

# 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 board meeting open to the public on Monday, September 14, 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, September 9, 2009

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. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
10. ESD ADMINISTRATOR
11. OCCA EXECUTIVE DIRECTOR
12. PUBLIC BUDGET COMMITTEE



**Tillamook Bay Community College**

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# Board of Education Meeting Agenda

**Date:**  
Monday, September 14, 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 Shaw
2.	<b>Approval of the Agenda</b> ----- (Action)	Chair Shaw
3.	<b>Invitation of Public Comment</b> -----	Chair Shaw
	<p>Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.</p>	
4.	<b>Approval of the June 22, 2009 Work-session, Special Board Meeting, and Regular Meeting Minutes</b> ----- (Action)	Chair Shaw
5.	<b>Reports:</b>	
A.	Oregon Community College Association -----	President Carnahan Director Swain
B.	Financial Report-----	Comptroller Williams
C.	Department of Community Colleges and Workforce Development -----	Commissioner Preus
6.	<b>New Business:</b>	
A.	2009-2010 Organization, Finance and Legal Designations ----- (Action)	Dean Ellison
B.	2010-2011 Budget Development Guidelines and Budget Schedule -----	Dean Ellison
C.	Professional Services: Banking RFP ----- (Action)	President Carnahan
D.	Memorandum of Understanding with Port of Tillamook Bay and School District No.9 ----- (Action)	President Carnahan
E.	American Graduation Initiative -----	President Carnahan
7.	<b>Old Business:</b>	
A.	Smoke Free Campus-----	President Carnahan
8.	<b>Standing Business:</b>	
A.	Strategic Planning and Accreditation -----	Dean Gates
B.	Courses and Curricula-----	Dean Gates
C.	Grants and Contracts-----	Dean Ellison
D.	Board of Education Policy -----	President Carnahan
E.	Facilities-----	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 Shaw
11.	<b>Board Member Discussion Items</b> -----	Chair Shaw
12.	<b>Adjournment</b> ----- (Action)	Chair Shaw



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# Board of Education Work Session Minutes

June 22, 2009  
Room 9, First Street Campus  
2510 First St., Tillamook, OR 97141

**Directors Present:** Craig Wakefield, Ruth Jensen, James McGinnis, Steve Shaw, Ann Swain, Bob Weitman  
**Directors Absent:** Rose Wharton  
**Staff Present:** Jon Carnahan, Ron Ellison, Lori Gates, and Sue Owens  
**Guests Present:** No Guests

## **Call to Order:**

Chair Wakefield called the session to order at 5:15 p.m.

## **Work session:**

President Carnahan distributed a white paper prepared by the College attorney regarding permissible uses of bond proceeds and opened a discussion of how and when to move forward with the North and South County Centers. He noted that it was permissible to hold onto the funds for a period of time and begin construction at a later date providing it was clear to the college community and public that the funds were set aside for the project. His concern was keeping the voters aware of the situation and plans both now and in the future. President Carnahan recommended that he prepare a white paper explaining the process, the reasoning behind the decision to hold off on the building for the immediate time being and plans for the future.

A draft paper will be prepared and circulated to the Board for review.

Also included in the Attorney's white paper was a description of what may and may not be purchased with bond funds and the process to use in order to use funds for equipment purchases. President Carnahan stated a legal notice needs to be posted stating the plans and he shared draft of a notice he would like to place in order to purchase some necessary equipment for the new campus.

## **Adjournment**

Chair Wakefield adjourned the meeting at 6:00 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



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# Board of Education Special Board Meeting Minutes

June 22, 2009  
Room 9, First Street Campus  
2510 First St., Tillamook, OR 97141

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

**Directors Absent:**

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

**Guests Present:** Michele Burton and Sheryl Neu, TBCC Employees

**Call to Order:**

Chair Wakefield called the meeting to order at 6:30 p.m. and acknowledged guests.

**Approval of Agenda:**

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

**New Business**

Public Hearing on 2008-2009 Supplemental Budget Resolutions: (Item 3.A)

Comptroller Williams presented Budget Resolution 2008-2009 #8 to adopt a supplemental budget to amend the FY 2008-2009 Adopted Budget as presented in the Board packet as item 5.A. She explained that this was simply a formality as this resolution needed a public hearing before it can be approved. She added that it will come before the Board in the regular meeting for approval.

**Adjournment**

Chair Wakefield adjourned the meeting at 6:35 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



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# Board of Education Board Meeting Minutes

June 22, 2009  
Room 9, First Street Campus  
2510 First St., Tillamook, OR 97141

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

**Directors Absent:**

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

**Guests Present:** Michele Burton and Sheryl Neu, TBCC Employees

**Call to Order:**

Chair Wakefield called the meeting to order at 6:35 p.m. and acknowledged guests.

**Approval of Agenda:**

On approval of a motion by Director Wharton and seconded by Director Swain, 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 Swain and seconded by Director Shaw, it was resolved to approve the June 2, 2009 minutes as presented.

**New Business**

Approval of 2008-2009 Supplemental Budget Resolution: (Item 5.A)

Comptroller Williams asked the Board to approve and authorize the Board Chair to sign Budget Resolution 2008-2009 #8 to adopt a supplemental budget to amend the FY 2008-2009 Adopted Budget. On approval of a motion by Director Shaw and seconded by Director Swain, it was so moved.

Adoption of 2009-2010 Budget, Make Appropriations and Impose and Categorize Property Taxes: (Item 5.B)

Dean Ellison presented the budget information as included in the Board packet and asked for approval. On approval of a motion by Director McGinnis and seconded by Director Shaw, it was resolved to approve and authorize the Board Chair to sign Budget Resolutions 2009-2010 No.1 through 3 to adopt the 2009-2010 Budget, make appropriations, and impose and categorize property taxes.

Board Member Election Certification: (Item 5.C)

President Carnahan explained that Tillamook County Clerk, Tassi O'Neal, is requesting a certification of the results as presented in the attached Abstract of Votes. On approval of a motion by Director Swain and seconded by Director Weitman, it was resolved that the results of the May 19, 2009 Election, as shown in the abstract of votes received from the office of the Tillamook County Clerk, be made a matter of record in the meeting minutes of the College Board of Education and that Craig Wakefield (Position 2, Zone 2), Ruth Jensen (Position 3, Zone 3), Steve Shaw (Position 4, Zone 4)



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and James McGinnis (Position 6, At large), be duly elected for four year terms to expire June 30, 2013.

Election of Board Officers: (Item 5.D)

President Carnahan stated that according to policy 100.4 The Board “shall elect a chairperson and vice-chairperson from its members.” According to this same policy it shall be done after July 1 of each year, however, since we have no meeting scheduled until September, it is recommended that these positions be elected now to expedite meeting progress for the new fiscal year. For the record he stated that the 2008-2009 Officers are Craig Wakefield, Chairperson and Steve Shaw, Vice-Chairperson. He recommended electing a Board Chairperson and Vice-Chairperson according to policy for the 2009-2010 fiscal year. On approval of a nomination by Director Wakefield and seconded by Director Weitman, Director Shaw was elected to the position of Chair for 2009-2010. On approval of a nomination by Director Swain and seconded by Director Weitman, Director McGinnis was elected to the position of Vice-Chair for 2009-2010.

Revision of 2009-2010 Tuition and Fee Schedule: (Item 5.E)

Dean Ellison presented the revised 2009-2010 Tuition and Fee Schedule adding that this was the same schedule that had been approved at the June 1 meeting that has been revised to reflect the Oregon State Department of Community Colleges and Workforce Development fee increased for the General Educational Development (GED) testing by \$10.00 effective July 6, 2009. The College recommends an increase for the GED tests it administers to offset the increased fee charged by the State to take effect for tests given starting in fall of 2009. Although it is scheduled for second reading and approval in September, Dean Gates asked if the process could be expedited and approved this evening in order to allow the current information to be published prior to the September meeting date. On approval of a motion by Director McGinnis and seconded by Director Swain, it was resolved to approve the tuition and fee schedule as presented.

**Standing Business:**

Board of Education Policy: (Item 7.A)

President Carnahan presented proposed Policy No. 212, Identity Theft Prevention and Policy Appendices A-1, A-2, B-1, C-1, C-3 for second reading and approval. On approval of a motion by Director McGinnis and seconded by Director Swain, it was resolved to adopt the policies as presented.

Revision of 2009-2010 Tuition and Fee Schedule: Revisited

Dean Gates brought it to the Board’s attention that the Tuition Fee schedule needed to be approved in order to include the new information in the Fall schedule of Classes and the 2009-2010 Catalog. Since there was a full Board present, it was determined that a motion could be passed ~~with~~ without a second reading provided there was unanimous approval. On approval of a motion by Director McGinnis and seconded by Director Swain, it was resolved to adopt the revised Tuition and Fee schedule as presented.

**Announcements and General Information: (Item 8)**

President Carnahan shared that just today Mr. Pete Craemer had been hired as the new Career-Technical Coordinator in partnership with ESD. Mr. Craemer will have a one year contract and start in his new role effective July 8. He will be housed at TBCC and supervised by President Carnahan.

**Invitation of Public Comment: (Item 9)**

There was no public comment.

**Board Member Discussion Items: (Item 10)**

Director Wharton commented that it was encouraging to note that several Nestucca High School graduates were choosing to attend TBCC, many due to the new First Class Scholar program.



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President Carnahan stated that there were 22 students county-wide taking advantage of the program. Last year, there were five local high school students enrolled.

Director Swain commented that the TBCC graduation ceremony was nice and well attended.

**Adjournment**

Chair Wakefield adjourned the meeting at 6:50 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



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# Oregon Community College Association

## RECOMMENDATION

Information only – no action requested.

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

- OSBA Legislative Policy (handout)
- OCCA Annual Conference
- Next OCCA Board Meeting: October 16



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# Schedule At A Glance

## Thursday, October 29

9:00 a.m. Registration  
Exhibits Open  
Coffee Service

9:45 – 11:00 a.m. Opening General Session  
*Martha Kanter*

11:05 – Noon Break-out Sessions  
12:15 – 1:30 p.m. Luncheon  
*Martha Kanter*

1:40 – 3:50 p.m. Break-out Sessions  
3:50 – 5:00 p.m. General Session  
*J. Noah Brown*

6:00 p.m. Reception  
7:00 – 9:00 p.m. Howard Cherry Awards  
Banquet

## Friday, October 30

7:30 -8:30 a.m. Registration and Breakfast  
Exhibits Open

8:40 – 9:40 a.m. Panel Presentation  
*Gubernatorial Panel*

10:00 – 11:00 a.m. General Session  
*Ken Patchett*

11:05 – Noon Break-out Sessions  
12:15 – 1:30 p.m. Luncheon  
*Speaker to be announced*

1:40 – 2:40 p.m. Break-out Sessions  
2:50 -4:30 p.m. Closing General Session  
*Patrick Callan*

**Martha Kanter**  
Undersecretary  
US Department of Education

**Noah Brown**  
CEO  
American Association

**Pat Callan**  
President  
National Center for Public Policy  
and Higher Education

**Ken Patchett**  
Google Executive  
Greater and Southeast Asia  
Operations

**PLUS**  
**20 Breakout Sessions**  
**Howard Cherry Awards**  
**Vendors and More!!**

**Special one-day only rates too!**

Many thanks the exhibitors and sponsors who make our conference possible.

Skanska ● DLR Group ● Higher One ● McKinstry Company ● TAC Energy Solutions  
Barnes & Noble College Booksellers, Inc.

**SKANSKA**



# Ensuring a Sustainable Future



**2009 Annual Conference**  
**October 29-30**  
Center for Meeting and Learning - Lane Community College  
Eugene, OR

# 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 July 2009  
 8.33% of fiscal year elapsed

	2008-2009 Annual Budget	2008-2009 Actual	2008-2009 Percentage of Budget	2009-2010 Annual Budget	2009-2010 Actual	2009-2010 Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 863,369	\$ 1,518,874.21	175.92%	\$ 831,123	\$ 1,132,646.65	136.28%
State	\$ 1,039,959	\$ -	0.00%	\$ 840,072	\$ -	0.00%
Property Taxes	\$ 895,619	\$ -	0.00%	\$ 919,106	\$ -	0.00%
Timber Taxes	\$ -	\$ -	0.00%	\$ 247,820	\$ -	0.00%
Local Contract	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition	\$ 541,150	\$ 43,736.00	8.08%	\$ 576,710	\$ 49,079.00	8.51%
Fees	\$ 125,000	\$ 8,902.47	7.12%	\$ 130,278	\$ 8,429.70	6.47%
Sale of Goods	\$ 5,000	\$ 285.00	5.70%	\$ 4,500	\$ 110.00	2.44%
Interest	\$ 50,000	\$ 3,406.72	6.81%	\$ 30,000	\$ 650.95	2.17%
Miscellaneous	\$ 7,000	\$ 6.35	0.09%	\$ 8,000	\$ 6.70	0.08%
Transfers	\$ 288,418	\$ 1,239.52	0.43%	\$ 77,095	\$ 54,419.68	70.59%
Repayment of Short-Term Loan	\$ 127,175	\$ -	0.00%	\$ 108,125	\$ -	0.00%
<b>Total resources</b>	<b>\$ 3,942,690</b>	<b>\$ 1,576,450.27</b>	<b>39.98%</b>	<b>\$ 3,772,829</b>	<b>\$ 1,245,342.68</b>	<b>33.01%</b>
<b>Expenditures</b>						
Instruction	\$ 1,134,700	\$ 135,737.83	11.96%	\$ 909,405	\$ 64,263.33	7.07%
Instructional Support	\$ 323,283	\$ 19,845.60	6.14%	\$ 291,911	\$ 18,682.06	6.40%
Student Services	\$ 444,652	\$ 38,621.76	8.69%	\$ 337,210	\$ 25,299.72	7.50%
College Support	\$ 1,044,641	\$ 133,923.28	12.82%	\$ 1,088,205	\$ 113,374.97	10.42%
Plant Operation	\$ 201,833	\$ 13,187.41	6.53%	\$ 276,972	\$ 13,161.99	4.75%
Financial Aid	\$ 126,160	\$ 3,965.11	3.14%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 9,734.76	9.90%	\$ 345,081	\$ 258,005.91	74.77%
Contingency	\$ 150,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,523,569</b>	<b>\$ 355,015.75</b>	<b>10.08%</b>	<b>\$ 3,298,784</b>	<b>\$ 492,787.98</b>	<b>14.94%</b>
<b>Ending fund balance</b>	<b>\$ 419,121</b>	<b>\$ 1,221,434.52</b>	<b>291.43%</b>	<b>\$ 474,045</b>	<b>\$ 752,554.70</b>	<b>158.75%</b>

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

	Fund No.	Beginning Working Capital	2009-2010 Revenue	2009-2010 Expenditures	Ending Working Capital	2009-2010 Spendable Budget	2008-2009 Prior Year Expenditures
Adult Basic Education	210	\$ -	\$ -	\$ 7,634.03	\$ (7,634.03)	\$ 63,703	\$ 1,982.72
Tutor Grant	211	\$ -	\$ -	\$ 1,125.23	\$ (1,125.23)	\$ 14,072	\$ 530.97
Sprint Yellow Pages Literacy Grant	215	\$ 2,510.93	\$ -	\$ 0.88	\$ 2,510.05	\$ 2,500	\$ 0.42
United Way Literacy Grant	216	\$ 4,220.26	\$ -	\$ -	\$ 4,220.26	\$ 3,000	\$ -
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 754.67
Pathways Grant	225	\$ -	\$ -	\$ 2,052.44	\$ (2,052.44)	\$ 38,160	\$ 3,489.64
Industrial Maintenance Tech	226	\$ 36,704.42	\$ -	\$ -	\$ 36,704.42	\$ 26,897	\$ 2,703.86
SBDC Federal Grant	230	\$ -	\$ -	\$ 2,749.34	\$ (2,749.34)	\$ 30,250	\$ -
SBDC State Grant	231	\$ -	\$ -	\$ 1,145.63	\$ (1,145.63)	\$ 19,840	\$ 489.22
SBDC Program Income	232	\$ 8,638.62	\$ -	\$ -	\$ 8,638.62	\$ 11,626	\$ 1,025.08
SBDC - EDC Fund	235	\$ -	\$ -	\$ 5,657.09	\$ (5,657.09)	\$ 99,615	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 34,293	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Assistance	250	\$ 3,545.46	\$ 202.00	\$ -	\$ 3,747.46	\$ 2,975	\$ -
Work Keys Mini Grant	251	\$ 1,819.22	\$ -	\$ -	\$ 1,819.22	\$ 1,300	\$ -
Bay City Rental	260	\$ 7,543.52	\$ -	\$ 742.51	\$ 6,801.01	\$ 2,600	\$ 816.03
Capital Depreciation & Maintenance Fund	290	\$ -	\$ 1,000,750.72	\$ -	\$ 1,000,750.72	\$ 250,000	\$ -
Strategic Initiative Fund	295	\$ -	\$ 231,900.47	\$ -	\$ 231,900.47	\$ 250,000	\$ -
<b>Total Special Fund</b>		<b>\$ 71,404.74</b>	<b>\$ 1,232,853.19</b>	<b>\$ 21,107.15</b>	<b>\$ 1,283,150.78</b>	<b>\$ 850,831</b>	<b>\$ 11,792.61</b>
Schedule of Special Fund borrowing from General Fund							
		Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 7/31/2009		
Total of Grants that borrow from the General Fund		\$ (20,363.76)	\$ 69,867.01	\$ -	\$ (90,230.77)		
Total of Grants that are not borrowing from the General Fund		\$ 1,303,514.54	\$ -	\$ -	\$ 1,303,514.54		
<b>Total Special Fund</b>		<b>\$ 1,283,150.78</b>	<b>\$ 69,867.01</b>	<b>\$ -</b>	<b>\$ 1,213,283.77</b>		
	Fund No.	Beginning Working Capital	2009-2010 Revenue	2009-2010 Expenditures	Ending Working Capital	2009-2010 Spendable Budget	2008-2009 Prior Year Expenditures
Community Education	310	\$ (7,196.48)	\$ 2,004.00	\$ 498.06	\$ (5,690.54)	\$ 15,513	\$ 406.87
Bookstore	320	\$ 45,070.37	\$ 254.00	\$ 2,659.34	\$ 42,665.03	\$ 156,423	\$ 1,963.00
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 6,100	\$ -
<b>Total Enterprise Fund</b>		<b>\$ 44,877.22</b>	<b>\$ 2,258.00</b>	<b>\$ 3,157.40</b>	<b>\$ 43,977.82</b>	<b>\$ 178,036</b>	<b>\$ 2,369.87</b>
PERS Pension Bond Fund	410	\$ 18,587.13	\$ 7,297.08	\$ 1,600.00	\$ 24,284.21	\$ 91,031	\$ 1,600.00
General Obligation Bond Fund	420	\$ 7,824.97	\$ 17.83	\$ -	\$ 7,842.80	\$ 605,638	\$ -
<b>Total Debt Service Fund</b>		<b>\$ 26,412.10</b>	<b>\$ 7,314.91</b>	<b>\$ 1,600.00</b>	<b>\$ 32,127.01</b>	<b>\$ 696,669</b>	<b>\$ 1,600.00</b>
Building Reserve Fund	510	\$ 1,185,174.52	\$ -	\$ 1,185,174.52	\$ -	\$ 1,200,000	\$ -
Campus Construction Fund - GO Bonds	520	\$ 4,121,707.87	\$ 2,995.37	\$ 5,266.09	\$ 4,119,437.15	\$ 4,424,400	\$ 88,479.57
Campus Construction Fund - State Match	530	\$ (401,586.59)	\$ -	\$ 949,460.64	\$ (1,351,047.23)	\$ 4,900,000	\$ -
THS Vocational Bldg Remodel - Stimulus	540	\$ (35,868.65)	\$ -	\$ 8,047.26	\$ (43,915.91)	\$ -	\$ -
<b>Total Capital Projects Fund</b>		<b>\$ 4,869,427.15</b>	<b>\$ 2,995.37</b>	<b>\$ 2,147,948.51</b>	<b>\$ 2,724,474.01</b>	<b>\$ 10,524,400</b>	<b>\$ 88,479.57</b>
Associated Students of TBCC	710	\$ 4,833.89	\$ 708.84	\$ -	\$ 5,542.73	\$ 10,205	\$ -
Phi Theta Kappa Honorary Society Fund	720	\$ 1,197.91	\$ 862.50	\$ 428.07	\$ 1,632.34	\$ 4,575	\$ 307.74
<b>Total Agency Fund</b>		<b>\$ 6,031.80</b>	<b>\$ 1,571.34</b>	<b>\$ 428.07</b>	<b>\$ 7,175.07</b>	<b>\$ 14,780</b>	<b>\$ 307.74</b>
Tuition Waivers	831	\$ -	\$ 20,000.00	\$ 1,837.50	\$ 18,162.50	\$ 20,000.00	\$ -
Board Scholarships	832	\$ -	\$ 110,000.00	\$ -	\$ 110,000.00	\$ 110,000.00	\$ -
Institutional Work Study	833	\$ -	\$ 20,000.00	\$ 1,024.64	\$ 18,975.36	\$ 20,000.00	\$ -
Foundation Scholarships	834	\$ -	\$ -	\$ -	\$ -	\$ 81,700.00	\$ -
<b>Total Financial Aid Fund</b>		<b>\$ -</b>	<b>\$ 150,000.00</b>	<b>\$ 2,862.14</b>	<b>\$ 147,137.86</b>	<b>\$ 231,700.00</b>	<b>\$ -</b>

Agenda Item 5.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended July 2009  
 8.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 2,142,890			\$ (38,433)			\$ (5,282)			\$ 21,405	
Beginning Fund Balance	\$ 831,123	\$ 1,132,647	136.28%	\$ 160,204	\$ 71,405	44.57%	\$ 6,000	\$ (7,196)	-119.93%	\$ 36,800	\$ 45,070	122.47%
<b>Resources</b>												
State Aid	\$ 840,072	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 299,933	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 706,988	\$ 57,509	8.13%	\$ 6,000	\$ -	0.00%	\$ 13,000	\$ 2,004	15.42%	\$ -	\$ -	0.00%
Local Taxes	\$ 919,106	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ 247,820	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,500	\$ 110	2.44%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 254	0.17%
Interest	\$ 30,000	\$ 651	2.17%	\$ 27,500	\$ 952	3.46%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 7	0.09%	\$ 1,000,000	\$ 202	0.02%	\$ -	\$ -	0.00%	\$ 750	\$ -	0.00%
Repayment of Short-Term Loans	\$ 108,125	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 77,095	\$ 54,420	70.59%	\$ 1,246,525	\$ 1,231,700	98.81%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 2,941,706</b>	<b>\$ 112,697</b>	<b>3.83%</b>	<b>\$ 2,580,958</b>	<b>\$ 1,232,854</b>	<b>47.77%</b>	<b>\$ 13,000</b>	<b>\$ 2,004</b>	<b>15.42%</b>	<b>\$ 150,750</b>	<b>\$ 254</b>	<b>0.17%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 1,978,105	\$ 149,556	7.56%	\$ 538,306	\$ 19,692	3.66%	\$ 5,750	\$ 490	8.52%	\$ 36,931	\$ 2,934	7.94%
Operating Expenditures	\$ 872,526	\$ 79,226	9.08%	\$ 291,560	\$ 743	0.25%	\$ 3,150	\$ -	0.00%	\$ 112,650	\$ (409)	-0.36%
Capital Outlay	\$ 53,072	\$ 6,000	11.31%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 345,081	\$ 258,006	74.77%	\$ 20,965	\$ 672	3.21%	\$ 613	\$ 8	1.31%	\$ 1,842	\$ 134	7.27%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 102,125	\$ -	0.00%	\$ 6,000	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ 50,000	\$ -	0.00%	\$ 1,774,025	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 5,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,298,784</b>	<b>\$ 492,788</b>	<b>14.94%</b>	<b>\$ 2,726,981</b>	<b>\$ 21,107</b>	<b>0.77%</b>	<b>\$ 15,513</b>	<b>\$ 498</b>	<b>3.21%</b>	<b>\$ 156,423</b>	<b>\$ 2,659</b>	<b>1.70%</b>
Ending Fund Balance	\$ 474,045	\$ 752,556		\$ 14,181	\$ 1,283,152		\$ 3,487	\$ (5,690)		\$ 31,127	\$ 42,665	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 88,322			\$ 69,867			\$ -			\$ -	
Inventories		\$ 2,290			\$ -			\$ -			\$ 22,405	
NET EFFECT ON CASH		\$ (90,612)			\$ (69,867)			\$ -			\$ (22,405)	
Liabilities												
Accounts Payable		\$ 1,002,620			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 49,887			\$ -			\$ -			\$ -	
Payroll		\$ 55,713			\$ -			\$ -			\$ 1,241	
NET EFFECT ON CASH		\$ 1,108,220			\$ -			\$ -			\$ 1,241	
NET ADJUSTMENTS		\$ 1,017,608			\$ (69,867)			\$ -			\$ (21,164)	
ENDING CASH BALANCE		\$ 1,770,164			\$ 1,213,285			\$ (5,690)			\$ 21,501	

Agenda Item 5.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended July 2009  
 8.33% of Budget Period Expended

	Enterprise Fund - Customized Training			Debt Service Funds			Capital Projects Funds			Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 7,003			\$ 22,981			\$ 4,809,150			\$ 6,032			\$ -	
Beginning Fund Balance	\$ 7,003	\$ 7,003	100.00%	\$ 21,575	\$ 26,412	122.42%	\$ 5,529,400	\$ 4,869,427	88.06%	\$ 6,000	\$ 6,032	100.53%	\$ -	\$ -	0.00%
<b>Resources</b>															
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 4,900,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 3,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ 600,238	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	#DIV/0!	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ 5,000	\$ 18	0.36%	\$ 95,000	\$ 2,995	3.15%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 4,500	\$ 863	19.18%	\$ 81,700	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 7,297	8.11%	\$ -	\$ -	0.00%	\$ 5,081	\$ 709	13.95%	\$ 150,000	\$ 150,000	100.00%
<b>Total Revenues</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 695,238</b>	<b>\$ 7,315</b>	<b>0.00%</b>	<b>\$ 4,995,000</b>	<b>\$ 2,995</b>	<b>0.06%</b>	<b>\$ 9,581</b>	<b>\$ 1,572</b>	<b>16.41%</b>	<b>\$ 231,700</b>	<b>\$ 150,000</b>	<b>64.74%</b>
<b>Expenditures</b>															
Salaries and Wages	\$ 4,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 5,126	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 1,900	\$ -	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 9,324,400	\$ 948,631	10.17%	\$ 14,780	\$ 428	2.90%	\$ 231,700	\$ 2,862	1.24%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 8,886	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ 695,069	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 200	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,200,000	\$ 1,185,306	98.78%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 6,100</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 696,669</b>	<b>\$ 1,600</b>	<b>0.23%</b>	<b>\$ 10,524,400</b>	<b>\$ 2,147,949</b>	<b>20.41%</b>	<b>\$ 14,780</b>	<b>\$ 428</b>	<b>2.90%</b>	<b>\$ 231,700</b>	<b>\$ 2,862</b>	<b>1.24%</b>
Ending Fund Balance	\$ 3,903	\$ 7,003		\$ 20,144	\$ 32,127		\$ -	\$ 2,724,473		\$ 801	\$ 7,176		\$ -	\$ 147,138	
<b>Adjustments to bring Ending Fund Balance to Ending Cash Balance</b>															
<b>Assets</b>															
Receivables	\$ -	\$ -		\$ 25,254	\$ -		\$ 60,277	\$ -		\$ -	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
<b>NET EFFECT ON CASH</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ (25,254)</b>	<b>\$ -</b>		<b>\$ (60,277)</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>Liabilities</b>															
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 4)	\$ -	\$ -		\$ 21,823	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
<b>NET EFFECT ON CASH</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 21,823</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>NET ADJUSTMENTS</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ (3,431)</b>	<b>\$ -</b>		<b>\$ (60,277)</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>ENDING CASH BALANCE</b>	<b>\$ 7,003</b>	<b>\$ 7,003</b>		<b>\$ 28,696</b>	<b>\$ 32,127</b>		<b>\$ 2,664,196</b>	<b>\$ 2,724,473</b>		<b>\$ 801</b>	<b>\$ 7,176</b>		<b>\$ 147,138</b>	<b>\$ 147,138</b>	

**\$5,853,469**

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.

# Community College and Workforce Development

## **RECOMMENDATION**

Information only – no action requested.

## **BACKGROUND INFORMATION** ----- Commissioner Preus

Commissioner Preus will give us an update on the Community College and Workforce Development.



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# 2009-2010 Organization, Finance and Legal Designations

## RECOMMENDATION

Resolve to approve the 2009-2010 organization, finance, and legal designations as listed below.

## BACKGROUND INFORMATION ----- Dean Ellison

### 1. Designate Clerk, Deputy Clerk, Secretary

Move that President Jon Carnahan be designated Clerk, Dean of Administrative Services Ron Ellison be designated Deputy Clerk, and Sue Owens be designated Board Secretary for the 2009-2010 Fiscal Year. (O.R.S. 332.515)

### 2. Authorize Bonding of District Employees

Move that bonding for the 2009-2010 Fiscal Year be in the amount of \$100,000 per loss for Public Employee Dishonesty Coverage and Faithful Performance of Duty, which includes broad crime coverage for all employees, non-compensated officers, and directors.

### 3. Designate Depositories for TBCC Funds

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Sterling Savings Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2009-2010; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2009-2010 Fiscal Year. (O.R.S. 328.441 and 294.805 to 294.895)

### 4. Authorize Investment of TBCC Funds

Move that the President/Clerk, or Dean of Administrative Services/Deputy Clerk, as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2009-2010 Fiscal Year. The Clerk or Deputy Clerk may delegate this authority in writing to the Comptroller, Kyra Williams, at such times and to such extent as the Clerk or Deputy Clerk determine to be necessary or desirable.

### 5. Authorize General Fund Borrowing

Move that the President/Clerk, be authorized to borrow an amount not to exceed \$250,000 from the General Fund to meet cash flow needs of the Special Fund and Enterprise Fund.

### 6. Authorize Payrolls

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2009-2010 Fiscal Year.

### 7. Authorize Accounts Payable

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2009-2010 Fiscal Year.

### 8. Name the Budget Officer

Move that the Dean of Administrative Services/Deputy Clerk, be named Budget Officer for Budget Year ~~2009-2010~~. (O.R.S. 294.331)

2010-2011



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**9. Grant Authority to Sign and Administer Federal and State Grant Funds**

Move that the President/Clerk, or the Dean of Administrative Services/Deputy Clerk, be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2009-2010 Fiscal Year. The President/Clerk or Dean of Administrative Services/Deputy Clerk may delegate this authority in writing to the Comptroller, Kyra Williams, at such time or times and to such extent as the President/Clerk or Dean of Administrative Services/Deputy Clerk determines the delegation necessary or desirable.

**10. Establish Public Contract Review Board**

Move that the Board of Directors act as the Contract Review Board for the District for the 2009-2010 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$25,000. (O.R.S. 279.055)

**11. Establish Reimbursement Rate for Personal Car Mileage While Conducting College Business**

Move that the reimbursement rate for authorized personal car mileage conform to the Internal Revenue Service rate.

**12. Establish Reimbursement Rates for Meals and Lodging**

Move that the reimbursement rate for lodging and meals be established at actual cost.

**13. Authorize Write-off of Accounts Receivables**

Move that the President/Clerk, and Dean of Administrative Services/Deputy Clerk, be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have been exhausted in amounts not to exceed \$1,000.

**14. Establish Petty Cash Accounts**

Move that a Petty Cash account in the amount shown for the 2009-2010 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office	\$ 100.00
Custodian	Kyra Williams

**15. Authorize Acquisition of Federal Surplus Property**

Move that the President/Clerk and Dean of Administrative Services/Deputy Clerk be authorized as representatives of Tillamook Bay Community College to acquire Federal surplus property from the Oregon State Agency for surplus property.

**16. Authorize Check Signatures.**

Authorize the President/Clerk; Dean of Administrative Services/Deputy Clerk; or Dean of Instructional Services; be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures of the following three individuals: the President/Clerk; the Dean of Administrative Services/Deputy Clerk; or the Dean of Instructional Services, be authorized/required.



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**17. Designation of Auditor**

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2008-2009 Fiscal Year audit performed during 2009-2010.

**18. Designation of Legal Counsel**

Move to approve Christopher Kittell as general legal counsel and Kathy Peck as personnel legal counsel.

**19. Designation of Insurance Agent of Record**

Move to approve Jeff Hurliman as insurance agent of record.

**20. Credit Cards Authorization**

Move to approve use of credit cards for authorized purchases and travel expenses (unauthorized use will require reimbursement to college) for the following:

<b>Name</b>	<b>Credit Limit</b>
President	\$2,500
Dean of Instructional Services	\$2,500
Dean of Administrative Services	\$2,500
Comptroller	\$2,500
Executive Secretary	\$2,500
Business Office Specialist (A/P, Purchasing)	\$10,000



## 2010-2011 Budget Development Guidelines

### **RECOMMENDATION**

Information only – no action requested.

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

Budget Development Guidelines and Calendar are presented for Board review and comment. In October, the Board will be asked to approve the Guidelines and Calendar so that orderly planning for the 2010-2011 Budget may commence.

The Proposed 2010-2011 Budget Development Guidelines are broad in scope and designed to provide policy direction for preparation of the budget. A table is provided that correlates the Guidelines with our Mission and Board approved Goals.



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## 2010-2011 Budget Development Guidelines

Guideline	Gloss'
<b>Assessment and Planning:</b> Financially support comprehensive planning and assessment activities leading to continuous improvement in fulfilling the College's mission and core themes.	Determining the short, intermediate, and long-range goals, objectives, and activities necessary to fulfill the College's mission goals, and core themes in a continuously improving manner is essential to meet the expectations of those TBCC is charged to serve.
<b>Educational Program Support:</b> Direct the highest levels of financial support to those programs and courses with a demonstrated potential for growth in the following priority order: (1) degree and certificate programs, (2) other credit courses, (3) reimbursable non-credit programs and courses, (4) non-reimbursable. If resources are not sufficient to fund all existing programs, exit them in reverse priority order.	This guideline addresses a key principle: to remain viable, resources must be invested where they will provide the best return. It also acknowledges TBCC's roles as a comprehensive community college with support for core themes of Collegiate and General Education, Workforce Development, Developmental Education, and Community Enrichment.
<b>Educational Program Equipment:</b> Give priority to maintaining up-to-date instructional technology and training equipment.	In today's highly technological society, students trained on modern equipment are afforded the highest opportunity for success. In addition, the competitive nature of the higher education industry places an institution that does not maintain up-to-date training equipment at a significant disadvantage.
<b>Facilities:</b> Maintain current facilities and acquire facilities necessary to achieve mission, goals, and strategic plans.	<p>TBCC is in the midst of several capital construction projects that will culminate with the commissioning of a new central campus building, a new technical training center in remodeled Tillamook School District facilities, and later, new North and South County satellite learning centers. The remodeled technical training center was placed in service in fall, 2009. The new central campus building will be placed in service in late 2009/early 2010 at which point our current facilities will become surplus. These new facilities are expected to fully support the institution and the students it serves and allow TBCC to better fulfill its mission, goals and strategic plans.</p> <p>The 2010-2011 budget will include effort for further development of plans to construct the College's North and South County satellite learning centers.</p>
<b>Technological Resources:</b> Provide computing and other technological resources leading to enriched educational opportunities for students and enhanced management information systems.	Information technologies are expanding at a phenomenal pace. Developing and maintaining a technological infrastructure to support information technologies is a paramount objective of progressive institutions of higher education. To serve the best interests of students, and to meet the information and accountability demands of the public, TBCC must establish a long-term financial commitment to this objective.
<b>Faculty and Staff Development:</b> Encourage faculty and staff development and training.	The professional staff is the single most consequential resource of the College. Maintaining this resource by supporting a process that encourages renewal of professional development and training is essential.
<b>Staff Remuneration:</b> Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2008-2009 salary levels after accounting for inflation. Within	A key to attracting and keeping outstanding professional staff is to maintain remuneration at levels competitive with those offered by other similar community college employment opportunities in

### Tillamook Bay Community College

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the constraints imposed by fiscal and other limitations, adjust salaries to a level reflective of the median average of the rural community colleges in Oregon.	Oregon.
<b>Student Tuition and Fees:</b> Within the constraints imposed by fiscal and other limitations, target movement of general tuition and fees to a level generally equivalent to those of Oregon's other community colleges and not exceeding those of our contracting college.	Community colleges are colleges of the people. Providing access to TBCC's educational offerings is a concept intrinsic to the foundation of the College's mission. Targeting tuition and fees to level reflective of neighboring and statewide institutions ensures maintenance of this objective.
<b>Professional Representations:</b> Emphasize professional quality in all public representations of the College.	Public representations of the College impact perceptions. Positive perceptions advance public support and recruiting efforts.

<b>Guideline</b>	<b>TBCC Goal</b>	<b>NWCCU Resources and Capacity Areas</b>
<b>Assessment and Planning</b>	<b>Goal 1:</b> Educational Needs <b>Goal 5:</b> Financial Resources <b>Goal 7:</b> Economic Development	Governance Human Resources Education Resources Student Support Resources Library and Information Resources Financial Resources Physical and Technical Infrastructure
<b>Educational Program Support</b>	<b>Goal 1:</b> Educational Needs <b>Goal 2:</b> Courses and Programs <b>Goal 5:</b> Financial Resources	Human Resources Education Resources Student Support Resources Library and Information Resources Financial Resources
<b>Educational Programs Equipment</b>	<b>Goal 2:</b> Courses and Programs <b>Goal 3:</b> Support Services	Education Resources Library and Information Resources Physical and Technical Infrastructure
<b>Facilities</b>	<b>Goal 6:</b> Facilities	Physical and Technical Infrastructure
<b>Technological Resources</b>	<b>Goal 3:</b> Support Services <b>Goal 5:</b> Financial Resources	Educational Program Student Support Resources Library and Information Resources Financial Resources Physical and Technical Infrastructure
<b>Professional Representation</b>	<b>Goal 2:</b> Courses and Programs <b>Goal 3:</b> Support Services <b>Goal 4:</b> Staff and Faculty <b>Goal 7:</b> Economic Development	Governance Human Resources Education Resources Student Support Resources Library and Information Resources
<b>Staff Development</b>	<b>Goal 4:</b> Staff and Faculty	Governance Human Resources Education Resources Student Support Resources
<b>Staff Remuneration</b>	<b>Goal 4:</b> Staff and Faculty <b>Goal 5:</b> Financial Resources	Human Resources Education Resources Student Support Resources Financial Resources
<b>Student Tuition and Fees</b>	<b>Goal 1:</b> Educational Needs <b>Goal 5:</b> Financial Resources	Governance Student and Support Resources Financial Resources

## **Board-Approved Mission Statement**

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

## **Board-Approved Core Themes**

Collegiate and General Education  
Workforce Development  
Developmental Education  
Community Enrichment

## **Board-Approved Institutional Goals**

- Goal 1:** Identify and address the educational needs of the community.
- Goal 2:** Provide quality courses and programs to enable students to achieve their educational, career, and lifelong learning goals.
- Goal 3:** Provide support services to enable students to achieve their educational, career, and lifelong learning goals.
- Goal 4:** Recruit, develop, and retain qualified staff and faculty to meet the mission and goals of the College.
- Goal 5:** Develop new sources of funding and enhance existing sources of funding.
- Goal 6:** Provide facilities to support the mission, vision, and goals of the College.
- Goal 7:** Develop a leadership role in the economic development of the community.

## **Board-Approved Vision Statement**

The College, in partnership with the community, strives to be a center for educational excellence that provides access to lifelong learning; bridges to opportunity; an environment for innovation and intellectual pursuits; and leadership in the economic, cultural, and intellectual evolution of our community.

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<sup>i</sup> Explanation of logic supporting the implementation of Budget Development Guidelines. The gloss is meant to elucidate, not substitute for, the Guideline.

## Tillamook Bay Community College 2010-2011 Budget Schedule

	Time Line	Personnel	T a s k s
1.	September 14, 2009	College Board of Education	Appoint College Dean of Administrative Services as Budget Officer
2.	September 14 through October 5, 2009	College Board of Education	Review and Refine Budget Development Guidelines and Schedule
3.	October 5, 2009	College Board of Education	Approve Budget Development Guidelines and Schedule
4.	January 4, through January 22, 2010	Budget Administrators Budget Coordinators	Identify Budget Coordinator and Budget Administrator positions. Review forms and processes for improvement. Complete training for all Budget Administrators and Budget Coordinators. Training provided at team level when requested. Training to include forms and process.
5.	January 25, 2010	Budget Administrators	Target date to distribute 2010-2011 budget worksheets.
6.	January 25 through February 19, 2010	Budget Administrators Budget Coordinators Budget Teams	Budget Administrators work with Budget Coordinators and Department Budget Teams to prepare recommendations for the 2010-2011 budget along with supporting material. Consult with Dean of Administrative Services for needed information.
7.	February 1, 2010	College Board of Education	Appoint Public Budget Committee members as needed.
8.	February 16, 2010		Consumer Price Index Available for calculating cost of living
9.	February 16, 2010	Dean of Administrative Services	Deadline to complete 2010-2011 revenue projection assumptions.
10.	February 16, 2010	Budget Administrators	Budget Administrators send budget worksheets to the Dean of Administrative Services for compiling document.
11.	March 1 through March 12, 2010	Budget Officer Budget Administrators	Meet to review and discuss budget proposals and work on balancing budget.
12.	March 1, 2010	College Board of Education	Approve 2010-2011 salary schedule and cost of living adjustment
13.	March 15 through April 16, 2010	Budget Administrators Budget Coordinators Budget Teams	Budget Administrators meet with budget teams to discuss budget balance progress for 2010-2011 Preliminary Proposed Budget.
14.	April 19, 2010	Budget Officer Budget Administrators	Meet to finalize 2010-2011 Proposed Budget.
15.	April 19 through April 23, 2010	Budget Officer/Business Office	Compilation of proposed budget document.
16.	April 26 through April 30, 2010	Business Office	Publish, mail and distribute preliminary 2010-2011 Budget to Public Budget Committee Members and Budget Coordinators.
17.	May 17, 2010	Budget Committee Budget Officer	1st Public Budget Committee Meeting. Receive budget message and deliberate on content. Hold Public Hearing on Proposed Budget, review Proposed Budget and approve 2010-2011 budget and tax levy.
18.	May 19, 2010	Business Office	Publish Notice of Budget Hearing and Financial Summary.
19.	June 21, 2010	College Board of Education	Hold Public Hearing on 2010-2011 budget approved by Public Budget Committee. Enact Resolutions to adopt budget, make appropriations, levy property taxes and categorize property tax levy for 2010-2011.
20.	Before July 15, 2010	Business Office	Submit Budget levy and resolutions to County Assessor.



## Professional Services: Banking RFP

### RECOMMENDATION

Recommend the College develop an RFP for banking services.

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

It has been a number of years since the College engaged the banking community with a Request for Proposal. Due to the fact that the College is moving in January and establishing a new address, this would be a good time to solicit proposals for banking services.



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## Memorandum of Understanding with Port of Tillamook Bay and Tillamook School District No. 9

### **RECOMMENDATION**

Recommend the Board approve the Memorandum of Understanding between the Port of Tillamook Bay, Tillamook School District No. 9 and Tillamook Bay Community College.

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

The Memorandum of Understanding is a sale purchase agreement between the Port of Tillamook Bay, Tillamook School District No. 9 and the College. Contingent upon the Port meeting all FEMA's reviews for alternative project established and the State of Oregon's matching funds which will secure the monetary resources for the Port to purchase the District's property. In turn, the District will purchase the College's First Street Campus for its Administrative Offices.



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Memorandum of Understanding  
Between the  
Port of Tillamook Bay  
and  
Tillamook School District No. 9  
and  
Tillamook Bay Community College

This Memorandum of Understanding is entered into by and between the Port of Tillamook Bay (hereinafter PORT) and Tillamook School District No. 9 (hereinafter DISTRICT) and Tillamook Bay Community College (hereinafter COLLEGE).

RECITALS

1. Utilizing resources from Federal Emergency Management Agency (FEMA) public assistance and the State of Oregon match funding from bond proceeds, the Port will have in excess of \$44,000,000 for "Alternate Project" funding. One of the critical pieces in the Port's long-term plan is to reacquire un-owned, centrally-located property within the Port's industrial park for the future creation of manufacturing facilities, warehouses to encourage economic industrial growth in Tillamook County. The purchase of certain property herein from the District would benefit the long-term plans of the Port, and it is also viewed as a way to assist the District and the College in their own facility upgrades which will, in turn, help with the education of students in Tillamook County.
2. The District will purchase the College's Third Street Campus for use as its administrative headquarters to better serve its schools, staff, students and community in a more centrally located and accessible setting.
3. The College will move to its new main Campus on Third Street and Marolf Loop Road which was funded by a General Obligation Bond approved by the voters of Tillamook County and State of Oregon matching funds.
4. The District's real property herein consists of two (2) parcels. The first parcel is located on Blimp Boulevard, in Tillamook, Oregon, and is shown as Tax Lot 890 on Tillamook County Assessor's map 2 South 9 West Section 4. This parcel includes approximately 4.32 acres of level ground without sidewalks and curbs with public street lighting. The appraised value of this property is \$350,000, a copy of which is attached hereto as Exhibit A. The second parcel is located at 6825 Officers Row, in Tillamook, Oregon, and is shown as Tax Lot 890 on Tillamook County Assessor's map 2 South 9 West Section 4. This parcel includes approximately 96,699 square feet (or 2.22 acres) with 6,400 square feet of paved parking. It has a paved road with sidewalks and curbing. The building itself is about 10,777 square feet upon a concrete foundation, is wood framed

and has vinyl siding with a composition shingle roof. The appraised value of this property is \$1,107,000, a copy of which is attached hereto as Exhibit B.

5. The College property is located at 2510 First Street, in Tillamook, Oregon and is shown as Tax Lot 501 on Tillamook County Assessor's map number 1 South 9 West Section 30BC. The property includes about 366 feet of frontage on First Street, and it has an average depth of 164 feet, for a total land area of approximately 60,000 square feet (or 1.38 acres) with 35,854 square feet of paved parking. The building itself is about 12,479 square feet upon a concrete foundation, is constructed with concrete block walls with some wood and stucco siding and has a built-up roof. It has four covered porches, a patio and sheds. The appraised value of this property is \$1,286,000, a copy of which is attached hereto as Exhibit C.

NOW THEREFORE IT IS HEREBY UNDERSTOOD by and between the parties as follows:

1. This Memorandum of Understanding is contingent upon the Port meeting all of FEMA's reviews for Alternate Project eligibility and the State of Oregon's matching funds which funds will secure the monetary resources for the Port to purchase the District property.
2. Under the provisions of ORS 777.116(2), Exhibit D, the Port will purchase the previously identified District property. Following the second appraisal of the District property located at 6825 Officers Row, Exhibit B, (which exceeds the \$500,000 limit) the Port will purchase this property at the average price of the two appraisals, but not less than fifteen percent (15%) or not more than fifteen percent (15%) of the first appraisal. The sale price for the property located on Blimp Boulevard, Exhibit A, will be \$350,000. The total sale price of both properties will be no less than \$1,290,950 and no more than \$1,623,050 depending on the second appraisal of Exhibit B.
3. The District will purchase the previously identified college property, Exhibit C, at a reduction of the appraised value for the sale price of \$1,093,100.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Port of Tillamook Bay **Date:** \_\_\_\_\_

\_\_\_\_\_  
Tillamook School District No. 9 **Date:** \_\_\_\_\_

\_\_\_\_\_  
Tillamook Bay Community College **Date:** \_\_\_\_\_

## American Graduation Initiative

### RECOMMENDATION

Recommend the Board approve and support the American Graduation Initiative.

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

This is a Federal Initiative that has potential funding implications for community colleges.



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Board of Education  
September 14, 2009

### AMERICAN GRADUATION INITIATIVE

**WHEREAS**, community colleges are the largest and fastest growing sector of higher education in the United States, educating more than 45% of all undergraduate students, as well as more than five million additional non-credit students;

**WHEREAS**, there is a national consensus that the United States needs to provide greater numbers and percentages of its citizens with a higher education, as a moral, social, and economic imperative;

**WHEREAS**, community colleges continue to need greater financial and related support, as well as a new national focus, in order to fully realize their potential in helping more Americans obtain a college education and meet related career and personal goals;

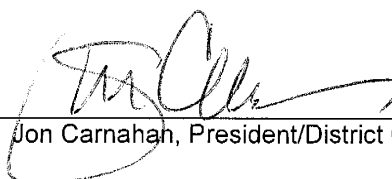
**WHEREAS**, President Obama has specifically set the goal of increasing the number of community college graduates by 5 million by 2020, along with ambitious national goals concerning postsecondary education;

**WHEREAS**, President Obama's "American Graduation Initiative" recognizes the centrality of community colleges to America's well-being, and need for financial resources to help those institutions;

**THEREFORE, BE IT RESOLVED** that the Board of Education of Tillamook Bay Community College formally endorses the American Graduation Initiative and commits to doing everything it can to achieve its enactment.

Adopted by the Board of Education this 14<sup>th</sup> day of September 2009.

Attest:

  
\_\_\_\_\_  
Jon Carnahan, President/District Clerk

  
\_\_\_\_\_  
Steve Shaw, Board of Education Chair

## Strategic Planning and Accreditation

### **RECOMMENDATION**

Information only – no action requested.

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

The date of TBCC's on-campus Comprehensive Interim Candidacy Evaluation visit is now scheduled for May 3-5, 2010.

The Self Study Report is being drafted following NWCCU's revised standards and process. The plan is to synchronize comprehensive institutional planning (i.e., strategic planning) with self study requirements. This will include viewing institutional effectiveness from two perspectives: threshold levels of mission fulfillment and objectives for each core theme. Indicators of effectiveness include those TBCC has been tracking the past four years in the Institutional Effectiveness Report and/or indicators TBCC is beginning to track for strategic enrollment management purposes. In addition, most indicators are accountability measures used in State and Federal reporting.



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## Courses and Curricula

### RECOMMENDATION

There are no courses or curricula to present this month.

BACKGROUND INFORMATION ----- Dean Gates



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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**



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

### RECOMMENDATION

First reading of policies 210 and 213.

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

1. In order to get back on schedule according to procedures established last year we will begin reviewing Section V - Student Policies and the Appendices in October. Copies of the complete Policy Manual\* will be provided at this evening's meeting.
2. This is the first reading for policies 210 and 213 both of which address use policies that will be necessary in the new campus. Proposed deleted text is struck-through and new proposed text is bold.

<b>Policy</b>	<b>Status</b>
Policy 210 Use of Campus Facilities	First reading of policy to update it for use with the new campus.
Policy 213 Alcohol Service	First reading of new policy created for use in the new campus.

\* The same manual is available on-line for employees. Board Members will be provided with paper copies of the updated policies as changes are approved.

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



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## **SCHEDULE OF POLICY REVIEW**

January	First Quarter: Section I and Section II - Administrative Policies
February	First reading of additions, changes, or deletions
March	Second reading and action on additions, changes, or deletions
April	Second Quarter: Section III – Personnel Policies
May	First reading of additions, changes, or deletions
June	Second reading and action on additions, changes, or deletions
July	Third Quarter: Section IV – Instructional Policies
August	First reading of additions, changes, or deletions
September	Second reading and action on additions, changes, or deletions
October	Fourth Quarter: Section V – Student Policies and Appendix
November	First reading of additions, changes, or deletions
December	Second reading and action on additions, changes, or deletions

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~~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.~~

**210.1 USE OF FACILITIES**

**It shall be the policy of Tillamook Bay Community College to utilize its facilities for college purposes. When facilities are not in use for college-related purposes, the facilities will be made available to the public. Priority categories of users are as follows:**

- A. College instructional and board activities**
- B. College meetings and events**
- C. Nonprofit organizations**
- D. Private organizations events**

**The college shall maintain an administrative rule governing the use of college facilities. The president may deny or limit the use of college facilities, within the applicable federal and state laws, to any individual or group unable, or unwilling, to comply with the administrative rule.**

## **ALCOHOL SERVICE**

Article No.: 213

Approved: *September 14, 2009 pending*

Reference:

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### **212.1 – ALCOHOL SERVICE**

It shall be the policy of Tillamook Bay Community College that serving wine and/or beer to individuals 21 years or older as an adjunct to food services may be permitted by the Board of Education on a limited basis at functions held at the college. The intent of this policy is to permit service and teach by example the responsible use of alcohol in appropriate social settings.

The service shall be carefully monitored by the president to ensure that all external rules, including those of the Oregon Liquor Control Commission, are carefully adhered to and only those forms of service covered by the college's liability insurance are permitted.

The administrative rules that govern alcohol service will be kept current with external regulations.

If alcohol is to be served at an event sponsored or hosted by the Board of Education or by the TBCC Foundation Board it shall not be served unless accompanied by food. Other service of alcohol may be permitted at the college when the person or group serving it first provides a certificate of liquor liability insurance that covers the event in question, and names the college as an additional named insured with an aggregate liability limit of \$1 million.

## 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
- North & South Education Centers Discussion
- Moving Plan



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# Personnel

## RECOMMENDATION

Information only – no action requested.

## BACKGROUND INFORMATION ----- President Carnahan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee	Appointment
Facilities Maintenance Specialist	Currently	ASAP	Interviews in progress	Dean Ron Ellison - Chair, Thomas Harmon, Sheryl Neu, Sheryl Vanselow	



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## Announcements and General Information

### **RECOMMENDATION**

Information only – no action requested.

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

The annual Mildred Davy Memorial Luncheon is scheduled for Thursday, October 15 at the Tillamook Church of the Nazarene. Invitations should be mailed shortly.



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