



# 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 public meeting at 6:30 p.m. on Monday, February 1, 2010, in the TBCC Board Room, 4301 Third 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, 4301 Third 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. 1000, at least 48 hours in advance.

DATE NOTICE PUBLISHED: Wednesday, January 27, 2010

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

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Jon Carnahan – President

TILLAMOOK BAY COMMUNITY COLLEGE

Notice Distribution

1. TBCC BOARD OF EDUCATION MEMBERS
2. HEADLIGHT-HERALD NEWSPAPER
3. NORTH COAST CITIZEN NEWSPAPER
4. PACIFIC SUN NEWSPAPER
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 Meeting Agenda

**Date:**  
Monday, February 1, 2010

**Board Room**  
4301 Third 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
	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.	<b>Approval of the January 11, 2010 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>	
7.	<b>Old Business:</b>	
8.	<b>Standing Business:</b>	
A.	Strategic Planning and Accreditation -----	Dean Gates
B.	Courses and Curricula----- (Action)	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



# Board of Education Meeting Minutes

January 11, 2010

Third Street Campus, Board Room  
4301 Third St., Tillamook, OR 97141

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

**Directors Absent:** Rose Wharton

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

**Guests Present:** Dr. Andrea Henderson, OCCA Executive Director; Melita Hallock and  
Rebecca McLarkey, ASTBCC Officers; Michele Burton and Sheryl Neu,  
TBCC Employees

## **Call to Order:**

Chair Shaw called the meeting to order at 6:31 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:**

There was no public comment.

## **Approval of Minutes:**

On approval of a motion by Director Wakefield and seconded by Director Weitman, it was resolved to approve the December 7, 2009 minutes as presented.

## **Reports:**

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

President Carnahan welcomed OCCA Executive Director Dr. Andrea Henderson and distributed the minutes from the last OCCA Board meeting. Dr. Henderson stated she was excited to be here for the first Board meeting in the new campus building. She shared that there are three primary topics being monitored at the State level, those being: Finances, Semester vs. Quarter discussions, and Applied Baccalaureate degrees. She explained the potential outcomes should measures 66 and 67 pass or fail, noting that there will probably be cuts should they fail and little hope of increases should they pass. The Oregon Opportunity Grant has expended two-thirds of the biennium's allotted funds already, making financial aid money tighter yet. She stressed that students who do not complete their FASFA by May 1, 2010 will most likely not get financial aid in the 2010-11 school year. This is a state-wide concern and not limited to Tillamook Bay.

The OCCA Board has taken a stand against making any changes in the quarter system primarily due to the costs involved. Director Henderson also noted the Board did not show much interest in pursuing the Applied Baccalaureate degree, again due primarily to the expense and complex changes involved. There was some general discussion.

Financial Report: (Item 5.B)

Comptroller Williams presented the financial reports as included in the Board packet. A brief discussion about financial aid followed.

Annual Audit: (Item 5.C)

Comptroller Williams presented the Annual Audit, stating we once again had a good audit and asking for approval. On approval of a motion by Director Swain and seconded by Director Wakefield, it was resolved to accept and approve for filing and distribution the 2008-2009 Annual Financial Report.

**New Business:**

There was no new business

**Old Business:**

There was no old business

**Standing Business:**

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates reported that things are moving ahead with the self study and institutional planning. We have been notified that Dr. Tana L. Hasart, Pierce College President will chair the interim candidacy evaluation visit in May, 2010. The College also received word that TBCC's second interim candidacy comprehensive evaluation visit will be conducted in October, 2011.

Courses and Curricula: (Item 8.B)

There were no courses or curricula presented.

Grants and Contracts: (Item 8.C)

There were no grants or contracts presented.

Board of Education Policy: (Item 8.D)

President Carnahan presented for second reading and approval Policy 202 – College Safety. On approval of a motion by Director Wakefield and seconded by Director Swain, it was resolved to approve Policy 202 – College Safety, as presented.

President Carnahan reminded the Board that policy dictates the Board of Education will do a Board Self-Evaluation on an annual basis. He then drew attention to the 2009-2010 Board of Director's Self-Evaluation Survey included in the Board Packet. He asked that each director complete and return their forms to Sue Owens at the February meeting or before. The information will then be compiled and shared with the Board at the March meeting.

Facilities: (Item 8.E)

Dean Ellison explained that in the past “Facilities” related to First Street, Wilson School and Bay City campuses but now that we are in our new building this will report will include it as well. A few current projects were noted and briefly discussed. President Carnahan noted that due to crowded parking conditions we are in the process of expanding our parking to include an overflow area next to the construction trailer. It was asked the status of the Bay City property and Dean Ellison replied that it was still being used as storage but the plan is to have all three old facilities completely vacated by the end of the fiscal year.

Capital Construction Projects: (Item 8.F)

President Carnahan gave a brief update on the new Campus move and added that we were now working on punch lists to fix the new facility concerns as they arise. He also noted that we have negotiated settlements to fix portions of both Marolf Loop and Third Street but work can't be done until there is better weather. President Carnahan stated that we hope to have a signed agreement with Tillamook School District for the sale of the First Street campus by the end of January. Director Wakefield expressed a continued desire to purchase additional neighboring property for future expansion.

Personnel: (Item 8.G)

There were no personnel items to share.

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

President Carnahan shared that the reception for the M. Wayne Jensen Pewter Collection went well and at least one bid for the collection has been received at this time. He thanked Director Jensen and family for her donation. The goal is to sell the collection as one unit with all proceeds going to the funding of the M. Wayne Jensen Endowed Scholarship fund.

He also reminded the Board of the formal Ribbon Cutting ceremony for the new campus scheduled for Friday, January 22, 2010 from 10:00-Noon with the actual cutting at 10:30 and shared that we currently have sixty-five more full time students than at this time last year.

In follow up with the Financial Aid concerns expressed by students at the December meeting, President Carnahan shared that we are working to resolve those concerns. He is working with staff and students to schedule a financial aid forum with Lance Popoff our financial aid consultant.

President Carnahan recognized and thanked Ms. Sheryl Neu, TBCC's Information Technology Coordinator, for all of her above-and-beyond work with the College move. She has worked tirelessly to move keep the College's technology running during this time of transition.

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

Ms. McLarkey asked what is being done in response to the new tobacco-free campus status. President Carnahan responded that staff has been working on a few options including possibly offering a cessation course. He added that there needed to be some Administrative Rules established to provide guidelines.

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

Director McGinnis shared that he was a member of the YMCA's Board of Directors and invited those present to come see the new addition at their facility. He added that there should be a ribbon cutting/open house soon.

It was asked if TBCC still had an agreement with the Tillamook Bowling Lanes. President Carnahan replied that he'd investigate the matter.

**Adjournment**

On approval of a motion by Director Weitman and seconded by Director McGinnis, it was resolved to adjourn. Chair Shaw adjourned the meeting at 8:05 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 is February 26, 2010.

# Financial Report

**RECOMMENDATION**

Information only – no action requested.

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

The financial statements will be distributed at the meeting. 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 December 2009  
50.00% 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	\$ 1,302,924.45	150.91%	\$ 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	\$ 767,142.47	85.66%	\$ 919,106	\$ 814,334.62	88.60%
Timber Taxes	\$ -	\$ -	0.00%	\$ 247,820	\$ 101,756.81	0.00%
Local Contract	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition	\$ 541,150	\$ 316,811.18	58.54%	\$ 576,710	\$ 459,814.60	79.73%
Fees	\$ 125,000	\$ 71,373.74	57.10%	\$ 130,278	\$ 86,367.70	66.29%
Sale of Goods	\$ 5,000	\$ 1,355.00	27.10%	\$ 4,500	\$ 1,610.00	35.78%
Interest	\$ 50,000	\$ 17,219.10	34.44%	\$ 30,000	\$ 4,082.64	13.61%
Miscellaneous	\$ 7,000	\$ 3,513.99	50.20%	\$ 8,000	\$ 701.78	8.77%
Transfers	\$ 288,418	\$ 33,955.66	11.77%	\$ 77,095	\$ 59,301.43	76.92%
Repayment of Short-Term Loan	\$ 127,175	\$ -	0.00%	\$ 108,125	\$ -	0.00%
<b>Total resources</b>	<b>\$ 3,942,690</b>	<b>\$ 2,975,255.45</b>	<b>75.46%</b>	<b>\$ 3,772,829</b>	<b>\$ 3,120,669.21</b>	<b>82.71%</b>
<b>Expenditures</b>						
Instruction	\$ 1,134,700	\$ 413,080.50	36.40%	\$ 909,405	\$ 444,600.53	48.89%
Instructional Support	\$ 323,283	\$ 145,689.41	45.07%	\$ 291,911	\$ 134,414.73	46.05%
Student Services	\$ 444,652	\$ 215,816.95	48.54%	\$ 337,210	\$ 140,551.57	41.68%
College Support	\$ 1,044,641	\$ 441,969.33	42.31%	\$ 1,088,205	\$ 432,822.94	39.77%
Plant Operation	\$ 201,833	\$ 71,276.33	35.31%	\$ 276,972	\$ 80,113.44	28.92%
Financial Aid	\$ 126,160	\$ 48,351.05	38.33%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 47,553.15	48.38%	\$ 345,081	\$ 296,014.80	85.78%
Contingency	\$ 150,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,523,569</b>	<b>\$ 1,383,736.72</b>	<b>39.27%</b>	<b>\$ 3,298,784</b>	<b>\$ 1,528,518.01</b>	<b>46.34%</b>
<b>Ending fund balance</b>	<b>\$ 419,121</b>	<b>\$ 1,591,518.73</b>	<b>379.73%</b>	<b>\$ 474,045</b>	<b>\$ 1,592,151.20</b>	<b>335.86%</b>

Agenda Item 5.B. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended December 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	\$ 34,543.12	\$ (15,554.30)	\$ 63,703	\$ 22,009.69
Tutor Grant	211	\$ -	\$ 3,246.29	\$ 6,845.38	\$ (3,599.09)	\$ 14,072	\$ 4,592.19
Sprint Yellow Pages Literacy Grant	215	\$ 2,510.93	\$ -	\$ 9.04	\$ 2,501.89	\$ 2,500	\$ 144.25
United Way Literacy Grant	216	\$ 4,220.26	\$ -	\$ -	\$ 4,220.26	\$ 3,000	\$ 233.69
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,387.45
Pathways Grant	225	\$ -	\$ -	\$ 12,453.14	\$ (12,453.14)	\$ 38,160	\$ 17,833.09
Industrial Maintenance Tech	226	\$ 36,704.42	\$ -	\$ -	\$ 36,704.42	\$ 26,897	\$ 13,223.87
OYA Instruction Contract	227	\$ -	\$ -	\$ 4,936.88	\$ (4,936.88)	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ 15,125.00	\$ 15,125.00	\$ -	\$ 30,250	\$ 15,224.67
SBDC State Grant	231	\$ -	\$ 4,232.15	\$ 4,232.15	\$ -	\$ 19,840	\$ 10,328.44
SBDC Program Income	232	\$ 8,638.62	\$ 517.63	\$ 761.62	\$ 8,394.63	\$ 11,626	\$ 1,910.41
SBDC - EDC Fund	235	\$ -	\$ 34,112.24	\$ 34,254.72	\$ (142.48)	\$ 99,615	\$ 23,864.28
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	\$ 709.57	\$ 3,037.89	\$ 2,975	\$ 45.00
Work Keys Mini Grant	251	\$ 1,819.22	\$ -	\$ -	\$ 1,819.22	\$ 1,300	\$ -
Bay City Rental	260	\$ 7,543.52	\$ -	\$ 1,312.82	\$ 6,230.70	\$ 2,600	\$ 1,344.98
Capital Depreciation & Maintenance Fund	290	\$ -	\$ 1,003,698.84	\$ -	\$ 1,003,698.84	\$ 250,000	\$ -
Strategic Initiative Fund	295	\$ -	\$ 232,583.63	\$ -	\$ 232,583.63	\$ 250,000	\$ -
CRC & Skills to Compete Research Grant	297	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
<b>Total Special Fund</b>		<b>\$ 71,404.74</b>	<b>\$ 1,313,222.55</b>	<b>\$ 115,699.39</b>	<b>\$ 1,268,927.90</b>	<b>\$ 850,831</b>	<b>\$ 139,142.01</b>

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 12/31/2009
Total of Grants that borrow from the General Fund	\$ (36,685.89)	\$ 41,592.26	\$ -	\$ (78,278.15)
Total of Grants that are not borrowing from the General Fund	\$ 1,305,613.79	\$ -	\$ -	\$ 1,305,613.79
<b>Total Special Fund</b>	<b>\$ 1,268,927.90</b>	<b>\$ 41,592.26</b>	<b>\$ -</b>	<b>\$ 1,227,335.64</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	\$ (7,193.52)	\$ 4,857.00	\$ 1,974.15	\$ (4,310.67)	\$ 15,513	\$ 3,999.70
Bookstore	320	\$ 40,388.37	\$ 85,680.09	\$ 117,493.42	\$ 8,575.04	\$ 156,423	\$ 104,789.18
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 6,100	\$ -
<b>Total Enterprise Fund</b>		<b>\$ 40,198.18</b>	<b>\$ 90,537.09</b>	<b>\$ 119,467.57</b>	<b>\$ 11,267.70</b>	<b>\$ 178,036</b>	<b>\$ 108,788.88</b>
PERS Pension Bond Fund	410	\$ 18,587.13	\$ 43,885.30	\$ 41,315.18	\$ 21,157.25	\$ 91,031	\$ 41,431.25
General Obligation Bond Fund	420	\$ 7,824.97	\$ 542,622.04	\$ 195,318.75	\$ 355,128.26	\$ 605,638	\$ 198,918.75
<b>Total Debt Service Fund</b>		<b>\$ 26,412.10</b>	<b>\$ 586,507.34</b>	<b>\$ 236,633.93</b>	<b>\$ 376,285.51</b>	<b>\$ 696,669</b>	<b>\$ 240,350.00</b>
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	\$ 14,888.84	\$ 2,668,724.39	\$ 2,891,343.63	\$ 4,424,400	\$ 760,175.71
Campus Construction Fund - State Match	530	\$ -	\$ 2,987,474.63	\$ 2,987,474.63	\$ -	\$ 4,900,000	\$ -
THS Vocational Bldg Remodel - Stimulus	540	\$ -	\$ 139,131.35	\$ 139,131.35	\$ -	\$ -	\$ -
<b>Total Capital Projects Fund</b>		<b>\$ 6,730,353.70</b>	<b>\$ 3,141,494.82</b>	<b>\$ 6,980,504.89</b>	<b>\$ 2,891,343.63</b>	<b>\$ 10,524,400</b>	<b>\$ 791,405.88</b>
Associated Students of TBCC	710	\$ 4,833.89	\$ 2,664.58	\$ 3,189.73	\$ 4,308.74	\$ 10,205	\$ 5,296.32
Phi Theta Kappa Honorary Society Fund	720	\$ 1,087.91	\$ 1,797.12	\$ 1,170.38	\$ 1,714.65	\$ 4,575	\$ 1,288.71
<b>Total Agency Fund</b>		<b>\$ 5,921.80</b>	<b>\$ 4,461.70</b>	<b>\$ 4,360.11</b>	<b>\$ 6,023.39</b>	<b>\$ 14,780</b>	<b>\$ 6,585.03</b>
Tuition Waivers	831	\$ -	\$ 20,000.00	\$ 7,425.00	\$ 12,575.00	\$ 20,000.00	\$ -
Board Scholarships	832	\$ -	\$ 110,000.00	\$ 3,995.00	\$ 106,005.00	\$ 110,000.00	\$ -
Institutional Work Study	833	\$ -	\$ 20,000.00	\$ 6,734.06	\$ 13,265.94	\$ 20,000.00	\$ -
Foundation Scholarships	834	\$ -	\$ 29,688.25	\$ 29,688.25	\$ -	\$ 81,700.00	\$ -
Non-Institutional Scholarships	840	\$ -	\$ 12,614.00	\$ 7,587.60	\$ 5,026.40	\$ -	\$ -
<b>Total Financial Aid Fund</b>		<b>\$ -</b>	<b>\$ 192,302.25</b>	<b>\$ 55,429.91</b>	<b>\$ 136,872.34</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 December 2009

50.00% 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%
<b>Resources</b>												
State Aid	\$ 840,072	\$ 464,006	55.23%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 299,933	\$ 76,220	25.41%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 706,988	\$ 546,182	77.25%	\$ 6,000	\$ 440	7.33%	\$ 13,000	\$ 4,857	37.36%	\$ -	\$ -	0.00%
Local Taxes	\$ 919,106	\$ 814,335	88.60%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ 247,820	\$ 101,757	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,500	\$ 1,610	35.78%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 85,655	57.10%
Interest	\$ 30,000	\$ 4,083	13.61%	\$ 27,500	\$ 4,583	16.67%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 702	8.78%	\$ 1,000,000	\$ 280	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	\$ 59,301	76.92%	\$ 1,246,525	\$ 1,231,700	98.81%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$2,941,706</b>	<b>\$ 1,991,976</b>	<b>67.71%</b>	<b>\$2,580,958</b>	<b>\$ 1,313,223</b>	<b>50.88%</b>	<b>\$ 13,000</b>	<b>\$ 4,857</b>	<b>37.36%</b>	<b>\$ 150,750</b>	<b>\$ 85,680</b>	<b>56.84%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 1,978,105	\$ 927,076	46.87%	\$ 538,306	\$ 105,887	19.67%	\$ 5,750	\$ 1,636	28.45%	\$ 36,931	\$ 18,206	49.30%
Operating Expenditures	\$ 872,526	\$ 261,495	29.97%	\$ 291,560	\$ 6,288	2.16%	\$ 3,150	\$ 318	10.10%	\$ 112,650	\$ 98,482	87.42%
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	\$ 296,015	85.78%	\$ 20,965	\$ 3,524	16.81%	\$ 613	\$ 20	3.26%	\$ 1,842	\$ 806	43.76%
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>\$ 1,528,518</b>	<b>46.34%</b>	<b>\$2,726,981</b>	<b>\$ 115,699</b>	<b>4.24%</b>	<b>\$ 15,513</b>	<b>\$ 1,974</b>	<b>12.72%</b>	<b>\$ 156,423</b>	<b>\$ 117,494</b>	<b>75.11%</b>
Ending Fund Balance	\$ 474,045	\$ 1,592,152		\$ 14,181	\$ 1,268,929		\$ 3,487	\$ (4,311)		\$ 31,127	\$ 8,574	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 292,420			\$ 41,592			\$ -			\$ 1,427	
Inventories		\$ 2,640			\$ -			\$ -			\$ 19,044	
NET EFFECT ON CASH		\$ (295,060)			\$ (41,592)			\$ -			\$ (20,471)	
Liabilities												
Accounts Payable		\$ 917,969			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 65,067			\$ -			\$ -			\$ -	
Payroll		\$ 62,453			\$ -			\$ -			\$ 2,633	
NET EFFECT ON CASH		\$ 1,045,489			\$ -			\$ -			\$ 2,633	
NET ADJUSTMENTS		\$ 750,429			\$ (41,592)			\$ -			\$ (17,838)	
ENDING CASH BALANCE		\$ 2,342,581			\$ 1,227,337			\$ (4,311)			\$ (9,264)	

Agenda Item 5.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Sta  
 Preliminary for Fiscal Year-to-Date Ended  
 50.00% 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%
<b>Resources</b>															
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 4,900,000	\$ 3,126,606	63.81%	\$ -	\$ -	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	\$ 542,131	90.32%	\$ -	\$ -	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	\$ 520	10.40%	\$ 95,000	\$ 14,889	15.67%	\$ -	\$ -	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	\$ 2,304	51.20%	\$ 81,700	\$ 42,302	51.78%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 43,857	48.73%	\$ -	\$ -	0.00%	\$ 5,081	\$ 2,158	42.47%	\$ 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>\$ 586,508</b>	<b>0.00%</b>	<b>\$ 4,995,000</b>	<b>\$ 3,141,495</b>	<b>62.89%</b>	<b>\$ 9,581</b>	<b>\$ 4,462</b>	<b>46.57%</b>	<b>\$ 231,700</b>	<b>\$ 192,302</b>	<b>83.00%</b>
<b>Expenditures</b>															
Salaries and Wages	\$ 4,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 49,451	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 1,900	\$ -	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 9,324,400	\$ 5,703,391	61.17%	\$ 14,780	\$ 4,360	29.50%	\$ 231,700	\$ 55,430	23.92%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 41,012	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ 695,069	\$ 235,034	33.81%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 200	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,200,000	\$ 1,186,651	98.89%	\$ -	\$ -	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>\$ 236,634</b>	<b>33.97%</b>	<b>\$ 10,524,400</b>	<b>\$ 6,980,505</b>	<b>66.33%</b>	<b>\$ 14,780</b>	<b>\$ 4,360</b>	<b>29.50%</b>	<b>\$ 231,700</b>	<b>\$ 55,430</b>	<b>23.92%</b>
Ending Fund Balance	\$ 3,903	\$ 7,003		\$ 20,144	\$ 376,286		\$ -	\$ 2,891,344		\$ 801	\$ 6,024		\$ -	\$ 136,872	
Adjustments to bring Ending Fund Balance to Ending Cash Balance															
Assets															
Receivables	\$ -	\$ -		\$ 33,909	\$ -		\$ 90,965	\$ -		\$ -	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ (33,909)	\$ (90,965)		\$ (90,965)	\$ -		\$ -	\$ -		\$ -	\$ -	
Liabilities															
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 4)	\$ -	\$ -		\$ 33,909	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ 33,909	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ (90,965)	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 7,003	\$ 7,003		\$ 376,286	\$ 376,286		\$ 2,800,379	\$ 2,800,379		\$ 6,024	\$ 6,024		\$ 136,872	\$ 136,872	

**\$6,882,907**

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.

# Strategic Planning and Accreditation

**RECOMMENDATION**

Information only – no action requested.

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

The next step in the self study process will be for TBCC to analyze data related to indicators of achievement and form evidence-based judgments of achievements of core theme objectives. This will include evaluation of educational programs as well as other programs and services. Finally, there will be evidence-based judgments regarding fulfillment of TBCC's mission and planning for changes, if necessary, in mission, core themes, programs, and services.

## Courses and Curricula

### RECOMMENDATION

Approve addition of Emergency Medical Technician Certificate of Completion.

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

The Faculty Curriculum Committee recommends addition of the Emergency Medical Technician Certificate of Completion. Because the program is 67 credits, this is considered a two-year certificate.

Tillamook Bay Community College EMT program trains and educates the EMS professional to excel in meeting the needs of the community. EMTs respond to medical emergencies by providing immediate care and transportation to the ill and injured. This program combines classroom lectures, hands-on skill labs and appropriate cooperative clinical and field experience to provide students with cognitive, psychomotor and affective competence to function as effective EMTs. The Certificate offers career training for entry-level positions in emergency medical settings. Ambulance companies, fire departments, police departments, and various other industries requiring emergency medical services may employ Emergency Medical Technicians.

Students who complete the EMT Certificate will be able to: (1) Act in accordance with the ethical and professional medical standards of the entry level EMT Basic; (2) Meet the academic eligibility requirements for taking both cognitive and practical State and National Certification examinations at the EMT Basic level; (3) Meet the academic eligibility requirements to enter any Oregon Paramedic AAS degree program; (4) Demonstrate communication skills of the medical environment in order to develop and maintain professional client relationships at the EMT Basic level; (5) Demonstrate the professional and technical skill set necessary to meet the EMT Basic standard of care in a safe manner under diverse conditions.

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

**RECOMMENDATION**

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

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

Intergovernmental Grant Agreement (IGRA0305) – Department of Community Colleges and Workforce Development

Authorization #		
NA	Purpose:	2009-2011 Career Pathways Funding
	Status:	Agreement executed
	Term:	July 1, 2009 – June 30, 2011
	Amount:	NTE \$51,507
	Funding:	CC Strategic Fund / Perkins Fund
	Type:	IGRA
	Comments:	

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



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

**RECOMMENDATION**

Information only – no action requested.

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

As noted at the January meeting, Board Policy states the Board will do a self-evaluation on an annual basis. The 2009-2010 Board of Director's Self-Evaluation Survey was distributed with the January packet and directors were requested to complete and return it to Sue Owens by the February meeting or before. The information will be compiled and shared with the Board at the March meeting.

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

# Facilities

**RECOMMENDATION**

Information only – no action requested.

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

- Central Campus Update

# Capital Construction Projects

## RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- Capital Projects update

# Personnel

## RECOMMENDATION

Information only – no action requested.

## BACKGROUND INFORMATION ----- President Carnahan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee	Appointment
Social Sciences Instructor	Currently	March 2010		Dean Lori Gates - Chair, Michele Burton, Geza Laszlo, Sheryl Vanselow	

# Announcements and General Information

**RECOMMENDATION**

Information only – no action requested.

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

The ribbon cutting event for the new campus on January 22 was a successful event with around 150 people coming to share in the festivities. Senator Betsy Johnson shared a letter from Congressman Kurt Schrader. Many dignitaries were present besides Senator Johnson including Representative Deborah Boone, all three Tillamook County Commissioners, several county mayors, business owners and community members.

The College will host a Career Expo and Oregon Transfer Day on Wednesday, February 3 (see attached flyer) which is open to the public.

# TILLAMOOK BAY

COMMUNITY COLLEGE

Presents

## Career Expo and Oregon College Transfer Day

Wednesday, February 3, 2010

10:00 a.m. – 1:00 p.m.

At our new location!

4301 Third Street, Tillamook

Meet with Oregon College and University representatives to learn more about transferring to their schools and talk with community employers to see what career opportunities are available.

### **The following colleges will be represented:**

Oregon Institute of Technology  
Concordia College  
OR College of Oriental Medicine  
Oregon State University  
University of Oregon  
Southern Oregon University

University of Portland  
Corban College  
Pacific University  
The Art Institute of Portland  
Oregon College of Arts and Crafts  
Marylhurst College

Western Oregon University  
Eastern Oregon University  
Portland State University  
NW Christian College  
Warner Pacific  
Alaska Pacific

### **The following local employers will be represented:**

Oregon Association of Broadcasters  
Hallco Industries  
West Coast Temps

Charter Communications  
Near Space  
Wells Fargo Bank

Edward Jones  
Chris Hooley – Attorney  
and many more...

Contact Kari Manning for further questions  
(503) 842-8222, ext. 1140 or [manning@TillamookBay.cc](mailto:manning@TillamookBay.cc)