



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 work-session at 6:00 p.m. followed by a public meeting at 6:30 p.m. on Monday, December 7, 2009, in Room Nine of the First Street Campus, 2510 First Street, Tillamook, Oregon, 97141.

A copy of the agenda for the meeting will be available beginning the Thursday prior to the meeting, after 9:00 a.m., at the Office of the College President, Tillamook Bay Community College, First St. Campus, 2510 First St., Tillamook, Oregon 97141.

Agenda items include, but are not limited to, an Invitation for Public Comment, Announcements, and General Information. The Board reserves the right to change the order of items on the agenda.

The Board Meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify Board Secretary, Sue Owens, at (503) 842-8222, Ext. 1159, at least 48 hours in advance.

DATE NOTICE PUBLISHED: Wednesday, December 2, 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. KTIL/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



Board of Education Work Session Agenda

Date:
Monday, December 7, 2009

First Street Campus, Room 9
2510 First Street, Oregon 97141

Time:
6:00 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Shaw
2.	Approval of the Agenda----- (Action)	Chair Shaw
3.	Smoke-free campus discussion-----	President Carnahan
4.	Adjournment----- (Action)	Chair Shaw



Board of Education Meeting Agenda

Date: Monday, December 7, 2009 **First Street Campus, Room 9** **Time:** 6:30 p.m.
2510 First Street, Oregon 97141

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Shaw
2.	Approval of the Agenda ----- (Action)	Chair Shaw
3.	Invitation of Public Comment -----	Chair Shaw
	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.	
4.	Approval of the October 5, 2009 Regular Meeting Minutes ----- (Action)	Chair Shaw
5.	Reports:	
A.	Oregon Community College Association-----	President Carnahan Director Swain
B.	Financial Report-----	Comptroller Williams
6.	New Business:	
A.	January Meeting Date----- (Action)	President Carnahan
7.	Old Business:	
A.	Professional Services: Banking RFP ----- (Action)	President Carnahan
8.	Standing Business:	
A.	Strategic Planning and Accreditation -----	Dean Gates
B.	Courses and Curricula-----	Dean Gates
C.	Grants and Contracts -----	Dean Ellison
D.	Board of Education Policy ----- (Action)	President Carnahan
E.	Facilities-----	Dean Ellison
F.	Capital Construction Projects -----	President Carnahan
G.	Personnel -----	President Carnahan
9.	Announcements and General Information -----	President Carnahan
10.	Invitation of Public Comment -----	Chair Shaw
11.	Board Member Discussion Items -----	Chair Shaw
12.	Adjournment ----- (Action)	Chair Shaw



Board of Education Meeting Minutes

November 2, 2009

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

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

Directors Absent: Ann Swain

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

Guests Present: Ralph Orr, former TBCC President; Melita Hallock and Rebecca McLarkey, ASTBCC Officers; Michele Burton, Pete Craemer, Sheryl Neu, and Sheryl Vanselow, TBCC Employees

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 McGinnis and seconded by Director Weitman, it was resolved to approve the agenda as presented.

Invitation of Public Comment:

Ms. Hallock and Ms. McLarkey, ASTBCC Officers, distributed a letter that addressed the concerns of the student body and the results from a student survey ASTBCC did regarding making the new campus a tobacco-free campus. Ms. Hallock stressed that although she was not advocating one direction or another, she was concerned about issues relating to a smoke-free campus such as "butt" garbage. Chair Shaw thanked the students for their efforts, presentation and input on the matter stating that the Board will consider the information as they make their decision. Director Wakefield noted that the County Courthouse had opted for a smoking shelter and noted that there were a lot of ORS regulations involved and recommended serious consideration and investigation before a decision is made.

Approval of Minutes:

On approval of a motion by Director Wharton and seconded by Director Wakefield, it was resolved to approve the October 5, 2009 minutes as presented.

Reports:

Oregon Community College Association: (Item 5.A)

President Carnahan shared that he had attended the OCCA Board meeting on October 16, which focused primarily on two topics for the next legislative session: #1, converting to a semester cycle rather than the current quarter system is being heavily discussed and it has its benefits, however, it would be very costly; #2 discussion of offering Applied Baccalaureate degrees at two-year colleges, primarily in the technical areas. Director Wakefield added that he had attended the OCCA Annual

Conference and the Applied Baccalaureate had been discussed there as well. He added that it would be pretty complex to make it happen. Director Wakefield also noted that this had been one of the best OCCA Conferences he'd attended however the location was not to his liking. Dean Gates concurred.

Financial Report: (Item 5.B)

Comptroller Williams presented the financial reports as included in the Board packet once again stressing that the beginning balance was not finalized. She also added that the auditors should be on campus sometime during the month of November for the annual audit. She did not know the precise date.

New Business:

Transportation District Request: (Item 6.A)

President Carnahan shared he had sent a letter to Matt Mumford of the Transportation District (included in the Board Packet) and that his Board had approved it. As part of the agreement, the District will track usage and share the findings with President Carnahan and at the end of Spring term and at that point discuss future arrangements.

Old Business:

There was no old business.

Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates briefed the Board on the status and process as included in the Board packet. She added that she hopes to have more to report next month after she attends a Northwest Commission on Community Colleges and Universities' meeting. From the audience, former president Orr added that he had heard positive comments regarding Dean Gates' efforts from other colleges.

Courses and Curricula: (Item 8.B)

Dean Gates reported that there were no new courses or curricula to report; however, she was happy to distribute copies of the new TBCC Catalog.

Grants and Contracts: (Item 8.C)

Dean Ellison reported that 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 Policy Section V, Student Policies and Appendices. He also introduced for first reading and review, Policy 204 which addresses tobacco use on campus. This policy will come before the Board in December for second reading and approval. As there were no changes to Policy Section V, Student Policies, and the Appendices there was no action taken.

There was some discussion regarding how other colleges were dealing with the smoke-free campus issue. All present agreed that should we become a smoke-free campus we should offer smoking cessation education and assistance. President Carnahan asked that any comments or concerns please be forwarded to him.

Facilities: (Item 8.E)

Dean Ellison reported that we have extended the lease of a portion of the Wilson School building through March 31, 2010 to facilitate an orderly transition of College classes and property to the new campus building.

Capital Construction Projects: (Item 8.F)

President Carnahan drew attention to the fact that new signage was up on the Vocational Building at Tillamook High School. Mr. Craemer added that classes were going well at that location and everyone involved was excited with the arrangement.

President Carnahan stated that work on the Main Campus was going well and the building should be completed in about eight weeks. He added that he anticipates having a “soft-opening” Ribbon-cutting ceremony in January followed by a more formal open house event in the spring. There was some discussion on the moving process. To add to the excitement, President Carnahan noted that the December meeting would be the last meeting held at the First Street Campus.

In regards to the First Street Campus, President Carnahan noted that the agreement with School District No. 9 was coming together and that Chris Kittell, as TBCC’s attorney, would write the agreement which he would present to the Board for review before the end of the year.

Personnel: (Item 8.G)

President Carnahan shared that the Information Technology Assistant position had been offered to and accepted by Emily Byers.

Announcements and General Information: (Item 9)

President Carnahan shared that the third annual Mildred Davy Memorial Luncheon had gone well and we received another \$1,000 just today. He feels confident that with these funds, and some additional funding opportunities, we will meet the Miller Match again this year.

Invitation of Public Comment: (Item 10)

There was no public comment.

Board Member Discussion Items: (Item 11)

There was no Board Member discussion.

Adjournment

On approval of a motion by Director Wakefield and seconded by Director Wharton, it was resolved to adjourn. Chair Shaw adjourned the meeting at 7:40 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board

Oregon Community College Association

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Carnahan and Director Swain
The next OCCA Board Meeting is 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 October 2009

33.33% 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
Resources						
Beginning Fund Balance	\$ 863,369	\$ 1,305,332.58	151.19%	\$ 831,123	\$ 1,128,693.82	135.80%
State	\$ 1,039,959	\$ 460,959.86	44.32%	\$ 840,072	\$ 464,005.81	55.23%
Property Taxes	\$ 895,619	\$ 7,017.72	0.78%	\$ 919,106	\$ 9,400.62	1.02%
Timber Taxes	\$ -	\$ -	0.00%	\$ 247,820	\$ -	0.00%
Local Contract	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition	\$ 541,150	\$ 190,225.36	35.15%	\$ 576,710	\$ 238,040.60	41.28%
Fees	\$ 125,000	\$ 44,531.74	35.63%	\$ 130,278	\$ 48,273.70	37.05%
Sale of Goods	\$ 5,000	\$ 890.00	17.80%	\$ 4,500	\$ 830.00	18.44%
Interest	\$ 50,000	\$ 11,690.98	23.38%	\$ 30,000	\$ 2,475.16	8.25%
Miscellaneous	\$ 7,000	\$ 2,015.09	28.79%	\$ 8,000	\$ 472.23	5.90%
Transfers	\$ 288,418	\$ 33,363.41	11.57%	\$ 77,095	\$ 56,110.53	72.78%
Repayment of Short-Term Loan	\$ 127,175	\$ -	0.00%	\$ 108,125	\$ -	0.00%
Total resources	\$ 3,942,690	\$ 2,056,026.74	52.15%	\$ 3,772,829	\$ 1,948,302.47	51.64%
Expenditures						
Instruction	\$ 1,134,700	\$ 281,068.57	24.77%	\$ 909,405	\$ 255,561.07	28.10%
Instructional Support	\$ 323,283	\$ 101,194.35	31.30%	\$ 291,911	\$ 83,214.80	28.51%
Student Services	\$ 444,652	\$ 145,049.14	32.62%	\$ 337,210	\$ 89,085.65	26.42%
College Support	\$ 1,044,641	\$ 330,822.27	31.67%	\$ 1,088,205	\$ 303,652.90	27.90%
Plant Operation	\$ 201,833	\$ 48,547.40	24.05%	\$ 276,972	\$ 46,901.68	16.93%
Financial Aid	\$ 126,160	\$ 29,975.92	23.76%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 33,723.73	34.31%	\$ 345,081	\$ 273,697.65	79.31%
Contingency	\$ 150,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,523,569	\$ 970,381.38	27.54%	\$ 3,298,784	\$ 1,052,113.75	31.89%
Ending fund balance	\$ 419,121	\$ 1,085,645.36	259.03%	\$ 474,045	\$ 896,188.72	189.05%

Agenda Item 5.B Attachment #2
 Tillamook Bay Community College
 Unaudited Summary Financial Information (Modified Accrual Basis)
 Fiscal Year-to-Date Ended October 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	\$ 23,188.51	\$ (4,199.69)	\$ 63,703	\$ 11,871.26
Tutor Grant	211	\$ -	\$ 3,246.29	\$ 4,046.22	\$ (799.93)	\$ 14,072	\$ 2,412.81
Sprint Yellow Pages Literacy Grant	215	\$ 2,510.93	\$ -	\$ 7.48	\$ 2,503.45	\$ 2,500	\$ 118.38
United Way Literacy Grant	216	\$ 4,220.26	\$ -	\$ -	\$ 4,220.26	\$ 3,000	\$ 233.69
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,425.50
Pathways Grant	225	\$ -	\$ -	\$ 7,364.38	\$ (7,364.38)	\$ 38,160	\$ 11,655.64
Industrial Maintenance Tech	226	\$ 36,704.42	\$ -	\$ -	\$ 36,704.42	\$ 26,897	\$ 7,406.41
SBDC Federal Grant	230	\$ -	\$ -	\$ 10,721.14	\$ (10,721.14)	\$ 30,250	\$ 1,314.67
SBDC State Grant	231	\$ -	\$ -	\$ 4,340.01	\$ (4,340.01)	\$ 19,840	\$ 7,119.11
SBDC Program Income	232	\$ 8,638.62	\$ 627.63	\$ 481.35	\$ 8,784.90	\$ 11,626	\$ 1,909.35
SBDC - EDC Fund	235	\$ -	\$ 16,971.27	\$ 21,462.42	\$ (4,491.15)	\$ 99,615	\$ 10,802.35
TEC Vocational Education Grant	240	\$ -	\$ 515.95	\$ 515.95	\$ -	\$ 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	\$ 315.00	\$ 3,432.46	\$ 2,975	\$ 15.00
Work Keys Mini Grant	251	\$ 1,819.22	\$ -	\$ -	\$ 1,819.22	\$ 1,300	\$ -
Bay City Rental	260	\$ 7,543.52	\$ -	\$ 1,067.96	\$ 6,475.56	\$ 2,600	\$ 1,132.12
Capital Depreciation & Maintenance Fund	290	\$ -	\$ 1,002,681.40	\$ -	\$ 1,002,681.40	\$ 250,000	\$ -
Strategic Initiative Fund	295	\$ -	\$ 232,347.86	\$ -	\$ 232,347.86	\$ 250,000	\$ -
Total Special Fund		\$ 71,404.74	\$ 1,275,581.22	\$ 73,510.42	\$ 1,273,475.54	\$ 850,831	\$ 58,416.29

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 10/31/2009
Total of Grants that borrow from the General Fund	\$ (31,916.30)	\$ 60,059.41	\$ -	\$ (91,975.71)
Total of Grants that are not borrowing from the General Fund	\$ 1,305,391.84	\$ 50.00	\$ -	\$ 1,305,341.84
Total Special Fund	\$ 1,273,475.54	\$ 60,109.41	\$ -	\$ 1,213,366.13

	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)	\$ 4,353.00	\$ 1,500.68	\$ (4,341.20)	\$ 15,513	\$ 2,166.99
Bookstore	320	\$ 40,388.37	\$ 56,589.04	\$ 70,042.08	\$ 26,935.33	\$ 156,423	\$ 84,132.37
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 6,100	\$ -
Total Enterprise Fund		\$ 40,198.18	\$ 60,942.04	\$ 71,542.76	\$ 29,597.46	\$ 178,036	\$ 86,299.36
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	\$ 4,456.57	\$ -	\$ 12,281.54	\$ 605,638	\$ -
Total Debt Service Fund		\$ 26,412.10	\$ 25,996.67	\$ 1,600.00	\$ 50,808.77	\$ 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	\$ 5,545,179.18	\$ 9,864.94	\$ 1,186,774.61	\$ 4,368,269.51	\$ 4,424,400	\$ 360,395.95
Campus Construction Fund - State Match	530	\$ -	\$ 2,245,621.88	\$ 2,987,474.63	\$ (741,852.75)	\$ 4,900,000	\$ -
THS Vocational Bldg Remodel - Stimulus	540	\$ -	\$ -	\$ 139,131.35	\$ (139,131.35)	\$ -	\$ -
Total Capital Projects Fund		\$ 6,730,353.70	\$ 2,255,486.82	\$ 5,498,555.11	\$ 3,487,285.41	\$ 10,524,400	\$ 391,626.12
Associated Students of TBCC	710	\$ 4,833.89	\$ 1,919.60	\$ 1,278.02	\$ 5,475.47	\$ 10,205	\$ 1,346.09
Phi Theta Kappa Honorary Society Fund	720	\$ 1,087.91	\$ 1,217.77	\$ 558.86	\$ 1,746.82	\$ 4,575	\$ 1,041.30
Total Agency Fund		\$ 5,921.80	\$ 3,137.37	\$ 1,836.88	\$ 7,222.29	\$ 14,780	\$ 2,387.39
Tuition Waivers	831	\$ -	\$ 20,000.00	\$ 5,237.50	\$ 14,762.50	\$ 20,000.00	\$ -
Board Scholarships	832	\$ -	\$ 110,000.00	\$ 2,228.00	\$ 107,772.00	\$ 110,000.00	\$ -
Institutional Work Study	833	\$ -	\$ 20,000.00	\$ 4,362.51	\$ 15,637.49	\$ 20,000.00	\$ -
Foundation Scholarships	834	\$ -	\$ 455.50	\$ 29,688.25	\$ (29,232.75)	\$ 81,700.00	\$ -
Non-Institutional Scholarships	840	\$ -	\$ 11,119.00	\$ 6,256.60	\$ 4,862.40	\$ -	\$ -
Total Financial Aid Fund		\$ -	\$ 161,574.50	\$ 47,772.86	\$ 113,801.64	\$ 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	\$ 1,128,694	135.80%	\$ 160,204	\$ 71,405	44.57%	\$ 6,000	\$ (7,194)	-119.90%	\$ 36,800	\$ 40,388	109.75%
Resources												
State Aid	\$ 840,072	\$ 464,006	55.23%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 299,933	\$ 39,722	13.24%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 706,988	\$ 286,314	40.50%	\$ 6,000	\$ 550	9.17%	\$ 13,000	\$ 4,353	33.48%	\$ -	\$ -	0.00%
Local Taxes	\$ 919,106	\$ 9,401	1.02%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ 247,820	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,500	\$ 830	18.44%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 56,564	37.71%
Interest	\$ 30,000	\$ 2,475	8.25%	\$ 27,500	\$ 3,330	12.11%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 472	5.90%	\$ 1,000,000	\$ 279	0.03%	\$ -	\$ -	0.00%	\$ 750	\$ 25	3.33%
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%
Total Revenues	\$ 2,941,706	\$ 819,609	27.86%	\$ 2,580,958	\$ 1,275,581	49.42%	\$ 13,000	\$ 4,353	33.48%	\$ 150,750	\$ 56,589	37.54%
Expenditures												
Salaries and Wages	\$ 1,978,105	\$ 573,857	29.01%	\$ 538,306	\$ 69,089	12.83%	\$ 5,750	\$ 1,176	20.45%	\$ 36,931	\$ 10,988	29.75%
Operating Expenditures	\$ 872,526	\$ 160,627	18.41%	\$ 291,560	\$ 2,586	0.89%	\$ 3,150	\$ 316	10.03%	\$ 112,650	\$ 58,651	52.06%
Capital Outlay	\$ 53,072	\$ 43,932	82.78%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 345,081	\$ 273,698	79.31%	\$ 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%
Total expenditures	\$ 3,298,784	\$ 1,052,114	31.89%	\$ 2,726,981	\$ 73,510	2.70%	\$ 15,513	\$ 1,500	9.67%	\$ 156,423	\$ 70,042	44.78%
Ending Fund Balance	\$ 474,045	\$ 896,189		\$ 14,181	\$ 1,273,476		\$ 3,487	\$ (4,341)		\$ 31,127	\$ 26,935	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 142,713			\$ 60,109			\$ -			\$ 287	
Inventories		\$ 2,315			\$ -			\$ -			\$ 19,044	
NET EFFECT ON CASH		\$ (145,028)			\$ (60,109)			\$ -			\$ (19,331)	
Liabilities												
Accounts Payable		\$ 1,294,875			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 65,067			\$ -			\$ -			\$ -	
Payroll		\$ 21,983			\$ -			\$ -			\$ 2,633	
NET EFFECT ON CASH		\$ 1,381,925			\$ -			\$ -			\$ 2,633	
NET ADJUSTMENTS		\$ 1,236,897			\$ (60,109)			\$ -			\$ (16,698)	
ENDING CASH BALANCE		\$ 2,133,086			\$ 1,213,367			\$ (4,341)			\$ 10,237	

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	\$ 6,730,354	121.72%	\$ 6,000	\$ 5,922	98.70%	\$ -	\$ -	0.00%
Resources															
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 4,900,000	\$ 2,245,622	45.83%	\$ -	\$ -	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	\$ 4,410	0.73%	\$ -	\$ -	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	\$ 47	0.94%	\$ 95,000	\$ 9,865	10.38%	\$ -	\$ -	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	\$ 980	21.78%	\$ 81,700	\$ 11,575	14.17%
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	\$ 2,157	42.45%	\$ 150,000	\$ 150,000	100.00%
Total Revenues	\$ 3,000	\$ -	0.00%	\$ 695,238	\$ 25,997	0.00%	\$ 4,995,000	\$ 2,255,487	45.15%	\$ 9,581	\$ 3,137	32.74%	\$ 231,700	\$ 161,575	69.73%
Expenditures															
Salaries and Wages	\$ 4,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 20,555	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 1,900	\$ -	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 9,324,400	\$ 4,262,248	45.71%	\$ 14,780	\$ 1,837	12.43%	\$ 231,700	\$ 47,773	20.62%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 30,188	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%
Total expenditures	\$ 6,100	\$ -	0.00%	\$ 696,669	\$ 1,600	0.23%	\$ 10,524,400	\$ 5,498,555	52.25%	\$ 14,780	\$ 1,837	12.43%	\$ 231,700	\$ 47,773	20.62%
Ending Fund Balance	\$ 3,903	\$ 7,003		\$ 20,144	\$ 50,809		\$ -	\$ 3,487,286		\$ 801	\$ 7,222		\$ -	\$ 113,802	
Adjustments to bring Ending Fund Balance to Ending Cash Balance															
Assets															
Receivables	\$ -			\$ 33,909			\$ 117,467			\$ -			\$ -		
Inventories	\$ -			\$ -			\$ -			\$ -			\$ -		
NET EFFECT ON CASH	\$ -			\$ (33,909)			\$ (117,467)			\$ -			\$ -		
Liabilities															
Accounts Payable	\$ -			\$ -			\$ -			\$ -			\$ -		
Unearned Revenue (Note 4)	\$ -			\$ 33,909			\$ -			\$ -			\$ -		
Payroll	\$ -			\$ -			\$ -			\$ -			\$ -		
NET EFFECT ON CASH	\$ -			\$ 33,909			\$ -			\$ -			\$ -		
NET ADJUSTMENTS	\$ -			\$ -			\$ (117,467)			\$ -			\$ -		
ENDING CASH BALANCE	\$ 7,003			\$ 50,809			\$ 3,369,819			\$ 7,222			\$ 113,802		

\$6,901,004

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.

January Meeting Date

RECOMMENDATION

Recommend the meeting scheduled for January 4th be rescheduled for January 11.

BACKGROUND INFORMATION----- President Carnahan

Due to the move to the new campus we are requesting that the meeting scheduled for January 4th be rescheduled to January 11.

Professional Services: Banking RFP

RECOMMENDATION

The College recommends accepting the proposal from US Bank for banking services based on a review of proposals received and subsequent discussion with members of the Board.

BACKGROUND INFORMATION----- President Carnahan

In September, the Board voted to solicit Requests for Proposals (RFP) for banking services.

On October 29th, the College distributed five (5) RFPs to area banks. RFPs were sent to US Bank, Wells Fargo, Sterling Savings, Bank of Astoria, and TLC Federal Credit Union. Proposals were received from US Bank, Wells Fargo, and Bank of Astoria by the November 23rd due date.

The proposers were ranked based information provided in the proposals received and according to criteria listed in the RFP. On December 2nd, President Carnahan, Ron Ellison and Kyra Williams met with Directors Steve Shaw and Bob Weitman to discuss the proposals and rankings.

Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION-----Dean Gates

Dean Gates attended a presentation by Dr. Ronald Baker, Executive Vice President of NWCCU and Director of NWCCU's Standards Revision and Implementation Project, on Tuesday November 17 at PCC and Fred Bennett attended another presentation on Friday, November 20. Both presentations repeated information Dr. Baker shared with TBCC's Planning and Steering Committee last spring. However, Dr. Baker also provided an update on the revised accreditation standards and processes now in the final process of approval. His presentations affirmed TBCC's approach to the current Self Study and recognized TBCC as a "pilot like" institution for our progress in working with the revised standards.

In a related development, the Planning and Steering Committee is completing its review of TBCC's Self Study Preface (addressing the Recommendations from the last Evaluation Visit), Standard One (establishing the infrastructure for institutional self study and effectiveness evaluation) and Standard Two (establishing resources and capacity for TBCC's fulfillment of its mission). Institutional Researcher Cindy Rowe is completing an indicators report, as outlined in Standard One, that will be evaluated and analyzed in Standards 3, 4, and 5.

The narrative of the Strategic Plan 2010-2015 is complete as is work on 2008-2009 Work Plan Priorities (for the Strategic Plan 2005-2010). Minor additions are expected for the Strategic Plan 2010-2015 Appendix A, Benchmarking and Gap Analysis. Appendix B, Work Plans to Meet Benchmarks 2010-2015, will include target implementation dates and additional resources needed to guide budget allocations and other activities.

Courses and Curricula

RECOMMENDATION

There are no courses or curricula to present this month.

BACKGROUND INFORMATION ----- Dean Gates

Although there are no new courses or curricula to present this month, TBCC's Faculty Curriculum Committee has been busy these last few months. The Committee is composed of all contracted faculty and the Librarian and chaired by the Dean of Instructional Services. Last spring the group reviewed and submitted a number of academic policies and procedures as Administrative Rules. This fall they proposed an Administrative Rule on Granting Credit, adopted a Syllabus Template, and approved the revision of the Administrative Assistant Office Management AAS degree to the Administrative Office Professional statewide AAS degree. As TBCC becomes more independent of PCC this group and its activities will become more significant.

Grants and Contractsⁱ

RECOMMENDATION

The following information is provided as background and no action is required by the Board.

BACKGROUND INFORMATION ----- Dean Ellison

Clatsop Community College – Cooperative Agreement, Nursing Program

Authorization #		
NA	Purpose:	Extend existing agreement providing delivery of nursing program instruction and administration services to TBCC students
	Status:	Existing contract extended
	Term:	July 1, 2009 – June 30, 2011
	Amount:	\$22,900 per year
	Funding:	General Fund
	Type:	Cooperative Agreement
	Comments:	Contract extension executed on 11/24/09

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

Board of Education Policyⁱ

RECOMMENDATION

Second reading and approval of policy 204 – Smoking.

BACKGROUND INFORMATION

----- President Carnahan
If the Board chooses to make the new campus a smoke-free campus, now is the time to do it prior to the move. Policy 204 addresses this topic and will serve as the guidelines to create Administrative Rules that will be used to administer them. Only two comments have been received in regards to the smoking policy, they are attached for your review.

Policy 202 – College Safety, is a proposed policy addressing safety on the college campus.

As we have reviewed all policies during 2009 with emphasis on looking at policy verses Administrative Rules, staff has developed, and in 2010 will continue to develop and manage, policy driven rules prior to taking an action on policy change.

Policy	Status
Policy 204 - Smoking	Second reading and approval. Policy addresses tobacco use on campus.
Policy 202 – College Safety	First Reading for a new policy addressing safety on the college campus.

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

November 18, 2009

Dr. Jon Carnahan
Tillamook Bay Community College
2510 First Street
Tillamook, OR 97141

Dear Dr. Carnahan,

The purpose of this letter is to strongly encourage you to lead the way so that our new college campus will be tobacco-free. Clear, effective leadership by you is an essential component of reaching this goal.

As a physician who has been caring for the people of Tillamook County for over 30 years I am all too well aware of the devastating effect that smoking has on our community. The great majority of long-term smokers begin smoking before age 20 so this group should be our focus. A tobacco-free campus sends a clear signal that smoking tobacco is not acceptable. The hospital made this move a few years ago and the problems in implementation have been relatively minor.

Working together we can help Tillamook to be a much better educated and healthier community.

Sincerely yours,



Calvin Hill, MD
Internal Medicine

Tillamook County



Tillamook County Health Department

Our Mission . . . To protect and promote the health of all people in Tillamook County.

Land of Cheese, Trees and Ocean Breeze

PO Box 489
Tillamook, OR 97141
Phone: (503) 842-3900
Fax: (503) 842-3903
TTY: Oregon Relay Service
1-800-735-2900

November 19, 2009

Jonathan Carnahan, President
Tillamook Bay Community College
2510 1st St
Tillamook, OR 97141-2599

Dear President Carnahan and Board:

I want to take a moment to express my appreciation for your leadership in helping Tillamook County move forward with your work at Tillamook Bay Community College. I also want to take a moment to express my support for the Tillamook Bay Community College Board as it grapples with a non-smoking policy for the new campus.

As the Health Officer and Medical Examiner for Tillamook County I am charged with taking an active role in supporting best practices in public health policy in this county.

As most well-versed civic organizational leaders recognize today, one of these best practices in the prevention of chronic diseases is to eliminate exposure to 2nd hand tobacco in public places-- and to help de-normalize tobacco use in our society. It also supports limiting legal liability from lawsuits by asthmatics that may be severely affected by tobacco smoke. The need for smoke-free policies is corroborated by the science as reported in key documents produced by the American Academy of Sciences, the U.S.P.H.S. Centers for Disease Control, and State Departments and Schools of Public Health. Here in Oregon the DHS Public Health Division approved a workplan to support Tillamook Bay Community College as it weighs tobacco control policy to ban tobacco from the new campus. This was negotiated and approved by the Board of County Commissioners.

As the Health Officer for Tillamook County I strongly recommend that the new campus be designated as a tobacco-free campus following policies modeled—or analogous—to those being implemented at Portland Community College, Oregon Health Sciences University, our local hospital, and all State of Oregon Department of Human Services campuses.

If there is anything I can do in my capacity as Health Officer to support you and your Board as you make this important decision for community and personal health, please let me know. As one who every day sees the results of tobacco's toxic reach in our community, your support in prevention is very much appreciated—as is your important work for higher education in Tillamook County.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul E. Betlinski". The signature is stylized with a large, circular initial "P" and a long, sweeping horizontal stroke.

Paul E. Betlinski, M.D.
Health Officer and Medical Examiner

SMOKING

Article No.: 204

Approved: ~~April 7, 2008~~ *Second reading Pending December 7, 2009*

Reference:

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 owned or leased premises is prohibited.

202.1 INTRODUCTION

The safety and security of students, faculty and staff is a top priority at Tillamook Bay Community College and is an integral part of our culture. Tillamook Bay Community College has comprehensive response plans covering operations of the College. These plans, contained in Administrative Rule, establish procedures for the College's response to and recovery from emergencies that may threaten the health and safety of our College community or inhibit the College's ability to continue its mission-critical operations and activities. The objective of this plan is to increase the College's ability to react immediately in the most appropriate and effective way to emergencies of all types.

202.2 PERSONAL EMERGENCY PLANS

All employees and faculty are encouraged to develop a personal emergency response plan. This plan should include emergency communication plans and appropriate emergency supplies. In doing so, people should consider the logistics of being able to react quickly. Employees and faculty should make their supervisors aware of personal responsibilities they may have during such an event.

All students are likewise encouraged to develop an emergency communication plan and make appropriate preparations.

202.3 PLAN STRUCTURE AND OPERATION

The College's safety plan has five main components, each of which deals with separate but inter-related aspects of any emergency situation.

Annex 1 - Emergency Action Plan – immediate actions aimed primarily at protecting people and property from injury or damage caused in emergency situations.

Annex 2 – Emergency Communications Plan – identifies procedures and resources for providing effective and timely warnings before, during and after an emergency.

Annex 3 – Laboratory Safety and Chemical Hygiene Plan – information and implementation activities aimed at preventing injury to those who use chemicals and to protect others who may be exposed to possible chemical hazards in the college environment.

Also, to comply with Occupational Safety and Health Administration (OSHA) Regulations.

Annex 4 – Bloodborne Pathogen Exposure Control Plan – procedures to eliminate or minimize exposure to human blood or other infectious body fluids.

Article No.: 202

Approved: *Pending* - first reading December 7, 2009Reference: Occupational Safety and Health Administration Regulations

Also, to comply with Occupational Safety and Health Administration (OSHA) Regulations.

Annex 5 – Loss Prevention and Business Continuity Plan – procedures for reducing the risk of injury, loss of life and property; reporting losses; and, activities, including pre-planning, aimed primarily at ensuring that all critical functions and operations continue to be performed during and after an emergency situation.

In an emergency, the plan provides for a structured assessment process and cascaded activation of each of the three main components as needed.

Facilities

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Ellison

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

- Pat Ryan has been hired as evening custodian and security. He will begin in mid-December.
- Carla Madison has been hired on a full-time, temporary basis to fill-in for Kari Manning as she goes on maternity leave. She began in Mid-November.

Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

The annual holiday luncheon will be held at the new campus at noon on Friday, December 11. Due to the move, it will be a more casual affair and be a potluck rather than the customary catered event. The student body also has a "Pie in the Face" fundraising event that will be the "entertainment." All Board Members are welcome and encouraged to attend.

The M. Wayne Jensen Pewter Collection goes on display at the Tillamook County Pioneer Museum beginning December 22, 2009 through January 25, 2010. It will be open for bidders by appointment only from January 25 until February 1. A public reception will be held Sunday, January 10, at 2:00 p.m. The collection will be sold as one unit with all proceeds going to the funding of the M. Wayne Jensen Endowed Scholarship fund.

The formal Ribbon Cutting ceremony for the new campus is scheduled for Friday, January 22, 2010 from 10:00-Noon with the actual cutting at 10:30. Please mark your calendars and plan to be present for this momentous event.