



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, April 5, 2010, in the Central Campus 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, March 31, 2010

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 Meeting Agenda

Date:
Monday, April 5, 2010

Central Campus Board Room
4301 Third Street, Oregon 97141

Time:
6:30 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.	Invitation of Public Comment -----	Chair Shaw
<p style="margin-left: 40px;">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.	Approval of the March 1, 2010 Regular Meeting Minutes ----- (Action)	Chair Shaw
5.	Reports:	
A.	Oregon Community College Association-----	President Carnahan Director Swain
B.	State Board of Education, Joint Boards and Legislature Updates ----- Department of Community Colleges and Workforce Development	Dr. Connie Green
C.	Financial Report-----	Dean Ellison
6.	New Business:	
A.	Depository Services Resolution ----- (Action)	Dean Ellison
B.	2010-2011 Tuition and Fee Schedule -----	Dean Ellison
7.	Old Business:	
A.	Academic Calendar ----- (Action)	Dean Gates
B.	South County Center Sub-committee Report-----	Chair Shaw
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.	Executive Session -----	President Carnahan
<p style="margin-left: 40px;">Pursuant to O.R.S. § 192.660 (2)(i), the Board, may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session, which will not be open to the public to consider Agenda Item 8.G.</p>		
13.	Adjournment ----- (Action)	Chair Shaw



Board of Education Meeting Minutes

March 1, 2010

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

- Directors Present:** Steve Shaw, James McGinnis, Ann Swain, Craig Wakefield, Bob Weitman and Rose Wharton
- Directors Absent:** Ruth Jensen
- Staff Present:** Jon Carnahan, Ron Ellison, Lori Gates, Kyra Williams, and Sue Owens
- Guests Present:** Steve Dotson, Randy Wharton, Amy Seymour, Diane Boisa, Penny Love, Lisa Macias, Bill Hagerty, and Connie Kennedy; Nestucca Valley School District; Tim Hirsh, Pacific City Sun; Nancy Emerson, South County resident; Michele Burton, Marshall Doak, Sheryl Neu, and Robert Pietruszka, TBCC staff; Pat Ryan, TBCC staff and NKN School Board Member.

Call to Order:

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

Approval of Agenda:

Chair Shaw asked for a revision to the Agenda to include:

- Item 6.B Request from Nestucca School District to discuss South County Center project
- Item 6.C Amendment to Intergovernmental Agreement with the Economic Development Center
(Action Item)
- Item 6.D Small Business Development Advisory Council **(Action Item)**

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

Invitation of Public Comment:

There was no public comment.

Approval of Minutes:

On approval of a motion by Director McGinnis and seconded by Director Wharton, it was resolved to approve the February 1, 2010 minutes as presented.

Reports:

Oregon Community College Association: (Item 5.A)

President Carnahan reported on the OCCA Board meeting noting that candidate for Governor Kitzhaber attended by conference call and discussed his education agenda which included a new Oregon Education Investment Board which may replace the State Board of Education. This plan calls for a ten year investment plan rather than the current two year cycle. President Carnahan noted the unintended consequences which might adversely affect the governance model for community colleges. Governor Kitzhaber has asked for the community colleges to assist him as he further

develops his education plan for Oregon.

Using the essential budget level President Carnahan also noted that there is an anticipated \$2.4 billion shortfall over the next biennium in order to balance today's budget which means a 14 percent across-the-board cuts. Last biennium community colleges received \$2,800 per FTE, this biennium due to cuts and enrollment growth we could be looking at \$2,000 per FTE. Also discussed at the OCCA Board meeting was SB 442 which addresses rural access to community colleges. There is a feasibility study planned to investigate the conversion from quarters to semesters as well a study being done on the Applied Baccalaureate degree. Director Swain distributed a handout from the meeting regarding the 2010 Legislative priorities.

Financial Report: (Item 5.B)

Comptroller Williams presented the financial reports noting that the financial aid for fall and winter terms were reflected on page 12 of the Board packet. It was explained that the culinary arts program now has their own enterprise fund and is included in the report.

New Business:

Academic Calendar: (Agenda Item 6.A)

Dean Gates shared a draft academic calendar for review stressing that this was a draft and still needed some corrections. It will come before the Board for approval at the April meeting.

Request from Nestucca Valley School District to discuss South County Center project: (Agenda Item 6.B)

Mr. Dotson, Nestucca Valley School District Board Chair, addressed the Board asking that discussions regarding a center in South County be started fresh with improved communication. He distributed and read for the record a "Resolution of the Nestucca Valley School District Board Regarding the Construction of a Tillamook Bay Community College Satellite Campus at the Nestucca Valley Junior Senior High Campus in Cloverdale, Oregon." He stressed that they are anxious to get moving on the project and would like to propose that a committee consisting of two members of each board, the NVSD Superintendent and TBCC President work on a viable agreement and timeline. Randy Wharton, principal of NVSD Junior-Senior High distributed a letter addressing the issues of the need for more space to accommodate dual credit opportunities for his students. He noted that the current facility houses grades 7 through 12 and that space is an issue. He stressed in his letter that he is "prepared to work with TBCC to reach a compromise and cooperative solution to these issues."

Director Wakefield thanked the NVSD Board for expressing their concerns and responded that it has always been the intention of TBCC to construct a center in South County and it continues to be in the plans. At this point, TBCC is not ready to build as we are still finishing the main campus which has demanded a great deal of time, energy and money. He also stressed that before any new project is started a great deal of time is spent in the planning process to assure greater success.

Chair Shaw added that the TBCC Board agrees that communication between the two Boards could improve. He noted that TBCC wants the project to happen as does their constituencies and stressed his agreement with Director Wakefield that the project will happen when TBCC is ready. Not only does TBCC need to be aware of the timing and expense of a new center, they must also take into consideration the expense of operating and staffing it. Chair Shaw thanked the group for coming and sharing their desires and concerns. NVSD Chair Dotson thanked the TBCC Board then he and all but one of the other members (Lisa Macias) of the group left at 7:20 p.m.

Amendment to Intergovernmental Agreement with the Economic Development Center: (Agenda Item 6.C)

President Carnahan explained that this amendment was to place the TBCC President on the Economic Development Council Board as long as there is a partnership with them. On approval of a

motion by Director Weitman and seconded by Director Swain, it was resolved to approve the change to the Bylaws as presented.

Small Business Development Advisory Council: (Agenda Item 6.D)

President Carnahan explained that the SBDC Advisory committee needs approval of the Board of Education to increase the size of the committee. Distributed at the meeting was a list of current and new committee members and terms. The list includes: Evelyn Newell (2010-2011); Kris Lachenmeier (2010-2011); Mark Weigardt (2010-2011); Jim McGinnis (2010-2012); John Putman (2010-2012); Merrienne Hoffman (2010-2012); Jim Carlson (2010-2013); David Yamamoto (2010-2013); and Dan Nichols, 2010-2013). On approval of a motion by Director McGinnis and seconded by Director Wharton, it was resolved to approve the committee membership as noted.

Old Business:

There was no old business

Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates reported that we are swiftly finishing the self-study. Standard three has been re-written and we are now working on standards four and five which should be completed by next month. She and Fred Bennett attended a Northwest Commission on Colleges and Universities (NWCCU) meeting February 18 and 19 and were somewhat relieved to find that some of the visiting team members are going through the same process. She noted she'd be happy to share copies of the standards with the Board if interested and stressed that everyone should know the mission and the four core themes which are: Collegiate and General Education, Workforce Development, Developmental Education, and Community Enrichment.

Courses and Curricula: (Item 8.B)

Dean Gates had no report.

Grants and Contracts: (Item 8.C)

Dean Ellison had no report.

Board of Education Policy: (Item 8.D)

President Carnahan shared the summary of the Board's self-evaluation noting that the Board ranked themselves higher over last year in nine out of the ten categories; the one category being item number 9, regarding length and frequency of meetings. President Carnahan also stated that had taken note of the Board's request to re-write item number 5 regarding setting college policy and goals.

President Carnahan presented policy 225, General Tuition Waivers/Scholarships, for first reading. The current policy provides a discount for classes to those ages 62 and older (Golden Age Tuition Waiver, 225.7). The proposed addition includes a State mandated auditing policy for those aged 65 or older. This policy will be brought before the Board in April for second reading and approval.

Facilities: (Item 8.E)

Dean Ellison offered a report on Central Campus noting that Central Campus is now in the close-out phase of construction as the contractors are completing the final punch lists. There will be a final meeting with the architect and project manager to close out their aspects as well. Dean Ellison noted that the electronic controls and HVAC continue to be the biggest challenges. President Carnahan shared that payment had been made to the County for the College's portion of the road repair. Now the full burden of the task is on them. He also noted that the mitigation is nearly complete and that we are working on the final agreement.

Capital Construction Projects: (Item 8.F)

President Carnahan the remodel of the First Street Campus is nearly complete and that the Lease with Option to Purchase agreement with Tillamook School District will complete the arrangement. The sale price of the property was increased by approximately \$113,000 to include the cost of the remodel, furniture and furnishings.

President Carnahan stressed that we are still working on the construction of centers in North and South Counties. There are many factors to consider; construction documentation, lease agreements and budgets for example. He also added that locations for these centers had not even been indentified until after the bond measure passed in May of 2007 and that fall, the Board started to discuss how much should be reserved from the bond funds and locations of the facilities.

Personnel: (Item 8.G)

President Carnahan drew attention to the 2009-10 President's Evaluation form distributed at the meeting. He asked that Board complete the forms and return them to Sue Owens who will compile the information in cooperation with Chair Shaw.

Announcements and General Information: (Item 9)

President Carnahan shared the announcements and general information as included in the Board packet and drew attention to the information on planned giving distributed at the meeting. He shared that it was the dream of the Foundation Board to be able to provide full scholarships to all Tillamook County graduates but to reach that goal, more financial support would be necessary. He shared that a planned giving campaign would be a good way to meet the goal in years to come and encouraged the Board to read the information and offer feedback. He would like to invite a planned giving specialist to come share information on the program to the Board, Foundation Board and community.

President Carnahan reported that the Financial Aid forums held in response to student concerns had been productive even though poorly attended.

He also once again reminded the Board of the Open House/Dedication planned for Saturday, April 17. He added that Director Shaw's wife, Kathy was on the planning committee and that it should be a great all-day event.

President Carnahan asked everyone to wish Chair Shaw a happy birthday (April 30th).

Invitation of Public Comment: (Item 10)

Ms. Nancy Emerson addressed the Board expressing her great appreciation for TBCC stating that she lives in South County and has had three children attend TBCC. She was very grateful for all that TBCC does for its South County constituents.

Board Member Discussion Items: (Item 11)

There were no Board Member discussion items.

Adjournment

On approval of a motion by Director Wakefield and seconded by Director Weitman, it was resolved to adjourn. Chair Shaw adjourned the meeting at 8:10 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

There was no March meeting.

The Annual Oregon Outstanding Student Scholar event is scheduled for Thursday, April 8. TBCC has two students to be recognized; Rebecca McLarkey and Misty Ulloa. President Carnahan and Dean Gates are planning on attending with the students and their guests.

State Board of Education, Joint Boards and Legislature Updates

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dr. Connie Green

Dr. Connie Green, Senior Policy Advisor from the Department of Community Colleges and Workforce Development (CCWD) will give an update on the State Board of Education, Joint Boards and the Legislature.

Financial Report

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Ellison

Dean Ellison will be prepared to present the financial reports and address questions.

Agenda Item 5.C. Attachment #1

Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended February 2010
 66.67% 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	\$ 1,302,924.45	150.91%	\$ 831,123	\$ 1,128,693.82	135.80%
State	\$ 1,039,959	\$ 671,548.62	64.57%	\$ 840,072	\$ 698,234.13	83.12%
Property Taxes	\$ 895,619	\$ 793,612.41	88.61%	\$ 919,106	\$ 836,757.36	91.04%
Timber Taxes	\$ -	\$ -	0.00%	\$ 247,820	\$ 176,897.31	0.00%
Local Contract	\$ -	\$ 25,151.50	0.00%	\$ -	\$ 22,900.00	0.00%
Tuition	\$ 541,150	\$ 330,681.04	61.11%	\$ 576,710	\$ 462,499.22	80.20%
Fees	\$ 125,000	\$ 78,790.16	63.03%	\$ 130,278	\$ 92,408.46	70.93%
Sale of Goods	\$ 5,000	\$ 2,130.00	42.60%	\$ 4,500	\$ 1,830.00	40.67%
Interest	\$ 50,000	\$ 21,665.60	43.33%	\$ 30,000	\$ 5,562.45	18.54%
Miscellaneous	\$ 7,000	\$ 2,488.24	35.55%	\$ 8,000	\$ 825.93	10.32%
Transfers	\$ 288,418	\$ 34,456.15	11.95%	\$ 77,095	\$ 61,769.95	80.12%
Repayment of Short-Term Loan	\$ 127,175	\$ -	0.00%	\$ 108,125	\$ -	0.00%
Total resources	\$ 3,942,690	\$ 3,263,448.17	82.77%	\$ 3,772,829	\$ 3,488,378.63	92.46%
Expenditures						
Instruction	\$ 1,134,700	\$ 570,384.96	50.27%	\$ 909,405	\$ 603,365.27	66.35%
Instructional Support	\$ 323,283	\$ 195,679.67	60.53%	\$ 291,911	\$ 180,338.73	61.78%
Student Services	\$ 444,652	\$ 283,618.49	63.78%	\$ 337,210	\$ 190,028.78	56.35%
College Support	\$ 1,044,641	\$ 590,531.83	56.53%	\$ 1,088,205	\$ 580,367.43	53.33%
Plant Operation	\$ 201,833	\$ 95,617.22	47.37%	\$ 276,972	\$ 157,510.40	56.87%
Financial Aid	\$ 126,160	\$ 55,285.00	43.82%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 63,831.36	64.94%	\$ 345,081	\$ 312,844.30	90.66%
Contingency	\$ 150,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,523,569	\$ 1,854,948.53	52.64%	\$ 3,298,784	\$ 2,024,454.91	61.37%
Ending fund balance	\$ 419,121	\$ 1,408,499.64	336.06%	\$ 474,045	\$ 1,463,923.72	308.82%

Agenda Item 5.C. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended February 2010

	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	\$ -	\$ 34,543.12	\$ 43,943.03	\$ (9,399.91)	\$ 63,703	\$ 32,458.28
Tutor Grant	211	\$ -	\$ 6,845.38	\$ 7,855.99	\$ (1,010.61)	\$ 14,072	\$ 6,816.91
Sprint Yellow Pages Literacy Grant	215	\$ 2,510.93	\$ -	\$ 9.04	\$ 2,501.89	\$ 2,500	\$ 145.93
United Way Literacy Grant	216	\$ 4,220.26	\$ -	\$ -	\$ 4,220.26	\$ 3,000	\$ 233.69
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,626.32
Pathways Grant	225	\$ -	\$ 12,453.14	\$ 14,600.11	\$ (2,146.97)	\$ 38,160	\$ 24,676.71
Industrial Maintenance Tech	226	\$ 36,704.42	\$ -	\$ 1,280.00	\$ 35,424.42	\$ 26,897	\$ 19,071.31
OYA Instruction Contract	227	\$ -	\$ -	\$ 15,330.27	\$ (15,330.27)	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ 15,125.00	\$ 21,269.35	\$ (6,144.35)	\$ 30,250	\$ 17,544.42
SBDC State Grant	231	\$ -	\$ 4,232.15	\$ 7,001.16	\$ (2,769.01)	\$ 19,840	\$ 26,908.61
SBDC Program Income	232	\$ 8,638.62	\$ 787.63	\$ 1,611.62	\$ 7,814.63	\$ 11,626	\$ 2,360.41
SBDC - EDC Fund	235	\$ -	\$ 57,779.75	\$ 48,851.95	\$ 8,927.80	\$ 99,615	\$ 30,811.76
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	\$ 1,224.57	\$ 2,522.89	\$ 2,975	\$ 60.00
Work Keys Mini Grant	251	\$ 1,819.22	\$ -	\$ 35.00	\$ 1,784.22	\$ 1,300	\$ -
Bay City Rental	260	\$ 7,543.52	\$ -	\$ 1,550.56	\$ 5,992.96	\$ 2,600	\$ 1,584.84
Capital Depreciation & Maintenance Fund	290	\$ -	\$ 1,004,635.67	\$ -	\$ 1,004,635.67	\$ 250,000	\$ -
Strategic Initiative Fund	295	\$ -	\$ 232,800.72	\$ -	\$ 232,800.72	\$ 250,000	\$ -
CRC & Skills to Compete Research Grant	297	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
Total Special Fund		\$ 71,404.74	\$ 1,369,920.51	\$ 165,078.60	\$ 1,276,246.65	\$ 850,831	\$ 191,299.19

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 2/28/2010
Total of Grants that borrow from the General Fund	\$ (27,873.32)	\$ 23,385.54	\$ -	\$ (51,258.86)
Total of Grants that are not borrowing from the General Fund	\$ 1,304,119.97	\$ -	\$ -	\$ 1,304,119.97
Total Special Fund	\$ 1,276,246.65	\$ 23,385.54	\$ -	\$ 1,252,861.11

	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)	\$ 5,460.00	\$ 2,400.80	\$ (4,134.32)	\$ 15,513	\$ 4,771.71
Bookstore	320	\$ 40,388.37	\$ 113,213.28	\$ 120,046.23	\$ 33,555.42	\$ 156,423	\$ 118,781.03
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 6,100	\$ -
Culinary & Hospitality Program	340	\$ -	\$ 1,819.31	\$ 1,446.87	\$ 372.44	\$ -	\$ -
Total Enterprise Fund		\$ 40,198.18	\$ 120,492.59	\$ 123,893.90	\$ 36,796.87	\$ 178,036	\$ 123,552.74
PERS Pension Bond Fund	410	\$ 18,587.13	\$ 58,751.58	\$ 41,315.18	\$ 36,023.53	\$ 91,031	\$ 41,431.25
General Obligation Bond Fund	420	\$ 7,824.97	\$ 557,450.99	\$ 195,318.75	\$ 369,957.21	\$ 605,638	\$ 198,918.75
Total Debt Service Fund		\$ 26,412.10	\$ 616,202.57	\$ 236,633.93	\$ 405,980.74	\$ 696,669	\$ 240,350.00
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	\$ 17,788.08	\$ 2,958,739.53	\$ 2,604,227.73	\$ 4,424,400	\$ 2,884,852.42
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	\$ -	\$ -	\$ -
Total Capital Projects Fund		\$ 6,730,353.70	\$ 3,144,394.06	\$ 7,270,520.03	\$ 2,604,227.73	\$ 10,524,400	\$ 2,916,082.59
Associated Students of TBCC	710	\$ 4,833.89	\$ 4,628.38	\$ 5,527.73	\$ 3,934.54	\$ 10,205	\$ 3,255.87
Phi Theta Kappa Honorary Society Fund	720	\$ 1,087.91	\$ 1,945.47	\$ 1,170.38	\$ 1,863.00	\$ 4,575	\$ 1,474.66
Total Agency Fund		\$ 5,921.80	\$ 6,573.85	\$ 6,698.11	\$ 5,797.54	\$ 14,780	\$ 4,730.53
Tuition Waivers	831	\$ -	\$ 20,000.00	\$ 8,971.00	\$ 11,029.00	\$ 20,000.00	\$ -
Board Scholarships	832	\$ -	\$ 110,000.00	\$ 7,801.00	\$ 102,199.00	\$ 110,000.00	\$ -
Institutional Work Study	833	\$ -	\$ 20,000.00	\$ 10,489.41	\$ 9,510.59	\$ 20,000.00	\$ -
Foundation Scholarships	834	\$ -	\$ 58,732.50	\$ 58,624.50	\$ 108.00	\$ 81,700.00	\$ -
Non-Institutional Scholarships	840	\$ -	\$ 13,386.25	\$ 11,968.25	\$ 1,418.00	\$ -	\$ -
Aid Allocation Fund	899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Financial Aid Fund		\$ -	\$ 222,118.75	\$ 97,854.16	\$ 124,264.59	\$ 231,700.00	\$ -

Agenda Item 5.C - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended February 2010
 66.67% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 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	\$ 698,234	83.12%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ 22,900	0.00%	\$ 299,933	\$ 131,494	43.84%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 706,988	\$ 554,908	78.49%	\$ 6,000	\$ 710	11.83%	\$ 13,000	\$ 5,460	42.00%	\$ -	\$ -	0.00%
Local Taxes	\$ 919,106	\$ 836,757	91.04%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ 247,820	\$ 176,897	71.38%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,500	\$ 1,830	40.67%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 112,976	75.32%
Interest	\$ 30,000	\$ 5,562	18.54%	\$ 27,500	\$ 5,737	20.86%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 826	10.33%	\$ 1,000,000	\$ 280	0.03%	\$ -	\$ -	0.00%	\$ 750	\$ 237	31.60%
Repayment of Short-Term Loans	\$ 108,125	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 77,095	\$ 61,770	80.12%	\$ 1,246,525	\$ 1,231,699	98.81%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 2,941,706	\$ 2,359,684	80.21%	\$ 2,580,958	\$ 1,369,920	53.08%	\$ 13,000	\$ 5,460	42.00%	\$ 150,750	\$ 113,213	75.10%
Expenditures												
Salaries and Wages	\$ 1,978,105	\$ 1,274,854	64.45%	\$ 538,306	\$ 150,499	27.96%	\$ 5,750	\$ 2,059	35.81%	\$ 36,931	\$ 24,486	66.30%
Operating Expenditures	\$ 872,526	\$ 384,538	44.07%	\$ 291,560	\$ 9,206	3.16%	\$ 3,150	\$ 321	10.19%	\$ 112,650	\$ 94,486	83.88%
Capital Outlay	\$ 53,072	\$ 52,218	98.39%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 345,081	\$ 312,845	90.66%	\$ 20,965	\$ 5,374	25.63%	\$ 613	\$ 20	3.26%	\$ 1,842	\$ 1,074	58.31%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 102,125	\$ -	0.00%	\$ 6,000	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ 50,000	\$ -	0.00%	\$ 1,774,025	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 5,000	\$ -	0.00%
Total expenditures	\$ 3,298,784	\$ 2,024,455	61.37%	\$ 2,726,981	\$ 165,079	6.05%	\$ 15,513	\$ 2,400	15.47%	\$ 156,423	\$ 120,046	76.74%
Ending Fund Balance	\$ 474,045	\$ 1,463,923		\$ 14,181	\$ 1,276,246		\$ 3,487	\$ (4,134)		\$ 31,127	\$ 33,555	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 118,688			\$ 23,386			\$ -			\$ 392	
Inventories		\$ 3,491			\$ -			\$ -			\$ 19,044	
NET EFFECT ON CASH		\$ (122,179)			\$ (23,386)			\$ -			\$ (19,436)	
Liabilities												
Accounts Payable		\$ 126,174			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ 65,067			\$ -			\$ -			\$ -	
Payroll		\$ 63,911			\$ -			\$ -			\$ 2,633	
NET EFFECT ON CASH		\$ 255,152			\$ -			\$ -			\$ 2,633	
NET ADJUSTMENTS		\$ 132,973			\$ (23,386)			\$ -			\$ (16,803)	
ENDING CASH BALANCE		\$ 1,596,896			\$ 1,252,860			\$ (4,134)			\$ 16,752	

Agenda Item 5.C - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended February 2010
 66.67% of Budget Period Expended

	Enterprise Fund - Customized Training			Enterprise Fund - Culinary & Hospitality			Debt Service Funds			Capital Projects Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 7,003			\$ -			\$ 22,981			\$ 4,809,150	
Beginning Fund Balance	\$ 7,003	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 21,575	\$ 26,412	122.42%	\$ 5,529,400	\$ 6,730,354	121.72%
Resources												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 4,900,000	\$ 3,126,606	63.81%
Grants and Contracts	\$ 3,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 600,238	\$ 556,601	92.73%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ 1,720	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 5,000	\$ 879	17.58%	\$ 95,000	\$ 17,788	18.72%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ 99	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 90,000	\$ 58,723	65.25%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,000	\$ -	0.00%	\$ -	\$ 1,819	0.00%	\$ 695,238	\$ 616,203	0.00%	\$ 4,995,000	\$ 3,144,394	62.95%
Expenditures												
Salaries and Wages	\$ 4,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 64,278	0.00%
Operating Expenditures	\$ 1,900	\$ -	0.00%	\$ -	\$ 1,447	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 9,324,400	\$ 5,964,515	63.97%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 54,727	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 695,069	\$ 235,034	33.81%	\$ -	\$ -	0.00%
Transfers	\$ 200	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,200,000	\$ 1,187,000	98.92%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 6,100	\$ -	0.00%	\$ -	\$ 1,447	0.00%	\$ 696,669	\$ 236,634	33.97%	\$ 10,524,400	\$ 7,270,520	69.08%
Ending Fund Balance	\$ 3,903	\$ -		\$ -	\$ 372		\$ 20,144	\$ 405,981		\$ -	\$ 2,604,228	
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)	
Liabilities												
Accounts Payable		\$ -			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ -			\$ -			\$ 33,909			\$ -	
Payroll		\$ -			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ 33,909			\$ -	
NET ADJUSTMENTS		\$ -			\$ -			\$ -			\$ (90,965)	
ENDING CASH BALANCE		\$ -			\$ 372			\$ 405,981			\$ 2,513,263	

Agenda Item 5.C - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended February 2010

66.67% of Budget Period Expended

	Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 6,032			\$ -	
Beginning Fund Balance	\$ 6,000	\$ 5,922	98.70%	\$ -	\$ -	0.00%
Resources						
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 4,500	\$ 2,452	54.49%	\$ 81,700	\$ 72,119	88.27%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 5,081	\$ 4,121	81.11%	\$ 150,000	\$ 150,000	100.00%
Total Revenues	\$ 9,581	\$ 6,573	68.60%	\$ 231,700	\$ 222,119	95.86%
Expenditures						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 14,780	\$ 6,698	45.32%	\$ 231,700	\$ 97,854	42.23%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 14,780	\$ 6,698	45.32%	\$ 231,700	\$ 97,854	42.23%
Ending Fund Balance	\$ 801	\$ 5,797		\$ -	\$ 124,265	
Adjustments to bring Ending Fund Balance to Ending Cash Balance						
Assets						
Receivables		\$ -			\$ -	
Inventories		\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -	
Liabilities						
Accounts Payable		\$ -			\$ -	
Unearned Revenue (Note 3)		\$ -			\$ -	
Payroll		\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ -	
ENDING CASH BALANCE		\$ 5,797			\$ 124,265	

\$ 5,912,052

Cell: A10

Comment: Note 1. Negative Amount indicates borrowing from the General Fund.

Cell: A35

Comment: Note 2. Contingency in the General Fund and Enterprise Fund and Reserved for Future Expenditures in Special Fund.

Cell: A49

Comment: Note 3. Assessed but unreceived property taxes and deferred tuition and fees when applicable.

Depository Services Resolution

RECOMMENDATION

Recommend adoption of the depository services resolution.

BACKGROUND INFORMATION ----- Dean Ellison

The attached resolution will establish a separate checking account for the College's payroll. Separate operating and payroll accounts will improve the visibility of various types of account transactions, enhance cash management and simplify account reconciliations.

Dean Ellison will be prepared to address questions.

DEPOSITORY SERVICES RESOLUTION FOR GOVERNMENTAL ENTITIES

DEPOSITOR NAME: Tillamook Bay Community College

CONTACT: Kyra Williams

ADDRESS: 4301 Third St
Tillamook, OR 97141

TAX IDENTIFICATION NUMBER: 93-0792039

I, Steve Shaw (name of certifying officer) do hereby certify that I am the Board of Directors Chair (title of certifying officer) of the above-named governmental entity (therein called the "Depositor") a Community College District existing under the laws of the State of Oregon and that the following is a true, complete and correct copy of resolutions adopted at a meeting of the Depositor duly and properly called and held on the 5th day of April, 20 10; that a quorum was present at said meeting; and that said resolutions are now in full force and effect.

RESOLVED, that U.S. Bank National Association is hereby designated as a depository of the Depositor with authority to accept or receive at any time for the credit of the Depositor deposits by whomsoever made of funds and other property in whatever form or manner transferred to endorsed; and that any officer of the Depositor is hereby authorized to open or cause to be opened one or more accounts with the Bank on such terms, conditions and agreements as the Bank may now or hereafter require and to make any other agreements deemed advisable in regard to any of the foregoing. Depositor acknowledges and agrees that the services contemplated by this resolution shall be governed by the U.S. Bank Customer Agreement for commercial deposit accounts, as amended from time to time.

RESOLVED, that checks, drafts or other orders for the payment, transfer or withdrawal of any of the funds or other property of the Depositor on deposit with the Bank shall be binding on the Depositor when signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, by any one of the individuals listed in the section entitled "Authorized Signers", and the Bank is hereby authorized to pay and charge to the account of the Depositor any such checks, drafts or other orders so signed or otherwise authorized, including those payable to the individual order of the same person or persons signing or otherwise authorizing the same and including also those payable to the Bank or to any other person for application, or which are actually applied to the payment of any such indebtedness owing the Bank from the person or persons who signed such checks, drafts or other withdrawal orders or otherwise authorized such withdrawals. In particular, and not in limitation of foregoing, such persons may authorize payment, transfer or withdrawal by oral or telephonic directions to the Bank complying with such rules and regulations relating to such authorization as the Bank may communicate to the Depositor from time to time.

RESOLVED, that the Board of Directors Chair (identify certifying officer by title) hereby certifies to the Bank the names and signatures (either actual or any form or forms of facsimile or mechanical signatures adopted by the person authorized to sign) of the Authorized Signers listed below and shall from time to time hereafter, upon a change in the facts so certified, immediately certify to the Bank the names and signatures (actual or facsimile) of the persons then authorized to sign or to act. The Bank shall be fully protected in relying on such certificates and on the obligation of the certifying officer (set forth above) to immediately certify to the Bank any change in any facts so certified, and the Bank shall be indemnified and saved harmless by the Depositor from any claims, demands, expenses, loss or damage resulting from or growing out of honoring or relying on the signature of other authority (whether or not properly used and, in the case of any facsimile signature, regardless of when or by whom or by what means such signature may have been made or affixed) of any officer or person whose name and signature was so certified, or refusing to honor any signature or authority not so certified.

RESOLVED, That these resolutions shall continue in force until express written notice of their rescission or modification has been furnished to and received by the Bank; and

RESOLVED, That any and all transactions by or on behalf of the Depositor with the Bank prior to the adoption of this resolution be, and the same hereby are, in all respects ratified, approved and confirmed.

I further certify that the officers of the Depositor signing the resolution, have, and at the time of adoption of said resolutions had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers therein granted to the persons named, and that such persons have full power and authority to exercise the same.

I further certify that the names, titles (if any) and signatures (actual or facsimile) of the persons authorized to sign or act on behalf of the Depositor by its governing board identified above are as set forth below in the section of this Resolution entitled "Authorized Signers".

I further certify, under penalties of perjury, that the tax identification number shown above is correct and that the Depositor is not subject to backup withholding because (a) it is exempt, (b) has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends or (c) the IRS has notified the Depositor that it is no longer subject to backup withholding.

Account Number: _____

Authorized Signers

<u>Name</u>	<u>Title</u>	<u>Signature</u>
Ron Ellison	Dean of Administrative Services	
Lori Gates	Dean of Instructional Services	
Jon Carnahan	President	

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the Depositor this

5th day of April, 20 10

(Certifying Officer) (Title)

(Attest by one other officer) (Title)

Branch Number: Cost Center: Call Tracking Number: Service Banker:

Service Banker Review: _____ Validated by: _____ Team Leader Review: _____ FileNet Indexed by: _____

(07/2007)

2010-2011 Tuition and Fee Schedule

RECOMMENDATION

First reading of the 2010-2011 Tuition and Fee Schedule.

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

Presented here for first reading is the proposed 2010-2011 Tuition and Fee Schedule. Preliminary information indicates that the 2010-2011 average tuition rate for Oregon Community Colleges will increase rather substantially this next fiscal year to somewhere between \$73-\$78. These increases are primarily due to current statewide economic and budget conditions. Per 2010-2011 Board approved budget guidelines and to indicate TBCC's local commitment to funding the College, a tuition rate of \$75.00 per credit is proposed for implementation in Fall Term 2010. No additional changes to the College's fees are proposed.

Tuition or Fee Item	Current 2009-2010	Proposed 2010-2011
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$72	\$72 \$75
Out-of-State Tuition per Credit Hour	\$92	\$92 \$95
<i>Fees</i>		
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
GED Testing Fee	\$100	\$100
GED Offsite Testing Fee	\$132	\$132
GED Retest Fee	\$20	\$20
GED No-Show Fee	\$15	\$15
Proctored Testing per test for non-TBCC credit students, former Credit Students or staff	\$25	\$25
Technology Fee (per credit)	\$5	\$5
Non-Student Computer Lab Use Fee (per term)	\$75	\$75
Calculator Rental (per term)	\$15	\$15
Printed Catalog (first copy from academic advisor free)	\$5	\$5
Late Registration Fee (per course)	\$10	\$10
Course Withdrawal After Close of Registration	\$10	\$10
High School Articulation Fee	\$0	\$0
High School Credit Recovery (H.S. half credit class)	\$90	\$90
Adult Basic Skills Instructional Course Fee	\$15	\$15
Return Check Fee	\$25	\$25
Student Services Fee (per credit)	\$2	\$2
Minimum Credit Course Fee (per course)	\$12	\$12
Maximum Credit Course Fee (per course)	per actual expenses	per actual expenses
Self Improvement Course Fees	market or self support level	market or self support level
EMT Practical Exams Fee for non-TBCC student, former student or staff	\$10/station	\$10/station

2010-2011 Academic Calendar

RECOMMENDATION

Second reading and approval of the 2010-2011 Academic Calendar.

BACKGROUND INFORMATION -----Dean Gates

The preliminary 2010-2011 Academic Calendar was presented for first reading at the March Board meeting. Minor corrections have been made and the document is now ready for approval.



2010-2011 ACADEMIC CALENDAR

2010

MAY 10.....	Summer Term 2010 Registration Begins
MAY 24.....	Memorial Day Holiday
JUNE 7 - 12.....	Spring Term 2010 Finals Week
JUNE 11.....	Commencement Exercises
JUNE 12.....	Spring Term 2010 Ends
JUNE 21.....	Summer Term 2010 Classes Begin
JUNE 21 - 25.....	Late Registration, Summer Term 2010
JULY 5.....	July Fourth Holiday
AUGUST 9.....	Fall Term 2010 Registration Begins
AUGUST 11-14.....	College Closed for Fair Days
SEPTEMBER 4.....	Summer Term 2010 Ends
SEPTEMBER 6.....	Labor Day Holiday
SEPTEMBER 13 - 14.....	College In-service (Curtailed Public Services)
SEPTEMBER 20.....	Fall Term 2010 Classes Begin
SEPTEMBER 20 - 24.....	Late Registration, Fall Term 2010
NOVEMBER 11.....	Veterans Day Holiday
NOVEMBER 22.....	Winter Term 2011 Registration Begins
NOVEMBER 25 - 26.....	Thanksgiving Holiday
DECEMBER 6 - 11.....	Fall Term 2010 Finals Week
DECEMBER 11.....	Fall Term 2010 Ends
DECEMBER 24, 27, 28, 31.....	Winter Holidays

2011

JANUARY 3.....	Winter Term 2011 Classes Begin
JANUARY 3 - 7.....	Late Registration, Winter Term 2011
JANUARY 17.....	Martin Luther King, Jr. Day Holiday (non-contract day for faculty)
FEBRUARY 28.....	Spring Term 2011 Registration Begins
MARCH 14 - 19.....	Winter Term 2011 Finals Week
MARCH 19.....	Winter Term 2011 Ends
MARCH 21 - 26.....	Spring Break
MARCH 28.....	Spring Term 2011 Classes Begin
MARCH 28 - APRIL 1.....	Late Registration, Spring Term 2011
APRIL 19.....	College In-service (Curtailed Public Services)
MAY 9.....	Summer Term 2011 Registration Begins
MAY 30.....	Memorial Day Holiday
JUNE 6 - 11.....	Spring Term 2011 Finals Week
JUNE 10.....	Commencement Exercises
JUNE 11.....	Spring Term 2011 Ends
JUNE 20.....	Summer Term 2011 Classes Begin

NOTES:

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

Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION-----Dean Gates

The Comprehensive Interim Candidacy Self Study Report 2010 has been sent to visiting team members and the team will be here May 3-5. Attached is a copy of the team roster.

The Self Study Report 2010 is very different than TBCC's last report. Evaluation of the College's functional areas (governance, student support services, library and information resources, etc.) which dominated the 2008 Self Study are dealt with within one chapter (Standard Two) in the new model. The other four chapters establish a structure for self-evaluation (Standard One), evaluates planning for the institution and programs and services that support core themes (Standard Three), evaluation of core theme objectives (Standard Four), and evaluation of mission fulfillment (Standard Five). Attached is a Report Summary of Institutional Findings from the Self Study Report 2010 (Key Institutional Strengths, Key Institutional Challenges, and Institutional Plans for Improvement).

One of the major changes with this Self Study is the use of core themes. The College also needed to establish threshold levels of mission fulfillment and evaluate our performance on both mission fulfillment indicators and indicators of core theme objectives. The challenge we are now dealing with is how to make the information we have regarding our achievements accessible to internal constituencies and the public. The Indicators Report is fifty pages with many diagrams and charts. Attached are the first attempts to summarize mission fulfillment findings and provide a "report card" on our achievement of core theme objectives. The grades are based on review by three staff members. This first draft of a "Core Theme Objectives Report Card" is intended for internal review and will be shared with College Council and the Planning and Steering Committee. We are asking for feedback on whether this format makes sense and provides a suitable way of summarizing achievement. If it does, more objective grading criteria will be developed and implemented for annual evaluation and reporting.

**Evaluation Committee
Tillamook Bay Community College
Tillamook, OR
May 3-5, 2010**

Name	Standards	Assignment
<p>Dr. Tana L. Hasart President Pierce College 1601 39th Ave SE Puyallup, WA 98374-2222 Telephone: 253-840-8421 Fax: 253-840-8423 Cell: 253-495-0878 Email: thasart@pierce.ctc.edu</p>	<p>1.A; 1.B; 2.A; 3.A; 5.A; 5.B</p>	<p>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 Fulfillment; Adaptation and Sustainability.</p>
<p>Dr. Susan A. Murray Executive Director, Institutional Effectiveness Wenatchee Valley College 1300 Fifth Street Wenatchee, WA 98801 Telephone: 509-682-6435 Fax: 509-682-6501 Cell: 509-679-5969 Email: smurray@wvc.edu</p>	<p>2.C; 3.B; 4.A; 4.B</p>	<p>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.</p>
<p>Dr. Deborah R. Meadows Associate Vice President for Instruction Columbia Basin College 2600 North 20th Avenue Pasco, WA 99301 Telephone: 509-547-0511 Ext. 2373 Fax: 509-546-0404 Email: dmeadows@columbiabasin.edu</p>	<p>2.C; 3.B; 4.A; 4.B</p>	<p>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.</p>
<p>Mr. Darren T. Pitcher Dean of Student Services Miles Community College 2715 Dickinson Street Miles City, MT 59301 Telephone: 406-874-6220 Fax: 406-874-6283 Cell: 406-853-2379 Email: pitcherd@milescc.edu</p>	<p>2.B; 2.D</p>	<p>Resources and Capacity to include Student Support Resources; Human Resources.</p>

**Evaluation Committee
Tillamook Bay Community College
Page Two**

<p>Ms. Michelle Noel Sturm Library Director Truckee Meadows Community College 7000 Dandini Boulevard Reno, NV 89512 Telephone: 775-674-7610 Fax: 775-673-8231 Cell: 775-842-1695 Email: mnoel@tmcc.edu</p>	<p>2.E</p>	<p>Resources and Capacity to include Library and Information Resources.</p>
<p>Mr. Jeffrey M. Harmon Assistant Vice President of Finance College of Southern Idaho 315 Falls Avenue P.O. Box 1238 Twin Falls, ID 83301-1238 Telephone: 208-732-6210 Fax: 208-736-3015 Email: jharmon@csi.edu</p>	<p>2.F; 2.G</p>	<p>Resources and Capacity to include Financial Resources; Physical and Technical Infrastructure.</p>
<p>Dr. Ronald Baker Executive Vice President Northwest Commission on Colleges and Universities 8060 165th Avenue N.E., Suite 100 Redmond, WA 98052 Telephone: 425-558-4224 Fax: 425-376-0596 Cell: 425-417-4486 Email: rbaker@nwccu.org</p>		<p>Liaison</p>

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.

Report Summary

Tillamook Bay Community College is a candidate for accreditation at a time when NWCCU is revising its standards and procedures. The College has chosen to use the revised accreditation standards, including the definition and assessment of Core Themes, as a means of refocusing institutional activities. Following are the findings of this report: key institutional strengths, challenges, and plans for improvement.

Key Institutional Strengths

- The process of preparing this Self Study has helped TBCC to establish a revised infrastructure for comprehensive planning, institutional effectiveness, and assessment.
- Tillamook Bay has a long-standing and broad-based mission and addresses the mission through four core endeavors: collegiate and general education, workforce development, developmental education, and community enrichment.
- The governance system is effective, widely understood, and involves all aspects of the College. The decision-making process engages all constituencies, especially on matters in which they have a direct and reasonable interest.
- Tillamook Bay employs sufficient personnel to support its programs and services wherever offered and however delivered. Employing sufficient numbers of qualified personnel to support College programs and services receives high priority at TBCC.
- Faculty are appropriately qualified and sufficient in number to achieve TBCC's educational objectives. A recent addition of a contracted faculty in social sciences completes representation of all general education areas.
- The College offers a core of degree and certificate programs of appropriate content and rigor that are consistent with its mission and core themes. Expected course, program, and institutional (degree) outcomes are identified and published in the TBCC Catalog and/or syllabi.
- Faculty exercise a major role in design, approval, and implementation of the curriculum and take primary responsibility for assessing student achievement. The College has articulated Administrative Rules concerning the design, approval, administration and evaluation of credit courses, and other academic regulations.
- Tillamook Bay creates effective learning environments with appropriate programs and services to support students, including provisions for equitable student access. The College has established strategies to phase in student service

functions currently provided by Portland Community College, including transcript services, official academic records, and financial aid.

- Consistent with its mission and core themes, TBCC provides suitable library and learning information resources to support its programs and services, including the instructional curriculum. The College continues to maintain strong ties with the regional library consortium.
- The College's budget, accounting, and internal control processes are in place and in full compliance with applicable rules and regulations. Tillamook Bay has an established and positive history of financial stability, planning and budget development, and financial practices.
- A history of relatively large fund balances has provided stability for the College's ongoing efforts and leverage for its growth activities.
- The processes used to plan, fund, and manage the physical infrastructure strengthen the mission, programs, and services of TBCC.
- Both the quantity and quality of physical resources have vastly improved with the occupation of new or remodeled, purpose-built facilities. Tillamook Bay has created and will maintain facilities that are accessible, safe, secure, and sufficient to support its mission and programs and services.
- A college-wide Technology Plan has been developed for TBCC in conjunction with planning for the new campus. Technological needs are constantly being evaluated and addressed.
- Data is collected, analyzed, and used for improvement in a systematic manner. A broad variety of data is used in planning for programs and services.
- Within its definition of mission fulfillment based on institutional goals, TBCC uses evidence-based assessment results to make determinations of quality, effectiveness, and mission fulfillment.
- Tillamook Bay uses its governance system to review, and revise as necessary, its mission, core themes, core theme objectives, and indicators of achievement. The strategic planning process is the structural foundation for activities including evaluating plans, allocating resources, and assessing results.

Key Institutional Challenges

- Processes are recently developed and still being implemented for planning and assessment in conjunction with the new accreditation model. Processes for

applying results of institutional assessment activities to the improvement of instructional programs, institutional services, and activities are still evolving.

- The College has articulated Administrative Rules concerning the design, approval, administration and evaluation of credit courses, but still needs to do so for continuing and community education courses.
- Tillamook Bay is still refining its learning outcomes assessment processes and use of those evaluations for continuous improvement of its educational offerings.
- The College is challenged by limited personnel and resources during a time of increased enrollment and evolving independence. Ensuring adequate funding for hiring, compensating, and retaining qualified employees remains an ongoing challenge. Uncertainties continue regarding the level of State funding for community colleges and whether TBCC will be a beneficiary of increased funding.
- Additional policies and procedures are needed to comply with Cleary Act provisions; although TBCC is reporting required information, a number of reporting procedures should be further articulated.
- The Library faces challenges with escalating costs, the ever shifting landscape of information retrieval and distribution, and new usage patterns with new facilities.
- Technology improvements are challenged by a lack of up-to-date user skills and users with inherent fear, or a history of frustration, in trying new technologies.
- Clearly-defined intellectual property regulations are needed.
- An additional hire of contracted faculty in an industrial technology field is needed to represent those degree programs.
- Although the general education core has identifiable and assessable outcomes, they are not published and have not been assessed yet.
- Institutional policies and procedures regarding safety and security are being updated to reflect new facilities and the Master Facilities Plan will be updated to reflect new realities. It is a challenge to continually revise TBCC's campus safety plan and hazardous materials procedures to insure that they appropriately address changing facilities and requirements.
- Programs and services outside instruction are still in the process of developing identified goals and/or intended outcomes. Data is analyzed and acted upon within departments without a centralized accounting of its use for improvements.

- The College communicates its conclusions regarding its institutional assessments to the Planning and Steering Committee, the Board of Education, and College Council, but TBCC could do more to inform constituencies in the outside community of its planning efforts and data collection, analysis, and use for improvement.

Institutional Plans for Improvement

- The College will articulate Administrative Rules for continuing and community education courses parallel to those for credit courses and Continuing Education Units.
- Tillamook Bay will continue strategies to phase in student service functions currently provided by Portland Community College, including transcript services, official academic records, and financial aid.
- The College will seek more grants appropriate to the College's mission and goals as well as intensify efforts to raise funds through the TBCC Foundation.
- Tillamook Bay will develop its follow-on Facilities Master Plan and, once the plan has been completed, the College will integrate its findings with academic and budget planning processes.
- Outcomes for the general education core will be published in the TBCC Catalog and be assessed through the process of program review.
- The College will do more to inform constituencies in the outside community about planning and assessment efforts. This will be an emphasis in redesigning the Indicators Report to clearly summarize accomplishments of mission fulfillment and core theme objectives.
- Assessment and planning for programs and services will become more formalized. Improvements will occur in the articulation and documentation of goals or outcomes of programs and services.

Mission Fulfillment (2009/2010)

Goals & Indicators	Threshold Levels	TBCC Performance
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1. Needs of Community			
Market Penetration	Minimum of 10% overall	11% in 2008-2009	+
	20% of recent high school graduates	18% in 2007-2008	-
Community Satisfaction	Majority "Favorable"	Average 65% "favorable"	+
	Overall performance aver. or above	70% aver. or above	+

2. Courses and Programs			
Student Goal Attainment	Majority Attain Degree Intent	48% in 2008-2009	-
Graduation Rates	Exceed mean for Oregon colleges	Exceeded (2005/06)	+
Transfer Rates	At or above peer group of colleges	Slightly above (2006/07)	+
Placement Rates	State target for students	Exceeded target	+

3. Support Services			
Student Satisfaction	Majority "Satisfied"/"Very Satisfied"	Above 70% in 2006	+
	Classroom instruction 4.4 of 5.0	4.5 in 2008-2009	+
Term-to-Term Retention	Historic baseline of 60%	Average 70% in 2008/09	+
Fall-to-Fall Retention	Historic baseline of 30%	36% (F'08 to F'09)	+

4. Staff and Faculty			
Staff & Faculty Retention	Baseline to Be Determined	To Be Determined	+/-
FT/PT Faculty	35% taught by contracted faculty	33% in 2008/09	-
Workplace Satisfaction	Majority "Satisfied" in five categories	Achieved (2008)	+

5. Financial Resources			
Institutional Grants	10% of General and Special Funds	11% in FY 2009	+
Foundation	Growth rate of 10% per year	Above 50% ('08 to '09)	+

6. Facilities			
Classrooms	Minimum ASF/FTE	To Be Determined	+/-
Laboratories	Minimum ASF/FTE	To Be Determined	+/-
Support Areas	Minimum ASF/FTE	To Be Determined	+/-

7. Economic Development			
Employer Satisfaction	2.5/3.0 mean satisfaction scores	2.67 average (2008/09)	+
Customized Training	Satisfaction at or above mean	Exceeded mean (2005/06)	+
Business Start-Ups	Historic baseline (to be determined)	To Be Determined	+/-
Value Added	Historic baseline (to be determined)	To Be Determined	+/-

TBCC CORE THEME OBJECTIVES GRADE REPORT, 2009/10

Core Themes	Objectives	Summary	Grade
Collegiate and General Education	Students make consistent and timely progress toward their educational goals/degree.	<ul style="list-style-type: none"> TBCC students do not accumulate credits at rates of other Oregon community colleges. TBCC term-to-term retention is comparable to that of peer institutions. TBCC fall-to-fall retention is less than 40% 	C+
	Students earn their associate degree in a timely manner or transfer with success.	<ul style="list-style-type: none"> Degree completion at TBCC is higher than mean for 17 community colleges Transfer to OUS is lower than State target TBCC students' performance and progress after transfer is near norms 	B
	Students achieve expected learning outcomes.	<ul style="list-style-type: none"> Successful completion is above 80% ILOs are addressed at moderate/high Gen.Ed. completion is above 80% 	A-
Workforce Education	Students make consistent and timely progress toward their educational goal.	<ul style="list-style-type: none"> Technical skill attainment and retention/transfer below State target Academic skill attainment and nontraditional participation above State target Training satisfaction above State target 	B
	Students earn their certificate, degree, and/or certification prepared to enter today's workforce.	<ul style="list-style-type: none"> Completion and nontraditional completion below State targets 3 of past 4 years Placement and licensure/certification above targets 	B
	Students achieve learning outcomes.	<ul style="list-style-type: none"> Course and institutional outcomes attainment below LDC Program learning outcomes established 	B
Developmental Education	Students make consistent and timely progress through remedial coursework.	<ul style="list-style-type: none"> CASAS gains are declining (below 50%) Completion of ABS/ESOL approximately 60% Low GED completion; successful GED applicants about State average Significant success in PSR course completion 	C+
	Students will successfully complete subsequent college level courses upon completion of remedial courses.	<ul style="list-style-type: none"> Success in subsequent related coursework is moderately high (above 70%) Completing two college-level courses higher for ABE/GED/ESOL and LDC/CTE; weaker for PSR student group 	B-
Community Enrichment	Non-credit courses at TBCC serve lifelong learning needs of the community.	<ul style="list-style-type: none"> Regional market penetration above 10% Slightly declining trend in number of non-credit (community and continuing education) courses offered since 2007 	B+
	The local community is satisfied with TBCC community education offerings.	<ul style="list-style-type: none"> Slightly declining enrollment (FTE) in non-credit courses relatively stable since 2007 Consistently high enrollment in subsequent non-credit courses (above 70% annual average) 	B

A	B	C	D	F
Superior	Above Average	Average	Substandard	Failure

Courses and Curricula

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Gates

TBCC hosted a successful Title II Program Review the week of March 8. Title II includes the ABE, GED, adult literacy tutoring, and ESOL programs at TBCC. Reviews are conducted by the Department of Community Colleges and Workforce Development every seven years. The Review requires the submission of extensive information on programs, processes, and practices at TBCC around the areas of program administration, recruitment, orientation, assessment for accountability and instruction, retention, transition and completion, support services, and instruction. TBCC received three commendations and four recommendations and will be receiving a written report with more details in the next month. TBCC was commended for making Developmental Education one of its core themes, restructuring the adult literacy program to integrate Title II tutoring into the campus Learning Center, and the cooperation between institutional research and basic skills. Recommendations were that TBCC develop a more comprehensive Curriculum Plan for basic skills, instructors participate in professional development activities regarding multi-dimensional learning, TBCC develop its own Title II database policy manual, and TBCC check adherence to copyright policies.

Grants and Contractsⁱ

RECOMMENDATION

No report.

BACKGROUND INFORMATION ----- Dean Ellison

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

Board of Education Policyⁱ

RECOMMENDATION

Second reading and approval of Policy 225 – General Tuition Waivers/Scholarships.

BACKGROUND INFORMATION ----- President Carnahan
As explained at the March meeting, due to a change in Oregon State Law, Policy 225 – General Tuition Waivers/Scholarships needs to have an addition to allow for tuition waivers for auditing Oregon residents age 65 or over. Our policy will cover those ages 62 and older to be consistent with prior policy age restrictions.

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

Article No.: 225

Approved: April 7, 2008; *Revision Pending April 5, 2010*

Reference: ORS 341.485

225.1 - GENERAL TUTION WAIVERS/SCHOLARSHIPS

Tuition waivers and discounts are allowed in the following circumstances for courses offered by Tillamook Bay Community College (excluding partner agency courses) as prescribed in College Administrative Rules.

225.2 - GED GRADUATES

To encourage GED graduates to continue their education, those students who pass the GED exam will receive a tuition waiver for a single credit course or a single continuing education course (maximum value equivalent to four credits tuition).

225.3 - VOLUNTEERS AND UNPAID TUTORS

Volunteers and unpaid tutors will be eligible for a tuition waiver for a single credit course or a single continuing education course (maximum value equivalent to four credits tuition) for each 36 hours of volunteer service.

225.4 - RECRUITING

Tuition waivers granted at the President's discretion to support an organized student recruitment marketing campaign.

225.5 - SCHOLARSHIPS

Throughout each academic year, scholarship opportunities are made available to prospective and continuing Tillamook Bay Community College students. These scholarships can have different funding sources, different award criteria (e.g., local high school graduate, academic achievement, financial need, etc.), and often have different application requirements (e.g., completed FAFSA, student essays, etc.) and filing deadlines. Specific guidelines for advertising and award of institutional scholarships are part of College Administrative Rules.

- A. On a regular basis and as approved by the College President, Tillamook Bay Community College will advertise the available scholarships, their award criteria, application requirements, and filing deadlines.
- B. Following the filing deadline, the Tillamook Bay Community College Scholarship Committee will meet to review the applications, verify that the applicants meet the published requirements, and identify award finalists based on the award criteria and availability of scholarship funds.

Article No.: 225

Approved: April 7, 2008; *Revision Pending April 5, 2010*Reference: ORS 341.485

225.6 - STUDENT GOVERNMENT AND HONOR SOCIETY OFFICERS

A tuition/fees/books waiver for a credit or continuing education course may be granted on a per term basis to officers of the following College student organizations:

- A. Associated Students of Tillamook Bay Community College – President, Vice President, Finance Manager, Public Relations Director, and Office Manager
- B. Phi Theta Kappa International Honor Society – President, Vice President, Secretary, Public Relations Director, and Treasurer

To qualify for a tuition/fees/books waiver, student officers need to be actively participating in the administration, planning, and leadership of their respective organization. Each term, the staff advisor to each organization will identify qualified students and the Dean of Instruction and Student Services will approve the award. The total value of each officer's waiver each term shall not exceed the equivalent cost of four credits of tuition and the waiver shall be valid only for (1) tuition, (2) fees, or (3) books in priority order for TBCC courses purchased through the College Cashier.

225.7 - GOLDEN AGE TUITION WAIVER

A 50% tuition waiver for credit or continuing education courses may be granted to individuals who are 62 years of age or over when classes begin. This tuition waiver does not apply to course or lab fees and textbook costs. The waiver is on a first-come, first-serve and space-available basis.

225.8 – SENIOR AUDIT TUITION WAIVER

An Oregon resident 62 years of age or over will qualify for a tuition waiver to audit a course if: space is available in the course after tuition-paying students have registered; the department the course is being taught in approves; the auditing student is registered for eight credits or fewer per term; and, if the course is designated as a lower division collegiate course. This waiver is on a first come, first-served basis and does not apply to course or lab fees and textbook costs.

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

- Main Campus Project Close-out
- North and South County Centers

Personnel

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

The summary of the President's evaluation has been compiled and reviewed by the Board Chair. Results will be shared with the Board during Executive Session, (Agenda Item 12) held pursuant to O.R.S. § 192.660 (2)(i).

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

Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- Foundation Board meeting, Tuesday, April 13.
- Reminder of the Community Open House and Dedication, Saturday, April 17th, 9 a.m. to 3:00 p.m. All Board members are strongly encouraged to attend and assist with the event.
- Site Visit May 3-5.

Executive Session

The Tillamook Bay Community College Board of Education will meet in executive session to evaluate the College President. The executive session is held pursuant to O.R.S. § 192.660 (2)(i).

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

If representatives of the news media are present, they are specifically directed not to report on any deliberations during the executive session except to state the general subject of the session as previously announced.