

# 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, November 2, 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, October 28, 2009

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

\_\_\_\_\_  
Jon Carnahan – President

TILLAMOOK BAY COMMUNITY COLLEGE

Notice Distribution

1. TBCC BOARD OF EDUCATION MEMBERS
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3. NORTH COAST CITIZEN NEWSPAPER
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8. TBCC ADMINISTRATORS AND STAFF
9. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
10. ESD ADMINISTRATOR
11. OCCA EXECUTIVE DIRECTOR
12. PUBLIC BUDGET COMMITTEE

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# Board of Education Meeting Agenda

**Date:**  
Monday, November 2, 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 October 5, 2009 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
6.	<b>New Business:</b>	
	A. Transportation District Request-----	President Carnahan
7.	<b>Old Business:</b>	
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 ----- (Action)	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 Board Meeting Minutes

October 5, 2009  
Room 9, First Street Campus  
2510 First St., Tillamook, OR 97141

**Directors Present:** Steve Shaw, Ruth Jensen, Ann Swain (arrived late), Craig Wakefield, Bob Weitman, and Rose Wharton

**Directors Absent:** James McGinnis

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

**Guests Present:** Pete Craemer, new Director of Career Technical and Workforce Education; Sheryl Neu, TBCC Employee and Rebecca McLarkey, ASTBCC Vice President

## **Call to Order:**

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

## **Approval of Agenda:**

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

## **Invitation of Public Comment:**

Ms. McLarkey shared that she was there as a representative of the TBCC student body council and that President Carnahan had shared with them that there were considerations for making the new campus a tobacco-free campus. She noted that the Council is planning a student survey to get a better idea of student opinions on the subject. She added that the Council's initial reaction was to find a compromise. President Carnahan added that he will have a policy regarding the matter in November for first reading. Everyone involved agreed that if we are to become smoke-free, now is the time as we move into the new facility.

## **Approval of Minutes:**

On approval of a motion by Director Wakefield and seconded by Director Weitman, it was resolved to approve the September 14, 2009 minutes as presented.

## **Reports:**

### Oregon Community College Association: (Item 5.A)

President Carnahan reminded the Board of the OCCA Annual Conference in October. He noted that he would not be attending but if anyone else would like to attend please contact Sue Owens. He finished his report by noting that the next OCCA Board Meeting would be October 16. Director Wakefield expressed his interest in attending the convention.



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Financial Report: (Item 5.B)

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

**New Business:**

2009-2010 President's Goals: (Item 6.A)

President Carnahan presented his goals for 2009-2010 for review and approval. He added that this is important for the accreditation process. Director Swain arrived at this time. There was some general discussion regarding the new logo, facility use and foundation activities. On approval of a motion by Director Wharton and seconded by Director Jensen, it was moved to accept the President's 2009-2010 goals as presented.

**Old Business:**

2010-2011 Budget Development Guidelines and Budget Schedule: (Item 7.A)

Dean Ellison presented the budget information as reviewed last month and asked for approval. On approval of a motion by Director Weitman and seconded by Director Wharton, it was moved to approve the 2010-2011 Budget Development Guidelines and Budget Schedule as presented.

**Standing Business:**

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates reported that the Planning and Steering Committee continues to move forward and that we are preparing for the site visit in May. She anticipates that we will be visited by a six member team as before but we do not know yet who the team members will be.

Courses and Curricula: (Item 8.B)

Dean Gates stated that there were no new courses or curricula to report.

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 presented for second reading and approval policies 210 and 213 both of which address use policies that will be necessary in the new campus. He also presented policy section V, Student Policies, for first reading stressing that they be reviewed in respect of separating Administrative Rules from them. On approval of a motion by Director Swain and seconded by Director Wakefield, it was resolved to approve policies 210 and 213 as presented. President Carnahan added that the Administrative Rule relating to policy 210 will go before College Council on Tuesday, October 6 for first reading and review.

Facilities: (Item 8.E)

Dean Ellison presented the long-term lease with Tillamook School District No. 9 for the Career and Technical Building as included in the Board packet and recommended approval. He shared that the same document was being reviewed by Tillamook School District No. 9 and that the College legal counsel had reviewed and approved it. The motion was made to approve the lease as presented with the added provision that President Carnahan has Board permission make any non-substantial changes necessary to bring it to fruition. Moved by



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Director Swain and seconded by Director Wakefield, motion carried.

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

President Carnahan gave a brief update on the Main Campus, noting that it is getting many of the finishing touches, painting is nearly done as is the glassing. The cabinetry is in place and the entire project continues to move along nicely. He also shared that the remodel of the High School Vocational Building is done and introduced Pete Craemer in the audience, who is the new Director of Career Technical and Workforce Education and will be housed there. He explained that the front of the vocational building will have the Tillamook Bay Community College name on it as well as Tillamook High School.

President Carnahan shared that he had met with the Neah-Kah-Nie School Board to discuss the center proposed for North County. The discussion went well and all parties respected the value of working together and waiting for the right timing. He also discussed some alternative ideas involving technology that may prove to be a viable substitute in the mean time.

President Carnahan also brought up that he'd been having discussions with Oregon State University regarding building an OSU Open Campus on the property adjacent to the new campus. He said that OSU was very serious and excited with the prospect and would be hiring someone in the very near future to investigate its viability.

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

President Carnahan shared that the Facilities Maintenance Specialist position had been offered to, and accepted by, Jerry Everhart. Jerry has most recently been employed by the Port of Tillamook Bay and comes highly recommended. He added that the Information Technology position interviews had gone well and he believed we were close to making an offer for that position as well. That person is scheduled to begin work November 1.

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

President Carnahan reminded the Board of the third annual Mildred Davy Memorial Luncheon scheduled for Thursday, October 15, at the Tillamook Church of the Nazarene. Please contact Sue Owens if you'd like to attend.

President Carnahan stated that he is in discussions with Matt Mumford to work out free ridership for students on the Wave on a trial basis. This could be a good arrangement for TBCC students and good advertising for the Transportation District. The trial period would be for two terms after which the arrangement would be assessed for its value on a permanent basis. TBCC would pay a fee based on the percentage of ridership.

President Carnahan also shared that he'd met with the North County Citizen's Advisory Committee and stated they had some concerns with their dwindling numbers. He noted that the committee needed to be brought to the Board for approval and that perhaps the committee needed to be better defined and be a topic for further discussion at a later date.

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

Mr. Pete Craemer gave a brief introduction of himself and his background, noting that he was excited to be a part of the TBCC community. President Carnahan stated that Mr. Craemer



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has been here since the first of July and that Northwest ESD pays a large percentage of his salary but he is considered an employee of TBCC.

President Carnahan shared that in his meeting with the students, they voted in a third color for the official school colors—bright green. He hopes to incorporate it in the new logo.

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

Chair Shaw stated that his wife, who is a Foundation Board member, is selling raffle tickets for the Mildred Davy Luncheon and added that there were some great raffles so buy tickets.

**Adjournment**

On approval of a motion by Director Wharton and seconded by Director Swain, it was resolved to adjourn. Chair Shaw adjourned the meeting at 7:30 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  
President Carnahan attended the OCCA Board Meeting October 16 and will give a brief  
update. Those that attended the OCCA Conference will give a brief summary of the event.

- Next OCCA Board Meeting: December 11, 2009

# 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.



Agenda Item 5.B. Attachment #1

Tillamook Bay Community College  
 Unaudited Summary Financial Information  
 General Fund  
 Fiscal Year-to-Date Ended September 2009  
 25.00% 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	\$ 1,306,030.61	151.27%	\$ 831,123	\$ 1,128,714.59	135.81%
State	\$ 1,039,959	\$ 228,757.94	22.00%	\$ 840,072	\$ 252,725.41	30.08%
Property Taxes	\$ 895,619	\$ 4,335.76	0.48%	\$ 919,106	\$ 6,045.55	0.66%
Timber Taxes	\$ -	\$ -	0.00%	\$ 247,820	\$ -	0.00%
Local Contract	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition	\$ 541,150	\$ 194,619.72	35.96%	\$ 576,710	\$ 231,795.42	40.19%
Fees	\$ 125,000	\$ 43,438.47	34.75%	\$ 130,278	\$ 45,450.70	34.89%
Sale of Goods	\$ 5,000	\$ 405.00	8.10%	\$ 4,500	\$ 330.00	7.33%
Interest	\$ 50,000	\$ 9,388.59	18.78%	\$ 30,000	\$ 3,165.89	10.55%
Miscellaneous	\$ 7,000	\$ 1,983.02	28.33%	\$ 8,000	\$ 457.03	5.71%
Transfers	\$ 288,418	\$ 33,101.34	11.48%	\$ 77,095	\$ 56,110.53	72.78%
Repayment of Short-Term Loan	\$ 127,175	\$ -	0.00%	\$ 108,125	\$ -	0.00%
<b>Total resources</b>	<b>\$ 3,942,690</b>	<b>\$ 1,822,060.45</b>	<b>46.21%</b>	<b>\$ 3,772,829</b>	<b>\$ 1,724,795.12</b>	<b>45.72%</b>
<b>Expenditures</b>						
Instruction	\$ 1,134,700	\$ 195,182.99	17.20%	\$ 909,405	\$ 196,717.17	21.63%
Instructional Support	\$ 323,283	\$ 66,776.93	20.66%	\$ 291,911	\$ 64,467.29	22.08%
Student Services	\$ 444,652	\$ 107,979.22	24.28%	\$ 337,210	\$ 70,207.09	20.82%
College Support	\$ 1,044,641	\$ 256,285.91	24.53%	\$ 1,088,205	\$ 235,563.72	21.65%
Plant Operation	\$ 201,833	\$ 36,099.33	17.89%	\$ 276,972	\$ 33,579.46	12.12%
Financial Aid	\$ 126,160	\$ 29,182.40	23.13%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 24,447.27	24.87%	\$ 345,081	\$ 271,969.65	78.81%
Contingency	\$ 150,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,523,569</b>	<b>\$ 715,954.05</b>	<b>20.32%</b>	<b>\$ 3,298,784</b>	<b>\$ 872,504.38</b>	<b>26.45%</b>
<b>Ending fund balance</b>	<b>\$ 419,121</b>	<b>\$ 1,106,106.40</b>	<b>263.91%</b>	<b>\$ 474,045</b>	<b>\$ 852,290.74</b>	<b>179.79%</b>

Agenda Item 5.B. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended September 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	\$ -	\$ 18,988.82	\$ 18,988.82	\$ -	\$ 63,703	\$ 6,829.16
Tutor Grant	211	\$ -	\$ 3,246.29	\$ 3,246.29	\$ -	\$ 14,072	\$ 1,586.10
Sprint Yellow Pages Literacy Grant	215	\$ 2,510.93	\$ -	\$ 7.48	\$ 2,503.45	\$ 2,500	\$ 41.96
United Way Literacy Grant	216	\$ 4,220.26	\$ -	\$ -	\$ 4,220.26	\$ 3,000	\$ 177.92
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,981.03
Pathways Grant	225	\$ -	\$ -	\$ 5,909.96	\$ (5,909.96)	\$ 38,160	\$ 7,993.14
Industrial Maintenance Tech	226	\$ 36,704.42	\$ -	\$ -	\$ 36,704.42	\$ 26,897	\$ 6,025.93
SBDC Federal Grant	230	\$ -	\$ -	\$ 8,130.30	\$ (8,130.30)	\$ 30,250	\$ 613.87
SBDC State Grant	231	\$ -	\$ -	\$ 3,294.82	\$ (3,294.82)	\$ 19,840	\$ 3,439.22
SBDC Program Income	232	\$ 8,638.62	\$ 315.00	\$ 337.50	\$ 8,616.12	\$ 11,626	\$ 1,025.08
SBDC - EDC Fund	235	\$ -	\$ -	\$ 16,882.19	\$ (16,882.19)	\$ 99,615	\$ 5,133.89
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	\$ 230.00	\$ 3,517.46	\$ 2,975	\$ -
Work Keys Mini Grant	251	\$ 1,819.22	\$ -	\$ -	\$ 1,819.22	\$ 1,300	\$ 15.00
Bay City Rental	260	\$ 7,543.52	\$ -	\$ 959.18	\$ 6,584.34	\$ 2,600	\$ 1,026.09
Capital Depreciation & Maintenance Fund	290	\$ -	\$ 1,002,065.20	\$ -	\$ 1,002,065.20	\$ 250,000	\$ -
Strategic Initiative Fund	295	\$ -	\$ 232,205.07	\$ -	\$ 232,205.07	\$ 250,000	\$ -
<b>Total Special Fund</b>		\$ 71,404.74	\$ 1,257,022.38	\$ 57,986.54	\$ 1,270,440.58	\$ 850,831	\$ 35,888.39
Schedule of Special Fund borrowing from General Fund							
		Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 9/30/2009		
Total of Grants that borrow from the General Fund		\$ (34,217.27)	\$ 59,921.42	\$ -	\$ (94,138.69)		
Total of Grants that are not borrowing from the General Fund		\$ 1,304,657.85	\$ 50.00	\$ -	\$ 1,304,607.85		
<b>Total Special Fund</b>		\$ 1,270,440.58	\$ 59,971.42	\$ -	\$ 1,210,469.16		
	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	\$ (7,193.52)	\$ 4,218.00	\$ 1,234.14	\$ (4,209.66)	\$ 15,513	\$ 1,210.29
Bookstore	320	\$ 41,759.54	\$ 53,303.24	\$ 67,740.67	\$ 27,322.11	\$ 156,423	\$ 73,079.60
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 6,100	\$ -
<b>Total Enterprise Fund</b>		\$ 41,569.35	\$ 57,521.24	\$ 68,974.81	\$ 30,115.78	\$ 178,036	\$ 74,289.89
PERS Pension Bond Fund	410	\$ 18,587.13	\$ 21,540.10	\$ 1,600.00	\$ 38,527.23	\$ 91,031	\$ 1,600.00
General Obligation Bond Fund	420	\$ 7,824.97	\$ 2,624.47	\$ -	\$ 10,449.44	\$ 605,638	\$ -
<b>Total Debt Service Fund</b>		\$ 26,412.10	\$ 24,164.57	\$ 1,600.00	\$ 48,976.67	\$ 696,669	\$ 1,600.00
Building Reserve Fund	510	\$ 1,185,174.52	\$ -	\$ 1,185,174.52	\$ -	\$ 1,200,000	\$ 31,230.17
Campus Construction Fund - GO Bonds	520	\$ 5,550,769.33	\$ 7,287.34	\$ 151,844.17	\$ 5,406,212.50	\$ 4,424,400	\$ 313,157.10
Campus Construction Fund - State Match	530	\$ -	\$ 1,008,716.27	\$ 2,987,474.63	\$ (1,978,758.36)	\$ 4,900,000	\$ -
THS Vocational Bldg Remodel - Stimulus	540	\$ (35,868.65)	\$ -	\$ 12,391.01	\$ (48,259.66)	\$ -	\$ -
<b>Total Capital Projects Fund</b>		\$ 6,700,075.20	\$ 1,016,003.61	\$ 4,336,884.33	\$ 3,379,194.48	\$ 10,524,400	\$ 344,387.27
Associated Students of TBCC	710	\$ 4,833.89	\$ 429.60	\$ 1,556.02	\$ 3,707.47	\$ 10,205	\$ 1,350.40
Phi Theta Kappa Honorary Society Fund	720	\$ 1,087.91	\$ 958.95	\$ 428.07	\$ 1,618.79	\$ 4,575	\$ 600.99
<b>Total Agency Fund</b>		\$ 5,921.80	\$ 1,388.55	\$ 1,984.09	\$ 5,326.26	\$ 14,780	\$ 1,951.39
Tuition Waivers	831	\$ -	\$ 20,000.00	\$ 4,931.50	\$ 15,068.50	\$ 20,000.00	\$ -
Board Scholarships	832	\$ -	\$ 110,000.00	\$ -	\$ 110,000.00	\$ 110,000.00	\$ -
Institutional Work Study	833	\$ -	\$ 20,000.00	\$ 3,221.80	\$ 16,778.20	\$ 20,000.00	\$ -
Foundation Scholarships	834	\$ -	\$ -	\$ -	\$ -	\$ 81,700.00	\$ -
Non-Institutional Scholarships	840	\$ -	\$ 9,169.00	\$ -	\$ 9,169.00	\$ -	\$ -
<b>Total Financial Aid Fund</b>		\$ -	\$ 159,169.00	\$ 8,153.30	\$ 151,015.70	\$ 231,700.00	\$ -

Agenda Item 5.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended September 2009  
 25.00% 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	\$ 1,128,715	135.81%	\$ 160,204	\$ 71,405	44.57%	\$ 6,000	\$ (7,194)	-119.90%	\$ 36,800	\$ 41,760	113.48%
<b>Resources</b>												
State Aid	\$ 840,072	\$ 252,725	30.08%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 299,933	\$ 22,235	7.41%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 706,988	\$ 277,246	39.22%	\$ 6,000	\$ 315	5.25%	\$ 13,000	\$ 4,218	32.45%	\$ -	\$ -	0.00%
Local Taxes	\$ 919,106	\$ 6,046	0.66%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ 247,820	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,500	\$ 330	7.33%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 53,303	35.54%
Interest	\$ 30,000	\$ 3,166	10.55%	\$ 27,500	\$ 2,571	9.35%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 457	5.71%	\$ 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	\$ 56,111	72.78%	\$ 1,246,525	\$ 1,231,700	98.81%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 2,941,706</b>	<b>\$ 596,081</b>	<b>20.26%</b>	<b>\$ 2,580,958</b>	<b>\$ 1,257,023</b>	<b>48.70%</b>	<b>\$ 13,000</b>	<b>\$ 4,218</b>	<b>32.45%</b>	<b>\$ 150,750</b>	<b>\$ 53,303</b>	<b>35.36%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 1,978,105	\$ 445,709	22.53%	\$ 538,306	\$ 54,884	10.20%	\$ 5,750	\$ 910	15.83%	\$ 36,931	\$ 8,805	23.84%
Operating Expenditures	\$ 872,526	\$ 126,659	14.52%	\$ 291,560	\$ 1,268	0.43%	\$ 3,150	\$ 316	10.03%	\$ 112,650	\$ 58,532	51.96%
Capital Outlay	\$ 53,072	\$ 28,166	53.07%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 345,081	\$ 271,970	78.81%	\$ 20,965	\$ 1,835	8.75%	\$ 613	\$ 8	1.31%	\$ 1,842	\$ 403	21.88%
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>\$ 872,504</b>	<b>26.45%</b>	<b>\$ 2,726,981</b>	<b>\$ 57,987</b>	<b>2.13%</b>	<b>\$ 15,513</b>	<b>\$ 1,234</b>	<b>7.95%</b>	<b>\$ 156,423</b>	<b>\$ 67,740</b>	<b>43.31%</b>
Ending Fund Balance	\$ 474,045	\$ 852,292		\$ 14,181	\$ 1,270,441		\$ 3,487	\$ (4,210)		\$ 31,127	\$ 27,323	
<b>Adjustments to bring Ending Fund Balance to Ending Cash Balance</b>												
<b>Assets</b>												
Receivables		\$ 229,234			\$ 59,971			\$ -			\$ 287	
Inventories		\$ 2,238			\$ -			\$ -			\$ 19,044	
<b>NET EFFECT ON CASH</b>		<b>\$ (231,472)</b>			<b>\$ (59,971)</b>			<b>\$ -</b>			<b>\$ (19,331)</b>	
<b>Liabilities</b>												
Accounts Payable		\$ 975,844			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 49,947			\$ -			\$ -			\$ -	
Payroll		\$ 55,761			\$ -			\$ -			\$ 1,241	
<b>NET EFFECT ON CASH</b>		<b>\$ 1,081,552</b>			<b>\$ -</b>			<b>\$ -</b>			<b>\$ 1,241</b>	
<b>NET ADJUSTMENTS</b>		<b>\$ 850,080</b>			<b>\$ (59,971)</b>			<b>\$ -</b>			<b>\$ (18,090)</b>	
<b>ENDING CASH BALANCE</b>		<b>\$ 1,702,372</b>			<b>\$ 1,210,470</b>			<b>\$ (4,210)</b>			<b>\$ 9,233</b>	

Agenda Item 5.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended September 2  
 25.00% 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	\$ 6,700,075	121.17%	\$ 6,000	\$ 5,922	98.70%	\$ -	\$ -	0.00%
<b>Resources</b>															
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 4,900,000	\$ 1,008,716	20.59%	\$ -	\$ -	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	\$ 2,587	0.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ 5,000	\$ 37	0.74%	\$ 95,000	\$ 7,287	7.67%	\$ -	\$ -	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	\$ 959	21.31%	\$ 81,700	\$ 9,169	11.22%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 21,540	23.93%	\$ -	\$ -	0.00%	\$ 5,081	\$ 429	8.44%	\$ 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>\$ 24,164</b>	<b>0.00%</b>	<b>\$ 4,995,000</b>	<b>\$ 1,016,003</b>	<b>20.34%</b>	<b>\$ 9,581</b>	<b>\$ 1,388</b>	<b>14.49%</b>	<b>\$ 231,700</b>	<b>\$ 159,169</b>	<b>68.70%</b>
<b>Expenditures</b>															
Salaries and Wages	\$ 4,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 15,380	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 1,900	\$ -	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 9,324,400	\$ 3,127,054	33.54%	\$ 14,780	\$ 1,984	13.42%	\$ 231,700	\$ 8,153	3.52%
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	\$ 1,185,564	98.80%	\$ -	\$ -	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>\$ 4,336,884</b>	<b>41.21%</b>	<b>\$ 14,780</b>	<b>\$ 1,984</b>	<b>13.42%</b>	<b>\$ 231,700</b>	<b>\$ 8,153</b>	<b>3.52%</b>
Ending Fund Balance	\$ 3,903	\$ 7,003		\$ 20,144	\$ 48,976		\$ -	\$ 3,379,194		\$ 801	\$ 5,326		\$ -	\$ 151,016	
Adjustments to bring Ending Fund Balance to Ending Cash Balance															
Assets															
Receivables		\$ -			\$ 21,823			\$ -			\$ -			\$ -	
Inventories		\$ -			\$ -			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ (21,823)			\$ -			\$ -			\$ -	
Liabilities															
Accounts Payable		\$ -			\$ -			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ -			\$ 21,823			\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ 21,823			\$ -			\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ -			\$ -			\$ -			\$ -	
ENDING CASH BALANCE		\$ 7,003			\$ 48,976			\$ 3,379,194			\$ 5,326			\$ 151,016	

**\$ 6,509,380**

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.

## Transportation District Agreement

### RECOMMENDATION

Information only – no action requested.

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

Attached is a letter President Carnahan sent to the Tillamook County Transportation District as discussed under announcements and general information in the October Board Meeting.

October 7, 2009

Matt Mumford  
General Manager  
Tillamook County Transportation District  
PO Box 188  
3600 Third St.  
Tillamook, OR 97141-0188

Dear Matt,

Following our meeting this morning, I am excited about the possibility of a new and promising partnership between Tillamook Bay Community College and the Tillamook County Transportation District. As the College moves to its new campus in January, 2010, we are interested in promoting the use of alternative transportation throughout the county. As a kick-off to our new location, I would like to respectfully request that the WAVE provide free ridership for all registered students, faculty and staff for winter and spring terms. I believe that it would benefit the College and the environment. It would also be a wonderful way to create new transportation habits following our move.

The College would provide all students and staff with an identification card that would validate their current enrollment. I would request that the Transportation District track the ridership for winter and spring term so that we can determine the extent of usage and future ridership related to Tillamook Bay Community College. In June of 2010, I would like to review the results of the "promotional" free ridership with you and begin to develop a long-term agreement between Tillamook Bay Community College and the Tillamook County Transportation District that includes subsidizing the cost of student and staff ridership. This early promotion as we move sites and an official future partnership agreement would show the community how a joint effort of public entities can enhance the livability, workforce education and economic development of our county.

Thank you in advance for considering my request and a future partnership. With your approval we will market this effort in our winter and spring term schedule of classes and news releases recognizing your contribution to the move and our new community college campus. If you have any questions, please do not hesitate to contact me.

Sincerely,

Jon Carnahan  
President

## Strategic Planning and Accreditation

### RECOMMENDATION

Information only – no action requested.

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

Below is the preliminary roster of evaluators and primary responsibilities that was mentioned at the last board meeting. Dean Gates will attend a presentation by Dr. Ronald Baker, Executive Vice President, Northwest Commission on Colleges and Universities, on the revised standards in mid-November. She will report on that meeting at the next board meeting.

Name	Standards	Primary Responsibility
Chair	1.A; 1.B; 2.A; 3.A; 5.A; 5.B	Mission, Core Themes, and Expectations to include Mission; Core Themes Resources and Capacity to include Governance Planning and Implementation to include Institutional Planning Mission Fulfillment, Adaptation, and Sustainability to include Mission Fullfillment; Adaptation and Sustainability.
	2.C; 3.B; 4.A; 4.B	Educational Resources to include Undergraduate Programs Planning and Implementation to include Core Theme Planning Effectiveness and Improvement to include Collegiate and General Education Core Theme; Developmental Education Core Theme.
	2.C; 3.B; 4.A; 4.B	Educational Resources to include Continuing Education and Non-Credit Programs Planning and Implementation to include Core Theme Planning Effectiveness and Improvement to include Workforce Development Core Theme; Community Enrichment Core Theme.
	2.B; 2.D	Resources and Capacity to include Student Support Resources; Human Resources.
	2.E	Resources and Capacity to include Library and Information Resources.
	2.F; 2.G	Resoruces and Capacity to include Financial Resources; Physical and Technical Infrastructure.
<b>Dr. Ronald L. Baker</b> Executive Vice President Northwest Commission on Colleges and Universities		Commission Liaison

The Chair may adjust individual assignments to balance work load and to provide coverage as needed. Responsibility for Standard Four – *Faculty* is shared by several evaluators. One person will be assigned responsibility for writing this section of the report.



## Courses and Curricula

**RECOMMENDATION**

There are no courses or curricula to present this month.

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

## 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 policy section V, Student Policies and Appendices

## BACKGROUND INFORMATION

----- President Carnahan  
As discussed at the September meeting, it is time to review Section V - Student Policies and the Appendices. Please review them in the context of separating Administrative Rules from Policy.

<b>Policy</b>	<b>Status</b>
Policy Section V, Student Policies	Second reading and approval of policy according to review schedule.
Appendices	Second reading and approval of policy according to review schedule.
Policy 204 - Smoking	First reading. Policy addresses tobacco use on campus.

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

## SMOKING

Article No.: 204

Approved: ~~April 7, 2008~~ *First reading Pending November 2, 2009*

Reference:

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### 204.1 SMOKING

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

**The use, distribution, or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument, in College buildings or on College premises without exception, at events on College premises or in College owned, rented, or leased vehicles is prohibited.**

## Facilities

### RECOMMENDATION

Information only – no action requested.

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

TBCC has extended the lease of a portion of the Wilson School building through March 31, 2010 to facilitate an orderly transition of movement of College classes and property to the new campus building.

## Capital Construction Projects

### RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- Capital Projects update
- Projected moving schedule

## 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	Hire made	Dean Ron Ellison - Chair, Thomas Harmon, Sheryl Neu, Sheryl Vanselow	Jerry Everhart
Information Technology Assistant	Currently	November 1, 2009	Hire made	Dean Ron Ellison - Chair	Emily Malone

## Announcements and General Information

### **RECOMMENDATION**

Information only – no action requested.

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

The third annual Mildred Davy Memorial Luncheon was held October 15 with over 80 guests attending and nearly \$7,000 raised to-date with more anticipated by the end of the year.