



# 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, April 4, 2011, 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, March 30, 2011

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. TBCC WEB SITE
4. TBCC ADMINISTRATORS AND STAFF
5. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
6. ESD ADMINISTRATOR
7. OCCA EXECUTIVE DIRECTOR



# Board of Education Meeting Agenda

**Date:**  
Monday, April 4, 2011

**Board Room #215**  
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> -----	Chair McGinnis
<p style="font-size: small;">Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.</p>		
4.	<b>Approval of the March 7, 2011 Regular Meeting Minutes</b> ----- (Action)	Chair McGinnis
5.	<b>Reports:</b>	
	A. Tillamook Futures Council-----	Vice President Green
	B. Oregon Community College Association Board Report-----	Vice President Green & Director Swain
	C. Financial Report -----	Comptroller Williams
6.	<b>Old Business:</b>	
	A. Third Street Project Update-----	Dean Ellison
7.	<b>New Business:</b>	
	A. 2010 - 2011 Organization, Finance and Legal Designation Revisions--- (Action)	Dean Ellison
	B. 2011 - 2012 Tuition and Fee Schedule -----	Dean Ellison
	C. Banking Services Agreement----- (Action)	Dean Ellison
	D. 2011 - 2012 Academic Calendar -----	Dean Gates
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----- (Action)	President Carnahan
	G. Personnel----- (Action)	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> ----- (Action)	Chair McGinnis
12.	<b>Adjournment</b> ----- (Action)	Chair McGinnis



# Board of Education Meeting Minutes

March 7, 2011

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

**Directors Present:** James McGinnis, Steve Shaw, Deborah Lincoln, Ann Swain, Bob Weitman, and Rose Wharton

**Directors Absent:** Craig Wakefield

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

**Guests Present:** Michele Burton and Sheryl Neu, TBCC Staff

**Call to Order:**

Chair McGinnis called the meeting to order at 6:30 p.m. and welcomed guests.

**Approval of Agenda:**

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

**Invitation of Public Comment:**

There was no public comment at this time.

**Approval of Minutes**

Chair McGinnis asked for approval of the February 7, 2011 Meeting Minutes. On an approval of a motion by Director Swain and seconded by Director Weitman, it was resolved to approve the minutes as presented.

**Reports:**

Oregon Community College Association (Agenda Item 5.A)

President Carnahan and Vice President Green gave a report on the February OCCA Board meeting. Andrea Henderson, Executive Director of OCCA, was also present and gave an update of the Legislative session, key bills and funding for community colleges. She noted the best predictions on the budget would be \$410 million proposed in the Governor's budget. This is down from the last several years. She added that we are lobbying for \$425 million. The State has exceeded its bonding debt capacity so there will no capital construction funds this biennium. Executive Director Henderson shared that the Governor's budget increased the Oregon Opportunity Grant in an effort to address the increased number of Oregonians applying and are not being served. Efforts are being made to ensure that community colleges students would have a proportion of the resources reserved than using the current method that is first come which favors university students. It is estimated that there are currently 450 to 500 bills in the legislative process that impact community colleges.

Financial Report (Agenda Item 5.B)

Comptroller Williams presented the financial reports as included in the Board packet. There was some discussion of the report format. Williams offered to change the format to meet the needs of the Board.

**Old Business:****Board of Education Self Evaluation Summary:** (Agenda Item 6.A)

President Carnahan and Vice President Green shared the summary of the Board Self Evaluation noting that the Board's overall score was positive and that the evaluation was a tool to determine strengths and weaknesses and how to affect changes in Board process for continued improvement. There was a lengthy discussion of the importance of the Board members being as active and involved as they desire and Vice President Green stressed that if anyone has particular interests or areas they would like to be more involved in to please contact her. Some suggestions made by Director Lincoln were 1) investigating the partnerships with local employers for workforce needs, etc.; 2) WIA/MTC contact, to know and share more about what is happening on a federal level; 3) Camp Tillamook and how TBCC can help with their educational needs. Vice President Green suggested perhaps a regular "program" on different subjects to assist the Board in staying up-to-date on a variety of topics that involve the College. In regards to the survey, Chair McGinnis stated that the process has already helped the Board improve and it was agreed to keep the same format for next year but the Board would review the process before it was sent to the Board for 2011-12.

**New Business:**

There was no new business.

**Standing Business:****Strategic Planning and Accreditation** (Agenda Item 8.A)

Dean Gates shared the Planning and Steering Committee are currently reviewing drafts of Chapters (Standards) One and Two they are also organizing to address standards three through five. She shared that Sydney Elliott, Self-Evaluation Faculty Co-chair/Editor and she had attended the Northwest Commission on Colleges and Universities' Annual Meeting and Year Five/Year Seven Self Evaluation Workshop on March 3-4 and shared information from those conferences.

**Courses and Curricula** (Agenda Item 8.B)

Dean Gates stated there were no new courses or curricula to report this month. She gave an update on the Green Tech Certificate approved a few months ago noting that she anticipates it being ready to offer in the summer or fall.

**Grants and Contracts** (Agenda Item 8.C)

Dean Ellison stated there were no grants or contracts to report on this month.

**Board of Education Policy** (Agenda Item 8.D)

President Carnahan presented Policies 214 and 501 for second reading and approval.

On an approval of a motion by Director Wharton and seconded by Director Swain, it was resolved to approve Policy 214 as presented.

Vice President Green elaborated on the changes made to Policy 501 stating more details had been added in reference to Oregon Veterans per Board request. The title also had been changed to better reflect the contents of the policy.

On an approval of a motion by Director Weitman and seconded by Director Wharton, it was resolved to approve Policy 501 as presented.

**Facilities** (Agenda Item 8.E)

Dean Ellison reported that the new campus building close-out process was nearing completion. The majority of the items noted on the one-year walk through meeting will be addressed over the spring break. He also reported that issues with the HVAC are still in negotiation but he hopes to see some closure in the next few months.

### Capital Construction Projects (Agenda Item 8.F)

President Carnahan shared an update on the North and South County Centers providing some schematic information at the meeting that has also been forwarded to both Neah-Kah-Nie and Nestucca Valley School Districts for review at their March Board meetings. If everyone is in agreement with the preliminary site review and Intergovernmental Agreement that includes the lease arrangements, action by the College and School Districts can be taken at the respective April Board meetings. President Carnahan also shared that the original classroom plans had “morphed” to Technology and Learning Centers to compensate for a more state-of-the-art design and technology inclusion. President Carnahan is investigating alternative construction ideas to cuts costs. President Carnahan and Vice President Green are planning to visit the School District Board meetings in support of the plans.

President Carnahan also provided some schematic design sheets, site placements and cost estimations for the proposed TBCC/OSU Open Campus building. Discussions concerning funding of the project continue to be the primary issue of the project.

### Personnel (Agenda Item 8.G)

President Carnahan shared that there are currently two positions open as noted in the Board packet. Sheryl Neu who was in the audience shared that Marlen Davis had been selected to fill the IT Assistant position and she was very excited about his starting soon.

### **Announcements and General Information (Agenda Item 9)**

President Carnahan shared the announcements and general information as included in the Board packet. Vice President Green added that the Board photos needed to be updated and plans were being made to have them done by the April meeting. Birthday greetings were shared for Directors Shaw, McGinnis, and Swain.

### **Invitation of Public Comment (Agenda Item 10)**

There was no public comment.

### **Executive Session (Agenda Item 11)**

Chair McGinnis declared that the Tillamook Bay Community College Board of Education would meet in executive session to evaluate the College President pursuant to O.R.S. § 192.660 (2)(i). and also to consider the employment of a public officer pursuant to O.R.S. § 192.660 (2)(a).

Representatives of the news media and designated staff were allowed to attend the executive session. All other members of the audience were asked to leave the room. Chair McGinnis stated that no decision may be made in executive session and that at the end of the executive session, the Board would return to open session and welcome the audience back into the room.

The Board adjourned to Executive Session at: 8:15 p.m.

The Board resumed Regular Session at: 9:05 p.m.

No decisions were made during Executive Session.

### **Board Member Discussion Items (Agenda Item 11)**

The board discussed the President’s evaluation and on an approval of a motion by Director Wharton and seconded by Director Swain, it was resolved to approve the President’s evaluation.

### **Adjournment (Agenda Item 12)**

On an approval of a motion by Director Weitman and seconded by Director Shaw, it was resolved to adjourn the meeting at 9:09 p.m.

# Board of Education Executive Session Minutes

March 7, 2011

4301 Third Street, Tillamook, OR, 97141 - Room 215

**Directors Present:** James McGinnis, Debbie Lincoln, Steve Shaw, Ann Swain, Bob Weitman, and Rose Wharton

**Directors Absent:** Craig Wakefield

**Staff Present:** Jon Carnahan, Connie Green, and Sue Owens

**Call to Order:**

Chair McGinnis called the session to order at 8:16 p.m. pursuant to O.R.S. § 192.660 (2)(i) for the purpose of evaluating the College President and also to consider the employment of a public officer pursuant to O.R.S. § 192.660 (2)(a).

**Adjournment:**

On approval of a motion by Director Wakefield and seconded by Director Shaw, it was resolved to adjourn to regular session at 9:04 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



## Tillamook County Futures Council

### RECOMMENDATION

Information only. No action requested.

### BACKGROUND INFORMATION ----- Vice President Green

A member of the Tillamook County Futures Council will be on hand to give a presentation titled *The Vital Tillamook Indicators Project* (VTIP). President Carnahan has been a member of the Futures Council. The Council is providing community and board presentations throughout the county to share what they have found it means to be vital as a community and sheds light on the county's past successes as well as the areas that need greater focus. What the Futures Council has learned about the vitality of Tillamook County provides valuable information that can help guide decision making toward achieving the future vision defined by county residents and can be applied to the College.



**SIX VISION CATEGORIES**

**GROWTH & DEVELOPMENT**  
Manage growth to support the community vision • Improve infrastructure • Encourage alternative modes of transportation • Effectively prepare for and respond to natural hazards

**ECONOMY**

Support traditional economic base in forestry, fishing, and agriculture • Provide vocational and job training opportunities • Diversify the economy • Provide living wage jobs • Plan for and expand tourism and recreation • Promote the development of affordable housing

**NATURAL ENVIRONMENT**

Provide high quality wildlife habitat • Promote high quality waterways • Encourage the recycling of waste products

**SOCIETY & CULTURE**

Protect rural atmosphere • Promote citizen involvement • Enhance art and culture opportunities • Promote lifelong learning

**HEALTH & HUMAN SERVICES**

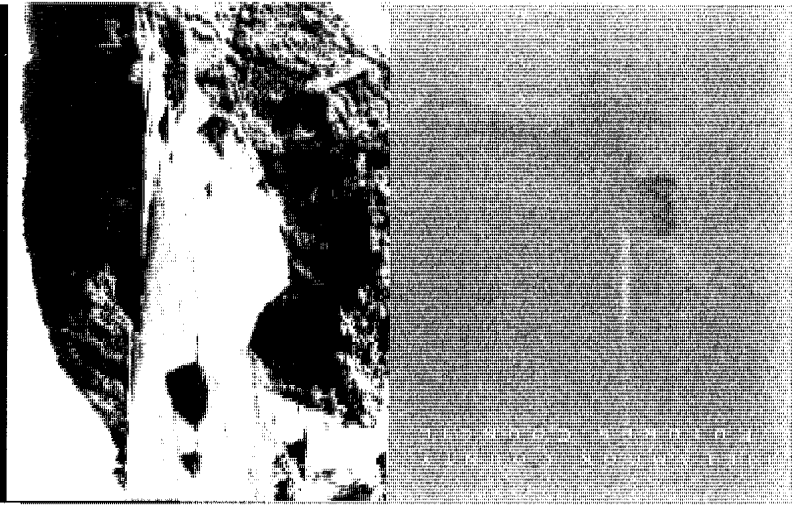
Ensure access to health care and human services for all • Promote healthy lifestyles • Ensure availability and accessibility of human services

**YOUTH & EDUCATION**

Provide youth activities • Actively involve youth in the community • Provide youth with employable skills • Promote quality education

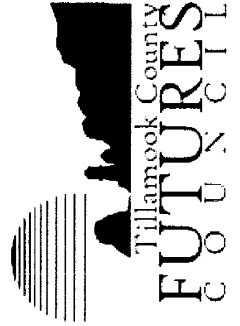
STEWARDSHIP  
TILLAMOOK  
COUNTY'S VISION.

**TILLAMOOK  
COUNTY  
FUTURES  
COUNCIL**



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## MISSION

The Tillamook County Futures Council was established in 1997 by the Board of County Commissioners as an advisory council with the purpose of developing a long-range Strategic Vision for Tillamook County that for the first time ever would be completely citizen-based.

A broad-based citizen input process initiated in 1998 helped the Futures Council create Tillamook County's vision for 2020 and beyond.



In 2006 the Council partnered with the University of Oregon's Community Planning Workshop to update the original benchmarks. Through the Rural Studies Program with Oregon State University, the Council widened the scope of the benchmarks, evaluated the county's progress, and updated the long-term vision. The findings were published in 2007 in the Vital Tillamook Indicator Project Report.

Today the Futures Council continues to serve as steward of the Strategic Vision, collect data in the on-going county-wide visioning process and provide outcome-based recommendations to stakeholders, citizens, and decision makers throughout Tillamook County.

## ANNUAL EVENTS AND ACTIVITIES

### Strategic Vision Awards

Each year the Futures Council invites citizen nominations of individuals or organizations who in the past 12 months have contributed their time, resources and creative energy to a project or ongoing activity that supports one of the six categories that comprise the Tillamook County Strategic Vision.

### Stakeholder Banquet

Strategic Vision Award nominees are honored and award winners announced at the Stakeholder and Awards Banquet held every fall. This event brings together both stakeholders and members of the community for an elegant meal and celebration in a relaxed atmosphere away from projects and deadlines. All Strategic Vision nominees are recognized, and the winners receive a plaque commemorating their service to the county and their community.

### Tillamook County Fair Survey

The annual Tillamook County Fair provides an opportunity for the Council to meet face to face with County citizens. At the Futures Council booth, county residents identify and rank the top three issues facing the county in order of importance. Some of the top issues identified since 2006 include drugs and alcohol, affordable housing, and family wage jobs. Other issues consistently ranked high in importance are youth activities, healthcare, the natural environment and land use. With feedback obtained through citizen interaction, the Futures Council continues to fulfill its mission as steward of the visioning process and serve as a county-wide advisory group.

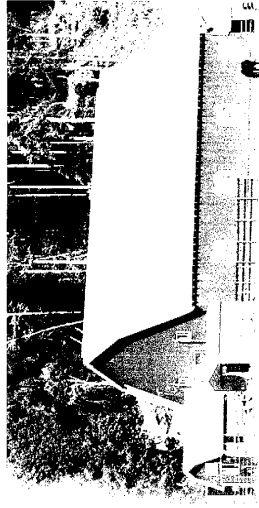
## 2010 Council Members

Shirley Kalkhoven, Chair, City of Nehalem  
Shawn Retersgaard, Vice Chair, TCCA  
Gary Boggs, Retired  
Jon Carnahan, TBCC

Ken Crowe, TLC Federal Credit Union  
Rob Emanuel, OSU Extension  
Marie Heimbürg, TC Children & Families  
Amy Fullan, MTC Works  
Rick Kneeland, Bureau of Land Management  
Linda McCracken, Retired  
Doug Montgomery, Retired  
Letia Salmon, City of Manzanita  
David Yamamoto, Senior Insurance Specialist

## Community Advisors

Butch Parker, TC Community Development  
Marshall Doak, Economic Development Council  
Jennifer Purcell, TC Solid Waste  
Marlene Putman, TC Children & Families



**TILLAMOOK COUNTY  
FUTURES COUNCIL**

PO Box 6  
Nehalem OR 97131

Phone: 503-368-6770 877-814-2669  
Fax: 877-814-2669

Visit [www.tillamookfutures.org](http://www.tillamookfutures.org)

## Oregon Community College Association Board Report

### **RECOMMENDATION**

Information only – no action requested.

### **BACKGROUND INFORMATION**----- Vice President Green and Director Swain

Vice President Green and Director Swain will give a brief report on the March OCCA Board meeting.



# 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.C. Attachment #1  
Tillamook Bay Community College  
Unaudited Summary Financial Information  
General Fund  
Fiscal Year-to-Date Ended February 2011  
66.67% of fiscal year elapsed

	FY 2009-2010			FY 2010-2011		
	Annual Budget	01/31/10 Actual	Percentage of Budget	Annual Budget	01/31/11 Actual	Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 831,123	\$ 1,128,693.82	135.80%	\$ 1,130,471	\$ 1,082,233.18	95.73%
State	\$ 840,072	\$ 698,234.13	83.12%	\$ 807,629	\$ 587,400.88	72.73%
Property Taxes	\$ 919,106	\$ 836,757.36	91.04%	\$ 971,401	\$ 870,026.18	89.56%
Timber Taxes	\$ 247,820	\$ 176,897.31	71.38%	\$ 302,579	\$ 115,542.74	38.19%
Local Contract	\$ -	\$ 22,900.00	0.00%	\$ 22,900	\$ 22,900.00	100.00%
Tuition	\$ 576,710	\$ 462,499.22	80.20%	\$ 635,539	\$ 631,577.20	99.38%
Fees	\$ 130,278	\$ 92,408.46	70.93%	\$ 146,174	\$ 117,556.00	80.42%
Sale of Goods	\$ 4,500	\$ 1,830.00	40.67%	\$ 3,500	\$ 3,220.00	92.00%
Interest	\$ 30,000	\$ 5,562.45	18.54%	\$ 5,000	\$ 3,671.01	73.42%
Rental	\$ -	\$ -	0.00%	\$ 500	\$ 4,240.00	848.00%
Miscellaneous	\$ 8,000	\$ 825.93	10.32%	\$ 8,000	\$ 4,098.84	51.24%
Transfers	\$ 77,095	\$ 61,769.95	80.12%	\$ 76,500	\$ 55,571.63	72.64%
Repayment of Short-Term Loan	\$ 108,125	\$ -	0.00%	\$ 69,625	\$ -	0.00%
<b>Total resources</b>	<b>\$ 3,772,829</b>	<b>\$ 3,488,378.63</b>	<b>92.46%</b>	<b>\$ 4,179,818</b>	<b>\$ 3,498,037.66</b>	<b>83.69%</b>
<b>Expenditures</b>						
Instruction	\$ 909,405	\$ 603,365.27	66.35%	\$ 1,015,308	\$ 682,882.26	67.26%
Instructional Support	\$ 291,911	\$ 180,338.73	61.78%	\$ 378,626	\$ 235,183.40	62.11%
Student Services	\$ 337,210	\$ 190,028.78	56.35%	\$ 290,657	\$ 176,405.95	60.69%
College Support	\$ 1,088,205	\$ 580,367.43	53.33%	\$ 1,160,226	\$ 815,120.59	70.26%
Plant Operation	\$ 276,972	\$ 157,510.40	56.87%	\$ 413,112	\$ 214,161.33	51.84%
Transfers	\$ 345,081	\$ 312,844.30	90.66%	\$ 346,600	\$ 316,559.78	91.33%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,298,784</b>	<b>\$ 2,024,454.91</b>	<b>61.37%</b>	<b>\$ 3,654,529</b>	<b>\$ 2,440,313.31</b>	<b>66.78%</b>
Ending fund balance	\$ 474,045	\$ 1,463,923.72	308.82%	\$ 525,289	\$ 1,057,724.35	201.36%

Agenda Item 5.C. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended February 2011

	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	\$ -	\$ 23,546.99	\$ 32,652.15	\$ (9,105.16)	\$ 56,333	\$ 43,943.03
Tutor Grant	211	\$ -	\$ 6,308.57	\$ 8,409.54	\$ (2,100.97)	\$ 13,080	\$ 7,855.99
Sprint Yellow Pages Literacy Grant	215	\$ 2,501.89	\$ -	\$ 3.27	\$ 2,498.62	\$ 1,500	\$ 9.04
United Way Literacy Grant	216	\$ 5,220.26	\$ 1,000.00	\$ 400.00	\$ 5,820.26	\$ 4,000	\$ -
Pathways Grant	225	\$ -	\$ 8,925.13	\$ 11,541.20	\$ (2,616.07)	\$ 38,160	\$ 14,600.11
Industrial Maintenance Tech	226	\$ 25,470.89	\$ -	\$ 11,655.70	\$ 13,815.19	\$ 30,000	\$ 1,280.00
OYA Instruction Contract	227	\$ -	\$ 14,400.50	\$ 22,818.90	\$ (8,418.40)	\$ 53,594	\$ 15,330.27
SESP Oregon Green Tech Certificate	228	\$ -	\$ 2,363.44	\$ 169.40	\$ 2,194.04	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ 15,125.00	\$ 21,025.32	\$ (5,900.32)	\$ 30,250	\$ 21,269.35
SBDC State Grant	231	\$ -	\$ 15,522.65	\$ 20,494.84	\$ (4,972.19)	\$ 24,804	\$ 7,001.16
SBDC Program Income	232	\$ 8,562.20	\$ 4,360.00	\$ 1,440.00	\$ 11,482.20	\$ 14,664	\$ 1,611.62
SBDC - EDC Fund	235	\$ -	\$ 51,173.02	\$ 68,646.65	\$ (17,473.63)	\$ 100,620	\$ 48,851.95
TEC Vocational Education Grant	240	\$ -	\$ 18,374.00	\$ 480.70	\$ 17,893.30	\$ -	\$ 515.95
TEC Perkins Reserve Fund	243	\$ -	\$ -	\$ -	\$ -	\$ 20,050	\$ -
TEC Perkins Basic Grant	244	\$ -	\$ -	\$ -	\$ -	\$ 27,987	\$ -
Student Assistance	250	\$ 1,617.89	\$ 855.00	\$ 500.00	\$ 1,972.89	\$ 2,675	\$ 1,224.57
Work Keys Mini Grant	251	\$ 1,754.22	\$ -	\$ 21.50	\$ 1,732.72	\$ 1,000	\$ 35.00
Bay City Rental	260	\$ 5,542.04	\$ -	\$ 1,780.14	\$ 3,761.90	\$ 2,750	\$ 1,550.56
Career Readiness Certificate	270	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 1,006,510.14	\$ 3,344.30	\$ -	\$ 1,009,854.44	\$ -	\$ -
Strategic Initiative Fund	295	\$ 233,235.09	\$ 1,256,507.95	\$ 46,200.00	\$ 1,443,543.04	\$ 46,200	\$ -
Capital Construction Due Diligence Grant	296	\$ 14,400.00	\$ -	\$ 14,400.00	\$ -	\$ -	\$ -
<b>Total Special Fund</b>		<b>\$ 1,304,814.62</b>	<b>\$ 1,421,806.55</b>	<b>\$ 262,639.31</b>	<b>\$ 2,463,981.86</b>	<b>\$ 482,667</b>	<b>\$ 165,078.60</b>

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 2/28/2011
Total of Grants that borrow from the General Fund	\$ (30,499.40)	\$ 1,671.28	\$ -	\$ (32,170.68)
Total of Grants that are not borrowing from the General Fund	\$ 2,494,481.26	\$ 1,876.25	\$ -	\$ 2,492,605.01
<b>Total Special Fund</b>	<b>\$ 2,463,981.86</b>	<b>\$ 3,547.53</b>	<b>\$ -</b>	<b>\$ 2,460,434.33</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)	\$ 5,032.00	\$ 2,337.69	\$ (879.85)	\$ 11,695	\$ 2,400.80
Bookstore	320	\$ 45,079.82	\$ 138,743.01	\$ 149,871.06	\$ 33,951.77	\$ 161,086	\$ 120,046.23
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 6,340	\$ -
Culinary & Hospitality Program	340	\$ 205.00	\$ 7,290.91	\$ 5,523.16	\$ 1,972.75	\$ 17,500	\$ 1,446.87
<b>Total Enterprise Fund</b>		<b>\$ 48,713.99</b>	<b>\$ 151,065.92</b>	<b>\$ 157,731.91</b>	<b>\$ 42,048.00</b>	<b>\$ 196,621</b>	<b>\$ 123,893.90</b>
PERS Pension Bond Fund	410	\$ 17,740.45	\$ 61,576.69	\$ 41,083.03	\$ 38,234.11	\$ 100,566	\$ 41,315.18
General Obligation Bond Fund	420	\$ 33,063.40	\$ 525,646.84	\$ 191,018.75	\$ 367,691.49	\$ 637,037	\$ 195,318.75
<b>Total Debt Service Fund</b>		<b>\$ 50,803.85</b>	<b>\$ 587,223.53</b>	<b>\$ 232,101.78</b>	<b>\$ 405,925.60</b>	<b>\$ 737,603</b>	<b>\$ 236,633.93</b>
Building Reserve Fund	510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,185,174.52
Campus Construction Fund - GO Bonds	520	\$ 2,130,456.66	\$ 7,234.13	\$ 194,352.57	\$ 1,943,338.22	\$ 964,428	\$ 2,958,739.53
Campus Construction Fund - State Match	530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,987,474.63
THS Vocational Bldg Remodel - Stimulus	540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139,131.35
<b>Total Capital Projects Fund</b>		<b>\$ 2,130,456.66</b>	<b>\$ 7,234.13</b>	<b>\$ 194,352.57</b>	<b>\$ 1,943,338.22</b>	<b>\$ 964,428</b>	<b>\$ 7,270,520.03</b>
Associated Students of TBCC	710	\$ 1,551.23	\$ 5,140.76	\$ 4,247.42	\$ 2,444.57	\$ 8,750	\$ 5,527.73
Phi Theta Kappa Honorary Society Fund	720	\$ 927.67	\$ 3,521.61	\$ 3,841.88	\$ 607.40	\$ 4,350	\$ 1,170.38
<b>Total Agency Fund</b>		<b>\$ 2,478.90</b>	<b>\$ 8,662.37</b>	<b>\$ 8,089.30</b>	<b>\$ 3,051.97</b>	<b>\$ 13,100</b>	<b>\$ 6,698.11</b>
Tuition Waivers	831	\$ 7,301.50	\$ 20,000.00	\$ 10,103.50	\$ 17,198.00	\$ 25,000	\$ 8,971.00
Board Scholarships	832	\$ 98,666.00	\$ 105,000.00	\$ 42,810.96	\$ 160,855.04	\$ 181,475	\$ 7,801.00
Institutional Work Study	833	\$ (1,390.25)	\$ 25,000.00	\$ 21,278.05	\$ 2,331.70	\$ 28,000	\$ 10,489.41
Foundation Scholarships	834	\$ -	\$ 52,561.79	\$ 52,786.79	\$ (225.00)	\$ 5,447	\$ 58,624.50
Non-Institutional Scholarships	840	\$ 1,518.25	\$ 26,585.95	\$ 20,770.35	\$ 7,333.85	\$ 18,000	\$ 11,968.25
<b>Total Financial Aid Fund</b>		<b>\$ 106,095.50</b>	<b>\$ 229,147.74</b>	<b>\$ 147,749.65</b>	<b>\$ 187,493.59</b>	<b>\$ 257,922</b>	<b>\$ 97,854.16</b>

Agenda Item 5.c - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended February 2011

66.67% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 1,173,363			\$ 1,222,599			\$ (2,616)			\$ 25,521	
Beginning Fund Balance	\$ 1,130,471	\$ 1,082,233	95.73%	\$ 1,321,005	\$ 1,304,815	98.77%	\$ 4,000	\$ (3,574)	-89.35%	\$ 40,000	\$ 45,080	112.70%
<b>Resources</b>												
State Aid	\$ 807,629	\$ 587,401	72.73%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 22,900	\$ 22,900	100.00%	\$ 379,878	\$ 155,739	41.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 781,713	\$ 749,133	95.83%	\$ 5,000	\$ 4,360	87.20%	\$ 10,000	\$ 5,032	50.32%	\$ -	\$ -	0.00%
Local Taxes	\$ 971,401	\$ 870,026	89.56%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ 302,579	\$ 115,543	38.19%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 3,500	\$ 3,220	92.00%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 138,393	92.26%
Interest	\$ 5,000	\$ 3,671	73.42%	\$ 11,000	\$ 6,029	54.81%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 500	\$ 4,240	848.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 4,099	51.24%	\$ 1,095,100	\$ 1,155,678	105.53%	\$ -	\$ -	0.00%	\$ 750	\$ 350	46.67%
Repayment of Short-Term Loans	\$ 69,625	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 76,500	\$ 55,572	72.64%	\$ 100,000	\$ 100,000	100.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 3,049,347</b>	<b>\$ 2,415,805</b>	<b>79.22%</b>	<b>\$ 1,591,978</b>	<b>\$ 1,421,806</b>	<b>89.31%</b>	<b>\$ 10,000</b>	<b>\$ 5,032</b>	<b>50.32%</b>	<b>\$ 150,750</b>	<b>\$ 138,743</b>	<b>92.04%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,290,871	\$ 1,495,919	65.30%	\$ 348,586	\$ 174,989	50.20%	\$ 4,725	\$ 1,946	41.19%	\$ 40,722	\$ 26,925	66.12%
Operating Expenditures	\$ 902,058	\$ 541,515	60.03%	\$ 65,933	\$ 33,127	50.24%	\$ 2,450	\$ 383	15.63%	\$ 117,400	\$ 121,905	103.84%
Capital Outlay	\$ 65,000	\$ 86,319	132.80%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 346,600	\$ 316,560	91.33%	\$ 68,148	\$ 54,523	80.01%	\$ 520	\$ 8	1.54%	\$ 1,964	\$ 1,041	53.00%
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>\$ 2,440,313</b>	<b>66.78%</b>	<b>\$ 2,906,192</b>	<b>\$ 262,639</b>	<b>9.04%</b>	<b>\$ 11,695</b>	<b>\$ 2,337</b>	<b>19.98%</b>	<b>\$ 161,086</b>	<b>\$ 149,871</b>	<b>93.04%</b>
Ending Fund Balance	\$ 525,289	\$ 1,057,725		\$ 6,791	\$ 2,463,982		\$ 2,305	\$ (879)		\$ 29,664	\$ 33,952	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 168,080			\$ 3,548			\$ -			\$ -	
Inventories		\$ 1,902			\$ -			\$ -			\$ 20,655	
NET EFFECT ON CASH		\$ (169,982)			\$ (3,548)			\$ -			\$ (20,655)	
Liabilities												
Accounts Payable		\$ 44,598			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ 76,660			\$ -			\$ -			\$ -	
Payroll		\$ 109,431			\$ -			\$ -			\$ 3,796	
NET EFFECT ON CASH		\$ 230,689			\$ -			\$ -			\$ 3,796	
NET ADJUSTMENTS		\$ 60,707			\$ (3,548)			\$ -			\$ (16,859)	
ENDING CASH BALANCE		\$ 1,118,432			\$ 2,460,434			\$ (879)			\$ 17,093	

Agenda Item 5.c - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended February 2011  
 66.67% of Budget Period Expended

	Enterprise Fund - Customized Training			Enterprise Fund - Culinary & Hospitality			Debt Service Funds			Capital Projects Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 7,003			\$ 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	\$ 2,130,457	95.75%
<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	\$ 524,994	85.92%	\$ -	\$ -	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	\$ 683	65.05%	\$ 20,000	\$ 7,234	36.17%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ 7,291	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	\$ 61,546	68.38%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	\$ 3,000	\$ -	0.00%	\$ -	\$ 7,291	0.00%	\$ 702,087	\$ 587,223	0.00%	\$ 20,000	\$ 7,234	36.17%
<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	\$ 5,523	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 768,000	\$ 194,353	25.31%
Capital Outlay	\$ -	\$ -	0.00%	\$ 2,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 96,000	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 736,003	\$ 230,502	31.32%	\$ -	\$ -	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	\$ 5,523	0.00%	\$ 737,603	\$ 232,102	31.47%	\$ 964,428	\$ 194,353	20.15%
Ending Fund Balance	\$ 3,663	\$ 7,003		\$ -	\$ 1,973		\$ 4,810	\$ 405,925		\$ 1,280,572	\$ 1,943,338	
<b>Adjustments to bring Ending Fund Balance to Ending Cash Balance</b>												
<b>Assets</b>												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ 47,374	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
<b>NET EFFECT ON CASH</b>	\$ -	\$ -		\$ -	\$ -		\$ (47,374)	\$ -		\$ -	\$ -	
<b>Liabilities</b>												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 3)	\$ -	\$ -		\$ -	\$ -		\$ 47,374	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
<b>NET EFFECT ON CASH</b>	\$ -	\$ -		\$ -	\$ -		\$ 47,374	\$ -		\$ -	\$ -	
<b>NET ADJUSTMENTS</b>	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
<b>ENDING CASH BALANCE</b>	\$ 7,003	\$ 7,003		\$ 1,973	\$ 1,973		\$ 405,925	\$ 405,925		\$ 1,943,338	\$ 1,943,338	

Agenda Item 5.c - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended February 2011

66.67% 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%
Resources						
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 5,350	\$ 3,649	68.21%	\$ 106,475	\$ 79,148	74.33%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 6,600	\$ 5,014	75.97%	\$ 150,000	\$ 150,000	100.00%
Total Revenues	\$ 11,950	\$ 8,663	72.49%	\$ 256,475	\$ 229,148	89.35%
Expenditures						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 13,100	\$ 8,089	61.75%	\$ 257,922	\$ 147,750	57.28%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 13,100	\$ 8,089	61.75%	\$ 257,922	\$ 147,750	57.28%
Ending Fund Balance	\$ 850	\$ 3,053		\$ 106,553	\$ 187,494	
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		\$ 3,053			\$ 187,494	

<b>\$ 6,143,866</b>
---------------------



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.

## Third Street Improvement Project

### **RECOMMENDATION**

Information only - No action requested.

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

Attached is recent communication from the Tillamook County Public Works Department.



Tillamook County



## PUBLIC WORKS DEPARTMENT

503 Marolf Loop Road  
 Tillamook, Oregon 97141  
 Roads (503) 842-3419  
 Solid Waste (503) 815-3975  
 FAX (503) 842-6473  
 Email: [pubwks@co.tillamook.or.us](mailto:pubwks@co.tillamook.or.us)  
 TTY Oregon Relay Service

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*Land of Cheese, Trees and Ocean Breeze*

March 3, 2011

Dear Property Owners:

Subject: 3<sup>rd</sup> Street Roadway and Drainage Improvement Project Phase 1, Pine to almost Marolf Loop

The good news is that our project was awarded one of the grants that we applied for. This is a State grant that will be administered by the Oregon Department of Transportation. In Tillamook and Clatsop Counties, only two projects were selected and we were one of them. One of the criteria for being selected is the community support and the partnership of the Tillamook Urban Renewal Agency, the City of Tillamook and the County.

Our design is being finalized by our engineering firm. We will be constructing sidewalks, bike lanes, a parking lane, fixing the storm drainage issues, and installing street lights. Getting rid of the big puddles on 3<sup>rd</sup> street during rains and adding these safety improvements will be a benefit to our community. We know that this project will impact your driveways and will continue to work with you through the design and construction. Construction is scheduled to begin in Spring 2012.

We are starting the Right of Way process. We have very little out right "Right of Way" purchase. However, we will need slope easements, construction easements, and one permanent easement at the school. Since we are taking up most of the 60 foot Right of Way for the new improvements, these construction easements are so the Contractor can complete the work. All of these need to meet the Uniform Relocation and Acquisition Act of 1970 (Uniform Act), a federal requirement for the grant funds we received. Right of Way consultants will be contacting you in late March or April to begin the process. The Uniform Act requires our consultants to explain everything to you during the progress.

As part of the process, a surveyor will be in the project area during the month of March. They will be staking the corners of the Right of Way, and identifying the limits of the driveway improvements. We will be requesting Permits of Entry from you for the driveway work. These costs will be included in the construction costs, but future maintenance of your driveways will be your responsibility.

We will continue to seek funds to construct Phase 2, from just west of Marolf Loop to Wilson River Loop. We thank you for your support of this project.

If you have any questions, please call me at 503-842-3419 or email me at [lwelch@co.tillamook.or.us](mailto:lwelch@co.tillamook.or.us)

Sincerely,

Liane Welch, P.E.

Director

Cc: Arley Sullivan, Paul Wyntergreen  
 Don Hurd, Greg Thiel

## Amended 2010-2011 Organization, Finance and Legal Designations

### RECOMMENDATION

Recommend approval of revisions to the 2010-2011 Organization, Finance and Legal Designations.

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

Effective April 1, 2011, Dr. Constance Green assumed the responsibilities of College President and Jon Carnahan has been named President Emeritus. In that role Mr. Carnahan will continue in the College's employ, throughout his contract which ends June 30, 2011.

To facilitate the changes made in executive leadership, the following revisions are proposed to the 2010-2011 Organization, Finance and Legal Designations.

Deletions are shown as struck through text and additions are bolded text.

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

Move that President ~~Jon Carnahan~~ **Connie Green** 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)

#### 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:

Name	Credit Limit
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
<b>President Emeritus</b>	<b>\$2,500</b>



# 2011-2012 Tuition and Fee Schedule

**RECOMMENDATION**

First reading of the 2011-2012 Tuition and Fee Schedule.

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

Presented here for first reading is the proposed 2011-2012 Tuition and Fee Schedule.

Preliminary information indicates that the 2011-2012 average tuition rate for Oregon Community Colleges will increase rather substantially this next fiscal year. These increases are primarily due to current statewide economic and budget conditions. Per 2011-2012 Board approved budget guidelines and to indicate TBCC's local commitment to funding the College, a tuition rate of \$80.00 per credit is proposed for implementation in Fall Term 2011.

The Late Registration Fee was increased to \$25 per course, to bring it in-line with amounts charged at other Oregon Colleges. The Course Withdrawal Fee has been eliminated. For simplification, the Minimum and Maximum Course Credit Fees have been replaced by a single Course Credit Fee. The application base for the Course Credit Fee has also been changed from a per course to a per credit charge. This change is intended to be revenue neutral.

Tuition or Fee Item	Current 2010-2011	Proposed 2011-2012
<b><i>Tuition</i></b>		
In-State Tuition per Credit Hour	\$75	<del>\$75</del> <b>\$80</b>
Out-of-State Tuition per Credit Hour	\$95	<del>\$95</del> <b>\$100</b>
<b><i>Fees</i></b>		
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 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	<b>\$25</b>
<del>Course Withdrawal After Close of Registration</del>	<del>\$40</del>	<del>\$40</del>
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
<del>Minimum Credit Course Fee (per credit course)</del>	<del>\$12</del>	<del>\$4</del>
<del>Maximum Credit Course Fee (per course)</del>	<del>per actual expenses</del>	<del>per actual expenses</del>
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



# Banking Services Agreement

## **RECOMMENDATION**

Recommend signing the Master Services Agreement by the Board Chair and Vice-Chair.

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

As part of the College President transition, updated signature cards are required by our banking partner, USBank (appendixes A and B). In connection with this process, TBCC has been asked to execute a Master Services Agreement (MSA) for products and services provided us by USBank. The MSA requires signatures of the Board Chair and Vice-Chair.

Comptroller Williams and/or Dean Ellison will be prepared to address questions.





# Master Services Agreement (Governmental Entities)

Customer Tax ID Number: 930792039

I, James P McGinnis, HEREBY CERTIFY that I am Certifying Officer of Tillamook Bay Community College ("Customer"). I further certify that I have full power and lawful authority to execute this Master Services Agreement ("MSA") on behalf of Customer. I further certify that Customer has taken all action required by its resolutions and other organizational documents, records or agreements to authorize the individuals listed below to act on behalf of Customer in all transactions contemplated under this MSA. Customer hereby agrees as follows:

## **DEPOSIT ACCOUNTS:**

1. U.S. Bank National Association ("Bank") is hereby designated as Customer's banking depository. Customer has received a copy of the deposit account terms and conditions and agrees that such terms shall govern the deposit account services provided by Bank. All transactions between Customer and Bank involving any of Customer's accounts at Bank will be governed by the deposit terms and conditions, this MSA and other disclosures provided to Customer. Customer agrees to provide Bank with a copy of documents requested by Bank.

2. Any one (1) of the persons whose names and signatures appear in Appendix A (individually, an "Account Signer") are hereby authorized to open, add, modify, or close accounts in the name of Customer or its subsidiaries or affiliates, or if applicable, as an agent for another entity, and to sign, on behalf of Customer, its subsidiaries or affiliates or as an agent for another entity, checks, drafts or other orders for the payment, transfer or withdrawal of any of the funds or other property of Customer, whether signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, including those payable to the individual order of the person or persons signing or otherwise authorizing the same and including also those payable to the Bank or to any other person for application, or which are actually applied to the payment of any indebtedness owing to the Bank from the person or persons who signed such checks, drafts or other withdrawal orders or otherwise authorized such withdrawals; and are also authorized to endorse for deposit, payment or collection any check, bill, draft or other instrument made, drawn or endorsed to the accounts governed by this MSA for deposit into these accounts. The authorization contained in the preceding sentence includes transfers of funds or other property of Customer to accounts outside of those accounts Customer maintains at Bank. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Account Signers.

3. Unless Customer otherwise advises Bank in writing and Bank has a reasonable opportunity to act on such writing, the Account Signers listed in Appendix A will be Account Signers on any future deposit accounts that Customer maintains with Bank.

4. Customer acknowledges and agrees that Bank is not required to obtain the consent of or otherwise contact an Account Signer for transactions other than those listed in paragraph 2 above, including, but not limited to, transfers between accounts Customer maintains at Bank, advances on loans Customer has with Bank and transfers to pay down loans Customer has with Bank.

## **OTHER SERVICES:**

5. A Contract Signer is authorized and empowered on behalf of Customer to transact any and all other depository and investment business with and through the Bank, including, without limitation, the Bank's Money Center division, which such person may at any time deem to be advisable, including, without limiting the generality of the foregoing, authority to purchase certificates of deposit, government securities, commercial paper, stocks, bonds or other forms of investments that may be sold by the Bank, and to enter into safe deposit agreements and investment account agreements offered by Bank, and, in reference to any such business, to make any and all agreements and to execute and deliver to Bank any and all contracts and other writings which such person may deem to be necessary or desirable.

## **TREASURY MANAGEMENT SERVICES:**

6. Bank's treasury management services ("Treasury Management Service(s)") are described in the U.S. Bank Services Terms and Conditions, any supplements thereto, any implementation documents, user manuals, operating guides and other related documentation and disclosures provided by Bank, and any addendum to any of the foregoing (collectively the "Services Agreement"). Customer has received and reviewed the Services Agreement and desires to use one or more of the Treasury Management Services.

7. Any one (1) of the persons whose names and signatures appear in Appendix B (individually, a "Treasury Management Signer") are empowered in the name of and on behalf of the Customer to enter into all transactions contemplated in the Services Agreement including, but not limited to, selecting Treasury Management Services, appointing agents to act on behalf of Customer in the delivery of Treasury Management Services, signing additional documentation necessary to implement the Treasury Management Services and giving Bank instructions with regard to any Treasury Management Service, including without limitation, wire transfers, ACH transfers, and any other electronic or paper transfers

from or to any account Customer may maintain with Bank. Bank may, at its discretion, require Customer to execute additional documentation to implement or amend certain Treasury Management Services. In such cases, documentation necessary to implement or amend such Services shall be signed by a Treasury Management Signer. Customer further acknowledges and agrees that Bank may implement or amend Services based on the verbal, written, facsimile, voice mail, email or other electronically communicated instructions that it believes in good faith to have been received from a Treasury Management Signer. Any one of the Contract Signers (as defined below) is also authorized to execute any documentation that Bank may require to add or delete Treasury Management Signers.

**FOREIGN EXCHANGE:**

8. Bank is authorized by Customer to enter into foreign exchange transactions. Customer has received a copy of the Services Agreement and agrees that the terms contained in the Services Agreement, this MSA and other disclosures provided to Customer shall govern the foreign exchange services provided by Bank. Customer agrees to provide Bank with a copy of documents requested by Bank.

**FOREIGN CURRENCY ACCOUNTS:**

9. Bank is hereby designated as Customer's banking depository for one or more Foreign Currency Account(s) (the "Foreign Account(s)"). Any one (1) of the persons whose names and signatures appear in Appendix C (individually, a "Foreign Currency Account Signer") are hereby authorized to open, add, modify, or close any Foreign Account(s) in the name of Customer or its subsidiaries or affiliates and to make, on behalf of Customer, orders for payment or transfer of any of the funds or other property of Customer, whether signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, including those payable to the individual order of the person or persons signing or otherwise authorizing the same. Customer hereby expressly authorizes and directs Bank to accept written and oral instructions any payment orders, by telephone or otherwise, consistent with the Services Agreement. Customer has received a copy of the Services Agreement and agrees that the terms contained in the Services Agreement, this MSA and other disclosures provided to Customer shall govern the Foreign Accounts.

**GENERAL:**

10. All Account Signers, Treasury Management Signers and Foreign Currency Account Signers (whether designated in this MSA or in a prior document [for example, a Certificate of Authority or a Treasury Management Services Agreement] executed by Customer) will remain in place until Bank receives written notice of any change and has a reasonable time to act upon Customer's written notice.

11. Any and all transactions by or in behalf of Customer with the Bank prior to the adoption of this MSA (whether involving deposits, withdrawals, Treasury Management Services, or otherwise) are in all respects ratified, approved and confirmed.

12. Customer agrees to furnish Bank with the names and signatures (either actual or any form or forms of facsimile or mechanical signatures adopted by the person authorized to sign) of the persons who presently are Account Signers, Treasury Management Signers and/or Foreign Currency Account Signers. Bank shall be indemnified and saved harmless by Customer from any claims, demands, expenses, loss or damage resulting from or growing out of honoring or relying on the signature or other authority (whether or not properly used and, in the case of any facsimile signature, regardless of when or by whom or by what means such signature may have been made or affixed) of any officer or person whose name and signature was so certified, or refusing to honor any signature or authority not so certified.

Each of the undersigned (individually and collectively, the "Contract Signers") certifies that, based on his or her review of Customer's books and records, Customer has, and at the time of adoption of this MSA had, full power and lawful authority to adopt the MSA and to confer the powers herein granted to the persons named, and that such persons have full power and authority to exercise the same.

Each of the Contract Signers further certifies that he or she has the full power and lawful authority to execute this MSA on behalf of Customer, its subsidiaries and affiliates, or if applicable, as an agent for another entity who has entered into an agreement with Customer authorizing Customer to act on such entity's behalf.

Each of the Contract Signers further certifies that the Account Signers, Treasury Management Signers and/or Foreign Currency Account Signers have been duly elected to and now hold the offices of Customer set opposite their respective names, and the signatures appearing opposite their names are the authentic, official signatures of the said signer.



The undersigned Contract Signers have executed this MSA as of the 4th day of April,  
20 11 .

Print Name: James P McGinnis  
Print Title: Board of Education Chair

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Print Name: Stephen Shaw  
Print Title: Board of Education Vice-Chair

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_



# Appendix A

## Account Signers

### Customer Information

Customer Name: TILLAMOOK BAY COMMUNITY COLLEGE Tax Identification Number: 930792039

### Account Information

Account Name	Account Number	Tax Identification Number
TILLAMOOK BAY COMMUNITY COLLEGE	153602276633	930792039
TILLAMOOK BAY COMM COLLEGE PAYROLL	153695245214	930792039

### Authorized Account Signers

Name	Title	Specimen Signature
LORI GATES	DEAN OF INSTRUCTIONAL SERVICES	
RONALD A ELLISON	DEAN OF ADMINISTRATIVE SERVICES	
CONSTANCE C GREEN	PRESIDENT	

The Contract Signer listed below further represents and warrants to the Bank that the signatures listed above are the true and authentic signatures of the Authorized Account Signer(s) and that Customer has taken all action required by its organizational documents to appoint the Authorized Account Signer(s).

#### REQUEST FOR FEDERAL TAXPAYER IDENTIFICATION NUMBER

UNDER PENALTIES OF PERJURY I CERTIFY THAT:

- A. THE NUMBER(S) SHOWN ABOVE IS/ARE THE CORRECT TAXPAYER IDENTIFICATION NUMBER(S) FOR THE CORRESPONDING TAXPAYER.
- B. I AM NOT SUBJECT TO BACKUP WITHHOLDING AS A RESULT OF FAILURE TO REPORT ALL INTEREST OR DIVIDENDS SINCE I HAVE NOT BEEN NOTIFIED I AM SUBJECT TO OR HAVE BEEN NOTIFIED I AM NO LONGER SUBJECT TO BACKUP WITHHOLDING BY THE INTERNAL REVENUE SERVICE. (IF YOU CANNOT CERTIFY THIS, CROSS OUT STATEMENT B.)
- C. I AM A U.S. PERSON (AS DEFINED IN THE IRS FORM W-9 INSTRUCTIONS, WHICH INSTRUCTIONS WILL BE PROVIDED BY BANK UPON REQUEST).
- D. I AM AN EXEMPT CUSTOMER AS LISTED IN THE IRS FORM W-9 INSTRUCTIONS - CHECK BOX

THE INTERNAL REVENUE SERVICE DOES NOT REQUIRE YOUR CONSENT TO ANY PROVISIONS OF THIS DOCUMENT OTHER THAN THE CERTIFICATIONS REQUIRED TO AVOID BACKUP WITHHOLDING.

Contract Signer Signature: \_\_\_\_\_ Print Title: Board of Education Chair  
 Print Name: James P McGinnis Date: April 4, 2011

#### For Internal Use Only:

Authorized Signers are related to the Master Services Agreement dated: \_\_\_\_\_

U.S. Bank Review \_\_\_\_\_ Validated \_\_\_\_\_ U.S. Bank TL Review \_\_\_\_\_ Imaged \_\_\_\_\_



## Academic Calendar

### RECOMMENDATION

Information only - No action requested.

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

The Academic Calendar is being presented for review. It will be brought before the Board again in May for approval.





## 2011-2012 ACADEMIC CALENDAR

### 2011

MAY 9.....	Summer Term 2011 Registration Begins
MAY 30.....	Memorial Day Holiday
JUNE 6 - 10.....	Spring Term 2011 Finals Week
JUNE 10.....	Commencement Exercises
JUNE 11.....	Spring Term 2011 Ends
JUNE 20.....	Summer Term 2011 Classes Begin
JUNE 20 - 24.....	Late Registration, Summer Term 2011
JULY 4.....	July Fourth Holiday
AUGUST 10-13.....	College Closed for Fair Days
AUGUST 15.....	Fall Term 2011 Registration Begins
SEPTEMBER 3.....	Summer Term 2011 Ends
SEPTEMBER 5.....	Labor Day Holiday
SEPTEMBER 19 - 20.....	College In-service (Curtailed Public Services)
SEPTEMBER 26.....	Fall Term 2011 Classes Begin
SEPTEMBER 26 - 30.....	Late Registration, Fall Term 2011
NOVEMBER 11.....	Veterans Day Holiday
NOVEMBER 24 - 25.....	Thanksgiving Holiday
NOVEMBER 28.....	Winter Term 2012 Registration Begins
DECEMBER 12 - 17.....	Fall Term 2011 Finals Week
DECEMBER 17.....	Fall Term 2011 Ends
DECEMBER 23, 26, 27.....	Winter Holidays

### 2012

JANUARY 2.....	New Year's Holiday
JANUARY 9.....	Winter Term 2012 Classes Begin
JANUARY 9 - 13.....	Late Registration, Winter Term 2012
JANUARY 16.....	Martin Luther King, Jr. Day Holiday (non-contract day for faculty)
FEBRUARY 27.....	Spring Term 2012 Registration Begins
MARCH 19 - 24.....	Winter Term 2012 Finals Week
MARCH 24.....	Winter Term 2012 Ends
MARCH 26 - 30.....	Spring Break
APRIL 2.....	Spring Term 2012 Classes Begin
APRIL 2-6.....	Late Registration, Spring Term 2012
APRIL 17.....	College In-service (Curtailed Public Services)
MAY 7.....	Summer Term 2012 Registration Begins
MAY 28.....	Memorial Day Holiday
JUNE 11 - 16.....	Spring Term 2012 Finals Week
JUNE 15.....	Commencement Exercises
JUNE 16.....	Spring Term 2012 Ends
JUNE 25.....	Summer Term 2012 Classes Begin

### NOTES:

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

## Strategic Planning and Accreditation

### RECOMMENDATION

Information only – no action requested.

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

After reviewing Chapter One, Mission, Core Themes, and Expectations, the Planning and Steering Committee decided to re-consider mission fulfillment. Rather than results by core themes, the Committee is considering five areas of accomplishment reflecting mission fulfillment: (1) progress, (2) completion, (3) achievement, (4) access, and (5) equity. The chart below represents potential indicators. An acceptable threshold or extent of mission fulfillment will be defined by a minimum level of success on the mission fulfillment indicators. The question for the group is which model is more meaningful for TBCC.

Mission: <b><i>"Tillamook Bay Community College provides access to quality education in response to the needs of our community."</i></b>	
Progress	<ul style="list-style-type: none"> <li>• Fall-to-fall retention</li> <li>• Technical skill attainment by students</li> <li>• Completion of Basic Skills/ESOL</li> <li>• Non-credit courses offered</li> </ul>
Completion	<ul style="list-style-type: none"> <li>• Associate degree completion</li> <li>• CTE degree or certificate completion</li> <li>• Completion of remedial courses</li> <li>• Participation rates</li> </ul>
Achievement	<ul style="list-style-type: none"> <li>• Course learning outcomes</li> <li>• Program learning outcomes</li> <li>• Institutional learning outcomes</li> <li>• Success in subsequent related coursework</li> <li>• Community satisfaction</li> </ul>
Access	<ul style="list-style-type: none"> <li>• Students enrolling in TBCC from local high schools</li> <li>• Annual student FTEs (enrollment)</li> <li>• Three year graduation rates</li> <li>• Community events sponsored by TBCC</li> </ul>
Equity	<ul style="list-style-type: none"> <li>• Staff demographics relative to service district</li> <li>• Student demographics relative to service district</li> <li>• Student FTE enrollment by instructional programs</li> <li>• Student satisfaction</li> </ul>



## Courses and Curricula

**RECOMMENDATION**

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

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



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

### RECOMMENDATION

There are no grants or contracts to report 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 being presented 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

- Settlement agreement on change order for HVAC system.



## Capital Construction Projects

### **RECOMMENDATION**

Recommend authorizing Board Chair to sign agreements with Nestucca Valley and Neah-Kah-Nie School Districts for Technology Learning Centers. (Item 1)

Recommend acceptance of the completion of the Intergovernmental Agreement with Tillamook County Fair Board with the exception of the lot line adjustment and Recital to Parking Agreement. (Item 2)

TBCC/Oregon State University Open Campus update, Item 3, is information only – no action requested.

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

#### Item 1 (Action Item)

Technology Learning Center agreements with Nestucca Valley and Neah-Kah-Nie School Districts have been considered by all parties and are ready for action. Documents will be available for review at the meeting.

- 1) Intergovernmental Agreement
- 2) Exhibit A - Lease Agreement

#### Item 2 (Action Item)

Intergovernmental Agreement with Tillamook County relating to wetland mitigation and a Recital to Parking Agreement between Tillamook Bay Community College and Tillamook County Fair Board. Documents will be available for review at the meeting.

#### Item 3 (Information only)

TBCC/Oregon State University Open Campus update.



## Personnel

### RECOMMENDATION

Recommend acceptance of President Carnahan's retirement and transition to President Emeritus status (Action Item 1) and also recommend authorizing the Board Chair to sign Presidential employment contract with Dr. Constance Green (Action Item 2).

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

Action Item 1: Following nearly five years of service to Tillamook Bay Community College, President Jon Carnahan will retire from his position as President effective June 30, 2011. The Board of Education is pleased to appoint Mr. Carnahan as President Emeritus effective April 1, 2011 to complete his contract and assist in the transition of the succession plan.

Action Item 2: In 2010, the Board of Education approved a Presidential Succession plan that included an overview of the plan, assessment of future leadership, elements of the plan, process and transition of succession and timelines of plan.

The Tillamook Bay Community College has completed the succession process and plan and is pleased to appoint Dr. Constance Green as the President of Tillamook Bay Community College effective April 1, 2011. The Board further authorizes the Board Chair to sign the employment contract with Dr. Green.

### General Information:

Position Title	Application Review Begins	Start Date	Comment	Screening Committee	Appointment
Information Technology Assistant	Completed	March 2011	Hire made	Sheryl Neu - Chair	Marlen Davis
Administrative Assistant – On Call (2 positions)	Completed	April 2011	Hire made	Michele Burton - Chair	Sarah Miller & Cheryl Trotter



## Announcements and General Information

### **RECOMMENDATION**

Information only – no action requested.

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

### **Upcoming events please mark your calendar!**

Saturday, April 30, 2011, 9:00 am – Noon – TBCC 30<sup>th</sup> Anniversary Celebration

Friday, June 10 - Commencement



## 2011-2012 Tuition and Fee Schedule

### RECOMMENDATION

First reading of the 2011-2012 Tuition and Fee Schedule.

### BACKGROUND INFORMATION

----- Dean Ellison

Presented here for first reading is the proposed 2011-2012 Tuition and Fee Schedule.

Preliminary information indicates that the 2011-2012 average tuition rate for Oregon Community Colleges will increase rather substantially this next fiscal year. These increases are primarily due to current statewide economic and budget conditions. Per 2011-2012 Board approved budget guidelines and to indicate TBCC's local commitment to funding the College, a tuition rate of \$80.00 per credit is proposed for implementation in Fall Term 2011.

As part of the implementation of a new Deferred Payment Plan, an application and late payment fee are being added to the schedule. The Late Registration Fee was increased to \$25 per course, to bring it in-line with amounts charged at other Oregon Colleges. The Course Withdrawal Fee has been eliminated. For simplification, the Minimum and Maximum Course Credit Fees have been replaced by a single Course Credit Fee. The application base for the Course Credit Fee has also been changed from a per course to a per credit charge. This change is intended to be revenue neutral.

Tuition or Fee Item	Current 2010-2011	Proposed 2011-2012
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$75	<del>\$75</del> <b>\$80</b>
Out-of-State Tuition per Credit Hour	\$95	<del>\$95</del> <b>\$100</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
<b>Deferred Payment Plan – Application Fee</b>		<b>\$15</b>
<b>Deferred Payment Plan – Late Payment Fee</b>		<b>\$25</b>
Proctored Testing per test for non-TBCC 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	<b>\$25</b>
<del>Course Withdrawal After Close of Registration</del>	<del>\$10</del>	<del>\$10</del>



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
<del>Minimum</del> Credit Course Fee (per <b>credit course</b> )	\$12	<b>\$4</b>
<del>Maximum Credit Course Fee (per course)</del>	<del>per actual expenses</del>	<del>per actual expenses</del>
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

