service (Curtailed Public Services)
SEPTEMBER 17 – September 25.....	Late Registration, Fall Term
SEPTEMBER 21.....	Fall Term 2009 Classes Begin
NOVEMBER 11.....	Veterans Day Holiday
NOVEMBER 26 - 27.....	Thanksgiving Holiday
NOVEMBER 23.....	Winter Term Registration Begins
DECEMBER 7 - 12.....	Fall Term Finals Week
DECEMBER 12.....	Fall Term Ends
DECEMBER 24, 25, 27.....	Christmas Holiday
DECEMBER 31, 2009 – JANUARY 8, 2010.....	Late Registration, Winter Term

## 2010

DECEMBER 31, 2009 – JANUARY 8, 2010.....	Late Registration, Winter Term
JANUARY 1 .....	New Year's Holiday
JANUARY 4 .....	Winter Term 2010 Classes Begin
JANUARY 18 .....	Martin Luther King, Jr. Day Holiday (non-contract day for faculty)
MARCH 1 .....	Spring Term 2010 Registration Begins
MARCH 15 - 20 .....	Winter Term Finals Week
MARCH 20 .....	Winter Term Ends
MARCH 22 - 27 .....	Spring Break
MARCH 25 - APRIL 2.....	Late Registration, Spring Term
MARCH 29 .....	Spring Term 2010 Classes Begin
MAY 10.....	Summer Term 2010 Registration Begins
MAY 31.....	Memorial Day Holiday
JUNE 7 – 12 .....	Spring Term Finals Week
JUNE 11 .....	Commencement Exercises
JUNE 12 .....	Spring Term Ends
JUNE 21 .....	Summer Term 2010 Classes Begin

### NOTES:

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

## North County Citizen's Advisory Committee

### RECOMMENDATION

Information only – no action requested.

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

Discuss membership of the North County Citizen's Advisory Committee and terms of appointees. Also, discuss the need for a South County Committee.



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## Strategic Planning and Accreditation

### **RECOMMENDATION**

Information only – no action requested.

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

Work continues on the Strategic Plan 2010-2015 to incorporate NWCCU Recommendations involving strategic planning. This will include full integration of assessment into institutional planning, providing direction for accomplishment of growth and enrollment, articulating and documenting the relationship between strategic planning and budget decisions, and alignment with a facilities master plan.

The Planning and Steering Committee is working on Self Study preparation (see attached Self Study Plan). Current focus is on Standard One (*Mission, Core Themes, Goals, and Outcomes*) and Standard Two (*Resources and Capacity*). Subcommittees including all faculty and staff are being formed to address Standard Two functional areas (Education Program, Student Services, Finance, etc.). We will also host a visit from Dr. Ronald Baker from NWCCU in late April. He will come and talk to us about the revised standards and processes at no cost to the College.



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**TILLAMOOK BAY COMMUNITY COLLEGE**  
**SELF STUDY PLAN**

(February, 2009)

Lori Gates, TBCC Accreditation Liaison Officer & Self-Study Co-Chair  
Fred Bennett, Faculty Member & Self-Study Co-Chair

## **TBCC SELF-STUDY PLAN**

### **Purposes & Objectives of the Self-Study Process at TBCC:**

- 1) To examine TBCC's mission, goals, themes, operations, and accomplishments
- 2) To assess the quality of TBCC's programs
  - a) establish clearly defined and appropriate educational objectives
  - b) establish the conditions under which TBCC achieves its objectives
  - c) establish how TBCC may continue to achieve its educational objectives
- 3) To address TBCC Self Study Audit findings (2008)
- 4) To address Recommendations from A Comprehensive Evaluation Committee Report for Initial Candidacy (2008)
- 5) To assess, analyze, and evaluate TBCC's institutional programs, procedures, and resources as they relate to NWCCU's Standards and Related Policies for Accreditation (2003) and Revised Standards (2009)
- 6) To identify and explore Core Themes for TBCC
- 7) To support ongoing institutional processes for strategic planning and future improvement of institutional programs, procedures, and resources related to NWCCU's Standards and Related Policies for Accreditation (2003) and Revised Standards (2009) by
  - a) Identifying institutional strengths and areas for improvement
  - b) Developing and implementing evidence-based plans for improvement
- 8) To implement additional mechanisms for on-going self-analysis, including frameworks for data-gathering and analysis related to NWCCU's Revised Standards and Processes (2009) by
  - a) Increased focus on analysis
  - b) Synchronize strategic planning, self study, and accreditation processes
  - c) Using the Planning and Steering Committee as a standing institutional body to play a leading role in facilitating continuous improvement of institutional effectiveness through strategic planning and to act as the self study steering committee in preparation for accreditation review
- 9) To exploit the Self Study as an institutional document that builds on the College's previous Self Study and feeds into campus processes, including assessment, effectiveness, and planning
- 10) To demonstrate the importance of self study as a continuous value
- 11) To demonstrate use of assessment results for improvements



**Key Guiding Questions:**

- 1) Who are we? (values)
- 2) What do we claim to do? (mission)
- 3) What are the fundamental aspects of our mission? (themes)
- 4) What is the institution's potential to succeed? (resources and capacity)
- 5) How well are we doing it? (achievements)
- 6) What data do we collect? (evidence)
- 7) How do we know? (assessment and analysis)
- 8) What do the data tell us? (analysis and synthesis)
- 9) What are we doing as a result? (synthesis and planning)

**Organization of the Self Study Process at TBCC:**

- 1) Lori Gates (Dean of Instruction and Student Services) is institutional Accreditation Liaison Officer and chair of the Planning and Steering Committee
- 2) Fred Bennett (faculty) and Lori Gates (Dean of Instruction and Student Services) will act as co-chairs of the Self-Study
- 3) Planning and Steering Committee members will be responsible for coordinating activities related to accreditation and serve as Sub-Committee Chairs or Co-chairs for the Self Study
  - a) Members represent a cross-section of faculty, staff, and administrators
  - b) As assigned, members will contribute a report that shall set forth analysis of evidence regarding TBCC's satisfaction of accreditation requirements as well as address Recommendations from the Comprehensive Evaluation Committee Report for Initial Candidacy (2008) and identify action plans for increasing institutional effectiveness and facilitating continuous improvement
  - c) Members will establish Sub-Committees of the Planning and Steering Committee and engage other stakeholders (faculty, staff, students) in the self study process
- 4) Self-Study co-chair Gates will be responsible for overall coordination of activities, TBCC website & e-mails, and coordination with NWCCU
- 5) Self-Study co-chair Bennett will be responsible for organization of the writing effort (templates, guidelines to sub-committee chairs, etc.), communication/liaison with Faculty Senate, and final editing of the report
- 6) The Coordinator of Institutional Research will be a member of the Planning and Steering Committee and act as a consultant to the committee and other members
- 7) The Planning and Steering Chair will make regular public reports to the TBCC Board of Education on Strategic Planning and Accreditation progress

**Responsibilities of the Planning & Steering Committee for Self-Study:**

Position	Person	Function
Co-Chair	Lori Gates	<ol style="list-style-type: none"> <li>1. Eligibility Requirements &amp; overall coordination</li> <li>2. Mission, Goals, Themes, and Outcomes</li> <li>3. Educational Program</li> </ol>
Co-Chair	Fred Bennett	<ol style="list-style-type: none"> <li>1. Organization of writing &amp; editor of Report</li> <li>2. Educational Program</li> </ol>
Member	Michele Burton	Students and Student Support
Member	ASTBCC Pres.	Students and Student Support
Member	Tom Harmon	Library and Information Resources
Member	Sue Owens	Governance and Administration
Member	Kyra Williams	Finance
Member	Ron Ellison	<ol style="list-style-type: none"> <li>1. Physical Resources/Facilities</li> <li>2. Personnel</li> </ol>
Member	Sheryl Neu	Technology
Member	Cindy Rowe	<ol style="list-style-type: none"> <li>1. Documentation and Support</li> <li>2. Mission, Goals, Themes, and Outcomes</li> </ol>

**Proposed Timeline for Self-Study and Report:**

<p>Winter 2009</p>	<ul style="list-style-type: none"> <li>• Timeline for Accreditation reviewed</li> <li>• Review of previous activities and Self Study Plan</li> <li>• Launch of TBCC Self-Study</li> <li>• Analysis of external and internal environmental scans</li> <li>• Review of vision, mission, goals, assessments, and planning</li> <li>• Review of new accreditation standards and processes</li> <li>• Establishment of Core Themes for accreditation process</li> <li>• Finalize model, framework, and templates for Self Study, including support materials (data sheets, report outlines, etc.)</li> <li>• Maintain communication via Planning and Steering Committee, TBCC Board of Education, website, e-mail</li> </ul>
<p>Spring 2009</p>	<ul style="list-style-type: none"> <li>• Budget provisions for accreditation-related expenses approved</li> <li>• Data gathering, analysis, summary, and writing of reports</li> <li>• Maintain communication via Planning and Steering Committee, TBCC Board of Education, web, e-mail</li> </ul>
<p>Summer 2009</p>	<ul style="list-style-type: none"> <li>• Draft Self Study Report</li> <li>• Maintain communication via Planning and Steering Committee, TBCC Board of Education, web, e-mail</li> </ul>
<p>Fall 2009</p>	<ul style="list-style-type: none"> <li>• Self Study Draft reviewed by internal groups and revised</li> <li>• Maintain communication via Planning and Steering Committee, TBCC Board of Education, web, etc.</li> </ul>
<p>Winter 2010</p>	<ul style="list-style-type: none"> <li>• Prepare final report for submission</li> <li>• Maintain communication via Planning and Steering Committee, TBCC Board of Education, web, etc.</li> </ul>
<p>Spring 2010</p>	<ul style="list-style-type: none"> <li>• Finalize visitation plan and details</li> <li>• Commission conducts on-site evaluation (ca. April, 2010)</li> <li>• Post-visit activities</li> </ul>

<b>NWCCU's Standards 2003</b>	<b>NWCCU Revised Standards (2009)</b>
<p>Standard One: Institutional Mission and Goals, Planning and Effectiveness            1.A. Mission and Goals            1.B. Planning and Effectiveness</p> <p>Standard Two: Educational Program and Its Effectiveness            2.A. General Requirements            2.B. Educational Program Planning and Assessment            2.C. Undergraduate Program            2.G. Continuing Education and Special Learning Activities            2.H. Non-credit Programs and Courses</p> <p>Standard Three: Students            3.A. Purpose and Organization            3.B. General Responsibilities            3.C. Academic Credit and Records            3.D. Student Services</p> <p>Standard Four: Faculty            4.A. Faculty Selection, Evaluation, Roles, Welfare, and Development            4.B. Scholarship, Research, and Artistic Creation</p> <p>Standard Five: Library and Information Resources            5.A. Purpose and Scope            5.B. Information Resources and Services            5.C. Facilities and Assets            5.D. Personnel and Management            5.E. Planning and Evaluation</p> <p>Standard Six: Governance and Administration            6.A. Governance System            6.B. Governing Board            6.C. Leadership and Management            6.D. Faculty Role in Governance            6.E. Student Role in Governance</p> <p>Standard Seven: Finance            7.A. Financial Planning            7.B. Adequacy of Financial Resources            7.C. Financial Management            7.D. Fundraising and Development</p> <p>Standard Eight: Physical Resources            8.A. Instructional and Support Facilities            8.B. Equipment and Materials            8.C. Physical Resources Planning</p> <p>Standard Nine: Institutional Integrity</p>	<p>Section A – Purpose and Potential</p> <p>Standard One: Mission, Core Themes, Goals, and Outcomes</p> <p>Standard Two: Resources and Capacity</p> <ul style="list-style-type: none"> <li>• Governance</li> <li>• Personnel</li> <li>• Education Program</li> <li>• Student Support</li> <li>• Library Resources</li> <li>• Technology</li> <li>• Finance</li> <li>• Facilities</li> </ul> <p>Section B – Plans and Achievements</p> <p>Standard Three: Planning and Implementation</p> <p>Standard Four: Effectiveness and Improvement</p> <p>Section C – Institutional Success and Viability</p> <p>Standard Five: Mission Fulfillment, Sustainability, and Adaptation</p>

## Courses and Curricula

### RECOMMENDATION

Approve deletion of Technical Studies Associate of Applied Science Degree.

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

The Faculty Curriculum Committee recommends deletion of Technical Studies Associate of Applied Science Degree. This degree has been “on the books” for TBCC since 2003, but has never been activated. Because the original curriculum was so incoherent that it could not meet current State requirements, the program was suspended last year. The Faculty Curriculum Committee considered options of revising or deleting the program and recommends deletion. Reasons for deletion include the program not standing up as a program from accreditation standards (“hodge-podge” program requirements), relation to TBCC’s education program (Technical Studies requires courses come from already existing degree programs), report from Klamath Community College (the only College with a similar program) that they very rarely use the degree, and sustainability concerns.

The Faculty Curriculum Committee also used its review of the Technical Studies degree to develop academic rules for changes, additions, and deletions of courses and programs.



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

**RECOMMENDATION**

There are no grants or contracts to review this month.

**BACKGROUND INFORMATION** ----- Dean Ellison

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<sup>i</sup> **TBCC Policy - ARTICLE 106: CONTRACT REVIEW BOARD**



# Board of Education Policy<sup>i</sup>

## **RECOMMENDATION**

Second reading and approval of Board Policy 207 - Publications.

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

**Board Self-evaluation:** Attached is a comparison of the 2007-08 and 2008-09 Board Self-Evaluations as promised.

**Policy 207 Publications**, a portion of Sections I and II of the Board Policy Manual presented for first reading and tabled at the February meeting is being presented for second reading and approval. This is the policy that will be used to develop appropriate Administrative Rules to address student concerns regarding student publications.

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<sup>i</sup> **TBCC Policy** -102.1 - BOARD POLICIES AND ADMINISTRATIVE RULES



# Tillamook Bay Community College

## Board of Director's Self Evaluation Survey Comparison Summary

2008-09 and 2007-08

	Considerations	5 Definitely Agree		4 Agree		3 Some what Agree		2 Do Not Agree		Group Score	
		08- 09	07- 08	08 - 09	07 - 08	08 - 09	07 - 08	08 - 09	07 - 08	08-09	07-08
1	I understand my role and responsibilities as a board member.	4	4	3	2				1	4.57	4.29
2	I understand the Mission and Outcomes of TBCC.	4	3	3	3		1			4.57	4.29
3	I feel involved and interested in the board's work and progress.	5	5	2	2					4.71	4.71
4	Communication from the college is timely and of interest.	4	5	3			2			4.57	4.71
5	The board sets policy and goals for the college and oversees the implementation and accomplishment of both.	4	2	3	5					4.57	4.29
6	I am actively involved in policy writing and evaluating implementation.			6	1	1	4		2	3.85	2.86
7	Board meetings focus on policy and implementation.	1	1	6	4	2				4.14	3.86
8	The board monitors progress toward the stated goals and outcomes.	3	2	3	5	1				4.28	4.29
9	Board meetings are of appropriate length and frequency.	6	5	1	2					4.85	4.71
10	The board effectively represents TBCC to the community.	5	4	2	3					4.71	4.57



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## **PUBLICATIONS**

Article No.: 207

Approved: April 7, 2008

Reference:

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### 207.1 – PUBLICATIONS

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

# Facilities

**RECOMMENDATION**

There are no facilities items to discuss this month.

**BACKGROUND INFORMATION** ----- Dean Ellison



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## Capital Construction Projects

### RECOMMENDATION

Information only – no action requested.

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

### Project updates:

- Main Campus construction update
- High School Vocational Building update



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## Personnel

### RECOMMENDATION

Information only - no action requested.

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

As we move into spring term, two things weigh heavy on our college. The first is the state of the economy and its impact on our budget and the second is our enrollment. We have discussed the budget and as we begin our budget preparation for next year, I will share with you the magnitude of reduction and impact on the college. Our instructional capacity and enrollment is interconnected to our budget in that we must continue to provide classes for student enrollment and, at the same time, increase our student enrollment while increasing our tuition. Instruction and Student Services are both critical to this process: from curriculum and programs to recruitment, admissions, advising, financial aid and registration, all of which is followed by student retention.

In an attempt to meet the demands of an elevated workload in both the Office of Instruction, which, has primary responsibility for the instructional capacity and Student Services, which is primarily responsible for enrollment management, I am implementing a new organizational strategy effort. Effective immediately, Dr. Lori Gates will focus on Instruction, which will include the Adult Basic Skills and General Education Development areas, and I will be assuming the responsibility of Student and Enrollment Services. Michele Burton will continue in her role as Director of Student and Enrollment Services and assume the role of the College's Financial Aid Officer.

Our hope is that between Lori focusing on Instruction and me focusing on Student Services, we can provide the necessary leadership that will lead us into our new campus building with programs, curriculum, and classes for the increased student enrollment enhanced by our enrollment services practices.

Jon Carnahan  
Tillamook Bay CC President  
503-842-8222



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## Announcements and General Information

### **RECOMMENDATION**

Information only – no action requested.

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

- Foundation Board Update
- Marketing and Branding Report
- Commencement – Friday, June 12, 2009. Please mark your calendars now in order to ensure your attendance.



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