



# 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, May 3, 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, April 28, 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, May 3, 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 April 5, 2010 Regular Meeting and Executive Session 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>Old Business:</b>	
	A. 2010-2011 Tuition and Fee Schedule ----- (Action)	Dean Ellison
7.	<b>New Business:</b>	
	A. Board Vacancy-----	President Carnahan
	B. Preliminary Budget Information -----	Dean Ellison
	C. Alternative Contracting Method for Community Centers----- (Action)	President Carnahan
8.	<b>Standing Business:</b>	
	A. Strategic Planning and Accreditation -----	Dean Gates
	B. Courses and Curricula-----	Dean Gates
	C. Grants and Contracts -----	Dean Ellison
	D. Board of Education Policy -----	President Carnahan
	E. Facilities-----	Dean Ellison
	F. Capital Construction Projects -----	President Carnahan
	G. Personnel -----	President Carnahan
9.	<b>Announcements and General Information</b> -----	President Carnahan
10.	<b>Invitation of Public Comment</b> -----	Chair Shaw
11.	<b>Board Member Discussion Items</b> -----	Chair Shaw
12.	<b>Adjournment</b> ----- (Action)	Chair Shaw



# Board of Education Meeting Minutes

April 5, 2010

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

- Directors Present:** Steve Shaw, Ruth Jensen, James McGinnis, Ann Swain, Bob Weitman and Rose Wharton
- Directors Absent:** Craig Wakefield
- Staff Present:** Jon Carnahan, Ron Ellison, Lori Gates, and Sue Owens
- Guests Present:** Connie Kennedy and Diane Boisa, Nestucca Valley School District; Christine Clark, NKN School District; Melita Hallock, ASTBCC President; Michele Burton, Sheryl Neu, TBCC staff; and 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.C Budget Committee Membership (**Action Item**)

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

## Reports:

Oregon Community College Association: (Item 5.A)

President Carnahan reported that there had been no OCCA Board meeting in March. He shared that the annual Oregon Student Scholar event was held on Thursday, April 8 and that two TBCC students were recognized; Rebecca McLarkey and Misty Ulloa. He added that Ms. McLarkey has also been honored as one of 50, \$1,000 Coca-Cola Bronze nationwide scholarship winners. President Carnahan will invite both students to the May Board meeting.

State Board of Education, Joint Boards and Legislature Updates: (Item 5.B)

President Carnahan introduced Dr. Connie Green from the Department of Community Colleges and Workforce Development who in turn distributed some handouts and gave

updates on some issues currently before the State Board of Education, those being the 40-40-20 credential attainment in Oregon, applied baccalaureates, rural access and semester conversion. She applauded Dean Gates for her participation at the State level noting that she was a great contributor.

Financial Report: (Item 5.C)

In the absence of Comptroller Williams, Dean Ellison presented the financial as included in the board packet. He added that we are now 66% through the year and stressed once again that Financial Aid now is its own fund and no longer represented in the General Fund. The Culinary Arts' Coffee Kiosk also has its own budget line. The students who operate it are work study students so their wages are reflected in the financial aid line.

**New Business:**

Depository Services Resolution: (Agenda Item 6.A)

Dean Ellison explained that this resolution establishes 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. On approval of a motion by Director McGinnis and seconded by Director Wharton, it was resolved to approve the resolution as stated.

2010-2011 Tuition and Fee Schedule: (Agenda Item 6.B)

Dean Ellison presented for first reading 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. President Carnahan added that the First Class Scholar program had 42 applicants this year which is nearly double of last year.

Budget Committee Membership: (NEW Agenda Item 6.C)

Dean Ellison shared that Budget Committee members Van Moe, Steve VanDerhoef, Ward Weissenfluh and Jack Mulder have agreed to renewed three year terms to expire June 30, 2013 per Board Policy 100.5 G. He also reminded those present of the Public Budget Committee Meeting, Monday, May 17 at 6:30 p.m. in the Central Campus Board Room, #215. On approval of a motion by Director Swain and seconded by Director Weitman, it was resolved to approve to approve the Budget Committee membership as stated.

**Old Business:**

Academic Calendar: (Agenda Item 7.A)

Dean Gates shared for second reading and approval the 2010-2011 Academic calendar noting there had been some slight changes: a correction of dates and addition of staff in-service. On approval of a motion by Director McGinnis and seconded by Director Swain, it was resolved to approve the 2010-2011 Academic calendar as presented.

South County Center Sub-Committee Update: (Agenda Item 7.B)

Chair Shaw shared that the South County Center Sub-committee consisting of Nestucca Valley School District (NVSD) Board member Diane Boisa, NVSD Chair Dotson, NVSD

Superintendent Kennedy, TBCC Director Wharton, President Carnahan and himself had had their first meeting March 30. Highlights of the meeting included:

- Trust is important and at this point, there is a lack of it but the meeting was the first step in improving it.
- Location is still in discussion. Early thoughts had been to locate the center at the Kiawanda Community Center in Pacific City.
- The Center will be leased to TBCC who will design, build, staff, and control the usage of it. The same will be true for the North County Center.
- The subcommittee plans to meet again however, at this time no date is set.
- TBCC is going to build centers in both North and South County but the time and final locations are yet to be determined.
- Work is being done to create a more binding agreement with the school districts.
- Director McGinnis stressed that when the term “budget” is referred to in conjunction with the centers, it is in reference to operating budget, not construction.
- Even though the immediate needs are being met without new facilities, discussions are still underway for new facilities.

### **Standing Business:**

#### Strategic Planning and Accreditation: (Item 8.A)

Dean Gates reported on strategic planning and accreditation as included in the Board packet stressing that using the new standards makes the project look different. She explained the breakdowns of the different chapters and how they tied the process together. She again stressed that the Board, staff and faculty should be aware of the four core themes which are: Collegiate and General Education, Workforce Development, Developmental Education, and Community Enrichment. Director McGinnis shared he felt the chapter summaries were helpful and all present agreed. Chair Shaw commended Dean Gates on a job well done.

#### Courses and Curricula: (Item 8.B)

Dean Gates shared that TBCC hosted a successful Title II Program Review the week of March 8 and shared details as included in the Board packet. At this time there has not been a formal report however there was a positive verbal report made with the formal, written one due in 30-60 days.

#### Grants and Contracts: (Item 8.C)

Dean Ellison shared that originally there had been no report to give however the Lease Purchase Agreement with School District No. 9 for the First Street Campus had been executed today.

#### Board of Education Policy: (Item 8.D)

President Carnahan presented policy 225, General Tuition Waivers/Scholarships, for second reading and approval. On approval of a motion by Director McGinnis and seconded by Director Swain, it was resolved to approve policy 225, General Tuition Waivers/Scholarships as presented.

Facilities: (Item 8.E)

Dean Ellison offered a report on Central Campus sharing that:

- The new campus continues to be in demand for community use. There is a small internal working group working on fine-tuning the rules and guidelines, processes and establishing fees.
- We have now completely vacated the First Street Campus. The School District is now beginning the process of moving in.
- We are planning a surplus sale in late April or early May to dispose of the excess items left at the First Street Campus and Wilson School Campus. The sale will be held at the Wilson School Campus.

There was a brief discussion of potential building-use fees.

Capital Construction Projects: (Item 8.F)

President Carnahan shared he was working on the process of closing out the new campus and that things were going well. He would be meeting with the architect to discuss the punch list to challenge some of the change orders.

As discussed earlier, discussions are on-going regarding North and South County Centers. Office and classroom furnishings were saved from the move that will be put to use in the centers which will save furnishing costs. President Carnahan has been in contact with Neah-Kah-Nie School District to keep them updated on the process.

Personnel: (Item 8.G)

President Carnahan shared that John Sandusky had been hired as a contracted Social Sciences Instructor. This position was created in part to meet accreditation standards. Mr. Sandusky has been a long time adjunct instructor and we are excited to have him fill this new position.

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

President Carnahan reminded the Board of the following events:

- Foundation Board meeting, Tuesday, April 13.
- Community Open House and Dedication, Saturday, April 17<sup>th</sup>, 9 a.m. to 3:00 p.m. All Board members are encouraged to attend and assist with the event. The Headlight-Herald is doing a full scale pull-out section on the College and Dedication.
- NWCCU Site Visit May 3-5.

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

NVSD Superintendent Kennedy thanked the Board for participating in the South County Center sub-committee and Director Wharton for hosting the meeting. She then invited the Board to hold a meeting in South County. Chair Shaw thanked her for the invitation and noted that meetings had been held there in the past with very poor attendance so had been discontinued but shared that the Board would take her invitation under consideration.

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

Chair Shaw shared that he had received a resignation from Director Ruth Jensen stating that her resignation would be effective June 30, 2010. He thanked her for her service and dedication to the College. President Carnahan added that with her resignation, it would be the first time in TBCC history there has not been a Jensen on the Board. Director Jensen thanked the Board for the privilege of serving and being a part of the Board.

**Executive Session: (Item 12)**

Chair Shaw adjourned to executive session to evaluate the College President pursuant to O.R.S. § 192.660 (2)(i) at 7:20 p.m.

Regular Session Resumed at: 8:50 p.m.

Chair Shaw asked for a motion to approve the President's Performance Appraisal. On approval of a motion by Director Swain and seconded by Director Weitman, it was resolved to approve the College President's Performance Appraisal.

**Adjournment**

On approval of a motion by Director Weitman and seconded by Director Wharton, it was resolved to adjourn. Chair Shaw adjourned the meeting at 8:55 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



# Board of Education Executive Session Minutes

April 5, 2010  
Central Campus, Board Room  
4301 Third St., Tillamook, OR 97141

**Directors Present:** Steve Shaw, Ruth Jensen, James McGinnis, Ann Swain,  
Bob Weitman and Rose Wharton  
**Directors Absent:** Craig Wakefield  
**Staff Present:** Jon Carnahan and Sue Owens

## **Call to Order:**

Chair Shaw called the session to order pursuant to O.R.S. § 192.660 (2)(i).  
at 7:25 p.m.

The Board evaluations and future employment plans of the College President were discussed  
and reviewed.

No decisions were made.

## **Adjournment**

Chair Shaw adjourned the Executive Session at 8:50 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

Tillamook Bay Community College was honored to have two students represented at the 2010 OCCA Student Scholar event. Ms. Rebecca McLarkey and Ms. Misty Ulloa were our representatives. Ms. McLarkey was also selected as a 2010 COCA-COLA Bronze Scholar. Both students have been invited to the meeting for introductions.

The next OCCA Board meeting is May 21<sup>st</sup>.

# Financial Report

**RECOMMENDATION**

Information only – no action requested.

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

Comptroller Williams will be prepared to present the financial reports and address questions.

Agenda Item 5.B. Attachment #1

Tillamook Bay Community College  
 Unaudited Summary Financial Information  
 General Fund  
 Fiscal Year-to-Date Ended March 2010  
 75.00% 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	\$ 671,548.62	64.57%	\$ 840,072	\$ 698,234.13	83.12%
Property Taxes	\$ 895,619	\$ 838,096.93	93.58%	\$ 919,106	\$ 880,719.42	95.82%
Timber Taxes	\$ -	\$ -	0.00%	\$ 247,820	\$ 176,897.31	0.00%
Local Contract	\$ -	\$ 44,351.50	0.00%	\$ -	\$ 22,900.00	0.00%
Tuition	\$ 541,150	\$ 467,359.30	86.36%	\$ 576,710	\$ 672,680.46	116.64%
Fees	\$ 125,000	\$ 106,866.16	85.49%	\$ 130,278	\$ 130,542.36	100.20%
Sale of Goods	\$ 5,000	\$ 2,505.00	50.10%	\$ 4,500	\$ 2,050.00	45.56%
Interest	\$ 50,000	\$ 23,414.48	46.83%	\$ 30,000	\$ 6,271.99	20.91%
Miscellaneous	\$ 7,000	\$ 2,046.11	29.23%	\$ 8,000	\$ 1,043.03	13.04%
Transfers	\$ 288,418	\$ 37,962.62	13.16%	\$ 77,095	\$ 63,056.73	81.79%
Repayment of Short-Term Loan	\$ 127,175	\$ -	0.00%	\$ 108,125	\$ -	0.00%
<b>Total resources</b>	<b>\$ 3,942,690</b>	<b>\$ 3,497,075.17</b>	<b>88.70%</b>	<b>\$ 3,772,829</b>	<b>\$ 3,783,089.25</b>	<b>100.27%</b>
<b>Expenditures</b>						
Instruction	\$ 1,134,700	\$ 641,549.47	56.54%	\$ 909,405	\$ 693,948.13	76.31%
Instructional Support	\$ 323,283	\$ 217,427.06	67.26%	\$ 291,911	\$ 210,512.13	72.12%
Student Services	\$ 444,652	\$ 317,498.37	71.40%	\$ 337,210	\$ 213,756.72	63.39%
College Support	\$ 1,044,641	\$ 626,130.56	59.94%	\$ 1,088,205	\$ 655,496.41	60.24%
Plant Operation	\$ 201,833	\$ 105,587.37	52.31%	\$ 276,972	\$ 183,547.53	66.27%
Financial Aid	\$ 126,160	\$ 73,886.56	58.57%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 71,104.82	72.33%	\$ 345,081	\$ 320,382.16	92.84%
Contingency	\$ 150,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,523,569</b>	<b>\$ 2,053,184.21</b>	<b>58.27%</b>	<b>\$ 3,298,784</b>	<b>\$ 2,277,643.08</b>	<b>69.04%</b>
<b>Ending fund balance</b>	<b>\$ 419,121</b>	<b>\$ 1,443,890.96</b>	<b>344.50%</b>	<b>\$ 474,045</b>	<b>\$ 1,505,446.17</b>	<b>317.57%</b>

Agenda Item 5.B. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended March 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	\$ 48,522.89	\$ (13,979.77)	\$ 63,703	\$ 37,545.26
Tutor Grant	211	\$ -	\$ 6,845.38	\$ 8,918.91	\$ (2,073.53)	\$ 14,072	\$ 8,049.04
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	\$ 500.00	\$ -	\$ 4,720.26	\$ 3,000	\$ 233.69
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,626.32
Pathways Grant	225	\$ -	\$ 12,453.14	\$ 15,408.33	\$ (2,955.19)	\$ 38,160	\$ 37,836.67
Industrial Maintenance Tech	226	\$ 36,704.42	\$ -	\$ 1,699.96	\$ 35,004.46	\$ 26,897	\$ 23,051.37
OYA Instruction Contract	227	\$ -	\$ 10,015.05	\$ 20,749.08	\$ (10,734.03)	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ 15,125.00	\$ 24,566.47	\$ (9,441.47)	\$ 30,250	\$ 19,167.15
SBDC State Grant	231	\$ -	\$ 4,232.15	\$ 8,697.43	\$ (4,465.28)	\$ 19,840	\$ 33,604.47
SBDC Program Income	232	\$ 8,638.62	\$ 2,387.63	\$ 2,133.74	\$ 8,892.51	\$ 11,626	\$ 2,360.41
SBDC - EDC Fund	235	\$ -	\$ 57,779.75	\$ 56,717.38	\$ 1,062.37	\$ 99,615	\$ 32,972.48
TEC Vocational Education Grant	240	\$ -	\$ 515.95	\$ 1,015.95	\$ (500.00)	\$ 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	\$ 1,424.57	\$ 2,322.89	\$ 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	\$ -	\$ 1,666.26	\$ 5,877.26	\$ 2,600	\$ 1,704.65
Capital Depreciation & Maintenance Fund	290	\$ -	\$ 1,005,108.73	\$ -	\$ 1,005,108.73	\$ 250,000	\$ -
Strategic Initiative Fund	295	\$ -	\$ 232,910.34	\$ -	\$ 232,910.34	\$ 250,000	\$ -
CRC & Skills to Compete Research Grant	297	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
<b>Total Special Fund</b>		\$ 71,404.74	\$ 1,382,618.24	\$ 191,565.01	\$ 1,262,457.97	\$ 850,831	\$ 225,357.44
Schedule of Special Fund borrowing from General Fund							
		Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 3/31/2010		
Total of Grants that borrow from the General Fund		\$ (43,086.90)	\$ 23,385.54	\$ -	\$ (66,472.44)		
Total of Grants that are not borrowing from the General Fund		\$ 1,305,544.87	\$ 60.00	\$ -	\$ 1,305,484.87		
<b>Total Special Fund</b>		\$ 1,262,457.97	\$ 23,445.54	\$ -	\$ 1,239,012.43		
		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)	\$ 7,030.00	\$ 2,678.44	\$ (2,841.96)	\$ 15,513	\$ 5,248.33
Bookstore	320	\$ 40,388.37	\$ 155,038.51	\$ 172,585.89	\$ 22,840.99	\$ 156,423	\$ 144,130.86
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 6,100	\$ -
Culinary & Hospitality Program	340	\$ -	\$ 2,577.21	\$ 2,319.43	\$ 257.78	\$ -	\$ -
<b>Total Enterprise Fund</b>		\$ 40,198.18	\$ 164,645.72	\$ 177,583.76	\$ 27,260.14	\$ 178,036	\$ 149,379.19
PERS Pension Bond Fund	410	\$ 18,587.13	\$ 66,289.44	\$ 41,315.18	\$ 43,561.39	\$ 91,031	\$ 41,431.25
General Obligation Bond Fund	420	\$ 7,824.97	\$ 586,780.88	\$ 195,318.75	\$ 399,287.10	\$ 605,638	\$ 198,918.75
<b>Total Debt Service Fund</b>		\$ 26,412.10	\$ 653,070.32	\$ 236,633.93	\$ 442,848.49	\$ 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	\$ 18,965.68	\$ 3,308,179.41	\$ 2,255,965.45	\$ 4,424,400	\$ 3,426,403.84
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>		\$ 6,730,353.70	\$ 3,145,571.66	\$ 7,619,959.91	\$ 2,255,965.45	\$ 10,524,400	\$ 3,457,634.01
Associated Students of TBCC	710	\$ 4,833.89	\$ 4,896.63	\$ 5,882.09	\$ 3,848.43	\$ 10,205	\$ 5,277.09
Phi Theta Kappa Honorary Society Fund	720	\$ 1,087.91	\$ 2,034.47	\$ 1,170.38	\$ 1,952.00	\$ 4,575	\$ 1,578.15
<b>Total Agency Fund</b>		\$ 5,921.80	\$ 6,931.10	\$ 7,052.47	\$ 5,800.43	\$ 14,780	\$ 6,855.24
Tuition Waivers	831	\$ -	\$ 20,000.00	\$ 11,661.50	\$ 8,338.50	\$ 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	\$ 13,036.24	\$ 6,963.76	\$ 20,000.00	\$ -
Foundation Scholarships	834	\$ -	\$ 58,732.50	\$ 58,949.50	\$ (217.00)	\$ 81,700.00	\$ -
Non-Institutional Scholarships	840	\$ -	\$ 13,636.25	\$ 12,218.25	\$ 1,418.00	\$ -	\$ -
Aid Allocation Fund	899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Financial Aid Fund</b>		\$ -	\$ 222,368.75	\$ 103,666.49	\$ 118,702.26	\$ 231,700.00	\$ -

Agenda Item 5.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended March 2010  
 75.00% 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	\$ 698,234	83.12%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ 22,900	0.00%	\$ 299,933	\$ 141,510	47.18%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 706,988	\$ 803,223	113.61%	\$ 6,000	\$ 2,310	38.50%	\$ 13,000	\$ 7,030	54.08%	\$ -	\$ -	0.00%
Local Taxes	\$ 919,106	\$ 880,719	95.82%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ 247,820	\$ 176,897	71.38%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,500	\$ 2,050	45.56%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 154,801	103.20%
Interest	\$ 30,000	\$ 6,272	20.91%	\$ 27,500	\$ 6,320	22.98%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 1,043	13.04%	\$ 1,000,000	\$ 779	0.08%	\$ -	\$ -	0.00%	\$ 750	\$ 237	31.60%
Repayment of Short-Term Loans	\$ 108,125	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 77,095	\$ 63,057	81.79%	\$ 1,246,525	\$ 1,231,699	98.81%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 2,941,706</b>	<b>\$ 2,654,395</b>	<b>90.23%</b>	<b>\$ 2,580,958</b>	<b>\$ 1,382,618</b>	<b>53.57%</b>	<b>\$ 13,000</b>	<b>\$ 7,030</b>	<b>54.08%</b>	<b>\$ 150,750</b>	<b>\$ 155,038</b>	<b>102.84%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 1,978,105	\$ 1,452,186	73.41%	\$ 538,306	\$ 174,762	32.47%	\$ 5,750	\$ 2,337	40.64%	\$ 36,931	\$ 27,627	74.81%
Operating Expenditures	\$ 872,526	\$ 445,557	51.07%	\$ 291,560	\$ 10,442	3.58%	\$ 3,150	\$ 321	10.19%	\$ 112,650	\$ 143,750	127.61%
Capital Outlay	\$ 53,072	\$ 59,518	112.15%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 345,081	\$ 320,382	92.84%	\$ 20,965	\$ 6,361	30.34%	\$ 613	\$ 20	3.26%	\$ 1,842	\$ 1,209	65.64%
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%
<b>Total expenditures</b>	<b>\$ 3,298,784</b>	<b>\$ 2,277,643</b>	<b>69.04%</b>	<b>\$ 2,726,981</b>	<b>\$ 191,565</b>	<b>7.02%</b>	<b>\$ 15,513</b>	<b>\$ 2,678</b>	<b>17.26%</b>	<b>\$ 156,423</b>	<b>\$ 172,586</b>	<b>110.33%</b>
Ending Fund Balance	\$ 474,045	\$ 1,505,446		\$ 14,181	\$ 1,262,458		\$ 3,487	\$ (2,842)		\$ 31,127	\$ 22,840	
<b>Adjustments to bring Ending Fund Balance to Ending Cash Balance</b>												
<b>Assets</b>												
Receivables		\$ 294,133			\$ 23,446			\$ -			\$ 1,646	
Inventories		\$ 3,179			\$ -			\$ -			\$ 19,044	
<b>NET EFFECT ON CASH</b>		<b>\$ (297,312)</b>			<b>\$ (23,446)</b>			<b>\$ -</b>			<b>\$ (20,690)</b>	
<b>Liabilities</b>												
Accounts Payable		\$ 125,658			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ 65,067			\$ -			\$ -			\$ -	
Payroll		\$ 70,557			\$ -			\$ -			\$ 2,633	
<b>NET EFFECT ON CASH</b>		<b>\$ 261,282</b>			<b>\$ -</b>			<b>\$ -</b>			<b>\$ 2,633</b>	
<b>NET ADJUSTMENTS</b>		<b>\$ (36,030)</b>			<b>\$ (23,446)</b>			<b>\$ -</b>			<b>\$ (18,057)</b>	
<b>ENDING CASH BALANCE</b>		<b>\$ 1,469,416</b>			<b>\$ 1,239,012</b>			<b>\$ (2,842)</b>			<b>\$ 4,783</b>	

Agenda Item 5.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended March 2010  
 75.00% 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	\$ 7,003	100.00%	\$ -	\$ -	0.00%	\$ 21,575	\$ 26,412	122.42%	\$ 5,529,400	\$ 6,730,354	121.72%
<b>Resources</b>												
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	\$ 585,724	97.58%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ 2,390	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 5,000	\$ 1,085	21.70%	\$ 95,000	\$ 18,966	19.96%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ 187	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	\$ 66,261	73.62%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	\$ 3,000	\$ -	0.00%	\$ -	\$ 2,577	0.00%	\$ 695,238	\$ 653,070	0.00%	\$ 4,995,000	\$ 3,145,572	62.97%
<b>Expenditures</b>												
Salaries and Wages	\$ 4,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 71,406	0.00%
Operating Expenditures	\$ 1,900	\$ -	0.00%	\$ -	\$ 2,319	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 9,324,400	\$ 6,163,004	66.10%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 198,384	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	\$ 1,187,166	98.93%
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%
<b>Total expenditures</b>	\$ 6,100	\$ -	0.00%	\$ -	\$ 2,319	0.00%	\$ 696,669	\$ 236,634	33.97%	\$ 10,524,400	\$ 7,619,960	72.40%
Ending Fund Balance	\$ 3,903	\$ 7,003		\$ -	\$ 258		\$ 20,144	\$ 442,848		\$ -	\$ 2,255,966	
<b>Adjustments to bring Ending Fund Balance to Ending Cash Balance</b>												
<b>Assets</b>												
Receivables		\$ -			\$ -			\$ 33,909			\$ -	
Inventories		\$ -			\$ -			\$ -			\$ -	
<b>NET EFFECT ON CASH</b>		\$ -			\$ -			\$ (33,909)			\$ -	
<b>Liabilities</b>												
Accounts Payable		\$ -			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ -			\$ -			\$ 33,909			\$ -	
Payroll		\$ -			\$ -			\$ -			\$ -	
<b>NET EFFECT ON CASH</b>		\$ -			\$ -			\$ 33,909			\$ -	
<b>NET ADJUSTMENTS</b>		\$ -			\$ -			\$ -			\$ -	
<b>ENDING CASH BALANCE</b>		\$ 7,003			\$ 258			\$ 442,848			\$ 2,255,966	

Agenda Item 5.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended March 2010  
 75.00% 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%
<b>Resources</b>						
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	\$ 2,810	62.44%	\$ 81,700	\$ 72,369	88.58%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 5,081	\$ 4,121	81.11%	\$ 150,000	\$ 150,000	100.00%
<b>Total Revenues</b>	<b>\$ 9,581</b>	<b>\$ 6,931</b>	<b>72.34%</b>	<b>\$ 231,700</b>	<b>\$ 222,369</b>	<b>95.97%</b>
<b>Expenditures</b>						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 14,780	\$ 7,052	47.71%	\$ 231,700	\$ 103,666	44.74%
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%
<b>Total expenditures</b>	<b>\$ 14,780</b>	<b>\$ 7,052</b>	<b>47.71%</b>	<b>\$ 231,700</b>	<b>\$ 103,666</b>	<b>44.74%</b>
Ending Fund Balance	\$ 801	\$ 5,801		\$ -	\$ 118,703	
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		\$ 5,801			\$ 118,703	

**\$ 5,540,948**

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.



## 2010-2011 Tuition and Fee Schedule

### RECOMMENDATION

Second reading and approval of the 2010-2011 Tuition and Fee Schedule.

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

Presented here for second reading and approval is the proposed 2010-2011 Tuition and Fee Schedule presented at the April meeting. The preliminary average tuition rates proposed by all of Oregon's community colleges for FY 10-11 is \$73.83. The preliminary average tuition for PCC, Clatsop and Oregon Coast is \$76.67 per credit hour. 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	<del>\$72</del> <b>\$75</b>
Out-of-State Tuition per Credit Hour	\$92	<del>\$92</del> <b>\$95</b>
<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

## Board Vacancy

### **RECOMMENDATION**

Information only – no action requested.

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

Due to Director Ruth Jensen's resignation, there is now a vacancy on the Board. Director Jensen represents Zone 2 and her term ends June 31, 2013. An appointment needs to be made of someone residing in that zone with an election required next spring to complete her term.

## Preliminary 2010-2011 Budget Information

### RECOMMENDATION

Receive information presented. No formal action on the 2010-2011 Budget is requested at this time.

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

In accordance with the 2010-2011 Budget Development Schedule, detailed preliminary budget information will be mailed to the Board and Public Budget Committee Members in preparation for the first Public Budget Committee Meeting scheduled for May 17, 2010. The information shown below is preliminary and is provided as such for informational purposes only.

#### PRELIMINARY BUDGET - REVENUE CATEGORIES

	2008-2009	2009-2010	2010-2011	
	Actual	Adopted	Proposed	Notes
		Budget	Budget	
<b>Resources</b>				
<b>Beginning Fund Balance</b>	\$ 1,302,925	\$ 831,123	\$ 1,130,471	
<b>State – CC Support Fund</b>	\$ 943,820	\$ 840,072	\$ 893,350	Note 1
<b>Property Taxes</b>	\$ 908,313	\$ 919,106	\$ 971,401	Note 2
<b>Timber Taxes</b>	\$ 0	\$ 247,820	\$ 302,579	Note 3
<b>Contracts – Local</b>	\$ 0	\$ 0	\$ 22,900	Note 8
<b>Tuition</b>	\$ 468,752	\$ 576,710	\$ 635,539	Note 4
<b>Fees</b>	\$ 115,346	\$ 130,278	\$ 146,174	Note 5
<b>Sale of Goods</b>	\$ 2,973	\$ 4,500	\$ 3,500	Note 6
<b>Interest</b>	\$ 26,922	\$ 30,000	\$ 5,000	Note 7
<b>Miscellaneous</b>	\$ 53,228	\$ 8,000	\$ 11,685	Note 8
<b>Transfers</b>	\$ 183,891	\$ 77,095	\$ 68,654	Note 9
<b>Repayment of Short-Term Loans</b>	\$ -	\$ 108,125	\$ 69,625	Note 10
<b>Total Resources</b>	\$ 4,006,170	\$ 3,772,829	\$ 4,260,878	

### Budget Notes – Resources

1. **Community College Support Fund** – Amount equals the projected transfer to TBCC based on the Department of Community Colleges and Workforce Development funding formula calculated distribution of an estimated 2010-2011 state appropriation of \$217,694,437.  
Per current state statute, three state appropriation payments will be received during 2010-2011 and five payments will be received in the 2011-2012 fiscal year. However to improve clarity and comparability in the budget document and monthly financial reporting, the annual state appropriation is shown using four payments in each year of the biennium.
2. **Property Taxes** – Amount equals the projected collections of FY10-11 and prior year's property tax receipts for Tillamook County and includes 3 percent growth per County practice.

3. **Timber Taxes** – All timber revenues are deposited into the General Fund. Revenue estimates are based on projections from the State Forestry Department.
4. **Tuition** – Tuition revenue is projected to increase as the result of an estimated 5 percent increase in FTE enrollment and a \$3 per credit increase in the tuition rate.
5. **Fees** – No changes are being proposed for fees rates. However, fee revenue is projected to increase due to expected enrollment increases discussed above.
6. **Sale of Goods and Services** - This revenue is primarily from GED preparation and GED testing services – no change is proposed.
7. **Interest Income** - Interest is from investment in the Local Government Investment Pool and from two interest bearing bank accounts. A decrease in revenue is projected due to decreased cash reserves and lower interest rates.
8. **Miscellaneous Income** – Primarily revenue from reimbursed expenses, administrative overhead, rent and worker’s compensation dividends.  
**Transfers In** – Approximately \$50,000 is being transferred from the Strategic Initiatives account in the Special Fund to fund focused college development activities for one year. Other transfers include monies from the Enterprise and Special Funds for PERS debt service.
9. **Repayment of Short Term Loans** – This amount represents repayment of short term loans from the General Fund to pay grant expenses prior to receiving grant money. This item is required by Oregon Budget Law.

**PRELIMINARY BUDGET - EXPENDITURE CATEGORIES**

	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	
	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Notes</u>
		<u>Budget</u>	<u>Budget</u>	
<b>Expenditures</b>				Note 1
<b>Instruction</b>	\$ 953,578	\$ 909,405	\$ 1,015,308	
<b>Instructional Support</b>	\$ 283,261	\$ 291,911	\$ 378,626	
<b>Student Services</b>	\$ 407,017	\$ 337,210	\$ 302,138	
<b>College Support</b>	\$ 876,989	\$ 1,088,205	\$ 1,162,457	Note 5
<b>Plant Operations</b>	\$ 177,646	\$ 276,972	\$ 407,205	Note 3
<b>Financial Aid</b>	\$ 82,326	\$ 0	\$ 0	Note 4
<b>Transfers</b>	\$ 96,660	\$ 345,081	\$ 346,600	
<b>Contingency</b>	\$ -	\$ 524,045	\$ 648,544	Note 2
<b>Total Expenditures</b>	\$ 2,877,477	\$ 3,772,829	\$ 4,328,621	
<b>Ending Fund Balance</b>	\$ 1,128,693	\$ 0	\$ 0	Note 2

## Budget Notes - Expenditures

### 1. General Assumptions –

**a. Inflation** – Across the board increases in the cost of purchased goods and services are not programmed in the FY10-11 proposed budget. However, specific amounts for materials and services have been adjusted where increases (or decreases) are known.

**b. Salaries and Benefits** – In the 2010-2011 budget, a scheduled longevity step increase and a cost of living adjustment of 3.5% are implemented for eligible employees. *(In the 2009-2010 budget cycle, the CPI(W) index used by TBCC to determine COLA increases was 3.5%, however, the College did not apply it to employee wages due in large part to uncertainty concerning the State appropriation. The latest CPI(W) annual index amount is zero percent. In FY10-11, the College proposes a catch-up for the COLA payment that was deferred in the current budget.)*

In 2010-2011, the College also proposes implementing an annual 1.5% step for employees who are no longer eligible for scheduled longevity steps (those who are at the end of the salary schedule because of accumulated years of service or educational attainment).

During fiscal year 2009-2010, all College employees were furloughed as a cost-savings measure. Staff employees received 12 days of unpaid leave and faculty members received 8 days. In the 2010-2011 budget, the College plans another furlough but proposes buying back one day for both staff and faculty.

Full payment of employee health insurance is maintained, as is a contribution to dependent coverage. Insurance coverage at pro-rated amounts for part-time employees is maintained. The budget retains the PERS employee portion pickup. The 3.5% COLA adjustment is also applied to non-regular (adjunct) faculty salary schedules in this budget.

**c. Positions** – Several staff positions at the College will have hours adjusted in this budget beyond the furloughs discussed above.

**d. Educational Programs** - Financial aid for credit students is funded at last year's levels in an effort to support continued enrollment growth and assist with tuition increases. In conjunction with the TBCC Foundation, the "First Class" Scholars Program will continue to offer full-tuition scholarships to County high school graduates based on academic achievement. Continued funding of a tuition waiver program for newly unemployed Tillamook County residents, begun in FY09-10, is also included. (See also Note 4 below.)

**2. Contingency and Working Capital** – The budget will contain approximately \$648,544 for Operating Contingency and Ending Working Capital which represents approximately 17% of the General Fund Budget. The working capital amount allows TBCC to maintain cash flow without having to borrow.

**3. Major Capital Expenditures** – No major capital projects are contemplated to be funded from the General Fund in this fiscal year. However, the Campus Construction Fund - established to receive, record and disburse bond revenue – includes funding in FY10-11, for the construction of

College Centers in north and south Tillamook County.

*In the Spring of 2009, the Board took the position that, the costs required to staff and operate future College Centers, should not detrimentally impact Central Campus operations. The Board also directed that further development and construction of the centers not be funded in FY09-10 pending uncertainties in the state and local economies.*

The costs of staffing and operating the College Centers will be charged to the General Fund.

Estimated operations costs for FY10-11 (assumes a mid-year commissioning for both sites) and future years are presented below:

**Estimated Operating Costs for North and South County College Centers**

	FY10-11 (6 months only)	FY11-12	FY12-13	FY13-14	FY14-15
<b>Operations (labor and non- labor)</b>	<b>\$82,500</b>	<b>\$177,500</b>	<b>\$191,000</b>	<b>\$207,000</b>	<b>\$224,500</b>

Funding Center operations will reduce the College's designated contingency in the proposed budget and could have additional detrimental impacts in future years.

4. **Financial Aid** – Beginning last year, College-funded student financial aid is budgeted and accounted for in a new Financial Aid Fund (FAF). In order to provide adequate funding for the College's financial aid activities in FY10-11, \$150,000 is being transferred into the FAF from the General Fund.
5. **College Support** – This budget includes funding for a focused college development effort in the General Fund. The source of funding for estimated labor and non-labor (materials and services) costs for these fundraising activities is explained in Note 9 above.



## Alternative Contracting Method for Community Centers

### RECOMMENDATION

Approve alternative contracting method.

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

In May, 2007 voters in Tillamook County passed a General Obligation Bond Measure to finance a capital construction project that will include the construction of a new Community College Campus and Two Satellite branch campuses in Tillamook County. The Oregon State Legislature has also approved Senate Bill 5514, which will allow the College to receive additional funding for these projects.

The Satellite Campus Buildings will be constructed on existing parcels of land that are owned by local school districts within Tillamook County. The North Campus will be constructed within the Neah-Kah-Nie School District boundary. The South Campus will be constructed within the Nestucca Valley School District boundary. These divisions will be described as Phase I: New Campus Building Project and Phase II: New Satellite Campus Projects. All work describe in the Finding below will be known as Phase II: New Satellite Campus Projects.

After consulting with TBCC's Construction Manager and the President of TBCC, it has been determined by the Project Team that the construction that will take place on the separate sites within Tillamook County. The New Satellite Campus Projects will be awarded to complete a portion or all of the work as described as Phase II of the project.

The Oregon Revised Statutes (279C.335 (2)) authorizes TBCC's Local Construction Review Board to exempt certain contracts from competitive bidding. This permits solicitation of a public improvement contract for the construction of the work by using a qualification based proposal pursuant to the alternative contracting method.

This alternative contracting method allows TBCC to avoid using the "low bid" method of selecting a contractor, and instead, uses a competitive 'Request for Proposal' process. The selection will be made based on specific criteria required to select a contractor that has the appropriate project experience for the construction of the New Satellite Campus Projects.

The selection criteria will include the following 7 items:

1. Firms Background
2. Firm Workload
3. Firm Experience and Success
4. Experience of Key Personnel
5. Project Approach, Administration and Project Controls
6. Firm Experience in Safety
7. Cost

The current construction market has created fluctuations in the cost of work to the point it is difficult to accurately predict the cost of future projects. For this reason, it is in TBCC's best interest to reserve the right to select the most qualified contractor in order to get the most competitive pricing for the project. This can be accomplished by utilizing a combination of Competitive Bidding and Value Engineering to insure that the work is completed within budget.

The primary consideration that should be taken into account when evaluating the use of a qualifications based proposal pursuant to the alternative contracting method on a project are: time savings, cost saving, experience and project controls, while not diminishing competition or encouraging favoritism. This process is considered appropriate if at least two of these considerations are met.

Before TBCC's Local Contract Review Board can exempt a project from competitive bidding and utilize an alternative contracting method, they must consider and hear public testimony on findings addressing the use of qualifications based proposal pursuant to the alternative contracting method. The findings must address specific area as outlined below.

#### **FINDINGS:**

- 1. Unlikely to Encourage Favoritism:** The exemption is unlikely to encourage favoritism in the award of public contracts or substantially diminish competition because the Contractor will be chosen by a competitive Request for Proposals process open to all interested parties pursuant to TBCC's Public Contracting Rules. The process will include participants to respond to specific questions pertaining to their qualifications and to submit specific quotations for the work.
- 2. Cost Savings:** The exemption will result in a substantial cost saving to TBCC by following a competitive bid process that will be used as one of the selection criteria, and by selecting a contractor familiar with the post design Value Engineering review in order to achieve the lowest projected cost to TBCC in concurrence with the highest probability of a quality product.
- 3. Operational, Budget and Financial Data:** The project will result in the construction of the New Satellite Campus Projects in an area that will support the future growth of TBCC in the outlying areas of Tillamook County. This will allow for more students to have better access to a Higher Education. The operational costs for the college will increase as a result of the new facilities. Those operational costs are not part of this General Obligation Bond.



4. **Public Benefits:** The public benefit is the ability of TBCC to select contractors that are experienced in the coordination required to construct the New Satellite Campus Projects, by selecting contractors with the construction scheduling expertise to construct the projects under adverse coastal weather conditions, to select a contractor with a record of safe performance and to select a contractor with the management resources to supervise the construction activities in an efficient and expeditious manner.
5. **Value Engineering:** While Value Engineering will be performed during the early stages of the design prior to selection of the contractors, the concept of Value Engineering will continue after the contractors are selected during the sub-tier contractor selection period. TBCC will benefit from the ability to select a contractor with previous experience implementing value engineering on previous projects, specifically schools, during the post design phases of these projects.
6. **Specialized Expertise Required:** Contractors will be required to have experience specifically related to the coastal work environment, soils stabilization and work in Tillamook County. Contractors will be required to have experience specifically related to the construction of the New Satellite Campus Project. By utilizing the Alternate Contracting Method, TBCC will have the ability to select a contractor with the proven skills of managing remotely located school sites and the proven ability to mitigate project delays and disruptions. In addition, TBCC will have the ability to select a contractor with a successful record of safely managing projects.
7. **Public Safety:** TBCC will have the ability to include in the selection process the evaluation of the Contractor's Safety Plan and Philosophy.
8. **Market conditions:** Due to the current local economic conditions, we understand that many contractors will want to bid on these projects. We believe that being diligence in regards to the contractor's qualifications and their financial stability will allow TBCC to find the right contractor for these projects.
9. **Technical Complexity:** The complexity of this project will be the remoteness of the two project sites from supplier's and each other over a very short period of time with the extreme weather conditions that are commonly found in the Tillamook.
10. **Funding Sources:** This project will be paid for as part of the Tillamook Community College November 2007 General Obligation Bond Measure and Matching Funds from

the State of Oregon per Senate Bill 5514. The bond measure and the Senate Bill will fund construction of these two satellite Campus Buildings.

## 11. RECOMMENDATION

Based on the findings outlined above, Staff recommends that the Tillamook Bay Community College Board of Directors, serving as TBCC's Local Contract Review Board, approve the findings, exempting the New Satellite Campus Projects from competitive bidding requirements, and direct staff to utilize a qualification based proposal method as an alternative contracting method for construction.



## Strategic Planning and Accreditation

### **RECOMMENDATION**

Information only – no action requested.

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

Activities since the last Board Meeting have focused on final preparations for TBCC's comprehensive interim candidacy visit May 3-5. Once the visit is concluded, TBCC will begin review of the College's mission, core themes, and core theme objectives. That review and revision process will be a first major activity in preparing TBCC's next Comprehensive (All Standards) Report for the next interim candidacy visit on October 19-21, 2011.

## Courses and Curricula

**RECOMMENDATION**

Information only – no action requested.

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

There are no new additions or deletions of courses or curricula to report this month.

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

**RECOMMENDATION**

No report.

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

---

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

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

## RECOMMENDATION

First reading and review of changes to Policies 202 and 306.

## BACKGROUND INFORMATION ----- President Carnahan

Proposed changes to Policy 202, College Safety, include the portions of Policy 306 which address children and animals on campus. The remainder of Policy 306 will be covered under the Safety Manual which will be an Administrative Rule thus it is proposed for deletion. This is the first reading of both proposed changes. A second reading and approval will be presented at the June meeting.

---

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

Article No.: 202

Approved: ~~January 11, 2010~~ *revision pending: May 3, 2010*

Reference: Occupational Safety and Health Administration Regulations

---

## 202.1 INTRODUCTION

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

## 202.2 PERSONAL EMERGENCY PLANS

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

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

## 202.3 PLAN STRUCTURE AND OPERATION

The College's safety plan has ~~five~~ **six** main components or annexes, each of which deals with a separate aspect of safety on our campus.

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

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

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

The Laboratory Safety and Chemical Hygiene Plan is also required to comply with Occupational Safety and Health Administration (OSHA) Regulations.

**Annex 4 – Chemical Hazard Communication Plan** – procedures designed to prevent occupational injuries and illnesses related to chemical exposure in the workplace.

Article No.: 202

Approved: ~~January 11, 2010~~ *revision pending: May 3, 2010*Reference: Occupational Safety and Health Administration Regulations

---

**Annex 5 – Bloodborne Pathogen Exposure Control Plan** – procedures to eliminate or minimize exposure to human blood or other infectious body fluids.

The Bloodborne Pathogen Exposure Control Plan is also required to comply with Occupational Safety and Health Administration (OSHA) Regulations.

**Annex 6 – Loss Prevention and Business Continuity Plan** – procedures for reducing the risk of injury, loss of life, and property; reporting losses; and, activities, including pre-planning, aimed primarily at ensuring that all critical functions and operations continue to be performed during and after an emergency situation.

In an emergency, the plan and its supporting annexes provide for a structured assessment process and cascaded activation of each of the ~~five~~ **six** main components as needed.

#### **202.4 – CHILDREN ON CAMPUS**

**Children are defined as all persons under the age of 18 unless enrolled in a course.**

- 1. A child on property owned or leased by the College must be enrolled in a course and/or under the direct supervision of the child's parent or guardian or College staff at all times.**
- 2. Children of an enrolled student may not attend a course without the advanced permission of the course instructor.**
- 3. Children may not be present on property owned or leased by the College independently. College staff will take appropriate action, including if necessary, the notification of law enforcement authorities, if a child is unattended on College property or in College facilities.**
- 4. College staff, including instructors, may not bring children to their worksite except in the case of an emergency and with the permission of their supervisor.**
- 5. Concerns regarding the presence of children on campus should be brought to the attention of the Dean of Instructional Services.**

#### **202.5 – ANIMALS ON CAMPUS**

**Animals in College buildings, classrooms, offices or grounds may cause health, safety, liability, sanitary, or custodial problems. Therefore, no animals shall be permitted in College buildings, or on College grounds with the following exceptions:**



Article No.: 202

Approved: ~~January 11, 2010~~ *revision pending: May 3, 2010*

Reference: Occupational Safety and Health Administration Regulations

---

- 1. Service animals that are specifically trained to perform tasks for students, staff or visitors with disabilities such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting and protecting those who are having a seizure or performing other special tasks.**
  
- 2. Animals under the guidance and control of College staff for the purpose of research, instruction, or other endeavors related to the College mission.**

Article No.: 306

Approved: ~~June 2, 2008 Deletion pending May 3, 2010~~

Reference:

---

MOVED TO ADMINISTRATIVE RULE: 306.1- 306.6

### ~~306.1—COMPLIANCE~~

~~Each employee shall comply with local, state, and federal laws with regard to health and safety.~~

### ~~306.2—UNSAFE WORKING CONDITIONS~~

~~An employee who believes that any materials or equipment provided for work, or for the use of students or the public, are defective and unsafe or that any place or condition of work is unsafe shall report the same promptly to the Dean of Administrative Services so that the cause of the defect or unsafe condition may be investigated and corrective action taken.~~

### ~~306.3—UNSATISFACTORY CORRECTIVE ACTION~~

~~After complying with 306.2, an employee who is not satisfied that corrective action has or will be taken may:~~

- ~~A.—— File a written complaint with the College President, specifying the material, equipment, place or conditions deemed unsafe, the date on which reported to the Dean of Administrative Services, and the objection to any action taken. As soon as possible, and in any event within seven calendar days after receipt of a copy of the complaint, the President shall respond in writing to the employee.~~
- ~~B.—— Refuse to continue work in the perceived unsafe condition or situation until it has been reviewed by the President or designee and the employee has received a copy of the President's written decision.~~

### ~~306.4—SUBMITTING A COMPLAINT~~

~~Nothing in this Article shall prevent an employee from submitting a complaint to the Oregon Occupational Safety and Health Division of the Department of Consumer and Business Services or from exercising any other rights granted under federal or state laws relating to safety without fear of reprisal or recrimination; but when any complaint or investigation request is filed with any governmental authority it shall terminate any grievance previously filed with the same facts.~~

### ~~306.5—EMPLOYEE ACCIDENTS~~

~~Whenever an accident involving an employee occurs, advise the Dean of Administrative Services or his/her designee immediately. The Dean of Administrative Services will furnish the~~

Article No.: 306

Approved: ~~June 2, 2008~~ *Deletion pending May 3, 2010*

Reference:

---

~~accident report forms that must be filed with the insurance company. Accident reports should be completed as soon as possible.~~

### ~~306.6 – STUDENT ILLNESS OR ACCIDENT~~

~~The College does not maintain first aid facilities on campus. In the event that a student is involved in an accident or becomes ill on campus, notify the Dean of Administrative Services or his/her designee immediately. If medical attention is required, arrangements should be made to get the student to the hospital or to a medical facility.~~

### **MOVED TO POLICY 202**

### ~~306.7 – CHILDREN ON CAMPUS~~

~~Children are defined as all persons under the age of 18 unless enrolled in a course.~~

- ~~1. A child on property owned or leased by the College must be enrolled in a course and/or under the direct supervision of the child's parent or guardian or College staff at all times.~~
- ~~2. Children of an enrolled student may not attend a course without the advanced permission of the course instructor.~~
- ~~3. Children may not be present on property owned or leased by the College independently. College staff will take appropriate action, including if necessary, the notification of law enforcement authorities, if a child is unattended on College property or in College facilities.~~
- ~~4. College staff, including instructors, may not bring children or pets (with the exception of service animals) to their worksite except in the case of an emergency and with the permission of their supervisor.~~
- ~~5. Concerns regarding the presence of children on campus should be brought to the attention of the Dean of Instruction and Student Services **Instructional Services**.~~

### ~~306.8 – ANIMALS ON CAMPUS~~

~~Animals in college buildings, classrooms, offices or grounds may serve as a health, safety, liability, sanitary, or custodial problem for students, staff, the general public and the College. Therefore, no animals shall be permitted in College buildings, or on College grounds with the following exceptions:~~

- ~~1. **Service animals that are individually trained to perform tasks for students, staff or visitors with disabilities such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting and protecting those who are having a seizure or performing other special tasks.**~~

Article No.: 306

Approved: ~~June 2, 2008~~ *Deletion pending May 3, 2010*

Reference:

---

- ~~2. Animals under the guidance and control of College staff for the purpose of research, instruction, or other endeavors related to the College mission.~~
- ~~3. Animals on a leash, provided they remain outside all buildings and owner exercises responsibly for immediate clean-up and proper removal of waste.~~

# 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

- North and South County Centers

# Personnel

**RECOMMENDATION**

Information only – no action requested.

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

Position Title	Application Review Begins	Start Date	Comment	Screening Committee	Appointment
Business Office Specialist	May 7	July, 2010		Kyra Williams, Chair	
Business Counselor	May10			Marshall Doak, Chair	

## Announcements and General Information

### **RECOMMENDATION**

Information only – no action requested.

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

- Northwest Commission on Colleges and Universities Accreditation site visit this week
- Budget Committee Meeting, Monday, May 17, 2010 at 6:00 p.m.
- Graduation – Friday, June 11, 7:00 pm at the Tillamook Nazarene Church on Third Street. Photos will be taken at 6:30. Please advise Sue if you are able to attend the ceremony.