



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, May 2, 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, April 27, 2011

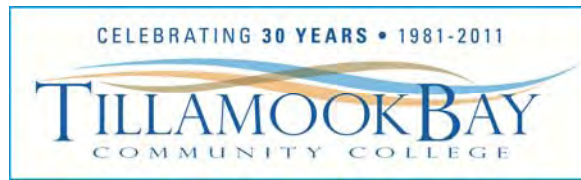
TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

Connie Green – President

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, May 2, 2011

Board Room #215
4301 Third Street, Oregon 97141

Time:
6:30 p.m.

| <u>Item</u> | <u>Description</u> | <u>Resource</u> |
|-------------|--|----------------------------------|
| 1. | Call to Order • Acknowledge Guests | Chair McGinnis |
| 2. | Approval of the Agenda | (Action) Chair McGinnis |
| 3. | Invitation of Public Comment | Chair McGinnis |
| | Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda. | |
| 4. | Approval of the April 4, 2011 Regular Meeting Minutes | (Action) Chair McGinnis |
| 5. | Reports: | |
| | A. Program Report: Tillamook Futures Council | President Green |
| | B. Program/Partner Report: IMT..... | Dean Gates |
| | C. Oregon Community College Association Board Report | President Green & Director Swain |
| | D. Financial Report..... | Comptroller Williams |
| 6. | Old Business: | |
| | A. 2011 - 2012 Tuition and Fee Schedule | (Action) Dean Ellison |
| | B. 2011 - 2012 Academic Calendar..... | (Action) Dean Gates |
| 7. | New Business: | |
| | A. 2011-2012 Board Meeting Schedule | President Green |
| | B. Increasing Board Effectiveness | President Green |
| | C. Preliminary 2011-2012 Budget Information..... | Dean Ellison |
| 8. | Standing Business: | |
| | A. Strategic Planning and Accreditation..... | Dean Gates |
| | B. Courses and Curricula | Dean Gates |
| | C. Grants and Contracts..... | Dean Ellison |
| | D. Board of Education Policy..... | President Green |
| | E. Facilities | Dean Ellison |
| | F. Capital Construction Projects..... | President Emeritus Carnahan |
| | G. Personnel | President Green |
| 9. | Executive Session | President Green |
| | Pursuant to O.R.S. § 192.660 (2)(i), the Board, may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session for the purpose of reviewing or evaluating the President. | |
| 10. | Announcements and General Information | President Green |
| 11. | Invitation of Public Comment | Chair McGinnis |
| 12. | Board Member Discussion Items | Chair McGinnis |
| 13. | Adjournment | (Action) Chair McGinnis |



**Board of Education
Meeting Minutes**

April 4, 2011
Central Campus, Board Room
4301 Third St., Tillamook, OR 97141

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

Directors Absent: none

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

Guests Present: Michele Burton, Marlen Davis and Sheryl Neu, TBCC Staff

Call to Order:

Chair McGinnis called the meeting to order at 6:30 p.m. and welcomed guests and acknowledging Mr. Marlen Davis the new IT Assistant at TBCC.

Approval of Agenda:

In order to facilitate correct proceedings it was requested that Agenda Item 8G be moved to New Business, prior to 7.A. On approval of a motion by Director Shaw and seconded by Director Swain, it was resolved to approve the agenda as proposed.

Invitation of Public Comment:

There was no public comment at this time.

Approval of Minutes

Chair McGinnis asked for approval of the March 7, 2011 Regular and Executive Session 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.

Reports:

Tillamook Futures Council (Agenda Item 5.A)

There was no report. We will work to reschedule this presentation.

Oregon Community College Association (Agenda Item 5.B)

Vice President Green and Director Swain gave a report on the March OCCA Board meeting. Information from the Governor's Office regarding the Oregon Education Investment Board's Legislative Proposal was distributed which Director Swain noted was self-explanatory.

Financial Report (Agenda Item 5.C)

Comptroller Williams presented the financial reports as included in the Board packet. There was a brief discussion regarding the current year's Timber tax and whether or not it would make the budgeted amount. It is noted that even though it is on the decline, it is expected to.

Old Business:

Third Street Project Update: (Agenda Item 6.A)

Dean Ellison shared recent communication from the Tillamook County Public Works Department regarding the next steps of Phase 1 of the Third Street Project. He noted that this phase of the project will end at the intersection of Third and Marolf and have little or no impact on TBCC. The project is expected to begin in the fall of 2012.

New Business:

Personnel (Revised Agenda Item 8.G)

President Carnahan shared there were two personnel items requiring action.

Action Item 1: President Carnahan's retirement and subsequent move to President Emeritus status and the hiring of Dr. Connie Green as President.

Action Item 2: The acceptance of the Board's employment contract with Dr. Green. President Carnahan shared the contract was the same as the one currently with him with the exception of hers being a three year rolling contract opposed to his two year one.

He also introduced Marlen Davis, the new IT Assistant and noted that there were two new hires in the Student Services office, Ms. Sarah Miller and Ms. Cheryl Trotter.

After giving high accolades to President Carnahan for his exceptional leadership of the College for these last five years, Chair McGinnis made a motion which was seconded by Director Swain, to approve the change of status for President Carnahan and Vice President Green to President Emeritus and President, respectively. Approved unanimously.

On an approval of a motion by Director Lincoln and seconded by Director Wharton, it was resolved to authorize Chair McGinnis to sign the employment contract with President Green.

2010-2011 Organization, Finance and legal Designation Revisions: (Agenda Item 7.A)

Dean Ellison presented the 2010-2011 Organization, Finance and legal Designation Revisions in order to grant newly appointed President Green presidential signing rights. On an approval of a motion by Director Shaw and seconded by Director Weitman, it was resolved to approve the revision as proposed.

2011-2012 Tuition and Fee Schedule: (Agenda Item 7.B)

Dean Ellison presented the 2011-2012 Tuition and Fee schedule for review. He noted that it includes a \$5 per credit increase which continues to be inline with other community colleges statewide. It is also being proposed to drop the course withdrawal fee which has little impact on the budget. Another proposed change is the deferred payment plan which is new and is planned to implement fall term. He explained the process and advantages and hopes of it

assisting students as they wait for their financial aid to come through. Director Wakefield asked for updates on how this process is working once implemented. The proposed fee schedule will be brought back for second review and approval at the May meeting.

Banking Services Agreement: (Agenda Item 7.C)

Dean Ellison presented the banking services agreement to give President Green check signing rights. On an approval of a motion by Director Shaw and seconded by Director Lincoln, it was resolved to authorize Board Chair McGinnis and Vice Chair Shaw to sign the agreement as necessary.

2011-2012 Academic Calendar: (Agenda Item 7.D)

Dean Gates presented the 2011-2012 Academic Calendar for review. It will be brought back for second review and approval at the May meeting.

Standing Business:

Strategic Planning and Accreditation (Agenda Item 8.A)

Dean Gates shared an update on what the Planning and Steering Committee has been doing as noted in the Board packet. She shared that "Access" and "Equity" were becoming more of a focus now. There was a brief discussion of the systems used to measure our outcomes.

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 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 stated there were no policies to report on this month.

Facilities (Agenda Item 8.E)

Dean Ellison reported that issues with the HVAC stating that on March 14 a settlement agreement had been signed between TBCC, DLR Architects, TODD Construction, and J.J. Henri Co., to bring this matter to closure. It was agreed that this agreement was a better, less expensive option than pursuing litigation.

Capital Construction Projects (Agenda Item 8.F)

President Emeritus Carnahan shared that the proposed agreements with Nestucca Valley and Neah-Kah-Nie School Districts had been presented and changes had been made and are now ready for signature. The requested changes had been primarily regarding joint usage concerns. There had also been allowances made to allow a less expensive pre-fabricated building opposed to the original stick built design. The cost savings would allow more funding to go toward technology. Director Wakefield cautioned to check the quality of the finishes on pre-fab buildings as that is where the cost savings are often made.

President Emeritus Carnahan recommended authorizing Chair McGinnis to sign the agreements with Nestucca Valley and Neah-Kah-Nie School Districts for Technology Learning Centers. On an approval of a motion by Director Swain and seconded by Director Lincoln, it was resolved to authorize Chair McGinnis to sign the agreements with Nestucca Valley and Neah-Kah-Nie School Districts for Technology Learning Centers once the Districts have signed the agreement.

President Emeritus Carnahan also shared that a Recital to the Intergovernmental Agreement with Tillamook County had been prepared and recommends acceptance of the completion of the Intergovernmental Agreement with the exception of the lot line adjustment. On an approval of a motion by Director Shaw and seconded by Director Wharton, it was resolved to authorize Chair McGinnis to sign the Recital following a new Parking Reciprocity Agreement with the Tillamook County Fair Board in exchange for moving the lot line adjustment.

On a final note, President Emeritus Carnahan gave an update on the TBCC/Oregon State University Open Campus. He shared that in his new role of President Emeritus he plans to devote more time and energy to raising the funds to complete this project.

Announcements and General Information (Agenda Item 9)

President Emeritus Carnahan shared the announcements and general information as included in the Board packet. Birthday greetings were shared for President Emeritus Carnahan. President Green shared that she had contacted Mr. Ron Hays, one of TBCC's founding Board Members and he has agreed to be the commencement speaker this year. She also noted that there would be an all staff spring in-service on Tuesday, April 19 and reminded those present of the 30th Anniversary on Saturday, April 30 from 9am to noon.

Invitation of Public Comment (Agenda Item 10)

There was no public comment.

Board Member Discussion Items (Agenda Item 11)

There were no Board Member discussion items.

Adjournment (Agenda Item 12)

On an approval of a motion by Director Wakefield and seconded by Director Wharton, it was resolved to adjourn the meeting at 8:10 p.m.

Program Report: Tillamook County Futures Council

RECOMMENDATION

Information only. No action requested.

BACKGROUND INFORMATION ----- 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 Emeritus Carnahan has been a member of the Futures Council. The Council is providing community and board presentations through out 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

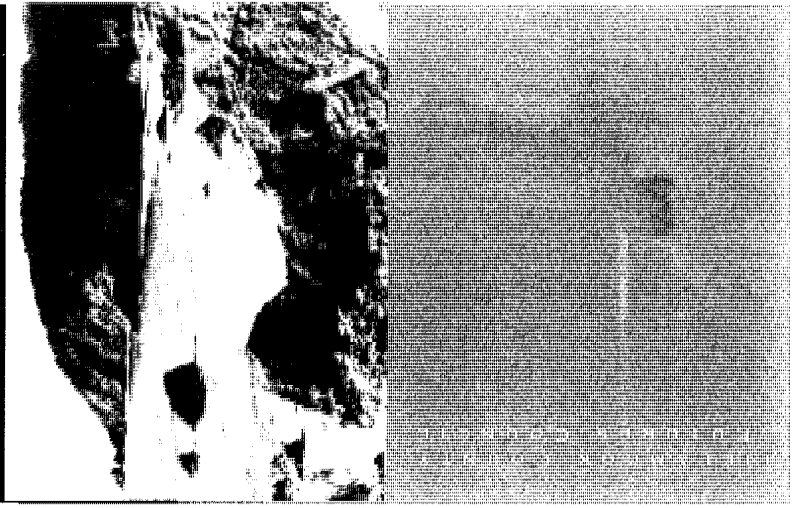
Ensure access to health care and human services for all • Promote healthy lifestyles • Ensure availability and accessibility of human services

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**



PO Box 6
Nehalem OR 97131

Phone: 503-368-6770 877-814-2669
Fax: 877-814-2669
Visit www.tillamookfutures.org



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 Heimburg, 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

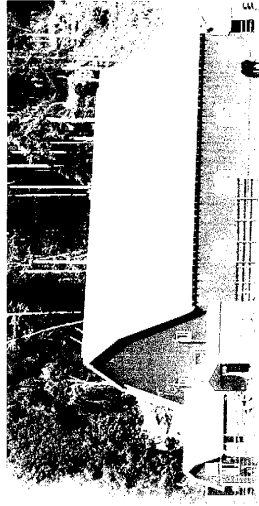
Community Advisors

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

Program/Partner Report: IMT Program

RECOMMENDATION

Information only. No action requested.

BACKGROUND INFORMATION ----- Dean Gates

At the suggestion of the Board, staff will be providing regular reports on our programs and partnerships for your information. This month the Industrial Maintenance Technology Program will be the featured program.



Oregon Community College Association Board Report

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Green and Director Swain

On April 21 President Green and Ms. Barbara Casteel attended the 2011 All Oregon Academic Team Event where the Governor recognized students from each community college for their academic achievements. The two Tillamook Bay Community College students were Molly Lattin and James Wakefield III. These students will also be recognized at commencement on June 10.

President Green and Director Swain will give a brief report on the April OCCA Board meeting. Excerpts from the April 9, 2011 OCCA Newsletter and information regarding Governor Kitzhaber's executive order announcing his intention to create a unified 0-20 Education Investment Board which will create a unified outcomes-based education budget is attached for your information. (Attachment #1)



OCCA Updates and Information

Legislative Update

HB 3521 - Student Transfer Bill of Rights and Responsibilities

The House Subcommittee on Higher Education heard amended and then passed HB 3521, the "Student Transfer Bill of Rights and Responsibilities." The Oregon Community College Association worked closely with Rep. Michael Dembrow, the Co-Chair of the Higher Education Subcommittee, to create the legislation. The bill would create guarantees for students transferring to an Oregon University System school with an Associate of Arts Oregon Transfer degree or the Oregon Transfer Module. The legislation will now move to the House Education Committee.

HB 3471 - Foster Children Tuition Waivers

The House Education Committee passed HB 3471 this week, which would waive tuition for former foster youth and guarantee an Oregon Opportunity Grant for those students. The waiver would apply to community colleges, the Oregon University System and Oregon Health and Sciences University. Colleges would waive the tuition after applying the Pell Grant and the Oregon Opportunity Grant toward a student's tuition.

Public Meetings Law Update

Recent Public Meetings Law Decision in Lane County

At the April 1, 2011, OCCA board forum, we discussed the recent Oregon Circuit Court decision in a case involving violations of Oregon public meetings law by several Lane County Commissioners. Circuit Court Judge Michael Gillespie's ruling in the case is specific to the facts of this case; however, it does raise broader implications relating to email use and conversations between board members that serve as important reminders of what is required by Oregon's public meetings law.

Oregon's public meetings law requires the governing bodies of public bodies to deliberate and make decisions in the open. This includes meetings where the sole purpose is to gather information that may be used later to make a decision. Generally, the Oregon law applies to meetings of a governing body "for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter." For community college boards, a quorum is four board members. Meetings that fall under the public meetings law must be open to the public and must meet the notice requirements of the statute unless there is a specific exception provided (e.g. executive sessions).

Can a "meeting" occur through email communications? Prior to this case, no Oregon court has ruled on whether a conversation occurring between board members via email is a public meeting subject to the requirements of the public meetings law. In his opinion, Judge Gillespie concludes that email is a form of "electronic communication" falling within the definition of a form of deliberation that can be used in the conduct of a meeting. While the judge did not rule that email communications between commissioners in this case constituted a "meeting" for purposes of the law's requirements, this conclusion could be applied in future cases to find a violation of the law occurred as the result of a conversation that took place through an email exchange between board members. As a result, OCCA continues to advise board members to avoid clicking "reply" when information is shared via email. The one-way sharing of information and responses to administrative questions such as meeting availability are permitted, but back and forth conversations between board members through email should be avoided.

Do "serial conversations" between board members constitute a meeting? Judge Gillespie ruled that the commissioners involved in this case violated public meetings law through a series of private conversations that were held between the time an item had been "proposed" for the commissioners'

consideration and the scheduled public meeting where the commissioners deliberated on the matter, even though quorum of the board was not present when the “serial” conversations occurred. The judge found the series of conversations violated the law because they were used to determine the outcome of the meeting and to avoid any public discussion during the public meeting. The take-away for community college board members is that you should avoid conversations between board members where the views of a quorum of board members are shared. One-on-one conversations between board members are still likely permissible as long as the views or thoughts of other board members are not shared during those conversations. Thoughts and discussions on matters on which the board is deliberating should be aired in the course of the public meeting as required by statute.

Since our discussion last week, the parties in the case met and reached a settlement agreement. While Judge Gillespie must approve the settlement, it appears that as a result of the agreement, no appeal will be filed. The county will be found in violation of public meetings law around the time of the Commission’s December 2009 meeting. In addition, none of the parties will admit fault, liability or wrongdoing, and the county will pay most of the attorney’s fees. Two of the commissioners will be required to pay \$20,000 each over the next three years for attorney’s fees that were expended in their defense. The finding of “willful misconduct” by the two commissioners will be withdrawn.

A copy of Judge Gillespie’s decision can be accessed [here](#). Please feel free to contact Karen Smith at ksmith@occa17.com or 503-399-9912 if you have questions about this case or the requirements of Oregon’s public meetings law.

Overview of SB 909

Governor's Education Investment Board

(Drafted April 14)

Governor Kitzhaber issued an executive order announcing his intention to create a unified 0-20 Education Investment Board which will create a unified outcomes-based education budget. The OCCA board voted at its April 1 meeting to support the concept of the Education Investment Board and the creation of a unified outcomes-based education budget but believe that implementation and structural governance components need further refinements and review.

The Governor outlined the following problems in the current education system:

- Silos that act as barriers to learning and teaching.
- Funding models based on enrollment rather than on performance-based investments.
- Funding uncertainty and volatility.
- Inefficient and duplicative early childhood services across nearly two dozen programs in six state agencies.
- Underachievement by at-risk children that results in preventable remedial costs.
- High secondary education drop-out rates and a low percentage of Oregonians with a post-secondary degree.

In a recent meeting with the community college presidents, Governor Kitzhaber reiterated his strong support for local community college governance. He stated that it is not his intent to change the local governance structure through his proposal because he understands the value of local governance and the ability to respond to local needs in a timely and flexible manner.

SB 909 statutorily creates the Oregon Education Investment Board (OEIB) and grants specific authority. The OEIB would have 13 members, including the Governor who would serve as chair. The other 12 members would be appointed by the Governor and confirmed by the Senate. There are no specific statutory qualifications or sector representations for the members of the OEIB. The Board will also hire a Chief Education Investment Officer. The OEIB will:

- Ensure early childhood services are streamlined and connected to public education from K-12 and that public education from K-12 is streamlined and connected to post-secondary education.
- Recommend strategic investments for a outcomes-based budget.
- Establish a statewide data system.

At issue during the 2011 legislative session:

- How does SB 909 interrelate to the Higher Education Coordinating Commission created in SB 242?
- Will SB 909 establish specific councils underneath the Investment Board or will that decision be left to the 2012 Legislature?

Work for the 2012 Legislative Session:

SB 909 calls for considerable work to be completed prior to the 2012 legislative session, including recommendations regarding the statewide structure for education. Restructuring the state level system of education will be a complex affair of sorting out regulatory and decision making functions. The board is explicitly asked for recommendations regarding the continuance of the current Board of Education and the State Board of Higher Education. Additionally, the board is asked to recommend whether the current state level education officers, including the Superintendent of Public Instruction, the Chancellor, and the Commissioner of community colleges should report to the Education Investment Officer. Community colleges must begin thinking about how they would like to discuss and contribute to the work of the Investment Board.

1. What type of statewide structure will work best?
2. If an outcomes-based funding system is created, what outcomes work best for community colleges and their students?
3. What are the priorities for state system redesign?
4. What opportunities are there for community colleges which play a role throughout the 0-20 continuum?

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.D. Attachment #1
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended March 2011
75.00% of fiscal year elapsed

| | FY 2009-2010 | | | FY 2010-2011 | | |
|------------------------------|---------------------|------------------------|----------------------|---------------------|------------------------|----------------------|
| | Annual Budget | 03/31/10 Actual | Percentage of Budget | Annual Budget | 03/31/11 Actual | Percentage of Budget |
| Resources | | | | | | |
| 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 | \$ 880,719.42 | 95.82% | \$ 971,401 | \$ 913,296.96 | 94.02% |
| 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 | \$ 672,680.46 | 116.64% | \$ 635,539 | \$ 843,927.44 | 132.79% |
| Fees | \$ 130,278 | \$ 130,542.36 | 100.20% | \$ 146,174 | \$ 155,638.00 | 106.47% |
| Sale of Goods | \$ 4,500 | \$ 2,050.00 | 45.56% | \$ 3,500 | \$ 3,725.00 | 106.43% |
| Interest | \$ 30,000 | \$ 6,271.99 | 20.91% | \$ 5,000 | \$ 4,158.68 | 83.17% |
| Rental | \$ - | \$ - | 0.00% | \$ 500 | \$ 5,740.00 | 1148.00% |
| Miscellaneous | \$ 8,000 | \$ 1,043.03 | 13.04% | \$ 8,000 | \$ 4,213.34 | 52.67% |
| Transfers | \$ 77,095 | \$ 63,056.73 | 81.79% | \$ 76,500 | \$ 56,970.07 | 74.47% |
| Repayment of Short-Term Loan | \$ 108,125 | \$ - | 0.00% | \$ 69,625 | \$ - | 0.00% |
| Total resources | \$ 3,772,829 | \$ 3,783,089.25 | 100.27% | \$ 4,179,818 | \$ 3,795,746.29 | 90.81% |
| Expenditures | | | | | | |
| Instruction | \$ 909,405 | \$ 693,948.13 | 76.31% | \$ 1,015,308 | \$ 780,011.31 | 76.83% |
| Instructional Support | \$ 291,911 | \$ 210,512.13 | 72.12% | \$ 378,626 | \$ 265,352.85 | 70.08% |
| Student Services | \$ 337,210 | \$ 213,756.72 | 63.39% | \$ 290,657 | \$ 199,306.09 | 68.57% |
| College Support | \$ 1,088,205 | \$ 655,496.41 | 60.24% | \$ 1,160,226 | \$ 914,610.22 | 78.83% |
| Plant Operation | \$ 276,972 | \$ 183,547.53 | 66.27% | \$ 413,112 | \$ 234,055.70 | 56.66% |
| Transfers | \$ 345,081 | \$ 320,382.16 | 92.84% | \$ 346,600 | \$ 324,561.25 | 93.64% |
| Contingency | \$ 50,000 | \$ - | 0.00% | \$ 50,000 | \$ - | 0.00% |
| Total expenditures | \$ 3,298,784 | \$ 2,277,643.08 | 69.04% | \$ 3,654,529 | \$ 2,717,897.42 | 74.37% |
| Ending fund balance | \$ 474,045 | \$ 1,505,446.17 | 317.57% | \$ 525,289 | \$ 1,077,848.87 | 205.19% |

Agenda Item 5.D. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended March 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 | \$ 37,235.62 | \$ (13,688.63) | \$ 56,333 | \$ 48,522.89 |
| Tutor Grant | 211 | \$ - | \$ 6,308.57 | \$ 9,516.68 | \$ (3,208.11) | \$ 13,080 | \$ 8,918.91 |
| 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 | \$ 1,375.00 | \$ 500.00 | \$ 6,095.26 | \$ 4,000 | \$ - |
| Pathways Grant | 225 | \$ - | \$ 8,925.13 | \$ 12,899.96 | \$ (3,974.83) | \$ 38,160 | \$ 15,408.33 |
| Industrial Maintenance Tech | 226 | \$ 25,470.89 | \$ - | \$ 11,655.70 | \$ 13,815.19 | \$ 30,000 | \$ 1,699.96 |
| OYA Instruction Contract | 227 | \$ - | \$ 17,327.57 | \$ 25,873.81 | \$ (8,546.24) | \$ 53,594 | \$ 20,749.08 |
| SESP Oregon Green Tech Certificate | 228 | \$ - | \$ 2,363.44 | \$ 169.40 | \$ 2,194.04 | \$ - | \$ - |
| SBDC Federal Grant | 230 | \$ - | \$ 15,125.00 | \$ 24,452.41 | \$ (9,327.41) | \$ 30,250 | \$ 24,566.47 |
| SBDC State Grant | 231 | \$ - | \$ 15,522.65 | \$ 23,052.83 | \$ (7,530.18) | \$ 24,804 | \$ 8,697.43 |
| SBDC Program Income | 232 | \$ 8,562.20 | \$ 4,525.00 | \$ 1,440.00 | \$ 11,647.20 | \$ 14,664 | \$ 2,133.74 |
| SBDC - EDC Fund | 235 | \$ - | \$ 77,900.05 | \$ 77,526.95 | \$ 373.10 | \$ 100,620 | \$ 56,717.38 |
| TEC Vocational Education Grant | 240 | \$ - | \$ 18,374.00 | \$ 480.70 | \$ 17,893.30 | \$ - | \$ 1,015.95 |
| 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 | \$ 1,424.57 |
| Work Keys Mini Grant | 251 | \$ 1,754.22 | \$ - | \$ 21.50 | \$ 1,732.72 | \$ 1,000 | \$ 35.00 |
| Bay City Rental | 260 | \$ 5,542.04 | \$ - | \$ 1,910.65 | \$ 3,631.39 | \$ 2,750 | \$ 1,666.26 |
| Career Readiness Certificate | 270 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 | \$ - |
| First Term to First Year Persistence | 271 | \$ - | \$ - | \$ 5,737.55 | \$ (5,737.55) | \$ - | \$ - |
| Capital Depreciation & Maintenance Fund | 290 | \$ 1,006,510.14 | \$ 3,771.67 | \$ - | \$ 1,010,281.81 | \$ - | \$ - |
| Strategic Initiative Fund | 295 | \$ 233,235.09 | \$ 1,287,118.86 | \$ 46,200.00 | \$ 1,474,153.95 | \$ 46,200 | \$ - |
| Capital Construction Due Diligence Grant | 296 | \$ 14,400.00 | \$ - | \$ 14,400.00 | \$ - | \$ - | \$ - |
| Total Special Fund | | \$ 1,304,814.62 | \$ 1,483,038.93 | \$ 293,577.03 | \$ 2,494,276.52 | \$ 482,667 | \$ 191,565.01 |
| Schedule of Special Fund borrowing from General Fund | | | | | | | |
| | | Ending Working Capital | Less Accounts Receivable | Add Liabilities | Ending Cash Balance 3/31/2011 | | |
| Total of Grants that borrow from the General Fund | | \$ (25,814.96) | \$ - | \$ - | \$ (25,814.96) | | |
| Total of Grants that are not borrowing from the General Fund | | \$ 2,520,091.48 | \$ 736.25 | \$ - | \$ 2,519,355.23 | | |
| Total Special Fund | | \$ 2,494,276.52 | \$ 736.25 | \$ - | \$ 2,493,540.27 | | |
| | 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) | \$ 7,481.00 | \$ 2,702.21 | \$ 1,204.63 | \$ 11,695 | \$ 2,678.44 |
| Bookstore | 320 | \$ 45,079.82 | \$ 184,674.59 | \$ 192,773.99 | \$ 36,980.42 | \$ 161,086 | \$ 172,585.89 |
| Customized Training Projects | 330 | \$ 7,003.33 | \$ - | \$ - | \$ 7,003.33 | \$ 6,340 | \$ - |
| Culinary & Hospitality Program | 340 | \$ 205.00 | \$ 8,955.10 | \$ 8,245.54 | \$ 914.56 | \$ 17,500 | \$ 2,319.43 |
| Total Enterprise Fund | | \$ 48,713.99 | \$ 201,110.69 | \$ 203,721.74 | \$ 46,102.94 | \$ 196,621 | \$ 177,583.76 |
| PERS Pension Bond Fund | 410 | \$ 17,740.45 | \$ 69,578.17 | \$ 41,083.03 | \$ 46,235.59 | \$ 100,566 | \$ 41,315.18 |
| General Obligation Bond Fund | 420 | \$ 33,063.40 | \$ 552,005.32 | \$ 191,018.75 | \$ 394,049.97 | \$ 637,037 | \$ 195,318.75 |
| Total Debt Service Fund | | \$ 50,803.85 | \$ 621,583.49 | \$ 232,101.78 | \$ 440,285.56 | \$ 737,603 | \$ 236,633.93 |
| Building Reserve Fund | 510 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,185,174.52 |
| Campus Construction Fund - GO Bonds | 520 | \$ 2,130,456.66 | \$ 8,071.68 | \$ 196,774.85 | \$ 1,941,753.49 | \$ 964,428 | \$ 3,308,179.41 |
| Campus Construction Fund - State Match | 530 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,987,474.63 |
| THS Vocational Bldg Remodel - Stimulus | 540 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 139,131.35 |
| Total Capital Projects Fund | | \$ 2,130,456.66 | \$ 8,071.68 | \$ 196,774.85 | \$ 1,941,753.49 | \$ 964,428 | \$ 7,619,959.91 |
| Associated Students of TBCC | 710 | \$ 1,551.23 | \$ 5,375.76 | \$ 4,420.39 | \$ 2,506.60 | \$ 8,750 | \$ 5,882.09 |
| Phi Theta Kappa Honorary Society Fund | 720 | \$ 927.67 | \$ 4,020.94 | \$ 3,841.88 | \$ 1,106.73 | \$ 4,350 | \$ 1,170.38 |
| Total Agency Fund | | \$ 2,478.90 | \$ 9,396.70 | \$ 8,262.27 | \$ 3,613.33 | \$ 13,100 | \$ 7,052.47 |
| Tuition Waivers | 831 | \$ 7,301.50 | \$ 20,000.00 | \$ 12,729.50 | \$ 14,572.00 | \$ 25,000 | \$ 11,661.50 |
| Board Scholarships | 832 | \$ 98,666.00 | \$ 90,000.00 | \$ 42,810.96 | \$ 145,855.04 | \$ 181,475 | \$ 7,801.00 |
| Institutional Work Study | 833 | \$ (1,390.25) | \$ 40,000.00 | \$ 24,786.84 | \$ 13,822.91 | \$ 28,000 | \$ 13,036.24 |
| Foundation Scholarships | 834 | \$ - | \$ 52,561.79 | \$ 52,786.79 | \$ (225.00) | \$ 5,447 | \$ 58,949.50 |
| Non-Institutional Scholarships | 840 | \$ 1,518.25 | \$ 29,999.95 | \$ 20,770.35 | \$ 10,747.85 | \$ 18,000 | \$ 12,218.25 |
| Total Financial Aid Fund | | \$ 106,095.50 | \$ 232,561.74 | \$ 153,884.44 | \$ 184,772.80 | \$ 257,922 | \$ 103,666.49 |

Agenda Item 5.D - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended March 2011

75.00% of Budget Period Expended

| | General Fund | | | Special Fund | | | Enterprise Fund - Community Ed | | | Enterprise Fund - Bookstore | | |
|---|---------------------|---------------------|---------------|---------------------|---------------------|---------------|--------------------------------|-----------------|---------------|-----------------------------|-------------------|----------------|
| | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % |
| Beginning Cash Balance (Note 1) | | \$ 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% |
| Resources | | | | | | | | | | | | |
| 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 | \$ 185,393 | 48.80% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Tuition and Fees | \$ 781,713 | \$ 999,565 | 127.87% | \$ 5,000 | \$ 4,525 | 90.50% | \$ 10,000 | \$ 7,481 | 74.81% | \$ - | \$ - | 0.00% |
| Local Taxes | \$ 971,401 | \$ 913,297 | 94.02% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Timber | \$ 302,579 | \$ 115,543 | 38.19% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Sale of Goods | \$ 3,500 | \$ 3,725 | 106.43% | \$ 1,000 | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 150,000 | \$ 184,325 | 122.88% |
| Interest | \$ 5,000 | \$ 4,159 | 83.18% | \$ 11,000 | \$ 7,068 | 64.25% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Rental | \$ 500 | \$ 5,740 | 1148.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Miscellaneous | \$ 8,000 | \$ 4,213 | 52.66% | \$ 1,095,100 | \$ 1,186,053 | 108.31% | \$ - | \$ - | 0.00% | \$ 750 | \$ 350 | 46.67% |
| Repayment of Short-Term Loans | \$ 69,625 | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Transfers | \$ 76,500 | \$ 56,970 | 74.47% | \$ 100,000 | \$ 100,000 | 100.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Total Revenues | \$ 3,049,347 | \$ 2,713,513 | 88.99% | \$ 1,591,978 | \$ 1,483,039 | 93.16% | \$ 10,000 | \$ 7,481 | 74.81% | \$ 150,750 | \$ 184,675 | 122.50% |
| Expenditures | | | | | | | | | | | | |
| Salaries and Wages | \$ 2,290,871 | \$ 1,657,430 | 72.35% | \$ 348,586 | \$ 197,888 | 56.77% | \$ 4,725 | \$ 2,111 | 44.68% | \$ 40,722 | \$ 30,324 | 74.47% |
| Operating Expenditures | \$ 902,058 | \$ 629,462 | 69.78% | \$ 65,933 | \$ 39,898 | 60.51% | \$ 2,450 | \$ 583 | 23.80% | \$ 117,400 | \$ 161,280 | 137.38% |
| Capital Outlay | \$ 65,000 | \$ 106,444 | 163.76% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Debt Service | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Transfers | \$ 346,600 | \$ 324,561 | 93.64% | \$ 68,148 | \$ 55,791 | 81.87% | \$ 520 | \$ 8 | 1.54% | \$ 1,964 | \$ 1,172 | 59.67% |
| 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% |
| Total expenditures | \$ 3,654,529 | \$ 2,717,897 | 74.37% | \$ 2,906,192 | \$ 293,577 | 10.10% | \$ 11,695 | \$ 2,702 | 23.10% | \$ 161,086 | \$ 192,776 | 119.67% |
| Ending Fund Balance | \$ 525,289 | \$ 1,077,849 | | \$ 6,791 | \$ 2,494,277 | | \$ 2,305 | \$ 1,205 | | \$ 29,664 | \$ 36,979 | |
| Adjustments to bring Ending Fund Balance to Ending Cash Balance | | | | | | | | | | | | |
| Assets | | | | | | | | | | | | |
| Receivables | | \$ 356,482 | | | \$ 736 | | | \$ - | | | \$ - | |
| Inventories | | \$ 1,732 | | | \$ - | | | \$ - | | | \$ 20,655 | |
| NET EFFECT ON CASH | | \$ (358,214) | | | \$ (736) | | | \$ - | | | \$ (20,655) | |
| Liabilities | | | | | | | | | | | | |
| Accounts Payable | | \$ 52,945 | | | \$ - | | | \$ - | | | \$ - | |
| Unearned Revenue (Note 3) | | \$ 76,660 | | | \$ - | | | \$ - | | | \$ - | |
| Payroll | | \$ 107,168 | | | \$ - | | | \$ - | | | \$ 3,796 | |
| NET EFFECT ON CASH | | \$ 236,773 | | | \$ - | | | \$ - | | | \$ 3,796 | |
| NET ADJUSTMENTS | | \$ (121,441) | | | \$ (736) | | | \$ - | | | \$ (16,859) | |
| ENDING CASH BALANCE | | \$ 956,408 | | | \$ 2,493,541 | | | \$ 1,205 | | | \$ 20,120 | |

Agenda Item 5.D - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended March 2011
 75.00% of Budget Period Expended

| | Enterprise Fund - Customized Training | | | Enterprise Fund - Culinary & Hospitality | | | Debt Service Funds | | | Capital Projects Funds | | |
|---|---------------------------------------|----------|---------|--|----------|-------|--------------------|-------------|---------|------------------------|--------------|--------|
| | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % | Budget | Actual | % |
| Beginning Cash Balance (Note 1) | | \$ 7,003 | | | \$ 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% |
| Resources | | | | | | | | | | | | |
| 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 | \$ 551,186 | 90.21% | \$ - | \$ - | 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 | \$ 850 | 80.95% | \$ 20,000 | \$ 8,072 | 40.36% |
| Rental | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Miscellaneous | \$ - | \$ - | 0.00% | \$ - | \$ 8,955 | 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 | \$ 69,548 | 77.28% | \$ - | \$ - | 0.00% |
| Total Revenues | \$ 3,000 | \$ - | 0.00% | \$ - | \$ 8,955 | 0.00% | \$ 702,087 | \$ 621,584 | 0.00% | \$ 20,000 | \$ 8,072 | 40.36% |
| Expenditures | | | | | | | | | | | | |
| Salaries and Wages | \$ 4,000 | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% | \$ 96,000 | \$ - | 0.00% |
| Operating Expenditures | \$ 1,900 | \$ - | 0.00% | \$ 12,000 | \$ 8,246 | 0.00% | \$ 1,600 | \$ 1,600 | 100.00% | \$ 768,000 | \$ 196,775 | 25.62% |
| 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% |
| Total expenditures | \$ 6,340 | \$ - | 0.00% | \$ 17,500 | \$ 8,246 | 0.00% | \$ 737,603 | \$ 232,102 | 31.47% | \$ 964,428 | \$ 196,775 | 20.40% |
| Ending Fund Balance | \$ 3,663 | \$ 7,003 | | \$ - | \$ 914 | | \$ 4,810 | \$ 440,286 | | \$ 1,280,572 | \$ 1,941,754 | |
| Adjustments to bring Ending Fund Balance to Ending Cash Balance | | | | | | | | | | | | |
| Assets | | | | | | | | | | | | |
| Receivables | | \$ - | | | \$ - | | | \$ 47,374 | | | \$ - | |
| Inventories | | \$ - | | | \$ - | | | \$ - | | | \$ - | |
| NET EFFECT ON CASH | | \$ - | | | \$ - | | | \$ (47,374) | | | \$ - | |
| Liabilities | | | | | | | | | | | | |
| Accounts Payable | | \$ - | | | \$ - | | | \$ - | | | \$ - | |
| Unearned Revenue (Note 3) | | \$ - | | | \$ - | | | \$ 47,374 | | | \$ - | |
| Payroll | | \$ - | | | \$ - | | | \$ - | | | \$ - | |
| NET EFFECT ON CASH | | \$ - | | | \$ - | | | \$ 47,374 | | | \$ - | |
| NET ADJUSTMENTS | | \$ - | | | \$ - | | | \$ - | | | \$ - | |
| ENDING CASH BALANCE | | \$ 7,003 | | | \$ 914 | | | \$ 440,286 | | | \$ 1,941,754 | |

Agenda Item 5.D - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended March 2011
 75.00% 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 | \$ 4,383 | 81.93% | \$ 106,475 | \$ 82,562 | 77.54% |
| 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 | \$ 9,397 | 78.64% | \$ 256,475 | \$ 232,562 | 90.68% |
| Expenditures | | | | | | |
| Salaries and Wages | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Operating Expenditures | \$ 13,100 | \$ 8,262 | 63.07% | \$ 257,922 | \$ 153,884 | 59.66% |
| 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 | \$ 8,262 | 63.07% | \$ 257,922 | \$ 153,884 | 59.66% |
| Ending Fund Balance | \$ 850 | \$ 3,614 | | \$ 106,553 | \$ 184,774 | |
| 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 | | \$ 3,614 | | | \$ 184,774 | |

\$ 6,049,619

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.

2011-2012 Tuition and Fee Schedule

RECOMMENDATION

Approval of the 2011-2012 Tuition and Fee Schedule.

BACKGROUND INFORMATION -----Dean Ellison

Presented here for second reading and approval 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 | \$75 \$80 |
| Out-of-State Tuition per Credit Hour | \$95 | \$95 \$100 |
| <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 |
| Deferred Payment Plan – Application Fee | | \$15 |
| Deferred Payment Plan – Late Payment Fee | | \$25 |
| 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 | \$25 |
| Course Withdrawal After Close of Registration | \$10 | \$10 |
| High School Articulation Fee | \$0 | \$0 |
| High School Credit Recovery (H.S. half credit class) | \$90 | \$90 |
| Adult Basic Skills Instructional Course Fee | \$15 | \$15 |
| Return Check Fee | \$25 | \$25 |
| Student Services Fee (per credit) | \$2 | \$2 |
| Minimum Credit Course Fee (per credit course) | \$12 | \$4 |
| Maximum Credit Course Fee (per course) | per actual expenses | per actual expenses |
| Self Improvement Course Fees | market or self support level | market or self support level |
| EMT Practical Exams Fee for non-TBCC student, former student or staff | \$10/station | \$10/station |



Academic Calendar

RECOMMENDATION

Recommend approval of the Academic Calendar.

BACKGROUND INFORMATION----- Dean Gates

The Academic Calendar is being presented for second reading and 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.

2011-2012 Board Meeting Schedule

RECOMMENDATION

First reading and review of the 2011-2012 Board Meeting Schedule.

BACKGROUND INFORMATION ----- **President Green**

The proposed meeting dates noted below are based on the established practice of the first Monday of each month, with the exceptions of September 2011 and January 2012 due to holiday conflicts. In July and August there are no scheduled meetings. All meetings are scheduled for 6:30 p.m. at the Central Campus Board Room #215 (Board Policy 101.2).

It has been requested that the Board hold one meeting each year in both North and South County. Should the Board decide to do this, the dates and location needs to be determined.

The meeting schedule will be brought before the Board again in June for second reading and approval. If you have any conflicts that you feel need to be considered, please bring them forward for discussion.

2011

September 12
October 3
November 7
December 5

2012

January 9
February 7
March 5
April 2
May 7
May 21 (Public Budget Committee) – **6:00 pm**
June 4
June 18 (Budget Adoption)



Increasing Board Effectiveness

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Green

Board Meeting Effectiveness

Public meeting law update:

The TBCC Board has been consistent on posting meetings, asking for public comment and following public meeting laws. The TBCC Board meetings have provided public comment at the beginning and the end. All discussions and actions by the board members have taken place at the meeting. This is true in general for all Oregon Community Colleges. However, there have been actions by other public boards in Oregon that have been in court and have had decisions that is important for the board to review and reaffirm its commitment to open and vetted conversations. A summary of the Oregon Circuit Court in a case involving Lane County Commissioners is in the May Board packet as an OCCA update. Oregon's public meetings law requires the governing bodies of public bodies to deliberate and make decisions in the open. This includes meetings where the sole purpose is to gather information that may be used later to make a decision. Generally, the Oregon law applies to meetings of a governing body "for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter." For community college boards, a quorum is four board members. Meetings that fall under the public meetings law must be open to the public and must meet the notice requirements of the statute unless there is a specific exception provided (e.g. executive sessions). At the May meeting the Board will discuss email communications and how they can and cannot be used based on the case in Lane County. OCCA is advising members to avoid clicking "reply" when information is shared via email. The one-way sharing of information and responses to administrative questions such as meeting availability are permitted, but back and forth conversations between board members through email should be avoided.

Another area to discuss from the Lane case is what can or cannot be discussed through email by the Board. The take-away for community college board members is that members need to avoid conversations between board members where the views of a quorum of board members are shared. One-on-one conversations between board members are still likely permissible as long as the views or thoughts of other board members are not shared during those conversations. Thoughts and discussions on matters on which the board is deliberating should be aired in the course of the public meeting as required by statute.

Other area for the Board to discuss is how best to accept and guide public comment as well as free speech areas on campus that other community college campuses have adopted.

Board packets and use of technology.

Many boards have chosen to stop using printed board packets and have gone to an electronic version. To accomplish this transition board members have been given college email addresses, a location on a website where the board docket is posted for the board and college laptops for use by the board. Some boards have found that iPads combined with Dropbox was a solution to make the transition easy for the board members.

Other boards have found that the combination of online materials and iPads made it easier to access information, especially historical information. It reduces the amount of paper at homes or offices. The board packet from previous months can be accessed. A member can manipulate and move things around and have the data at hand. There is no need for shredding, filing and "cleaning out the files". Moving to iPads and an electronic docket could be considered for the 2011-2012 year.



Preliminary 2011-2012 Budget Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- Dean Ellison

In accordance with the 2011-2012 Budget Development Schedule, a proposed detail budget will be mailed to the Board and Public Budget Committee Members in preparation for the first Public Budget Committee Meeting scheduled for May 16, 2011. The information shown below is preliminary and is provided as such for informational purposes only.

PRELIMINARY BUDGET - REVENUE CATEGORIES

| | 2009-2010 | 2010-2011 | 2011-2012 | |
|-------------------------------|---------------|----------------|-----------------|--------------|
| | <u>Actual</u> | <u>Adopted</u> | <u>Proposed</u> | <u>Notes</u> |
| | | <u>Budget</u> | <u>Budget</u> | |
| Resources | | | | |
| Beginning Fund Balance | \$ 1,128,693 | \$ 1,130,471 | \$ 982,678 | |
| State – CC Support Fund | \$ 936,746 | \$ 807,629 | \$ 865,821 | Note 1 |
| Property Taxes | \$ 951,053 | \$ 971,401 | \$ 1,020,018 | Note 2 |
| Timber Taxes | \$ 333,094 | \$ 302,579 | \$ 283,204 | Note 3 |
| Contracts – Local | \$ 22,900 | \$ 22,900 | \$ 25,000 | Note 8 |
| Tuition | \$ 677,772 | \$ 635,539 | \$ 866,666 | Note 4 |
| Fees | \$ 137,694 | \$ 146,174 | \$ 179,639 | Note 5 |
| Sale of Goods | \$ 3,175 | \$ 3,500 | \$ 3,000 | Note 6 |
| Interest | \$ 8,315 | \$ 5,000 | \$ 4,000 | Note 7 |
| Miscellaneous | \$ 7,471 | \$ 8,500 | \$ 8,000 | Note 8 |
| Transfers | \$ 72,697 | \$ 76,500 | \$ 189,970 | Note 9 |
| Repayment of Short-Term Loans | \$ - | \$ 108,125 | \$ - | Note 10 |
| Total Resources | \$ 4,279,610 | \$ 4,179,818 | \$ 4,427,996 | |

Budget Notes – Resources

1. **Community College Support Fund** – Amount equals the projected transfer to TBCC based on the Department of Community Colleges and Workforce Development funding formula calculated distribution of an estimated 2011-2013 state biennial appropriation of \$410,000,000.
2. **Property Taxes** – Amount equals the projected collections of FY11-12 and prior year's property tax receipts for Tillamook County and includes 3 percent growth per County



practice.

3. **Timber Taxes** – All timber revenues are deposited into the General Fund. Revenue estimates are based on projections from the State Forestry Department.
4. **Tuition** – Tuition revenue is projected to increase as the result of an estimated 5 percent increase in FTE enrollment and a \$5 per credit increase in the tuition rate.
5. **Fees** – No changes aimed at increasing fee revenue are proposed. Several changes intended to simplify and fund administration of a new deferred tuition payment are proposed. Fee revenue is projected to increase due to expected enrollment increases discussed above.
6. **Sale of Goods and Services** - This revenue is primarily from GED preparation and GED testing services – no material change is proposed.
7. **Interest Income** - Interest is from investment in the Local Government Investment Pool and from two interest bearing bank accounts. A decrease in revenue is projected due to decreased cash reserves and lower interest rates.
8. **Miscellaneous Income** – includes revenue primarily from reimbursed expenses, rent and worker’s compensation dividends.
9. **Transfers In** – includes transfers from the Capital Depreciation and Maintenance, and, Strategic Initiatives Reserves to pay for facilities equipment, maintenance and strategic instructional program initiatives including: accreditation related initiatives, financial aid process development and implementation, library materials, moving the librarian position to full-time, hiring a half-time CTE instructor, capacity building for College Development and minor improvements to a science lab for chemistry classes. Other transfers include monies from the Enterprise and Special Funds for PERS debt service and administrative overhead.
10. **Repayment of Short Term Loans** – This amount represents repayment of short term loans from the General Fund to pay grant expenses prior to receiving grant money. This item is required by Oregon Budget Law. In FY11-12, short term loans to Enterprise and Special funds are not necessary because there are adequate fund balances in those funds overall to cover grant expenses, if needed, prior to receiving grant funds.

PRELIMINARY BUDGET - EXPENDITURE CATEGORIES

| | 2009-2010 | 2010-2011 | 2011-2012 | |
|------------------------------|---------------|----------------|-----------------|--------------|
| | <u>Actual</u> | <u>Adopted</u> | <u>Proposed</u> | <u>Notes</u> |
| | | <u>Budget</u> | <u>Budget</u> | |
| Expenditures | | | | Note 1 |
| Instruction | \$ 1,119,626 | \$ 1,015,308 | \$ 1,401,001 | |
| Instructional Support | \$ 278,200 | \$ 378,626 | \$ 414,560 | |
| Student Services | \$ 286,803 | \$ 290,657 | \$ 356,828 | |
| College Support | \$ 906,119 | \$ 1,160,226 | \$ 1,076,025 | Note 5 |



| | | | | |
|----------------------------|--------------|--------------|--------------|--------|
| Plant Operations | \$ 260,264 | \$ 413,112 | \$ 389,582 | Note 3 |
| | | \$ | | |
| Financial Aid | \$ 0 | 0 | \$ 0 | Note 4 |
| Transfers | \$ 346,367 | \$ 346,600 | \$ 260,000 | |
| Contingency | \$ - | \$ 575,289 | \$ 530,000 | Note 2 |
| Total Expenditures | \$ 4,279,610 | \$ 4,179,818 | \$ 4,427,996 | |
| | | \$ | | |
| Ending Fund Balance | \$ 1,082,231 | 0 | \$ 0 | Note 2 |

Budget Notes - Expenditures

1. General Assumptions –

- a. **Inflation** – Across the board increases in the cost of purchased goods and services are not programmed in the FY11-12 proposed budget. However, specific amounts for materials and services have been adjusted where increases (or decreases) are known or can be reasonably estimated.
- b. **Salaries and Benefits** – In the 2011-2012 budget, a combined scheduled longevity step increase and cost of living adjustment of 4.0% are implemented for eligible employees. *(As a cost savings measure, the longevity step is being implemented mid-year, effective January 1, 2011)*

In FY2011-2012, all College employees are being furloughed as a cost-savings measure. Staff employees will receive 11 days of unpaid leave and faculty members will receive 7 days.

The College's insurance stipend is increasing by 2.5% to \$1,135 per employee per month to insure that full payment of employee-only health insurance is maintained and a partial contribution to dependent coverage remains. Insurance coverage at pro-rated amounts for part-time employees is maintained. The budget retains the PERS employee portion pickup. The 2.5% COLA adjustment is also applied to non-regular (adjunct) faculty salary schedules in this budget.

- c. **Positions** – Several staff positions at the College will have hours adjusted in this budget beyond the furloughs discussed above.
- d. **Educational Programs** - Financial aid for credit students is funded at last year's levels in an effort to support continued enrollment growth and assist with tuition increases. In conjunction with the TBCC Foundation, the "First Class" Scholar Program will continue to



offer full-tuition scholarships to County high school graduates based on academic achievement and college placement. (See also Note 4 below.)

2. **Contingency and Working Capital** – The budget will contain approximately \$530,000 for Operating Contingency and Ending Working Capital which represents approximately 13% of the General Fund Budget. The working capital amount allows TBCC to maintain cash flow without having to borrow.
3. **Major Capital Expenditures** – No major capital projects are contemplated to be funded from the General Fund in this fiscal year. However, the Campus Construction Fund - established to receive, record and disburse bond revenue – includes funding in FY11-12, for the construction of College Centers in north and south Tillamook County.
4. **Financial Aid** – College-funded student financial aid is now budgeted and accounted for in a new Financial Aid Fund (FAF). In order to provide adequate funding for the College's financial aid activities in FY11-12, \$150,000 is again being transferred into the FAF from the General Fund.
5. **College Support** – This budget includes funding for a focused college development effort in the General Fund. The source of funding for estimated labor and non-labor (materials and services) costs for these fundraising activities is explained in Note 9 above.



Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Gates

The consensus of the Planning and Steering Committee as well as College Council was to proceed with the model for evaluating mission fulfillment presented at the last meeting of the Board. The Planning and Steering Committee is now working to clarify appropriate indicators for the five areas of mission fulfillment: progress, completion, achievement, access, and equity.

This spring the Planning and Steering Committee and the rest of the campus community will be focusing on completing work plans and using assessments of programs and services for improvement. The process of establishing infrastructure that will be needed for independence is nearing completion. Now TBCC is starting to do some things we have relied on PCC to do in the past and planning to do much more on our own in the coming year. This means that accreditation activities are moving from the planning stage to the doing stage and impacting a wider scope of faculty and staff.



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 Contractsⁱ

RECOMMENDATION

There are no grants or contracts to report this month.

BACKGROUND INFORMATION----- Dean Ellison

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



Board of Education Policyⁱ

RECOMMENDATION

Policies 202 and 302 are being presented for first reading and review.

BACKGROUND INFORMATION----- President Green

Proposed Policy 202 addresses Lost and Found Items at the College.

Policy 302 is a proposed policy revision that reflects updated references to federal rules and the addition of current protected federal classes. The revised policy will be the basis of an administrative rule which will establish continuous nondiscrimination notices for TBCC publications and an annual public notification of nondiscrimination as required by law.

Both policies will be brought back for second reading and approval in June.

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



LOST AND FOUND

Article No.: 202

Approved: *Pending – first reading May 2, 2011*

Reference:

Tillamook Bay Community College is not responsible for items left behind by faculty, staff, students or other patrons, but the College would like to provide a convenient mechanism for assisting in the return of items to the owner. The TBCC Lost and Found Administrative Rule establishes a procedure regarding the handling and return of items found on College property, the mechanism to track items reported lost, and the disposition of unclaimed items.

Article No.: 302

Approved: June 2, 2008

Reference: Title VI of the Civil Rights Act of 1964, **as amended, 42 U.S.C. 2000d et seq.**, Title IX of the Education Amendments of 1972, **as amended, 20 U.S.C. 1681 et seq.**, and ~~Federal Executive Orders #11375 and #11246~~ **Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 794.**

Tillamook Bay Community College Service District subscribes to the terms of Title VI of the Civil Rights Act of 1964, **as amended, 42 U.S.C. 2000d et seq.**, Title IX of the Education Amendments of 1972, **as amended, 20 U.S.C. 1681 et seq.**, and ~~Federal Executive Orders #11375 and #11246~~ **Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 794**, as well as laws of the State of Oregon pertaining to affirmative action. Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion, and training of all employees, regardless of age, disability, national origin, race, **color**, religion, **marital status**, **sexual orientation**, or sex. Equal opportunity in hiring and advancement considerations will be based on positive organization needs, and the individual's qualifications for and/or performance of specific duties.

Continuous effort will be devoted to the improvement of human relationships and to elimination of conditions from which discrimination results.

302.1 - PROVISIONS

The Board agrees that the provisions of this Policy statement shall be applied equally to all employees without discrimination as to race, ~~creed~~, religion, color, national origin, disability, sex, ~~sexual preference~~ **orientation**, age, height-weight ratio, marital status, organizational affiliation, or political affiliation.

302.2 – ALLEGATIONS

Allegations of discrimination in violation of federal or state statutes shall be excluded from the grievance procedure in Article 317 of this Policy statement. Such complaints shall be processed through College affirmative action channels or the appropriate federal or state agencies, in accordance with procedures in Article 318.

Facilities

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- Dean Ellison

In March of 2008, the Board voted to allow the College to pursue early termination of the lease on the Bay City property if TBCC was held harmless of section 7.10 – Lease Duties on Termination, which stipulated that the College would be responsible to demolish the building at the end or termination of the lease.

The Neah-Kah-Nie School District has agreed to terminate the lease for the Bay City property and hold TBCC harmless for razing of the building. President Emeritus Jon Carnahan has drafted a letter terminating the lease at the School District's convenience and transferring responsibility for the property back to them.



Capital Construction Projects

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Emeritus Carnahan



Personnel

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Green

Barbara Casteel, TBCC's Phi Theta Kappa Advisor, was recently the recipient of the Rocky Mountain Cascade Region of Phi Theta Kappa's "Above and Beyond" award. This award recognizes advisors who have gone above and beyond in their role of advisor to make their chapters successful.



Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Green

Upcoming events please mark your calendar!

May 16 – Public Budget Committee Meeting – 6:30pm

Friday, June 10 – Commencement – 7 pm at the Tillamook Church of the Nazarene, photos at 6:30

October 27-29 - 2011 OCCA "Defining A New Perspective" Conference at Salishan Resort & Spa in Gleneden, Oregon.

