



# Notice of Public Meeting

Pursuant to O.R.S. §192.640, legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board will hold a board meeting open to the public on Monday, September 13, 2010, at 6:30 p.m. 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, 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, September 8, 2010

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

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Jon Carnahan – President

TILLAMOOK BAY COMMUNITY COLLEGE

Notice Distribution

1. TBCC BOARD OF EDUCATION MEMBERS
2. TBCC PUBLIC BUDGET COMMITTEE MEMBERS
3. HEADLIGHT-HERALD NEWSPAPER
4. TBCC WEB SITE
5. TBCC ADMINISTRATORS AND STAFF
6. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
7. ESD ADMINISTRATOR
8. OCCA EXECUTIVE DIRECTOR



# Board of Education Meeting Agenda

**Date:** Monday, September 13, 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 McGinnis
2.	<b>Approval of the Agenda</b> ----- (Action)	Chair McGinnis
3.	<b>Invitation of Public Comment</b> -----  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.	Chair McGinnis
4.	<b>Approval of the June 21 Supplemental Budget and Regular Meeting Minutes, and August 3 Regular and Executive Session Minutes</b> ----- (Action)	Chair McGinnis
5.	<b>Reports:</b>	
	A. Oregon Community College Association-----	President Carnahan Director Swain
	B. Financial Report-----	Comptroller Williams
6.	<b>Old Business:</b>	
	A. Board Membership Vacancy-----	Chair McGinnis
	B. Sale of First Street Campus Update-----	President Carnahan
7.	<b>New Business:</b>	
	A. 2010-2011 Organization, Finance and Legal Designations----- (Action)	Dean Ellison
	B. 2011-2012 Budget Development Guidelines and Budget Schedule-----	Dean Ellison
	C. Flexible Fringe Benefits Resolution 2010-2011 #4----- (Action)	Dean Ellison
	D. Tillamook Transportation District Agreement----- (Action)	President Carnahan
	E. State of Oregon Revenue Forecast-----	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 McGinnis
11.	<b>Board Member Discussion Items</b> -----	Chair McGinnis
12.	<b>Adjournment</b> ----- (Action)	Chair McGinnis



# Board of Education Special Supplemental Budget Meeting Minutes

June 21, 2010

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

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

**Directors Absent:** Ann Swain

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

**Guests Present:**

## **Call to Order:**

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

## **Approval of Agenda:**

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

## **New Business:**

Public Hearing on 2009-2010 Supplemental Budget Resolution: (Item 3.A)

President Carnahan shared Resolution 2009-2010 #5 adopting a supplemental budget for fiscal year 2009-10 and making appropriations.

## **Adjournment**

On approval of a motion by Director McGinnis and seconded by Director Weitman, it was resolved to adjourn. Chair Shaw adjourned the meeting at 6:32 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



# Board of Education Meeting Minutes

June 21, 2010

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

- Directors Present:** Steve Shaw, Ruth Jensen, James McGinnis, Craig Wakefield, Bob Weitman and Rose Wharton
- Directors Absent:** Ann Swain
- Staff Present:** Jon Carnahan, Lori Gates, Ron Ellison, Kyra Williams, and Sue Owens
- Guests Present:** Michele Burton, TBCC Staff.

## Call to Order:

Chair Shaw called the meeting to order at 6:35 p.m. and acknowledged guests.

## Approval of Agenda:

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

## Invitation of Public Comment:

There was no public comment.

## Approval of Minutes:

Chair Shaw asked for approval of the June 7, 2010 Contract Review Board and Regular Meeting minutes. On an approval of a motion by Director Wharton and seconded by Director Wakefield, it was resolved to approve the minutes as presented.

## New Business:

### Approval of 2009-2010 Supplemental Budget Resolution: (Agenda Item 5.A)

Comptroller Williams shared the supplemental budget to amend the FY 2009-2010 Adopted Budget and recommended approval. President Carnahan elaborated that the change was due primarily due to the increased enrollment growth and the corresponding increase in revenue and expenses. On an approval of a motion by Director Wakefield and seconded by Director McGinnis, it was resolved to approve and authorize the Board Chair to sign Budget Resolution 2009-2010 #5 to adopt a supplemental budget to amend the FY 2009-2010 Adopted Budget.

### Adoption of 2010-2011 Budget, Make Appropriations and Impose and Categorize Property Taxes: (Agenda Item 5.B)

Dean Ellison shared the 2010-2011 Budget summary that the public budget committee approved in May and recommended adoption. On an approval of a motion by Director Wakefield and seconded by Director Wharton, it was resolved to approve and authorize the

Board Chair to sign Budget Resolutions 2010-2011 Nos.1 through 3 to adopt the 2010-2011 Budget, make appropriations, and impose and categorize property taxes. Chair Shaw thanked Dean Ellison, Comptroller Williams and President Carnahan for their budget efforts.

Oregon State Revenue Forecast Impact on TBCC Resolution: (Agenda Item 5.C)

President Carnahan shared that the State Revenue Forecast was not good in that the Governor is looking at 4.6% cross-the-board cuts over the next biennium which amounts to a nearly \$100,000 shortfall to TBCC. He stressed that these cuts are over and above the cuts made in order to balance the 2010-2011 budget. He then presented Resolution 2009-2010 #6 which directs the College President to make necessary adjustments by limiting spending which may mean putting a hold on constructing the North and South County Centers.

On an approval of a motion by Director Wakefield and seconded by Director Weitman, it was resolved to approve and authorize the Board Chair to sign Budget Resolution 2009-2010 #6.

**Old Business:**

Subcommittee Report on South County Center Project: (Agenda Item 6.A)

Chair Shaw shared that the sub-committee had met last week and that President Carnahan shared with them the bleak State Revenue Forecast and the impact on TBCC with a verbal summary of Resolution 2009-2010 #6. President Carnahan shared with them the Board's reluctance to move forward on the new centers at the expense of the main campus. The subcommittee also discussed the NVSD attorney's proposed changes to the Intergovernmental Agreement to which President Carnahan stated there would be no signing until we were ready to move forward.

Board Member Vacancy: (Item 6.B)

President Carnahan discussed the Board vacancy due to Director Jensen's resignation and reported that he had been unsuccessful in finding a suitable candidate as to date. More names were discussed and it was agreed to table the subject until the September 13, 2010 meeting due to the fact of no summer meetings.

**Standing Business:**

Board of Education Policy: (Item 7.A)

President Carnahan presented for second reading and approval of Appendices A-1, A-2, B-1, C-1 and C-3 which set pay grades, salaries and benefits according to the 2010-2011 approved budget. On an approval of a motion by Director Wakefield and seconded by Director Wharton, it was resolved to approve Appendices A-1, A-2, B-1, C-1 and C-3 as presented.

**Announcements and General Information:** (Item 8)

President Carnahan reminded the Board of the following events:

- August 11-14, 2010 Tillamook County Fair. TBCC Foundation will be sharing the booth this year. Board members are being asked to help staff the booth. Please contact Sue Owens with the best times you are available.
- No meetings scheduled until September 13, 2010 at 6:30 p.m.

President Carnahan also reported that Graduation had gone well in spite of the fact that there were only two Board members present.

**Invitation of Public Comment: (Item 9)**

There was no public comment.

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

Chair Shaw noted that this was Director Jensen's last Board meeting and invited those present to stay after the meeting for a piece of cake in her honor. President Carnahan added that this will be the first time in TBCC history that there was no Jensen on the Board. Director Jensen thanked the Board for the opportunity to serve and shared that she believed her late husband, Wayne, would be thrilled at the accomplishments TBCC had made. There was no other discussion.

**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 7:04 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



# Board of Education Regular Meeting and Executive Session Minutes

August 3, 2010

Central Campus, Administrative Board Room, # 113  
4301 Third St., Tillamook, OR 97141

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

**Directors Absent:** Rose Wharton

**Staff Present:** Jon Carnahan

**Guest Present:** Dr. Connie Green, Vice President Candidate

## **Call to Order:**

Chair McGinnis called the Meeting to order at 12:10 pm

On approval of motion by Director Shaw and seconded by Director Wakefield Chair McGinnis adjourned the regular meeting to Executive Session at 12:11 pm pursuant to O.R.S. § 192.660 (2)(a).

The Board discussed the position of Vice President with candidate Dr. Connie Green.

No decisions were made.

## **Adjournment**

Chair McGinnis adjourned the Executive Session at 1:00 p.m. and the regular meeting at 1:01 pm.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board

## Oregon Community College Association

### RECOMMENDATION

Information only – no action requested.

### BACKGROUND INFORMATION----- President Carnahan and Director Swain

The next OCCA Board of Director's meeting will be October 8, 2010 at noon at Oregon Coast Community College.

The 2010 Annual Conference is scheduled for November 4-6 at the Sunriver Resort in Bend, Oregon. *If you'd like to attend please advise Sue by **October 1**.*





# OREGON COMMUNITY COLLEGE ASSOCIATION

2010 Annual Conference - November 4-6

Sunriver Resort – Bend, Oregon

## Thursday, November 4, 2010

Noon	Registration and Exhibits Open
12:30 – 1:45 p.m.	Opening Session
2:00 – 3:30 p.m.	General Session <i>Keynote: John Mitchell</i>
3:30 – 4:00 p.m.	Refreshment Break
4:00 – 5:00 p.m.	General Session <i>Keynote: Scott Jaschick</i>
6:00 – 9:00 p.m.	Reception and Dinner at The High Desert Museum

## Friday, November 5, 2010

7:30 a.m.	Breakfast and Exhibits Open
8:30 – 9:30 a.m.	Breakout Sessions
9:30 – 11:30 a.m.	Special Session: Chairman and Vice Chairmen Training <i>Facilitated by Patrick McCullum and Mark Viera California Brain Trust Consulting</i>
9:30 – 9:50 a.m.	Refreshment Break
9:50 -10:45 a.m.	Breakout Sessions
10:45 – 11:05 a.m.	Refreshment Break
11:05 – 11:50 a.m.	Break-out Sessions
Noon – 1:15	Luncheon <i>Keynote: J. Noah Brown</i>
1:30 – 2:15 p.m.	Breakout Sessions
2:15 – 2:35 p.m.	Refreshment Break
2:35 – 3:30 p.m.	Breakout Sessions
3:30 – 3:50 p.m.	Refreshment Break
3:50 – 5:00 p.m.	General Session <i>Keynote: Byron McClenney</i>
6:00 – 7:00 p.m.	Howard Cherry Reception
7:00 – 8:30 p.m.	Howard Cherry Dinner Dinner

## Saturday, November 6, 2010

7:30 a.m.	Breakfast and Exhibits Open
8:00 – 9:30 a.m.	Breakout Sessions
9:30 – 9:45 a.m.	Refreshment Break
9:45 – 11:30 a.m.	Closing General Session <i>Keynote: Mark Milliron</i>

## Sponsors



●  
Barnes & Noble College Booksellers, Inc.

●  
School Specialty Planning & Student  
Development

●  
Meyer & Associates

## Exhibitors

Skanska  
VALIC  
Higher One  
D.A. Davidson & Co.  
M Space Holdings, LLC  
Wedbush Securities Inc.  
Talbot, Korvola & Warwick, LLP  
Barnes & Noble College Booksellers, Inc.  
School Specialty Planning & Student Development  
OSU - CC Leadership Doctoral Program  
DLR Group  
Desire2Learn Incorporated  
Western Governors University

# Taking Charge of Change

## General Session Speakers

### J. Noah Brown

CEO, Association  
of Community  
College Trustees

### Scott Jaschik

Editor, Inside Higher Ed

### Byron McClenney

Project Director and Senior  
LecturerFellow, Community  
College Leadership  
Endowment - University of  
Texas at Austin

### John Mitchell

Oregon Economist

## Closing Keynote Speaker

### Mark Milliron

Deputy Director Postsecondary Improvement  
for the Bill & Melinda Gates Foundation

### PLUS

An Evening at the High Desert Museum

Over 20 Breakout Sessions

Howard Cherry Awards

13 Exhibitors and More!!

## Break-Out Sessions

A sample of the over 20 breakout sessions  
at this year's conference:

Participatory Decision-Making:  
Changing and Sharing Governance

SWOCC Curry County Campus:  
*A testament to community partnerships,  
fiscal management and leadership*

Sustainable Change in Lighting the  
Community College Classroom

Utilizing Real Estate As A Resource

Engaging Tomorrow's Leaders

Taking Charge of Change:  
*The Call for Accountability  
and Supporting Student Success*

Open Forum: Legal Issues

Everything You Always Wanted to Know About  
Community Colleges: Funding, Facts & Figures

The START Lab:  
*A High Tech/High Touch Approach to New Student  
Orientation*

Planning for An Uncertain Future



# 2010 Annual Conference

November 4-6

Sunriver Resort - Bend Oregon

# 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 July 2010  
8.33% of fiscal year elapsed

	2009-2010 Annual Budget	2009-2010 Actual	2009-2010 Percentage of Budget	2010-2011 Annual Budget	2010-2011 Actual	2010-2011 Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 831,123	\$ 1,132,646.65	136.28%	\$ 1,130,471	\$ 1,081,964.71	95.71%
State	\$ 840,072	\$ -	0.00%	\$ 807,629	\$ -	0.00%
Property Taxes	\$ 919,106	\$ -	0.00%	\$ 971,401	\$ -	0.00%
Timber Taxes	\$ 247,820	\$ -	0.00%	\$ 302,579	\$ -	0.00%
Local Contract	\$ -	\$ -	0.00%	\$ 22,900	\$ -	0.00%
Tuition	\$ 576,710	\$ 49,079.00	8.51%	\$ 635,539	\$ 77,808.00	12.24%
Fees	\$ 130,278	\$ 8,429.70	6.47%	\$ 146,174	\$ 13,772.00	9.42%
Sale of Goods	\$ 4,500	\$ 110.00	2.44%	\$ 3,500	\$ 215.00	6.14%
Interest	\$ 30,000	\$ 650.95	2.17%	\$ 5,000	\$ 436.71	8.73%
Rental	\$ -	\$ -	0.00%	\$ 500	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 6.70	0.08%	\$ 8,000	\$ 40.65	0.51%
Transfers	\$ 77,095	\$ 54,419.68	70.59%	\$ 76,500	\$ 47,367.59	61.92%
Repayment of Short-Term Loan	\$ 108,125	\$ -	0.00%	\$ 69,625	\$ -	0.00%
<b>Total resources</b>	<b>\$ 3,772,829</b>	<b>\$ 1,245,342.68</b>	<b>33.01%</b>	<b>\$ 4,179,818</b>	<b>\$ 1,221,604.66</b>	<b>29.23%</b>
<b>Expenditures</b>						
Instruction	\$ 909,405	\$ 64,263.33	7.07%	\$ 1,015,308	\$ 59,994.12	5.91%
Instructional Support	\$ 291,911	\$ 18,682.06	6.40%	\$ 378,626	\$ 25,222.37	6.66%
Student Services	\$ 337,210	\$ 25,299.72	7.50%	\$ 290,657	\$ 21,503.37	7.40%
College Support	\$ 1,088,205	\$ 113,374.97	10.42%	\$ 1,160,226	\$ 148,769.46	12.82%
Plant Operation	\$ 276,972	\$ 13,161.99	4.75%	\$ 413,112	\$ 30,467.60	7.38%
Transfers	\$ 345,081	\$ 258,005.91	74.77%	\$ 346,600	\$ 257,495.00	74.29%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,298,784</b>	<b>\$ 492,787.98</b>	<b>14.94%</b>	<b>\$ 3,654,529</b>	<b>\$ 543,451.92</b>	<b>14.87%</b>
<b>Ending fund balance</b>	<b>\$ 474,045</b>	<b>\$ 752,554.70</b>	<b>158.75%</b>	<b>\$ 525,289</b>	<b>\$ 678,152.74</b>	<b>129.10%</b>

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

	Fund No.	Beginning Working Capital	2010-2011 Revenue	2010-2011 Expenditures	Ending Working Capital	2010-2011 Spendable Budget	2009-2010 Prior Year Expenditures
Adult Basic Education	210	\$ -	\$ -	\$ 3,380.83	\$ (3,380.83)	\$ 56,333	\$ 7,634.03
Tutor Grant	211	\$ -	\$ -	\$ 1,062.54	\$ (1,062.54)	\$ 13,080	\$ 1,125.23
Sprint Yellow Pages Literacy Grant	215	\$ 2,501.89	\$ -	\$ 1.22	\$ 2,500.67	\$ 1,500	\$ 0.88
United Way Literacy Grant	216	\$ 5,220.26	\$ -	\$ 100.00	\$ 5,120.26	\$ 4,000	\$ -
Pathways Grant	225	\$ -	\$ -	\$ 2,749.84	\$ (2,749.84)	\$ 38,160	\$ 2,052.44
Industrial Maintenance Tech	226	\$ 25,470.89	\$ -	\$ -	\$ 25,470.89	\$ 30,000	\$ -
OYA Instruction Contract	227	\$ -	\$ -	\$ 2,831.75	\$ (2,831.75)	\$ 53,594	\$ -
SBDC Federal Grant	230	\$ -	\$ -	\$ 2,704.74	\$ (2,704.74)	\$ 30,250	\$ 2,749.34
SBDC State Grant	231	\$ -	\$ -	\$ 2,372.07	\$ (2,372.07)	\$ 24,804	\$ 1,145.63
SBDC Program Income	232	\$ 8,562.20	\$ -	\$ -	\$ 8,562.20	\$ 14,664	\$ -
SBDC - EDC Fund	235	\$ -	\$ -	\$ 7,275.77	\$ (7,275.77)	\$ 100,620	\$ 5,657.09
TEC Vocational Education Grant	240	\$ (19,985.89)	\$ -	\$ -	\$ (19,985.89)	\$ -	\$ -
TEC Perkins Reserve Fund	243	\$ -	\$ -	\$ -	\$ -	\$ 20,050	\$ -
TEC Perkins Basic Grant	244	\$ -	\$ -	\$ -	\$ -	\$ 27,987	\$ -
Student Assistance	250	\$ 1,617.89	\$ -	\$ -	\$ 1,617.89	\$ 2,675	\$ -
Work Keys Mini Grant	251	\$ 1,754.22	\$ -	\$ -	\$ 1,754.22	\$ 1,000	\$ -
Bay City Rental	260	\$ 5,542.04	\$ -	\$ 963.41	\$ 4,578.63	\$ 2,750	\$ 742.51
Career Readiness Certificate	270	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 1,006,510.14	\$ 468.76	\$ -	\$ 1,006,978.90	\$ -	\$ -
Strategic Initiative Fund	295	\$ 233,235.09	\$ 100,133.68	\$ 46,200.00	\$ 287,168.77	\$ 46,200	\$ -
Capital Construction Due Diligence Grant	296	\$ 14,400.00	\$ -	\$ -	\$ 14,400.00	\$ -	\$ -
<b>Total Special Fund</b>		<b>\$ 1,284,828.73</b>	<b>\$ 100,602.44</b>	<b>\$ 69,642.17</b>	<b>\$ 1,315,789.00</b>	<b>\$ 482,667</b>	<b>\$ 21,107.15</b>

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 7/31/2010
Total of Grants that borrow from the General Fund	\$ (42,363.43)	\$ 52,380.80	\$ -	\$ (94,744.23)
Total of Grants that are not borrowing from the General Fund	\$ 1,358,152.43	\$ -	\$ -	\$ 1,358,152.43
<b>Total Special Fund</b>	<b>\$ 1,315,789.00</b>	<b>\$ 52,380.80</b>	<b>\$ -</b>	<b>\$ 1,263,408.20</b>

	Fund No.	Beginning Working Capital	2010-2011 Revenue	2010-2011 Expenditures	Ending Working Capital	2010-2011 Spendable Budget	2009-2010 Prior Year Expenditures
Community Education	310	\$ (3,574.16)	\$ 1,092.00	\$ 180.67	\$ (2,662.83)	\$ 11,695	\$ 498.06
Bookstore	320	\$ 44,632.69	\$ 304.30	\$ 3,675.21	\$ 41,261.78	\$ 161,086	\$ 2,659.34
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 6,340	\$ -
Culinary & Hospitality Program	340	\$ 205.00	\$ -	\$ -	\$ 205.00	\$ 17,500	\$ -
<b>Total Enterprise Fund</b>		<b>\$ 48,266.86</b>	<b>\$ 1,396.30</b>	<b>\$ 3,855.88</b>	<b>\$ 45,807.28</b>	<b>\$ 196,621</b>	<b>\$ 3,157.40</b>
PERS Pension Bond Fund	410	\$ 17,740.45	\$ 7,495.00	\$ 1,600.00	\$ 23,635.45	\$ 100,566	\$ 1,600.00
General Obligation Bond Fund	420	\$ 33,063.40	\$ 29.53	\$ -	\$ 33,092.93	\$ 637,037	\$ -
<b>Total Debt Service Fund</b>		<b>\$ 50,803.85</b>	<b>\$ 7,524.53</b>	<b>\$ 1,600.00</b>	<b>\$ 56,728.38</b>	<b>\$ 737,603</b>	<b>\$ 1,600.00</b>
Building Reserve Fund	510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,185,174.52
Campus Construction Fund - GO Bonds	520	\$ 2,131,096.66	\$ 1,000.20	\$ 8,152.73	\$ 2,123,944.13	\$ 964,428	\$ 5,266.09
Campus Construction Fund - State Match	530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 949,460.64
THS Vocational Bldg Remodel - Stimulus	540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,047.26
<b>Total Capital Projects Fund</b>		<b>\$ 2,131,096.66</b>	<b>\$ 1,000.20</b>	<b>\$ 8,152.73</b>	<b>\$ 2,123,944.13</b>	<b>\$ 964,428</b>	<b>\$ 2,147,948.51</b>
Associated Students of TBCC	710	\$ 1,551.23	\$ -	\$ 240.00	\$ 1,311.23	\$ 8,750	\$ -
Phi Theta Kappa Honorary Society Fund	720	\$ 927.67	\$ 517.61	\$ 673.50	\$ 771.78	\$ 4,350	\$ 428.07
<b>Total Agency Fund</b>		<b>\$ 2,478.90</b>	<b>\$ 517.61</b>	<b>\$ 913.50</b>	<b>\$ 2,083.01</b>	<b>\$ 13,100</b>	<b>\$ 428.07</b>
Tuition Waivers	831	\$ 7,301.50	\$ 20,000.00	\$ -	\$ 27,301.50	\$ 25,000	\$ 1,837.50
Board Scholarships	832	\$ 98,666.00	\$ 105,000.00	\$ 2,160.00	\$ 201,506.00	\$ 181,475	\$ -
Institutional Work Study	833	\$ (1,390.25)	\$ 25,000.00	\$ 958.25	\$ 22,651.50	\$ 28,000	\$ 1,024.64
Foundation Scholarships	834	\$ -	\$ -	\$ -	\$ -	\$ 5,447	\$ -
Non-Institutional Scholarships	840	\$ 1,518.25	\$ 4,000.00	\$ 671.75	\$ 4,846.50	\$ 18,000	\$ -
<b>Total Financial Aid Fund</b>		<b>\$ 106,095.50</b>	<b>\$ 154,000.00</b>	<b>\$ 3,790.00</b>	<b>\$ 256,305.50</b>	<b>\$ 257,922</b>	<b>\$ 2,862.14</b>

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended July 2010

8.33% 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)		\$ 1,173,363			\$ 1,222,099			\$ (2,616)			\$ 25,521	
Beginning Fund Balance	\$ 1,130,471	\$ 1,081,965	95.71%	\$ 1,321,005	\$ 1,284,829	97.26%	\$ 4,000	\$ (3,574)	-89.35%	\$ 40,000	\$ 44,633	111.58%
<b>Resources</b>												
State Aid	\$ 807,629	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 22,900	\$ -	0.00%	\$ 379,878	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 781,713	\$ 91,580	11.72%	\$ 5,000	\$ -	0.00%	\$ 10,000	\$ 1,092	10.92%	\$ -	\$ -	0.00%
Local Taxes	\$ 971,401	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ 302,579	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 3,500	\$ 215	6.14%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 304	0.20%
Interest	\$ 5,000	\$ 437	8.74%	\$ 11,000	\$ 602	5.47%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 500	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 41	0.51%	\$ 1,095,100	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 750	\$ -	0.00%
Repayment of Short-Term Loans	\$ 69,625	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 76,500	\$ 47,368	61.92%	\$ 100,000	\$ 100,000	100.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 3,049,347</b>	<b>\$ 139,641</b>	<b>4.58%</b>	<b>\$ 1,591,978</b>	<b>\$ 100,602</b>	<b>6.32%</b>	<b>\$ 10,000</b>	<b>\$ 1,092</b>	<b>10.92%</b>	<b>\$ 150,750</b>	<b>\$ 304</b>	<b>0.20%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,290,871	\$ 168,320	7.35%	\$ 348,586	\$ 21,339	6.12%	\$ 4,725	\$ 179	3.79%	\$ 40,722	\$ 3,306	8.12%
Operating Expenditures	\$ 902,058	\$ 110,157	12.21%	\$ 65,933	\$ 1,065	1.62%	\$ 2,450	\$ 2	0.08%	\$ 117,400	\$ 239	0.20%
Capital Outlay	\$ 65,000	\$ 7,480	11.51%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 346,600	\$ 257,495	74.29%	\$ 68,148	\$ 47,238	69.32%	\$ 520	\$ -	0.00%	\$ 1,964	\$ 130	6.62%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 65,625	\$ -	0.00%	\$ 4,000	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ 50,000	\$ -	0.00%	\$ 2,357,900	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,654,529</b>	<b>\$ 543,452</b>	<b>14.87%</b>	<b>\$ 2,906,192</b>	<b>\$ 69,642</b>	<b>2.40%</b>	<b>\$ 11,695</b>	<b>\$ 181</b>	<b>1.55%</b>	<b>\$ 161,086</b>	<b>\$ 3,675</b>	<b>2.28%</b>
Ending Fund Balance	\$ 525,289	\$ 678,154		\$ 6,791	\$ 1,315,789		\$ 2,305	\$ (2,663)		\$ 29,664	\$ 41,262	
<b>Adjustments to bring Ending Fund Balance to Ending Cash Balance</b>												
<b>Assets</b>												
Receivables		\$ 201,989			\$ 52,381			\$ -			\$ 2,700	
Inventories		\$ 2,228			\$ -			\$ -			\$ 19,044	
<b>NET EFFECT ON CASH</b>		<b>\$ (204,217)</b>			<b>\$ (52,381)</b>			<b>\$ -</b>			<b>\$ (21,744)</b>	
<b>Liabilities</b>												
Accounts Payable		\$ 120,027			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ 65,067			\$ -			\$ -			\$ -	
Payroll		\$ 59,806			\$ -			\$ -			\$ 2,633	
<b>NET EFFECT ON CASH</b>		<b>\$ 244,900</b>			<b>\$ -</b>			<b>\$ -</b>			<b>\$ 2,633</b>	
<b>NET ADJUSTMENTS</b>		<b>\$ 40,683</b>			<b>\$ (52,381)</b>			<b>\$ -</b>			<b>\$ (19,111)</b>	
<b>ENDING CASH BALANCE</b>		<b>\$ 718,837</b>			<b>\$ 1,263,408</b>			<b>\$ (2,663)</b>			<b>\$ 22,151</b>	

Agenda Item 5.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended July 2010  
 8.33% 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			\$ 158			\$ 41,132			\$ 2,131,097	
Beginning Fund Balance	\$ 7,003	\$ 7,003	100.00%	\$ 17,500	\$ 205	0.00%	\$ 40,326	\$ 50,804	125.98%	\$ 2,225,000	\$ 2,131,097	95.78%
<b>Resources</b>												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
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%	\$ 611,037	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,050	\$ 29	2.76%	\$ 20,000	\$ 1,000	5.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ -	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	\$ 7,495	8.33%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	\$ 3,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 702,087	\$ 7,524	0.00%	\$ 20,000	\$ 1,000	5.00%
<b>Expenditures</b>												
Salaries and Wages	\$ 4,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 96,000	\$ -	0.00%
Operating Expenditures	\$ 1,900	\$ -	0.00%	\$ 12,000	\$ -	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 768,000	\$ 8,153	1.06%
Capital Outlay	\$ -	\$ -	0.00%	\$ 2,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 96,000	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 736,003	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 440	\$ -	0.00%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 4,428	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ -	\$ -	0.00%	\$ 2,500	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	\$ 6,340	\$ -	0.00%	\$ 17,500	\$ -	0.00%	\$ 737,603	\$ 1,600	0.22%	\$ 964,428	\$ 8,153	0.85%
Ending Fund Balance	\$ 3,663	\$ 7,003		\$ -	\$ 205		\$ 4,810	\$ 56,728		\$ 1,280,572	\$ 2,123,944	
<b>Adjustments to bring Ending Fund Balance to Ending Cash Balance</b>												
<b>Assets</b>												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ 37,345	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
<b>NET EFFECT ON CASH</b>	\$ -	\$ -		\$ -	\$ -		\$ (37,345)	\$ -		\$ -	\$ -	
<b>Liabilities</b>												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 3)	\$ -	\$ -		\$ -	\$ -		\$ 33,909	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
<b>NET EFFECT ON CASH</b>	\$ -	\$ -		\$ -	\$ -		\$ 33,909	\$ -		\$ -	\$ -	
<b>NET ADJUSTMENTS</b>	\$ -	\$ -		\$ -	\$ -		\$ (3,436)	\$ -		\$ -	\$ -	
<b>ENDING CASH BALANCE</b>	\$ 7,003	\$ 7,003		\$ 205	\$ 205		\$ 53,292	\$ 56,728		\$ 2,123,944	\$ 2,123,944	

Agenda Item 5.B - Attachment #3  
Tillamook Bay Community College  
Summary Financial Information - Cash Status  
Preliminary for Fiscal Year-to-Date Ended July 2010  
8.33% of Budget Period Expended

	Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 2,479		\$ 106,096		
Beginning Fund Balance	\$ 2,000	\$ 2,479	123.95%	\$ 108,000	\$ 106,096	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	\$ 5,350	\$ 518	9.68%	\$ 106,475	\$ 4,000	3.76%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 6,600	\$ -	0.00%	\$ 150,000	\$ 150,000	100.00%
<b>Total Revenues</b>	<b>\$ 11,950</b>	<b>\$ 518</b>	<b>4.33%</b>	<b>\$ 256,475</b>	<b>\$ 154,000</b>	<b>60.04%</b>
<b>Expenditures</b>						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 13,100	\$ 914	6.98%	\$ 257,922	\$ 3,790	1.47%
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>\$ 13,100</b>	<b>\$ 914</b>	<b>6.98%</b>	<b>\$ 257,922</b>	<b>\$ 3,790</b>	<b>1.47%</b>
Ending Fund Balance	\$ 850	\$ 2,083		\$ 106,553	\$ 256,306	
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		\$ 2,083			\$ 256,306	

**\$ 4,444,566**



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 Reserves in Special Fund.

Cell: A49

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

## Board Membership Vacancy

### **RECOMMENDATION**

Information only – no action requested.

### **BACKGROUND INFORMATION**----- Chair McGinnis

Work is ongoing to fill the Board Vacancy declared due to Director Ruth Jensen's resignation. Director Jensen represents Zone 3 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.



## Sale of First Street Campus Update

### **RECOMMENDATION**

Information only – no action requested.

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

This summer Congress passed FEMA Legislation and budget that included the Port of Tillamook Bay's (POTB) FEMA projects including the purchase of two parcels of property owned by Tillamook School District #9 in their first phase of projects.

The College has a Memorandum of Understanding between POTB, Tillamook School District #9 and TBCC which outlines the sale of the College's First Street Campus to Tillamook School District #9 upon the completion of the sale of the District's property to the Port. The College also has a lease/purchase agreement with Tillamook School District #9. It appears that the transaction will take place prior to the first of the year.



# 2010-2011 Organization, Finance and Legal Designations

## RECOMMENDATION

Resolve to approve the 2010-2011 organization, finance, and legal designations as listed below.

## BACKGROUND INFORMATION ----- Dean Ellison

### **1. Designate Clerk, Deputy Clerk, Secretary**

Move that President Jon Carnahan be designated Clerk, Dean of Administrative Services Ron Ellison be designated Deputy Clerk, and Sue Owens be designated Board Secretary for the 2010-2011 Fiscal Year. (O.R.S. 332.515)

### **2. Authorize Bonding of District Employees**

Move that bonding for the 2010-2011 Fiscal Year be in the amount of \$100,000 per loss for Public Employee Dishonesty Coverage and Faithful Performance of Duty, which includes broad crime coverage for all employees, non-compensated officers, and directors.

### **3. Designate Depositories for TBCC Funds**

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Sterling Savings Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2010-2011; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2010-2011 Fiscal Year. (O.R.S. 328.441 and 294.805 to 294.895)

### **4. Authorize Investment of TBCC Funds**

Move that the President/Clerk, or Dean of Administrative Services/Deputy Clerk, as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2010-2011 Fiscal Year. The Clerk or Deputy Clerk may delegate this authority in writing to the Comptroller, Kyra Williams, at such times and to such extent as the Clerk or Deputy Clerk determine to be necessary or desirable.

### **5. Authorize General Fund Borrowing**

Move that the President/Clerk, be authorized to borrow an amount not to exceed \$250,000 from the General Fund to meet cash flow needs of the Special Fund and Enterprise Fund.

### **6. Authorize Payrolls**

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2010-2011 Fiscal Year.

### **7. Authorize Accounts Payable**

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2010-2011 Fiscal Year.



**8. Name the Budget Officer**

Move that the Dean of Administrative Services/Deputy Clerk, be named Budget Officer for Budget Year 2011-2012. (O.R.S. 294.331)

**9. Grant Authority to Sign and Administer Federal and State Grant Funds**

Move that the President/Clerk, or the Dean of Administrative Services/Deputy Clerk, be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2010-2011 Fiscal Year. The President/Clerk or Dean of Administrative Services/Deputy Clerk may delegate this authority in writing to the Comptroller, Kyra Williams, at such time or times and to such extent as the President/Clerk or Dean of Administrative Services/Deputy Clerk determines the delegation necessary or desirable.

**10. Establish Public Contract Review Board**

Move that the Board of Directors act as the Contract Review Board for the District for the 2010-2011 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$25,000. (O.R.S. 279.055)

**11. Establish Reimbursement Rate for Personal Car Mileage While Conducting College Business**

Move that the reimbursement rate for authorized personal car mileage conform to the Internal Revenue Service rate.

**12. Establish Reimbursement Rates for Meals and Lodging**

Move that the reimbursement rate for lodging and meals be established at actual cost.

**13. Authorize Write-off of Accounts Receivables**

Move that the President/Clerk, and Dean of Administrative Services/Deputy Clerk, be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have been exhausted in amounts not to exceed \$1,000.

**14. Establish Petty Cash Accounts**

Move that a Petty Cash account in the amount shown for the 2010-2011 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office	\$ 100.00
Custodian	Kyra Williams

**15. Authorize Acquisition of Federal Surplus Property**

Move that the President/Clerk and Dean of Administrative Services/Deputy Clerk be authorized as representatives of Tillamook Bay Community College to acquire Federal surplus property from the Oregon State Agency for surplus property.



**16. Authorize Check Signatures.**

Authorize the President/Clerk; Dean of Administrative Services/Deputy Clerk; or Dean of Instructional Services; be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures of the following three individuals: the President/Clerk; the Dean of Administrative Services/Deputy Clerk; or the Dean of Instructional Services, be authorized/required.

**17. Designation of Auditor**

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2009-2010 Fiscal Year audit performed during 2010-2011.

**18. Designation of Legal Counsel**

Move to approve Christopher Kittell as general legal counsel and Kathy Peck as personnel legal counsel.

**19. Designation of Insurance Agent of Record**

Move to approve Jeff Hurliman as insurance agent of record.

**20. Credit Cards Authorization**

Move to approve use of credit cards for authorized purchases and travel expenses (unauthorized use will require reimbursement to college) for the following:

<b>Name</b>	<b>Credit Limit</b>
President	\$2,500
Dean of Instructional Services	\$2,500
Dean of Administrative Services	\$2,500
Comptroller	\$2,500
Executive Secretary	\$2,500
Business Office Specialist (A/P, Purchasing)	\$10,000



## 2011-2012 Budget Development Guidelines

### **RECOMMENDATION**

Information only – no action requested.

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

Budget Development Guidelines and Calendar are presented for Board review and comment. In October, the Board will be asked to approve the Guidelines and Calendar so that orderly planning for the 2011-2012 Budget may commence.

The Proposed 2011-2012 Budget Development Guidelines are broad in scope and designed to provide policy direction for preparation of the budget. A table is provided that correlates the Guidelines with our Mission and Board approved goals.



## 2011-2012 Budget Development Guidelines

Guideline	Gloss <sup>1</sup>
<b>Assessment and Planning:</b> Financially support comprehensive planning and assessment activities leading to continuous improvement in fulfilling the College's mission and core themes.	Determining the short, intermediate, and long-range goals, objectives, and activities necessary to fulfill the College's mission goals, and core themes in a continuously improving manner is essential to meet the expectations of those TBCC is charged to serve.
<b>Educational Program Support:</b> Direct the highest levels of financial support to those programs and courses with a demonstrated potential for growth in the following priority order: (1) degree and certificate programs, (2) other credit courses, (3) reimbursable non-credit programs and courses, (4) non-reimbursable. If resources are not sufficient to fund all existing programs, exit them in reverse priority order.	This guideline addresses a key principle: to remain viable, resources must be invested where they will provide the best return. It also acknowledges TBCC's roles as a comprehensive community college with support for core themes of Collegiate and General Education, Workforce Development, Developmental Education, and Community Enrichment.
<b>Educational Program Equipment:</b> Give priority to maintaining up-to-date instructional technology and training equipment.	In today's highly technological society, students trained on modern equipment are afforded the highest opportunity for success. In addition, the competitive nature of the higher education industry places an institution that does not maintain up-to-date training equipment at a significant disadvantage.
<b>Facilities:</b> Maintain current facilities and acquire facilities necessary to achieve mission, goals, and strategic plans.	The 2011-2012 budget will include effort for further development of plans to construct the College's North and South County satellite learning centers.
<b>Technological Resources:</b> Provide computing and other technological resources leading to enriched educational opportunities for students and enhanced management information systems.	Information technologies are expanding at a phenomenal pace. Developing and maintaining a technological infrastructure to support information technologies is a paramount objective of progressive institutions of higher education. To serve the best interests of students, and to meet the information and accountability demands of the public, TBCC must establish a long-term financial commitment to this objective.
<b>Faculty and Staff Development:</b> Encourage faculty and staff development and training.	The professional staff is the single most consequential resource of the College. Maintaining this resource by supporting a process that encourages renewal of professional development and training is essential.
<b>Staff Remuneration:</b> Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2010-2011 salary levels after accounting for inflation. Within the constraints imposed by fiscal and other limitations, adjust salaries to a level reflective of the median average of the rural community colleges in Oregon.	A key to attracting and keeping outstanding professional staff is to maintain remuneration at levels competitive with those offered by other similar community college employment opportunities in Oregon.
<b>Student Tuition and Fees:</b> Within the constraints imposed by fiscal and other limitations, target movement of general tuition and fees to a level generally equivalent to those of Oregon's other community colleges and not exceeding those of our contracting college.	Community colleges are colleges of the people. Providing access to TBCC's educational offerings is a concept intrinsic to the foundation of the College's mission. Targeting tuition and fees to level reflective of neighboring and statewide institutions ensures maintenance of this objective.
<b>Professional Representations:</b> Emphasize professional quality in all public representations of the College.	Public representations of the College impact perceptions. Positive perceptions advance public support and recruiting efforts.





<b>Guideline</b>	<b>TBCC Goal</b>	<b>NWCCU Resources and Capacity Areas</b>
<b>Assessment and Planning</b>	<b>Goal 1:</b> Educational Needs <b>Goal 5:</b> Financial Resources <b>Goal 7:</b> Economic Development	Governance Human Resources Education Resources Student Support Resources Library and Information Resources Financial Resources Physical and Technical Infrastructure
<b>Educational Program Support</b>	<b>Goal 1:</b> Educational Needs <b>Goal 2:</b> Courses and Programs <b>Goal 5:</b> Financial Resources	Human Resources Education Resources Student Support Resources Library and Information Resources Financial Resources
<b>Educational Programs Equipment</b>	<b>Goal 2:</b> Courses and Programs <b>Goal 3:</b> Support Services	Education Resources Library and Information Resources Physical and Technical Infrastructure
<b>Facilities</b>	<b>Goal 6:</b> Facilities	Physical and Technical Infrastructure
<b>Technological Resources</b>	<b>Goal 3:</b> Support Services <b>Goal 5:</b> Financial Resources	Educational Program Student Support Resources Library and Information Resources Financial Resources Physical and Technical Infrastructure
<b>Professional Representation</b>	<b>Goal 2:</b> Courses and Programs <b>Goal 3:</b> Support Services <b>Goal 4:</b> Staff and Faculty <b>Goal 7:</b> Economic Development	Governance Human Resources Education Resources Student Support Resources Library and Information Resources
<b>Staff Development</b>	<b>Goal 4:</b> Staff and Faculty	Governance Human Resources Education Resources Student Support Resources
<b>Staff Remuneration</b>	<b>Goal 4:</b> Staff and Faculty <b>Goal 5:</b> Financial Resources	Human Resources Education Resources Student Support Resources Financial Resources
<b>Student Tuition and Fees</b>	<b>Goal 1:</b> Educational Needs <b>Goal 5:</b> Financial Resources	Governance Student and Support Resources Financial Resources



## Board-Approved Mission Statement

Tillamook Bay Community College provides access to quality education in response to the needs of our community.

## Board-Approved Core Themes

Collegiate and General Education  
Workforce Development  
Developmental Education  
Community Enrichment

## Board-Approved Institutional Goals

- Goal 1:** Identify and address the educational needs of the community.
- Goal 2:** Provide quality courses and programs to enable students to achieve their educational, career, and lifelong learning goals.
- Goal 3:** Provide support services to enable students to achieve their educational, career, and lifelong learning goals.
- Goal 4:** Recruit, develop, and retain qualified staff and faculty to meet the mission and goals of the College.
- Goal 5:** Develop new sources of funding and enhance existing sources of funding.
- Goal 6:** Provide facilities to support the mission, vision, and goals of the College.
- Goal 7:** Develop a leadership role in the economic development of the community.

## Board-Approved Vision Statement

The College, in partnership with the community, strives to be a center for educational excellence that provides access to lifelong learning; bridges to opportunity; an environment for innovation and intellectual pursuits; and leadership in the economic, cultural, and intellectual evolution of our community.

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<sup>1</sup> Explanation of logic supporting the implementation of Budget Development Guidelines. The gloss is meant to elucidate, not substitute for, the Guideline.



## Resolution 2010-2011 #4

### **RECOMMENDATION**

Approve Resolution 2010-2011 #4 to adopt a Flexible Fringe Benefits Plan for employees.

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

Internal Revenue Code Section 125 requires that the Board of Education adopt a Flexible Fringe Benefits Plan each year for its employees. This has not been our historic practice. However, Tillamook Bay Community College has engaged American Fidelity Assurance Company to provide Section 125 services to the College and its employees beginning on October 1, 2010, and American Fidelity requires evidence of an adopted resolution.

For your information, American Fidelity is replacing AFLAC as TBCC's Section 125 and supplemental insurance provider.



**Tillamook Bay Community College  
Resolution 2010-2011 #4**

**Flexible Fringe Benefits Plan for Employees**

At the meeting of the Board of Education of Tillamook Bay Community College held at Tillamook, Oregon on Monday, September 13, 2010, the following motion was made by Director \_\_\_\_\_:

I move that the Board of Education adopt a Section 125 Flexible Fringe Benefits Plan for the employees of Tillamook Bay Community College to be effective on 10/1/2010.

This motion was seconded by Director \_\_\_\_\_ and passed unanimously.

\_\_\_\_\_  
Signed: James P. McGinnis, Board Chair

# Tillamook Transportation District Agreement

## RECOMMENDATION

Authorize Chair McGinnis to sign the Agreement with Tillamook Transportation District.

## BACKGROUND INFORMATION----- President Carnahan

After the success of the initial trial period of free ridership for students and staff at TBCC, the attached agreement has been proposed and agreed upon by the Tillamook Transportation District and is now ready for College Board review and approval. The supporting information and agreement are attached as attachments 1 and 2 respectively.



June 22, 2010

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

Dear Matt,

I would like to begin by thanking you, Robin, your drivers, and the Tillamook County Transportation District for your support and subsidizing the free ridership of students and staff during the winter and spring terms. I believe that this promotional offer as we moved to our new college campus enhanced the ridership of students and their awareness of alternative transportation opportunities in Tillamook County.

As we agreed in October, 2009, we would begin to develop a longer-term agreement between Tillamook Bay Community College and the Tillamook County Transportation District that would have the College subsidize the cost of student and staff ridership. Based on our review of ridership of 1,034 between January and May, I agree with your proposal of \$5.00 per student, per term is appropriate for 2010-2011 academic year which begins in late June 2010 and ends in early June 2011. I would further suggest that we utilize the same enrollment formula that the State utilizes to determine and fund our full-time equivalent student enrollment. It essentially combines all students, full and part time and equates them to a FTE student.

Using this most recent year's FTE enrollment, the Tillamook Transportation District would have received the following fee reimbursement from the College in 2009-2010:

<u>Term</u>	<u>FTE</u>	<u>Transportation Fee @\$5</u>
Summer Term 2009	42.07	\$210.35
Fall Term 2009	126.13	\$630.65
Winter Term 2010	125.59	\$627.95
Spring Term 2010	<u>141.56</u>	<u>\$707.80</u>
Total	435.35	\$2,176.75

If agreeable to you and the Transportation District, the College will implement this fee schedule effective Summer term 2010 for one academic year. Additionally, if possible, I would like to request that you would continue to track the ridership to and from Tillamook Bay Community College for 2010-2011. I would also suggest that we meet again next

June to review the ridership and discuss the renewal of this partnership between Tillamook County Transportation District and Tillamook Bay Community College.

Again, thank you on behalf of the College and community for your service to Tillamook County.

Sincerely,

Jon Carnahan  
President

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
Tillamook Bay Community College  
and  
Tillamook County Transportation District  
July 1, 2010 through June 30, 2011**

This Agreement is entered into by and between the Tillamook County Transportation District, hereinafter referred to as "TCTD", and Tillamook Bay Community College, a community college formed and organized under Oregon Revised Statute Chapter 341, hereinafter referred to as "TBCC".

**Intent:** The purpose of this agreement is to create a mutually beneficial partnership to help provide transportation for TBCC students and employees to the main campus location at 4301 Third Street, Tillamook, OR 97141 and the centers in North and South County and to help TCTD increase ridership. Additionally, this agreement provides the foundation for a willingness of both parties to assist in seeking grants and other forms of funding to enhance the postsecondary educational services offered by CC within our shared communities' service district through the elimination of transportation barriers and provision of additional public transportation services by TCTD.

**I. Tillamook Bay Community College (TBCC) agrees to:**

- A. Participate in a joint committee with TCTD to review issues related to the agreement including:
  - 1) Discuss significant changes to routes and schedules with TBCC before implementation.
  - 2) Develop, arrange for and administer an annual satisfaction survey.
  - 3) Review satisfaction survey responses and develop solutions to issues.
- B. Distribute TCTD marketing materials (e.g., flyers, brochures, schedules, etc) related to riding the Bus to TBCC students and employees. Display posters and other information regarding the advantages and benefits of riding the Bus to campus.
- C. Within four weeks of the completion of each term (Summer, Fall, Winter, and Spring), TBCC will report to the TCTD the full time equivalent (FTE) student enrollment as reported to the State Office of Community Colleges and Workforce Development.
- D. Within four weeks of the end of the term, TBCC will reimburse TCTD \$5.00 per FTE student.
- E. Provide identification cards for each TBCC student and employee. These ID cards will be updated each enrollment period using a term sticker.
- F. Encourage TBCC rider participation in an annual satisfaction survey.
- G. Provide TCTD with a point of contact for any issues or concerns. The TBCC representative will be Jon Carnahan, (503) 842- 8222, e-mail: [carnahan@tillamookbay.cc](mailto:carnahan@tillamookbay.cc).



## **II. Tillamook County Transportation District (TCTD) agrees to:**

- A. Participate in a joint committee with TBCC to review issues related to the agreement including:
  - 1) Discuss significant changes to routes and schedules with TBCC before implementation.
  - 2) Develop, arrange for and administer an annual satisfaction survey.
  - 3) Review satisfaction survey responses and develop solutions to issues.
- B. Upon receipt of the quarterly TBCC student headcount, provide an invoice to the College reflecting the charges for term.
- C. Provide annual ridership information to TBCC.
- D. Provide TCTD marketing materials (e.g., flyers, brochures, schedules) related to riding the Bus to TBCC for distribution to TBCC students and employees. Provide posters and other information regarding the advantages and benefits of riding the Bus to campus.
- E. Provide a bus stop sign and placard.
- F. Allow TBCC students and employees to ride the Bus in County at any time free on presentation of a valid ID card displaying the current term sticker.
- G. Provide TBCC with a point of contact for any issues or concerns. The TCTD representative will be Matt Mumford, (503) 842-3115, e-mail: [mmumford@tillamookbus.com](mailto:mmumford@tillamookbus.com).

## **III. Merger Clause**

This agreement constitutes the entire Agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. TBCC and TCTD, by the signatures below of its respective authorized representatives, hereby acknowledge reading this agreement, understand it, and agree to be bound by its terms and conditions.

## **IV. Hold Harmless**

TBCC shall defend, indemnify and hold TCTD, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of TBCC, its officers, agents or employees.

TCTD shall defend, indemnify and hold TBCC, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of TCTD, its officers, agents or employees.

**V. Compliance/Severability**

The parties shall comply with all Federal, State, and Local laws, and ordinances applicable to the work to be done under this Agreement. If any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

**VI. Termination and Duration of this Agreement**


1. The contract may be terminated by mutual consent of both parties or by either party upon 30 day's notice, in writing and delivered by Certified Mail or in person. A good faith effort will be made to avoid termination mid-term or at a time that will penalize either of the parties in this agreement.
2. After signing by a duly authorized representative of each party, this agreement shall be in effect from July 1, 2010 to June 30, 2011, unless modified, terminated or extended by mutual agreement or as elsewhere provided.

**For Tillamook Bay Community College**

**For Tillamook County Transportation District**

\_\_\_\_\_  
TBCC, President

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
TCTD, General Manager

8-23-2010  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, TBCC

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chair, TCTD Board of Directors

\_\_\_\_\_  
Date

## State of Oregon Revenue Forecast

### **RECOMMENDATION**

Information only – no action requested.

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

Based on the August revenue forecast, State economist Tom Potiowsky told legislators that the state budget was short an additional \$377 million based largely on weaker-than-expected income tax collection. Because of the last round of across-the-board cuts, the actual amount still to be reduced is about \$257 million. Oregon's unemployment rate has remained essentially unchanged at 10.6 percent for the last nine months.

Oregon's state revenue forecast shows the state is down another \$377 million for the 09-11 biennium and is predicted to be down \$638 million for the next biennium. The Governor will ask state agencies to begin developing plans to implement the cuts needed to rebalance the budget for the remainder of this biennium, which amounts to \$13.4 million for community colleges or 8% reductions with 9 months remaining in the 2009-11 biennium. CCWD is currently calculating the precise reduction for each community college.

Like all programs receiving dollars from the state general fund the bad economic news is another blow to serving Oregonians in very challenging times. Throughout Oregon's prolonged budgetary crisis colleges have stretched resources to the limit to continue to serve Oregonians. Another budget cut to the current biennium will bring colleges closer to a breaking point where restricting access becomes the only available choice remaining. However, colleges remain committed to working with the legislature to help Oregonians weather the challenging economy,



## Strategic Planning and Accreditation

### **RECOMMENDATION**

Information only – no action requested.

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

Tillamook Bay Community College was reviewed by the Northwest Commission on Colleges and Universities at the Commission's July 2010 meeting. President Carnahan and Dean Gates appeared before the Commission on July 14. Two commissioners reviewed TBCC's Self Study and the NWCCU Evaluation Committee's report then asked questions. The meeting seemed to go well. On August 3, 2010, TBCC was notified that "the candidacy of Tillamook Bay Community College has been continued" (see attachment). In the coming months, the Planning and Steering Committee will be working on following the Recommendations (attached) as it coordinates preparation of TBCC's next Comprehensive Self Study Report for the next NWCCU site visit (October 19-21, 2011).





8060 165th Avenue N.E., Suite 100  
Redmond, WA 98052-3981  
425 558 4224  
Fax: 425 376 0596  
www.nwccu.org

August 3, 2010

Mr. Jon Carnahan  
President  
Tillamook Bay Community College  
4301 Third Street  
Tillamook, OR 97141

Dear President <sup>Jon</sup> Carnahan:

On behalf of the Northwest Commission on Colleges and Universities, I write to report that the candidacy of Tillamook Bay Community College has been continued on the basis of the Spring 2010 Comprehensive Interim Candidacy Evaluation. Congratulations on receiving this continued recognition.

In continuing the candidacy of Tillamook Bay Community College, the Commission reminds the institution that candidacy status is limited to a maximum of five years, provided that the Commission determines that the institution is progressing satisfactorily toward initial accreditation. If accreditation is not achieved by the end of the five-year period (fall 2013 in the case of Tillamook Bay Community College), the institution must wait a minimum of two years before resubmitting an Application for Consideration.

In addition to continuing candidacy, the Commission requests that Recommendations 1, 2, 3, and 4 of the Spring 2010 Comprehensive Interim Candidacy Evaluation Report are explicitly addressed in its Fall 2011 Interim Candidacy Report and visit. A copy of the Recommendations is enclosed for your reference.

We will write in spring 2011 regarding the Fall 2011 Interim Candidacy Report and visit. If you have questions, please do not hesitate to contact me.

Best wishes for a rewarding academic year.

Sincerely,

Sandra E. Elman  
President

SEE:rb

Enclosure: Recommendations

cc: Dr. Lori Gates, Dean of Instructional Services ✓  
Mr. James McGinnis, Board Chair  
Dr. Camille Preus, Commissioner, Department of Community Colleges  
and Workforce Development

**Interim Candidacy Evaluation Report**  
**Spring 2010**  
**Tillamook Bay Community College**  
**Recommendations**

1. The committee recommends that TBCC clearly define mission fulfillment in the context of its purpose, characteristics, and expectations, and then articulate institutional accomplishments or outcomes that represent an acceptable threshold or extent of mission fulfillment (Standard 1.A.2).
2. The committee recommends that TBCC continue and complete comprehensive planning processes that are informed by the collection of appropriately defined data that are analyzed and used to evaluate fulfillment of the College's mission (Standard 3.A.3).
3. The committee recommends that TBCC continue to engage in ongoing systematic collection and analysis of meaningful, assessable, and verifiable data – quantitative and/or qualitative, as appropriate to its indicators of achievement – as the basis for evaluating the accomplishment of its core theme objectives (Standard 4.A.1).
4. The committee recommends that TBCC continue to evaluate regularly the adequacy of its resources, capacity, and effectiveness of operations to document its ongoing potential to (independently) fulfill its mission, accomplish its core theme objectives, and achieve the goals or intended outcomes of its programs and services, wherever offered and however delivered (Standard 5.B.1).

## 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. However, TBCC is working with a consortium of other rural colleges to develop an “Oregon Green Technology Certificate.” This will be a one-year certificate to prepare entry-level employees for a variety of green occupations across a variety of diverse industries, such as green energies production, equipment manufacturing, construction and installation, monitoring and repair, etc. The Green Tech Certificate effort is being funded by a federal State Energy Sector Partnership (SESP) grant. The Certificate will be very complementary to TBCC’s Industrial Maintenance Technology program.



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

### RECOMMENDATION

There are no grants or contracts to be reported to the Board this month.

BACKGROUND INFORMATION ----- Dean Ellison

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





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

**RECOMMENDATION**

There are no policies for review this month.

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

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



## Facilities

### RECOMMENDATION

Information only – no action requested.

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

- Central Campus Update – Facility Use Request update
- Safety procedures



## Capital Construction Projects

### RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- New campus building update
- North and South County Center update
- TBCC/Oregon State University Open Campus update



## Personnel

### **RECOMMENDATION**

Information only – no action requested.

### **BACKGROUND INFORMATION**

New hires made since last regular meeting:

Dr. Connie Green, Vice President (See attached information)  
Nina Kaufmann, SBDC Business Counselor (part time)  
Linda Arcand, Business Office Specialist/payroll (full time)  
Carla Madison, Admissions Advisor (full time)  
Tami Schild, Regional Coordinator of Career and Technical Education (.5)  
Ed Armstrong, Director of Industrial Workforce Training (.25)  
Chris Weber, Public Information & Marketing Specialist (part time)



Last spring the Board asked me to develop a succession plan for the position of President and identify candidates who would be a good fit for our college and that could lead us through the next phase of development and accreditation. Also, you were interested in a candidate who would work with me, you and our community during my last year prior to succession to the position of President.

I believe I have identified that candidate. I have known Dr. Connie Green for over thirty years and believe she has all of the right “stuff” to continue to lead the College and its culture into the future. Connie retired from Chemeketa Community College after a career of leadership positions both at Chemeketa and “on loan” from Chemeketa as the Assistant Commissioner and Senior Policy Advisor for the office of Community Colleges and Workforce Development. Currently the president of Willis, Green and Associates, Inc., she has a contract as a senior advisor to CCWD and the Oregon State Board of Education.

Connie has the same interest that I have had which is to serve the College, community and you, as a “capstone” to her distinguished career in education. She is willing to make a commitment to the College and community to lead us through final independent accreditation and continue our growth and development for student and staff success.

In August, I appointed Connie as the College Vice President and she will work with us through next year prior to your appointment as successor to the position of President. Following the succession, I will complete my contract as President Emeritus and then continue to work part time on issues relating to College Advancement, Development and our Foundation.

Attached is a copy of Connie’s resume for your information. The College is fortunate to have someone with Connie’s background, skills, and experience join our college and community.

## **CONSTANCE C. GREEN, Ph.D.**

### **SUMMARY**

Connie Green, Ph.D. is a community college leader, policy and program consultant, and facilitator of proven effectiveness

- Bringing a broad range of training and experience involving highly productive work teams, organizational development, human resources, planning, administration, communication, student services, instruction, operations, budget development, management and development.
- Offering seasoned insight and skills in the development of policy, creative planning and intervention processes to solve problems and achieve organizational goals.
- Providing effective paradigms and strategies to empower policy boards, executive leadership teams and organizational cross-functional teams/groups to achieve their desired outcomes.
- Building community partnerships that enhance the capacity of each partner.

### **FUNCTIONAL SKILLS**

Connie Green, Ph.D. has honed a number of skills over the course of more than thirty-five years in community college education and workforce development, including:

- Understanding system and business processes;
- Supporting and working with diverse boards;
- Transforming systems to better serve the customer;
- Keeping project and people on task and on point;
- Managing complex work responsibilities while developing/implementing improved systems;
- Developing and maintaining diverse, healthy relationships;
- Acting with honor and integrity with persons throughout organizations and within the community;
- Managing adaptive responses to challenges and crises;
- Assisting people and organizations through adversities to grow through challenges they face;
- Developing policy that can be implemented;
- Facilitating processes and relationships that enhance prospects for stakeholder buy-in;
- Developing a broad, interdisciplinary knowledge base and a wide network of resource-persons within Oregon and the nation; and
- Motivating others to constructively resolve interpersonal and organizational differences and conflicts.

### **CONSULTING**

**Willis Green & Associates Inc, 2005 to current , President. Leading the following work:**

**Department of Community Colleges and Workforce Development:** Providing policy direction and support for the department and the State Board of Education. Assisting policy development, policy improvement and stakeholder problem-solving on [the] implementation steps and overcoming barriers. Leading interagency staff teams to meet the needs of community college, universities and school districts. Facilitating Oregon State Board of Education retreats from 2004 thru 2009.

**Department of Forestry:** Leading a public committee charged with advising the Board of Forestry on the underlying principal of Oregon's forest of managing for the greatest permanent value.

**Columbia Gorge Community College:** Led the CBCC Board assessment in 2008, worked with the Board and community leaders to identify the needs for a capital campaign as well as worked with the executive leadership to improve their effectiveness.

**Clackamas Community College:** Worked with the CCC Board and the administration to conduct two organizational climate surveys to improve the college working environment.

**Salem Hospital Trustees and Foundation Board:** Facilitated the coming together of the work; developing a mutual work plan and agreed to outcomes for measuring their success.

**Grand Ronde Tribes:** Facilitated a two day Future Search conference. This includes over 100 individuals from their membership and external partners to identify the key trends, issues and solutions for the next ten years.

**Governors' Economic Revitalization Team:** Assisted the team to develop their vision and deliverables for the next three years.

**Educators Benefit Board:** Assisted the new board to identify principles for working together; their benchmarks for success and affirm the direction of the board.

## **COMMUNITY COLLEGE AND WORKFORCE EXPERIENCE**

### **Senior Policy Advisor**

January 2005 - September 2005

*Department of Community Colleges and Workforce Development, Salem Oregon*

Responsible for assisting the Commissioner and the Deputy Commissioner on legislative and policy issues for the Department and its stakeholders. Worked closely with PK-20 working groups and teams to align, identify and carry out the policy work for the educational enterprise. Staffed the Joint Boards, the Joint Boards working group, "Excellence in Delivery", the Productivity Work Group and State Board of Education. This work included retreat planning and assisting in the development of a new state board work plan.

### **Assistant Commissioner for Community Colleges and Workforce Development**

January 2004 - December 2005

*Department of Community Colleges and Workforce Development, Salem, Oregon*

Responsible for the agency's programs. This includes all of the Workforce Investment Act programs and the community college programs. This oversight included the allocation and review of resources, programs, policy and research. Responsible for the Adult Education delivery of programs and services, GED delivery, Carl Perkins Professional Education, apprenticeship regulations and delivery of training and work with the Governor's office on the implementation of the Governor's agenda. Responsible for the staffing of the "Excellence in Delivery" and Productivity Committee of the State Board of Higher Education, the Joint Boards and the Joint Boards working group. Also facilitated State Board of Education policy retreats in 2004 and 2005. Worked closely with Department of Education and Oregon University System in aligning policy and implementation to better serve all students.

**Dean and Chief Information Officer**

September 1996 – December 2003

*Strategic Partnerships and Information Resources, Chemeketa Community College, Salem, Oregon.* Responsible for executive leadership for major initiatives at the College. Oversaw the implementation of a new enterprise solution data system. Responsible for major policy and program development and implementation for the PK-20 partners, the community partners and the business partners. Oversaw on a daily basis the college's Agriculture and Hospitality, Business Management/Health Services Management/Electronics, Chemeketa Online, College Advancement, Corrections Education, Enterprise for Employment and Education, Information Technology, Institutional Effectiveness, Mid-Willamette Education Consortium, Mid-Willamette Workforce Network, Trade and Technology, Training and Economic Development Center, and departments. As of 2004, there are 230 full-time employees and an annual budget of over \$20,000,000 in the Strategic Partnerships and Information Resources Division.

**Dean**

August 1993 - September 1996

*Regional Educational Services Division, Chemeketa Community College, Salem, Oregon.* An executive team member responsible for college growth, student access and serving the entire adult learning community for three counties. Special project coordinator for several major college and community initiatives. Responsible for the daily oversight of 170+ full-time employees and 600 part-time staff members with an annual budget of over 10 million dollars. The division was the key connection to the communities it serves.

**Senior Policy Advisor to the Governor**

December 1992 - August 1993

*Governor's Office, State of Oregon, Salem, Oregon.*

Advise the governor on workforce and training issues. Worked closely with agency heads, statewide boards and legislators to ensure the success of the Governor's workforce and education agenda. Represent the governor as designee on Workforce Quality Council. Work with legislators, committee staff, management and citizens on workforce and education issues.

**Special Assistant to the President**

1987 - December 1992

*Chemeketa Community College, Salem, Oregon.*

Member of the Executive Team which is responsible for overall vision, planning, and development for the college. Coordinate and facilitate campus/community projects. Projects included: internal interventions to reorganize computer information technology, coordinating a capital development process for a 23 million dollar plan, assisting with legislative issues and processes.

**Dean**

1984 - 1987

*Community Education and Student Services Division, Chemeketa Community College, Salem, Oregon.* An a member of the executive leadership team, responsible for ensuring the community had access to the college and that the college was responsible to the students, the business and governmental communities. This division consists of 140+ full-time and 600 part-time staff members with an annual budget of over \$9,000,000 that provides services to 38,000+ individuals, 5,500 FTE per year. Created and served as the Executive Director of Student Success Strategies for Oregon and Washington's community colleges.



## Director

1980 - 1984

*Financial Aid and Work-Related Experience, Chemeketa Community College, Salem, Oregon.* Responsible for ensuring access to education for students of Marion, Polk and Yamhill counties. Active in developing the opportunity for the Department of Revenue to collect payments from tax returns of student with outstanding loans. A department which consisted of 17 staff members with an annual budget of over \$3,500,000. This included approximately \$3,000,000 in federal student financial aid.

## OTHER CONSULTANT/FACILITATOR EXPERIENCE

- *Ad Hoc* Forest Practices Advisory Committee on Salmon and Watersheds
- Habitat Conservation Plan, Department of Forestry
- Bureau of Land Management
- Klamath Falls Community College
- Metro College Consortium
- Children and Families Commission , Marion County
- Oregon University System, Governance Task Force
- State Workforce Policy Partners Planning Sessions
- Workforce Investment Act Task Force Organization
- 1997 Legislative Budget Summit
- Governor's Office: Dialogue with County and City Officials and Public Safety Task Force
- State of Washington Student Services Commission

## PRESENTATIONS

- Student Success Conference: 2006 thru 2010 presentations on Joint Boards of Education policy work.
- American Association for Women in Community Colleges: *Resiliency in a Time of Change*
- American Association of Community Colleges: *Web-Centric Education: Ready or Not, Here It Comes!*
- Alliance Women's Retreat: *Leadership, Amman, Jordan 2005 and 2010*

## CURRENT BOARDS AND COMMISSIONS

- Marion County Children and Families Commission: 2006 –current
- Salem Alliance Church Governing Board: 2002 –current
- Multnomah University Board of Trustees: 2008 –current

## EDUCATION

Doctor of Humane Letters, Honoris Causa  
Western Baptist College  
Salem, Oregon, 1993.

Ph.D. in Education, Policy, and Planning  
University of Oregon, Eugene, Oregon, 1991.

Master of Science in Personnel Services and Counseling  
Miami University, Oxford, Ohio, 1973.

Bachelor of Science in Communications  
Miami University, Oxford, Ohio, 1972.

## Announcements and General Information

### **RECOMMENDATION**

Information only – no action requested.

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

- All staff In-service Monday, September 13 and Tuesday, September 14.
- Dr. Paul Betlinski reception Wednesday, September 15 at 5:30pm at TBCC.
- Annual Mildred Davy Memorial Scholarship Luncheon: Thursday, October 21.
- Vice President Green will be presiding at the October Board meeting due to President Carnahan's absence.

