



# 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, November 7, 2011, at 6:30 p.m. in the Central Campus, Room 214, 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 the Board Secretary at (503) 842-8222, Ext. 1000, at least 48 hours in advance.

DATE NOTICE PUBLISHED: Wednesday, November 2, 2011

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

\_\_\_\_\_  
Constance C. Green – President

#### Notice Distribution

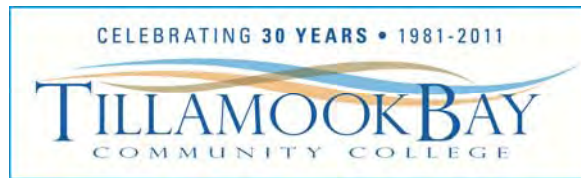
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2. TBCC PUBLIC BUDGET COMMITTEE MEMBERS
3. TBCC WEB SITE
4. TBCC ADMINISTRATORS AND STAFF
5. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
6. ESD ADMINISTRATOR
7. CCWD COMMISSIONER
8. OCCA EXECUTIVE DIRECTOR

It is the policy of Tillamook Bay Community College and its Board that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age, disability, height/weight ratio, organizational affiliation, or political affiliation in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Dean of Administrative Services at TBCC, 4301 Third Street, Tillamook, Oregon, Room 110, Phone (503) 842-8222, ext. 1020 or TDD (503) 842-2467.

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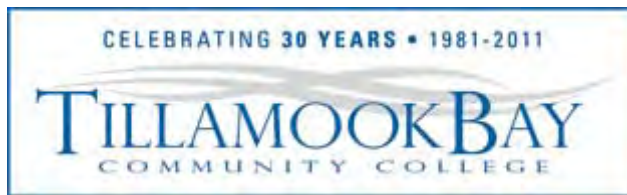
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# Board of Education Meeting Agenda

**Date:** Monday, November 7, 2011      **Room #214**      **Time:** 6:30 p.m.  
 4301 Third Street, Tillamook, Oregon 97141

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Shaw
2.	<b>Approval of the Agenda</b> -----	(Action) Chair Shaw
3.	<b>Invitation of Public Comment</b> -----	Chair Shaw
	Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	<b>Approval of the October 3, 2011 Minutes</b> -----	(Action) Chair Shaw
5.	<b>Reports:</b>	
	A. Program/Partner Report: Economic Development Council/Small Business Development Center-----	Dean Gates
	B. Oregon Community College Association Board Report-----	President Green & Director Swain
	C. Financial Report -----	Comptroller Williams
	D. Board Effectiveness -----	President Green
6.	<b>Old Business:</b>	
	A. Dept. of Community Colleges and Workforce Development Update -----	Commissioner Camille Preus
7.	<b>New Business:</b>	
	A. OSBA Elections-----	President Green
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 Green
	E. Facilities-----	Dean Ellison
	F. Capital Construction Projects -----	Executive Director Carnahan
	G. Personnel -----	President Green
9.	<b>Announcements and General Information</b> -----	President Green
10.	<b>Invitation of Public Comment</b> -----	Chair Shaw
11.	<b>Board Member Discussion Items</b> -----	Chair Shaw
12.	<b>Adjournment</b> -----	(Action) Chair Shaw



## Board of Education Meeting Minutes

October 3, 2011  
Central Campus, Room #214  
4301 Third St., Tillamook, OR 97141

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

**Directors Absent:** Ann Swain

**Staff Present:** Connie Green, Lori Gates, Ron Ellison, Kyra Williams, Sue Owens, Michele Burton, Sheryl Neu and Jennifer Vaughn, TBCC Skills Development Faculty

### **Call to Order:**

Chair Shaw called the meeting to order at 6:30 p.m. and welcomed the audience.

### **Approval of Agenda:**

On approval of a motion by Director Wharton and seconded by Director Weitman, 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 Shaw asked for approval of the October 3, 2011 regular meeting minutes. On approval of a motion by Director McGinnis and seconded by Director Lincoln, it was resolved to approve the minutes as presented.

### **Reports:**

#### Program/Partner Report: Skills Development Program: (Agenda Item 5.A)

Dean Gates introduced Ms. Jennifer Vaughn, Skills Development faculty, who gave a PowerPoint presentation regarding the program. She noted the department currently has six employees including Dean Gates and herself. She shared that the program has been very successful and had assisted students ranging in age from 16 – 60 with GED Preparation, Adult Basic Education, College Transitions Reading, Writing, and Math, English For Speakers of Other Languages, and Adult Literacy Tutoring. Ms. Vaughn shared that in the last academic year, there were 40 GED completers. President Green added that there are currently over 400,000 adults in Oregon that do not have their high school diploma or GED. Chair Shaw asked how many of those were Tillamook County residents. Ms. Vaughn stated that Tillamook County has a reported 4,000 adults in that category. Director Lincoln asked for clarification on what TOPS stood for. Ms. Vaughn explained it was "Tracking of Program and Students." Director Lincoln also asked what the CASA tests measured. Ms. Vaughn responded it was used to evaluate basic skills in reading and math. President Green extended congratulations to Ms. Vaughn for obtaining her Master's degree this summer.

Oregon Community College Association Board Report: (Agenda Item 5.B)

President Green shared that the Oregon Community College Association will have their Board meeting on Friday, October 7, 2011 and that a primary topic will be the current status of SB 909 and Education Investment Board efforts. What is certain is that Oregon and its community colleges need to increase student persistence and completion. She emphasized that the question is, "Is completion the target or is it our mission?" There was discussion which raised the question of the definition of completion and the multiple reasons why students came to college. It is difficult to define completion when there are so many different goals. Director McGinnis stressed that we must move forward carefully as the decisions made will have an impact on funding. President Green summarized the Board members conversation in that she heard that completion needs to be both a target and a mission and at TBCC there is more than completion of certificates and degrees being the reason for community members choosing TBCC. President Green stated that there will be many more discussions on this topic over the next few months. Director McGinnis asked who was driving the initiative—business or education. It was noted that it has support from business organizations and it is also education driven. Director Weitman asked what the implementation timeline of the proposed community college investment strategy. President Green stated it has a potential implementation date of 2013-2015.

Financial Report: (Agenda Item 5.C)

Comptroller Williams presented the financial reports as included in the Board packet. Director McGinnis asked if we would be able to expend all the budgeted financial aid funds. Comptroller Williams responded not likely however, the unused funds would be set aside to help fund the First Class Scholar program when the Miller Match funds were no longer available. Director McGinnis noted he was happy with the funding of financial aid in order to help our students. Director Weitman asked when the auditors would be coming. Ms. Williams replied they were scheduled to be on campus in mid-November.

iPad – New Application Report: (Agenda Item 5.D)

President Green shared that this month's iPad application focus will be on creating files in Good Reader and downloading the Board policies into a file. Ms. Neu led the Board in how to download a file, in this case the Board Policy Manual, to their iPad. Now the most current Policy Manual will always be only a click away without being a cumbersome paper document.

**Old Business:**

Approval of the 2012-2013 Budget Development Guidelines and Calendar: (Agenda Item 6.A)

Dean Ellison presented the Budget Development Guidelines and Calendar for second reading and approval. These were presented for first reading and review at the September meeting. Changes were recommended as stated in the Board packet.

On approval of a motion by Director McGinnis and seconded by Director Lincoln, it was resolved to approve the 2011-2012 Budget Development Guidelines and Calendar as presented.

**New Business:**

Overview of Community College Efforts: (Agenda Item 7.A)

President Green shared that Oregon Community Colleges have been working together to focus on key strategies that would improve student persistence and completion. This shared momentum began before the national effort on completion or the Governor led focus on redesigning education to improve student completion. With the leadership of Department of Community Colleges and Workforce Development and Commissioner Cam Preus, Oregon is now receiving grants to assist all of the community colleges. President Green, Dean Gates and Ms. Burton shared information on the different grants in relationship to the different stages of completion. Director Lincoln asked how

completion impacted funding. President Green stated that there was a focus on competency and performance, based on what the student knew and could do upon completion.

Director McGinnis asked if the AAOT and ASOT were being used as well to which the answer was yes, we are also working on bringing other degree requirements to assess outcomes. The question was asked if we currently monitor our graduates' progress as they move on. We do track those students who move on to the university system and our students seem to be doing well in that area. Director McGinnis shared that he was excited to share that his daughter was one of those students who had graduated from TBCC and gone to a four year university. She is completing her BA degree now and he was very pleased with her education at TBCC. Director Wakefield shared that at one point the Foundation had wanted to start tracking alumni and asked if there had been any progress in that area. President Green shared that with Mr. Carnahan's new role as Director of the Foundation and the implementation of the new software, we should see improvements in that area.

### **Standing Business:**

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

Dean Gates shared that our focus has been on the upcoming NWCCU visit October 19-21, 2011. As with previous visits, most of the committee members are from 2-year colleges in Washington. Committee members are never from the same state as the college being visited. Dr. Ron Baker, whom you may remember from previous visits, has retired and the NWCCU and the NWCCU Liaison for the upcoming visit will be Dr. William Beardsley. He has many years' experience as an evaluator, NWCCU Commissioner, and community college professional in the Seattle area.

She reminded the Board that the team would like to meet with some of them at Noon on Wednesday, October 19. Directors Lincoln and Weitman stated they could be present. Director Swain will be asked to be present and if she is unable to attend, Director Wharton will try to change her schedule. The meeting will be held in room 214.

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

Dean Gates shared that there were no new additions or deletions of courses or curricula to report. She added that we currently have two students starting the Green Tech program which is a one year program.

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

Dean Ellison stated there were no new grants or contracts to report this month. He added that there would be a press release going out soon regarding the agreement signed last Spring in conjunction with the other Oregon community colleges for a grant with the Department of Labor. The grant has been awarded and TBCC will receive \$430,000 over the next three years. The funds will be primarily for personnel. We are still waiting for details. Director Lincoln asked if the funds were to assist dislocated workers. Dean Gates shared that it was but that the funds could also be used for other students as well.

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

Dean Ellison presented the Tillamook Bay Community College Affirmative Action/Equal Employment Opportunity Plan for second reading and approval.

Dean Ellison also presented Policy 302 for first reading and review. This is the current Affirmative Action, Equal Opportunity policy that is being updated to include reference to the new Affirmative Action / Equal Employment Opportunity Plan. It will be presented for second reading and review next month.

On approval of a motion by Director Lincoln and seconded by Director Weitman, it was resolved to approve Tillamook Bay Community College Affirmative Action/Equal Employment Opportunity Plan as presented.

Facilities: (Agenda Item 8.E)

Dean Ellison stated there was little to report other than the continued HVAC adjustments. He also shared that there had been a new berm installed on the South side of "Poop" Lane to help control surface run-off in heavy rains. This has been installed in conjunction with the Tillamook County Fair Board.

Capital Construction Projects: (Agenda Item 8.F)

In the absence of Executive Director for the Foundation and College Advancement Carnahan, President Green shared that she and Mr. Carnahan had taken a contingency from Nestucca Valley School District to Aumsville to see the manufacturing of the South County facility. The trip had gone well and the goal is to have the new building completed by mid-January 2012. She added that as the Contract Review Board for the College, there would likely be a special meeting called in the near future to deal with RFPs for the construction.

President Green added that conversations have resumed with Neah-Kah-Nie School District as they have been re-considering their earlier decision regarding the North County facility.

Personnel: (Agenda Item 8.G)

President Green shared personnel items as noted in the Board Packet again congratulating Jennifer Vaughn, TBCC Adult Basic Skills Faculty, on receiving her Master's Degree in Education/Adult Education and Training from University of Phoenix. She noted that as of this date, the IMT Faculty position had not been filled, however, Dean Gates is in the process of making an offer. Should the offer be refused, we will re-open the position. We are currently soliciting applications for an EDC/SBDC Counselor. Director Lincoln asked if there was any information regarding the counselor position and if so, could she have a copy. President Green and Dean Ellison stated we would follow up on her request. Director McGinnis asked if the business counselors would be employees of the College to which President Green responded they would be employed using personal services contracts.

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

President Green shared the announcements and general information as included in the Board packet.

Upcoming events:

- October 19-21: Northwest Commission on Colleges and Universities site visit.
- October 27-29: 2011 OCCA Conference "Defining A New Perspective" at Salishan Resort & Spa in Gleneden. If interested in attending please contact Sue Owens as soon as possible.
- November 10, 2011: Annual Tillamook Bay Community College Foundation Mildred Davy Memorial Luncheon (changed date)

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

There was no public comment.

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

All present thanked Ms. Neu for her ongoing support and training on the iPads.



## Program Report

### **RECOMMENDATION**

Information only. No action requested.

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

This month our featured partner program is the Economic Development Council of Tillamook County (EDC) and Small Business Development Center (SBDC). Executive Director Dan Biggs will be speaking.





## Oregon Community College Association Board Report

### **RECOMMENDATION**

Information only – no action requested.

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

At the Oregon Community College Association meeting on October 7<sup>th</sup>, Director Swain heard a presentation on LearnWorks and the Goals and Objectives of the Oregon Education Investment Board. Attached are the Goals and Objectives as well as the SB 909 model.

Directors attending the OCCA annual conference will share updates and insights.



***Goals and Objectives for the Oregon Education Investment Board (Through 3/30/12)***

➤ **Fulfill deliverables specified in SB 909**

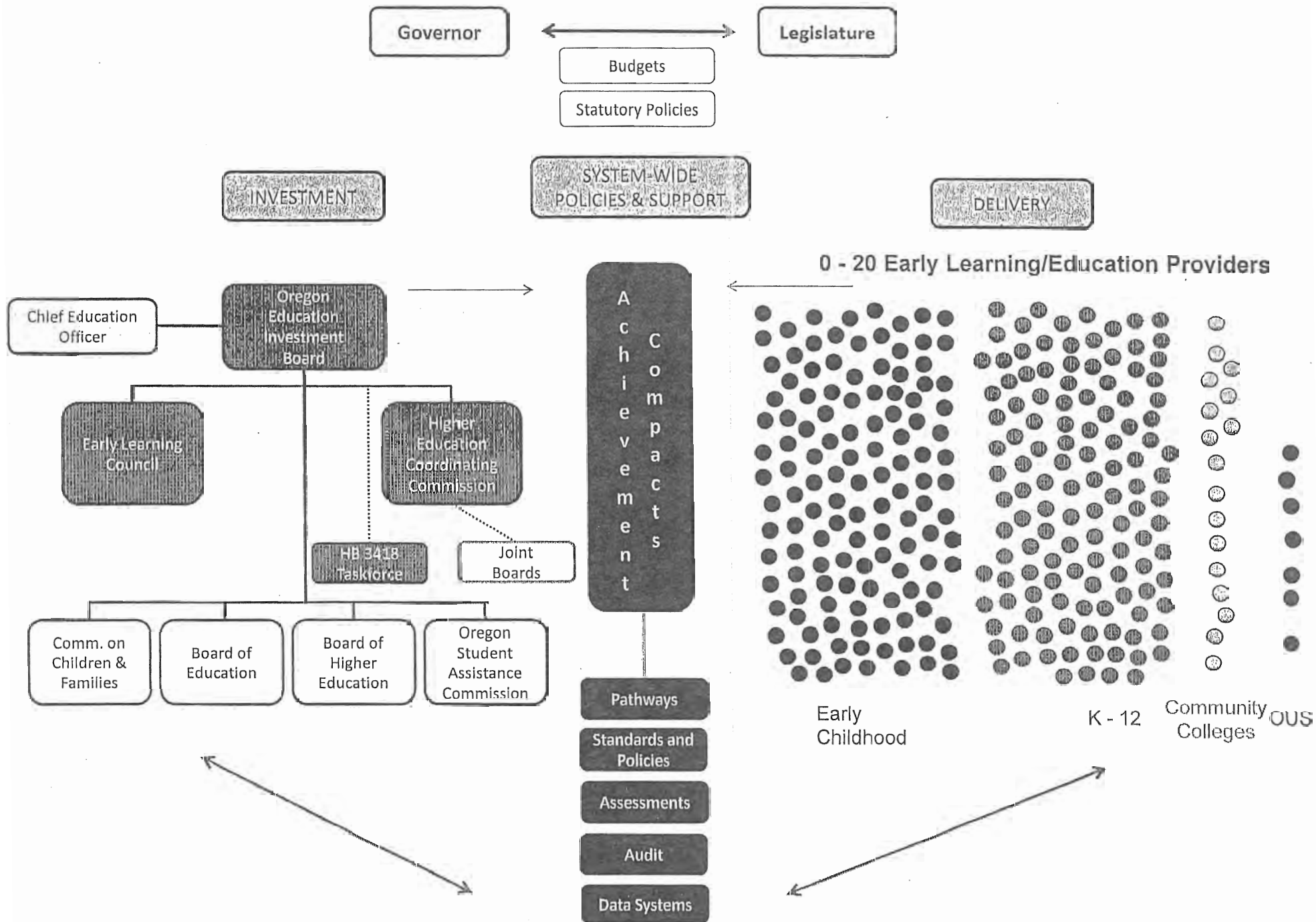
- **Data base:** Complete first data base plan (implementable by 6/30/12) and include in 12/15/11 report to legislature.
- **Early Childhood:** Ensure Early Learning Council's completion of early childhood services plan (implementable by 6/30/12) and its submission to OEIB for the 12/15/11 report to the legislature. This plan shall include:
  - Merging, redesigning or improving EC services and aligning them with child-centered outcomes [*Would require legislation*];
  - Establishing kindergarten readiness assessments and benchmarks;
  - Achieving goals of early identification of children and families at risk and establishment of family support managers [*Would require legislation*]; and,
  - Consolidating, aligning and coordinating juvenile crime prevention and related programs [*Would require legislation*].
- **Chief Education Officer:** Define job and complete recruitment.
- **Governance:**
  - Address questions of merger and transfer of duties to OEIB for the Board of Education and the Board of Higher Education by 6/30/12 in the context of the new Higher Education Coordinating Commission [*Would require legislation*].
  - Address question of transfer of duties to OEIB for the Commission on Children and Families by 6/30/12 [*Would require legislation*].
  - Address question of requiring the Chancellor, CCWD Commissioner and OSAC director to report to the CEdO by 6/30/12 [*Would require legislation*].

➤ **Advance proposals to reach the state's education outcomes by overseeing a unified public education system from early childhood through post-secondary**

- **Education outcomes – Top Priorities:** Design and move to implementation an investment budgeting framework and plan. Strategies to be addressed include:
  - Advancing the prioritized investments approach to budgeting;
  - Adopting key outcome measures for Early Childhood, K-12, CCs and OUS;
  - Considering "tight-loose" model for state's relationship to educational institutions
  - Approving model achievement compacts [*May require legislation\**]; and,
  - Completing long-term plan for high school and post-secondary completion goals (SB 253's 40/40/20 goals).
- **Education outcomes – Promising Opportunities:** Review and support initiatives which augment and/or showcase the investment budgeting approach or advance the achievement of the state's education outcomes. Examples:
  - Oversee the implementation of initiatives now underway, e.g. SB 242;
  - Develop a regulatory streamlining agenda [*May require legislation*]; and,
  - Review and advance innovative projects which warrant early implementation, such as the Eastern Promise, STEM Center and expansion of ASPIRE and Opportunity Grants. [*May require legislation*].

Draft 9/27/11

# SB 909 and Oregon Education Investment Model



## 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 September 2011  
25.00% of fiscal year elapsed

	FY 2010-2011			FY 2011-2012		
	Annual Budget	09/30/10 Actual	Percentage of Budget	Annual Budget	09/30/11 Actual	Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 1,130,471	\$ 1,082,233.18	95.73%	\$ 982,678	\$ 733,558.24	74.65%
State	\$ 807,629	\$ 197,351.75	24.44%	\$ 865,821	\$ 216,594.38	25.02%
Property Taxes	\$ 971,401	\$ 8,315.95	0.86%	\$ 1,020,018	\$ 9,480.23	0.93%
Timber Taxes	\$ 302,579	\$ 3,727.40	1.23%	\$ -	\$ -	0.00%
Local Contract	\$ 22,900	\$ -	0.00%	\$ 25,000	\$ -	0.00%
Tuition	\$ 635,539	\$ 322,663.12	50.77%	\$ 866,666	\$ 415,222.76	47.91%
Fees	\$ 146,174	\$ 59,166.00	40.48%	\$ 179,639	\$ 70,766.00	39.39%
Sale of Goods	\$ 3,500	\$ 1,015.00	29.00%	\$ 3,000	\$ 959.00	31.97%
Interest	\$ 5,000	\$ 1,276.20	25.52%	\$ 4,000	\$ 969.54	24.24%
Rental	\$ 500	\$ 1,500.00	0.00%	\$ 6,500	\$ 1,890.00	29.08%
Miscellaneous	\$ 8,000	\$ 95.15	1.19%	\$ 7,500	\$ 1,291.65	17.22%
Transfers	\$ 76,500	\$ 49,755.95	65.04%	\$ 473,174	\$ 97,680.98	20.64%
Repayment of Short-Term Loan	\$ 69,625	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total resources</b>	<b>\$ 4,179,818</b>	<b>\$ 1,727,099.70</b>	<b>41.32%</b>	<b>\$ 4,433,996</b>	<b>\$ 1,548,412.78</b>	<b>34.92%</b>
<b>Expenditures</b>						
Instruction	\$ 1,015,308	\$ 217,706.80	21.44%	\$ 1,439,310	\$ 212,991.49	14.80%
Instructional Support	\$ 378,626	\$ 83,144.67	21.96%	\$ 414,559	\$ 97,292.48	23.47%
Student Services	\$ 290,657	\$ 64,378.14	22.15%	\$ 356,831	\$ 71,168.19	19.94%
College Support	\$ 1,160,226	\$ 295,488.39	25.47%	\$ 1,076,027	\$ 341,610.67	31.75%
Plant Operation	\$ 413,112	\$ 69,378.20	16.79%	\$ 379,582	\$ 75,767.25	19.96%
Transfers	\$ 346,600	\$ 273,326.58	78.86%	\$ 266,600	\$ 177,393.46	66.54%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,654,529</b>	<b>\$ 1,003,422.78</b>	<b>27.46%</b>	<b>\$ 3,982,909</b>	<b>\$ 976,223.54</b>	<b>24.51%</b>
Ending fund balance	\$ 525,289	\$ 723,676.92	137.77%	\$ 451,087	\$ 572,189.24	126.85%

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

	Fund No.	Beginning Working Capital	2011-2012 Revenue	2011-2012 Expenditures	Ending Working Capital	2011-2012 Spendable Budget	2010-2011 Prior Year Expenditures
Adult Basic Education	210	\$ -	\$ 11,594.83	\$ 11,594.83	\$ -	\$ 46,000	\$ 12,414.03
Tutor Grant	211	\$ -	\$ 3,313.25	\$ 3,313.25	\$ -	\$ 13,000	\$ 2,932.68
Sprint Yellow Pages Literacy Grant	215	\$ 2,498.62	\$ -	\$ -	\$ 2,498.62	\$ 1,500	\$ 3.27
United Way Literacy Grant	216	\$ 6,470.26	\$ 375.00	\$ -	\$ 6,845.26	\$ 2,000	\$ 100.00
Learning Standards Grant	219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Green LMI Implementation Grant	224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pathways Grant	225	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 7,560.06
Industrial Maintenance Tech	226	\$ 35,374.03	\$ -	\$ 23,080.34	\$ 12,293.69	\$ 138,200	\$ 3,835.54
OYA Instruction Contract	227	\$ -	\$ 4,389.32	\$ 4,389.32	\$ -	\$ 56,300	\$ 8,441.68
SESP Oregon Green Tech Certificate	228	\$ -	\$ -	\$ 4,284.00	\$ (4,284.00)	\$ 37,107	\$ -
OYA Instruction Supplemental Contract	229	\$ -	\$ 3,148.12	\$ 3,148.12	\$ -	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ -	\$ 6,108.63	\$ (6,108.63)	\$ 30,250	\$ 8,002.71
SBDC State Grant	231	\$ -	\$ -	\$ 7,399.38	\$ (7,399.38)	\$ 24,804	\$ 7,094.18
SBDC Program Income	232	\$ 12,432.20	\$ 1,855.00	\$ 50.00	\$ 14,237.20	\$ 7,653	\$ -
SBDC - EDC Fund	235	\$ -	\$ -	\$ 21,744.85	\$ (21,744.85)	\$ 100,620	\$ 25,888.53
SBDC USDA RBEG	236	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 480.70
TEC Perkins Reserve Fund	243	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TEC Perkins Basic Grant	244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Assistance	250	\$ 1,972.89	\$ 30.00	\$ 340.00	\$ 1,662.89	\$ 2,500	\$ -
Work Keys Mini Grant	251	\$ 1,732.72	\$ -	\$ 21.50	\$ 1,711.22	\$ 800	\$ -
Bay City Rental	260	\$ 3,490.13	\$ -	\$ -	\$ 3,490.13	\$ -	\$ 1,177.06
Career Readiness Certificate	270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
First Term to First Year Persistence	271	\$ 3,987.29	\$ -	\$ -	\$ 3,987.29	\$ -	\$ -
Statewide Distance Learning System Development	272	\$ 36,118.78	\$ -	\$ 35,232.93	\$ 885.85	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 1,049,862.39	\$ 1,251.26	\$ -	\$ 1,051,113.65	\$ 60,000	\$ -
Timber Tax Reserve Fund	291	\$ -	\$ -	\$ -	\$ -	\$ 283,204	\$ -
Strategic Initiative Fund	295	\$ 1,476,022.49	\$ 1,825.78	\$ 94,611.00	\$ 1,383,237.27	\$ 94,611	\$ 46,200.00
Capital Construction Due Diligence Grant	296	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,400.00
<b>Total Special Fund</b>		<b>\$ 2,629,961.80</b>	<b>\$ 27,782.56</b>	<b>\$ 215,318.15</b>	<b>\$ 2,442,426.21</b>	<b>\$ 964,549</b>	<b>\$ 138,530.44</b>

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 9/30/2011
Total of Grants that borrow from the General Fund	\$ (39,536.86)	\$ 37,568.78	\$ -	\$ (77,105.64)
Total of Grants that are not borrowing from the General Fund	\$ 2,481,963.07	\$ 621.25	\$ -	\$ 2,481,341.82
<b>Total Special Fund</b>	<b>\$ 2,442,426.21</b>	<b>\$ 38,190.03</b>	<b>\$ -</b>	<b>\$ 2,404,236.18</b>

	Fund No.	Beginning Working Capital	2011-2012 Revenue	2011-2012 Expenditures	Ending Working Capital	2011-2012 Spendable Budget	2010-2011 Prior Year Expenditures
Community Education	310	\$ 931.43	\$ 1,660.00	\$ 433.28	\$ 2,158.15	\$ 7,695	\$ 1,101.27
Bookstore	320	\$ 45,173.90	\$ 87,627.68	\$ 97,371.63	\$ 35,429.95	\$ 204,286	\$ 96,739.19
Customized Training Projects	330	\$ 11,487.32	\$ -	\$ 446.25	\$ 11,041.07	\$ 10,826	\$ -
Culinary & Hospitality Program	340	\$ 1,850.08	\$ 493.80	\$ 711.51	\$ 1,632.37	\$ 8,275	\$ 910.32
<b>Total Enterprise Fund</b>		<b>\$ 59,442.73</b>	<b>\$ 89,781.48</b>	<b>\$ 98,962.67</b>	<b>\$ 50,261.54</b>	<b>\$ 231,082</b>	<b>\$ 98,750.78</b>
PERS Pension Bond Fund	410	\$ 12,024.61	\$ 26,711.63	\$ 1,600.00	\$ 37,136.24	\$ 104,637	\$ 1,600.00
General Obligation Bond Fund	420	\$ (5,083.45)	\$ 6,069.09	\$ -	\$ 985.64	\$ 651,838	\$ -
<b>Total Debt Service Fund</b>		<b>\$ 6,941.16</b>	<b>\$ 32,780.72</b>	<b>\$ 1,600.00</b>	<b>\$ 38,121.88</b>	<b>\$ 756,475</b>	<b>\$ 1,600.00</b>
Building Reserve Fund	510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Campus Construction Fund - GO Bonds	520	\$ 1,898,457.53	\$ 2,400.18	\$ 17,426.40	\$ 1,883,431.31	\$ 996,000	\$ 57,763.58
Campus Construction Fund - State Match	530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
THS Vocational Bldg Remodel - Stimulus	540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Projects Fund</b>		<b>\$ 1,898,457.53</b>	<b>\$ 2,400.18</b>	<b>\$ 17,426.40</b>	<b>\$ 1,883,431.31</b>	<b>\$ 996,000</b>	<b>\$ 57,763.58</b>
Associated Students of TBCC	710	\$ 3,687.00	\$ 682.80	\$ 219.68	\$ 4,150.12	\$ 8,300	\$ 1,251.57
Phi Theta Kappa Honorary Society Fund	720	\$ 267.18	\$ 670.40	\$ 368.98	\$ 568.60	\$ 5,275	\$ 832.07
<b>Total Agency Fund</b>		<b>\$ 3,954.18</b>	<b>\$ 1,353.20</b>	<b>\$ 588.66</b>	<b>\$ 4,718.72</b>	<b>\$ 13,575</b>	<b>\$ 2,083.64</b>
Tuition Waivers	831	\$ 13,379.00	\$ 21,000.00	\$ 4,114.00	\$ 30,265.00	\$ 21,000	\$ 3,787.00
Board Scholarships	832	\$ 127,374.87	\$ 100,000.00	\$ 1,275.00	\$ 226,099.87	\$ 123,525	\$ 2,160.00
Institutional Work Study	833	\$ 594.75	\$ 29,000.00	\$ 4,482.77	\$ 25,111.98	\$ 29,000	\$ 4,338.48
Foundation Scholarships	834	\$ -	\$ 2,212.75	\$ 2,212.75	\$ -	\$ 100,000	\$ -
Non-Institutional Scholarships	840	\$ 3,034.25	\$ 26,790.75	\$ 679.50	\$ 29,145.50	\$ 35,000	\$ 671.75
<b>Total Financial Aid Fund</b>		<b>\$ 144,382.87</b>	<b>\$ 179,003.50</b>	<b>\$ 12,764.02</b>	<b>\$ 310,622.35</b>	<b>\$ 308,525</b>	<b>\$ 10,957.23</b>

Agenda Item 5.C - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended September 2011

25.00% 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)		\$ 776,303			\$ 2,504,288			\$ 1,126			\$ 27,746	
Beginning Fund Balance	\$ 982,678	\$ 733,558	74.65%	\$ 2,487,093	\$ 2,629,962	105.74%	\$ 2,500	\$ 931	37.24%	\$ 30,000	\$ 45,174	150.58%
<b>Resources</b>												
State Aid	\$ 865,821	\$ 216,594	25.02%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 25,000	\$ -	0.00%	\$ 826,211	\$ 22,446	2.72%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,046,305	\$ 485,989	46.45%	\$ 5,000	\$ 1,855	37.10%	\$ 7,000	\$ 1,660	23.71%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,020,018	\$ 9,480	0.93%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 3,000	\$ 959	31.97%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 200,000	\$ 87,628	43.81%
Interest	\$ 4,000	\$ 970	24.25%	\$ 10,500	\$ 3,077	29.30%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 6,500	\$ 1,890	29.08%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,500	\$ 1,292	17.23%	\$ 2,000	\$ 405	20.25%	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 473,174	\$ 97,681	20.64%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 3,451,318</b>	<b>\$ 814,855</b>	<b>23.61%</b>	<b>\$ 844,711</b>	<b>\$ 27,783</b>	<b>3.29%</b>	<b>\$ 7,000</b>	<b>\$ 1,660</b>	<b>23.71%</b>	<b>\$ 201,000</b>	<b>\$ 87,628</b>	<b>43.60%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,633,878	\$ 554,491	21.05%	\$ 393,605	\$ 65,648	16.68%	\$ 4,725	\$ 433	9.16%	\$ 43,077	\$ 10,793	25.06%
Operating Expenditures	\$ 976,431	\$ 210,257	21.53%	\$ 108,135	\$ 52,444	48.50%	\$ 2,450	\$ -	0.00%	\$ 158,050	\$ 86,134	54.50%
Capital Outlay	\$ 56,000	\$ 34,083	60.86%	\$ 8,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 266,600	\$ 177,393	66.54%	\$ 468,235	\$ 97,226	20.76%	\$ 520	\$ -	0.00%	\$ 2,159	\$ 446	20.66%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ 50,000	\$ -	0.00%	\$ 2,313,029	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,982,909</b>	<b>\$ 976,224</b>	<b>24.51%</b>	<b>\$ 3,291,004</b>	<b>\$ 215,318</b>	<b>6.54%</b>	<b>\$ 7,695</b>	<b>\$ 433</b>	<b>5.63%</b>	<b>\$ 204,286</b>	<b>\$ 97,373</b>	<b>47.67%</b>
Ending Fund Balance	\$ 451,087	\$ 572,189		\$ 40,800	\$ 2,442,427		\$ 1,805	\$ 2,158		\$ 26,714	\$ 35,429	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 458,178			\$ 38,190			\$ -			\$ 552	
Inventories		\$ 3,203			\$ -			\$ -			\$ 20,655	
NET EFFECT ON CASH		\$ (461,381)			\$ (38,190)			\$ -			\$ (21,207)	
Liabilities												
Accounts Payable		\$ 112,635			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ 76,660			\$ -			\$ -			\$ -	
Payroll		\$ 89,405			\$ -			\$ -			\$ 3,796	
NET EFFECT ON CASH		\$ 278,700			\$ -			\$ -			\$ 3,796	
NET ADJUSTMENTS		\$ (182,681)			\$ (38,190)			\$ -			\$ (17,411)	
ENDING CASH BALANCE		\$ 389,508			\$ 2,404,237			\$ 2,158			\$ 18,018	

Agenda Item 5.C - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended September 201  
 25.00% 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)		\$ 10,103			\$ 1,785			\$ (2,160)			\$ 1,898,458	
Beginning Fund Balance	\$ -	\$ 11,487	0.00%	\$ 3,000	\$ 1,850	0.00%	\$ 4,000	\$ 6,941	173.53%	\$ 1,900,000	\$ 1,898,458	99.92%
<b>Resources</b>												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 10,826	\$ -	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%	\$ 650,988	\$ 6,059	0.93%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 5,275	\$ 494	9.36%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 900	\$ 11	1.22%	\$ 7,500	\$ 2,400	32.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 110,000	\$ 26,711	24.28%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	\$ 10,826	\$ -	0.00%	\$ 5,275	\$ 494	9.36%	\$ 761,888	\$ 32,781	4.30%	\$ 7,500	\$ 2,400	32.00%
<b>Expenditures</b>												
Salaries and Wages	\$ 6,316	\$ 191	3.02%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 34,080	\$ 6,370	18.69%
Operating Expenditures	\$ 4,170	\$ 245	5.88%	\$ 8,275	\$ 712	8.60%	\$ 1,600	\$ 1,600	100.00%	\$ 960,000	\$ 11,056	1.15%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 754,875	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 340	\$ 10	2.94%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,920	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	\$ 10,826	\$ 446	4.12%	\$ 8,275	\$ 712	8.60%	\$ 756,475	\$ 1,600	0.21%	\$ 996,000	\$ 17,426	1.75%
Ending Fund Balance	\$ -	\$ 11,041		\$ -	\$ 1,632		\$ 9,413	\$ 38,122		\$ 911,500	\$ 1,883,432	
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	\$ 11,041	\$ 11,041		\$ 1,632	\$ 1,632		\$ 38,122	\$ 38,122		\$ 1,883,432	\$ 1,883,432	



Agenda Item 5.C - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended September 201  
 25.00% of Budget Period Expended

	Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 3,954		\$ 144,383		
Beginning Fund Balance	\$ 2,000	\$ 3,954	197.70%	\$ 145,285	\$ 144,383	0.00%
<b>Resources</b>						
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 6,300	\$ 670	10.63%	\$ 133,000	\$ 29,004	21.81%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 6,600	\$ 683	10.35%	\$ 150,000	\$ 150,000	100.00%
<b>Total Revenues</b>	<b>\$ 12,900</b>	<b>\$ 1,353</b>	<b>10.49%</b>	<b>\$ 283,000</b>	<b>\$ 179,004</b>	<b>63.25%</b>
<b>Expenditures</b>						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 13,575	\$ 589	4.34%	\$ 308,525	\$ 12,764	4.14%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 13,575</b>	<b>\$ 589</b>	<b>4.34%</b>	<b>\$ 308,525</b>	<b>\$ 12,764</b>	<b>4.14%</b>
Ending Fund Balance	\$ 1,325	\$ 4,718		\$ 119,760	\$ 310,623	
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		\$ 4,718			\$ 310,623	

**\$ 5,063,489**

Cell: A10

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

Cell: A35

Comment: Note 2. Contingency in the General Fund and Enterprise Fund and Reserves in Special Fund.

Cell: A49

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

## Board Effectiveness

### **RECOMMENDATION**

Information only – no action requested.

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

This month's iPad application focus will be practical pointers to better utilize the applications on the iPad for the Board. Sheryl Neu will share short cuts such as copy and paste and how to get all caps.



## Department of Community Colleges and Workforce Development Update

### **RECOMMENDATION**

Information only – no action requested.

### **BACKGROUND INFORMATION**----- Commissioner Camille Preus

Commissioner Preus will share current legislative and department initiatives that are affecting community colleges in Oregon.



# OSBA Elections

## **RECOMMENDATION**

Approve voting on OSBA resolutions and candidate.

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

OSBA elections will be held Nov. 14 - Dec. 15. TBCC is voting for one OSBA Coast Board member and two resolutions. Attached is information on the two resolutions.

Here is a screen shot of the official ballot:

Here is a link to the Candidate information:

[Greg Kintz from Vernonia 47J, Position 14 \(North Coast Region\)](#)





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**Amends the Constitution to Allow OSBA Legislative Policy Committee to Override Membership-Approved Legislative Policies and Priorities**

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**BACKGROUND:**

The OSBA Legislative Policies and Priorities (P/Ps) comprise OSBA’s biennial legislative agenda. The priorities are OSBA’s proactive legislative agenda, and the policies are the blueprint for OSBA’s position on a range of issues. The P/P document’s purpose is to clearly articulate OSBA’s views to members and legislators in advance of and during legislative sessions. The P/P document is developed by the OSBA Legislative Policy Committee (LPC) and approved by the membership, providing the OSBA legislative team with a consensus document and tool to present a consistent Association position on issues.

With the advent of the annual legislative session, the OSBA Board of Directors deemed it prudent to devise a mechanism that allows a controlled degree of flexibility for changes to the legislative agenda during the biennium.

**PROPOSED PROCESS:**

**The following resolution amends OSBA’s existing policy and priority development and approval process to allow greater flexibility by allowing the LPC to change the legislative agenda previously approved by the membership:**

Beginning in January of an odd-numbered year (the year following OSBA’s year-long development process of legislative policies for the biennium), the OSBA’s policy and priority document, as approved by the members in December of the previous year, may be changed through the following procedure:

1. Any OSBA member board or OSBA legislative staff presents the proposed change in writing to his/her OSBA LPC regional representative. The proposal must state the desired change, with a brief rationale statement accompanying it in writing.
2. The LPC member forwards the proposal to the LPC Chair.
3. Upon receipt, the LPC Chair has up to 10 business days to:
  - forward the proposal to the LPC and convene a meeting of its members for discussion/action on the proposal.
  - Upon motion and second by LPC members for approval of the proposed change, the LPC Chair shall call for a vote of the LPC. The vote may be taken through virtual communications or by conference call. Approval by 3/4 of the total voting members of LPC is required for passage.

## **RESOLUTION:**

**WHEREAS**, the OSBA Board of Directors have assessed the Legislative Policy and Priority development process and have determined that some change is needed; and

**WHEREAS**, the OSBA Board of Directors deemed it prudent, with the advent of the annual legislative session, to devise a mechanism that allows a controlled degree of flexibility for changes to the legislative agenda during the biennium .

**NOW, THEREFORE, BE IT RESOLVED** that Article 7, Section 2 of the OSBA Constitution be amended as follows:

**Legislative Policy Committee:** The legislative policy committee (LPC) shall be composed of the voting members of the board of directors of the association and regional representatives elected by procedures outlined in Articles 9 and 10. The vice president of the board shall chair the committee.

The LPC shall develop legislative policies which are recommended to and approved by the membership at the annual meeting and may act on behalf of the association in accordance with those policies.

A policy or priority may be changed by the LPC after adoption by the membership. Any OSBA member board may propose a change to the policies and priorities in writing to their regional LPC representative. The proposal must state the desired change with a brief statement of rationale. Any Legislative staff member, upon approval of the Executive Director, may propose a change to the policies and priorities in writing to the LPC chair. The LPC representative or Legislative staff member must forward the proposed change to the LPC chair. Upon receipt of the proposal, the LPC chair has up to ten business days to forward the proposal to the LPC and convene a meeting of its members for discussion and action. This meeting and any action on the proposal may take place under the same meeting and election rules used for any other business of the Board except that approval by 3/4 of the total voting members of the LPC is required for passage.

The LPC also advises the executive director and staff during legislative sessions.



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**Elections – Amends the Constitution to allow consecutive terms for the secretary/treasurer**

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**WHEREAS**, the OSBA Board of Directors have assessed the terms to which the association’s officers are elected and have determined that some change is needed; and

**WHEREAS**, the OSBA Board of Directors recommends that the association’s constitution be amended to allow the person elected to the position of secretary-treasurer to be re-elected to that position and serve up to two consecutive one-year terms.

**NOW, THEREFORE, BE IT RESOLVED** that Article 10, Section 2 of the OSBA Constitution be amended as follows:

The terms of office for officers shall be one calendar year and until their successors are elected and qualified. The terms of office for board of director members shall be staggered and shall be for two calendar years and until their successors are elected and qualified. The terms of office for regionally elected members of the legislative policy committee shall be two calendar years. No officer **except the secretary-treasurer** shall serve two consecutive terms in the same office unless the director completed a term for another officer who was unable to complete a term and is then voted into the same position the following year. **The secretary-treasurer may serve up to two consecutive one-year terms.**

*Submitted by: OSBA Policy Committee*



## Strategic Planning and Accreditation

### **RECOMMENDATION**

Information only – no action requested.

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

The visit from the NWCCU Evaluation Committee on October 19-21 went very well. The Commendations and Recommendations are attached. Dean Gates and President Green will be prepared to answer questions at the Board meeting. The next steps will be for the Evaluation Committee to complete a report on the visit that TBCC will review for factual errors. The final report is forwarded to the Commission and then the Committee chair, Dr. Sandra Fowler-Hill, and TBCC representatives will appear before the Commission at its January 2012 meeting. TBCC will be informed of the Commission's decision later in January. We anticipate that the decision will be continued Candidacy with a final visit in fall of 2013. We also anticipate that the report we should receive in the next few weeks will include more details and suggestions that will help TBCC in planning for the near future and addressing the Recommendations from the Evaluation Committee.



## Commendations and Recommendations

### Commendations:

1. The Evaluation Committee commends Tillamook Bay Community College for the extraordinary accomplishment of designing, completing, and fully embracing the new building, which provides a transformative environment for teaching and learning, acknowledged by the appreciation of faculty, staff, students and the community.
2. The Evaluation Committee commends TBCC faculty and staff for their collaboration, dedication to the mission of the College, and commitment to the lives of their students.
3. The Evaluation Committee commends TBCC's faculty and administration on developing an ongoing, systematic collection and analysis of student learning outcome data at the course, program and institutional level.
4. The Evaluation Committee commends the faculty and students on the enthusiastic embrace of the new library and the incorporation of its resources and services into teaching and learning, as well as the library staff on the effective development of this new academic library and the administration on the substantive support of the resource.

### Recommendations:

1. The Evaluation Committee acknowledges the work that has been done and recommends that TBCC continue to regularly evaluate the adequacy of its resources, capacity, and effectiveness of operations to document its ongoing potential to (independently) fulfill its mission, accomplish its core theme objectives, and achieve the goals or intended outcomes of its programs and services, wherever offered and however delivered (Standard 5.B.1.)
2. The Evaluation Committee recommends that Tillamook Bay Community College develop a comprehensive physical master plan based on the institution's mission, core theme objectives, and goals of programs and services. (Standard 2.G.3)
3. The Evaluation Committee acknowledges the work that has been done and recommends that TBCC continue and complete comprehensive planning processes that are informed by the collection of appropriately defined data that are analyzed and used to evaluate fulfillment of the college's mission (Standard 3.A.3.)

## 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 new 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

Policy 302, "Affirmative Action, Equal Opportunity" is being presented for second reading and approval.

Board Policies 109, 203, 210 and 216 are being presented for first reading and review.

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

Policy 302 is being presented for second reading and approval. This is the current Affirmative Action, Equal Opportunity policy that is being updated to include reference to the new Affirmative Action / Equal Employment Opportunity Plan.

Board Policy 109 is a new policy that addresses College Advancement and Foundation. With the increased activities in the Foundation there is need to have the role of the Foundation covered in policy.

Board Policy 203 is a combination of policies 203, 205, 206 and 207 as well as some new text, regarding a consistent primary method of communication for the College.

Board Policy 210 is being updated to address naming facilities.

Board Policy 216 is a new policy that addresses record keeping and file retention.

Following past practices, deleted text is struck through and new text is in bold.

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



Article No.: 302

Approved: ~~June 6 2011~~ *November 7, 2011 pending*

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 Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 794.

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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 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. **To those ends, TBCC maintains a Board adopted Affirmative Action Equal Employment Opportunity Plan as required by Federal law.**

**Once each biennium the plan is reviewed and adjustments are made as necessary to achieve desired outcomes.**

### 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, religion, color, national origin, disability, sex, sexual 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.

Article No.: 109

Approved: *Pending November 7, 2011*

Reference:

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Tillamook Bay Community College is committed to an active, coordinated program of fund raising including grant writing, cash solicitation, and noncash and deferred gifts. The College will participate in fund-raising efforts to improve programs and services that fall within our mission. Fund-raising efforts supplement the College's major revenue sources and allow for growth, innovation, and improved services. For the purpose of this document, fund raising will be defined as the following three activities:

A. Grants

Federal, state, local government, or private foundations. Funding organization requires formal written requests for funds.

B. Cash Solicitation

An individual, organization, or business in the form of a personal contact or letter requesting a cash gift.

C. Solicitation of Noncash and Deferred Gifts

Noncash gifts of real estate, equipment, art objects, securities, trusts, and insurance policies.

The Tillamook Bay Community College Foundation is an independent, nonprofit, 501(c) (3) tax-exempt charitable organization with the purpose of raising funds for the college. The Foundation plays a critical role in institutional advancement activities, and the college will work closely with the Foundation to enhance resource development efforts.

In addition to receiving support from the Foundation, the college may provide staffing for the Foundation or may, when it is mutually beneficial, make cash payments or other contributions to the Foundation.

To assist with communication and alignment of the mission of the College at least one member of the Board of Education will be appointed to the Foundation Board.

Article No.: 203 (combining policies 203, 205, 206 and 207)

Approved: ~~April 7, 2008~~ Pending first reading November 7, 2011

Reference:

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### **203.1 – COMMUNICATIONS AND PUBLIC RELATIONS (formerly 205.1)**

Tillamook Bay Community College is committed to developing and maintaining relationships with individuals, business, government and organizations served by the College. The purpose of the communications and public relations policy is to ensure that the college stakeholders are served by the College. The goals are to strengthen the College identity, maintain and market a consistent and positive image to the community as well as to meet the requirement of a public institution.

### **203.2- PUBLIC RELATIONS**

TBCC is an educational service oriented institution. It is the responsibility of all employees to provide accurate, up-to-date information in a friendly, positive manner. All requests for information should be processed in a timely manner. If the information is not easily available, every effort should be made to identify resources for information. All requests must be answered even if information is not available.

Favorable publicity is desired and necessary. To ensure that all public information is in accord with Board policy and administrative rules, it is essential that all such information intended for release to the public be routed through the College President or designee.

Prospective news releases may originate from any source connected with the College, including administrators, faculty and students. Proposed articles should be submitted to the College President or designee for approval.

### **203.3 - COMMUNICATION (new text)**

**Tillamook Bay Community College is responsible for communicating and disseminating a variety of information to students, employees and business partners. The College will utilize a consistent primary method for communications. The Communication Administrative Rule establishes the primary method of communication.**

### **203.4 – REPRESENTATION OF THE COLLEGE (formerly 206.1)**

Any time a staff member of the College makes a contact on official College business they should immediately identify themselves, their position with the College, and the purpose of the contact. At no time is a staff member acting as an agent of the College, to make contacts or call anonymously, or to deliberately misrepresent the purpose of the call or contact.



Article No.: 203 (combining policies 203, 205, 206 and 207)

Approved: ~~April 7, 2008~~ *Pending first reading November 7, 2011*

Reference:

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**203.5 – PUBLICATIONS (formerly 207.1)**

The College Catalog, Schedule of Classes, Board Policy Manual, Faculty Handbook, Student Handbook, student publications, brochures, and website will be governed by College Administrative Rules.

**203.6 - PUBLIC POSTERS AND NOTICES (formerly 203.1)**

Public posters, flyers, notices, etc., are permitted on designated public bulletin boards only, subject to administrative rules.

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### 210.1 USE OF FACILITIES

It shall be the policy of Tillamook Bay Community College to utilize its facilities for College purposes. When facilities are not in use for college-related purposes, the facilities will be made available to the public. Priority categories of users are as follows:

- A. College instructional and board activities
- B. College meetings and events
- C. Nonprofit organizations
- D. Private organizations' events

The College shall maintain an Administrative Rule governing the use of College facilities. The College President may deny or limit the use of College facilities, within the applicable federal and state laws, to any individual or group unable, or unwilling, to comply with the Administrative Rule.

### 210.2 NAMING FACILITIES

**When the TBCC Board of Education determines that it is in the best interests of the college to do so, it may approve a name for an existing or new building or facility. Names considered by the board shall be from recommendations made by the college president. Recommended names may honor an individual, family or organization who has demonstrated an extraordinary commitment or who makes significant financial gifts to TBCC or may reflect a function, location, or geographic feature.**

**The naming of facilities shall not set precedent and shall not diminish the free discretion of future boards to select names. The procedure for naming facilities shall be detailed in the College's Administrative Rules. Facilities will be named at a regular board meeting after a first reading at a prior regular board meeting.**

**College centers shall have "Tillamook Bay Community College" incorporated into each center's name whereas the Third Street campus is officially designated as "Tillamook Bay Community College"**

Article No.: 216

Approved: *Pending November 7, 2011*Reference: OAR 166-450-000

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All Tillamook Bay Community College employees have an important role in keeping the information and records we receive from students, customers, and employees safe and protected. Each employee shall take steps to protect records within their control and shall dispose of records in the appropriate manner, whether by recycling or destruction, and in accordance with college record retention requirements. The Oregon State Archivist grants authorization to Oregon government agencies, in the form of records retention schedules, for the retention or disposition of public records in their custody. General Records Retention Schedules published as Oregon Administrative Rule 166-450-0000 provide state and local agencies with the lawful authority to destroy or otherwise dispose of commonly occurring public records. Tillamook Bay Community College shall create Administrative Rules which set minimum record retention limits within all applicable laws and best practices, which meet or exceed the Oregon State Archivist guidelines for community college records.

## Facilities

### RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- Dean Ellison

- Central Campus



## Capital Construction Projects

### **RECOMMENDATION**

Information only – no action requested.

**BACKGROUND INFORMATION**----- Executive Director of the Foundation  
and College Advancement Jon Carnahan

- North County Distant Learning Center update
- South County Distant Learning Center update and timeline for construction



## Personnel

### RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Green

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
IMT Faculty	July 30, 2011	January 2012	Position Filled	Lori Gates	Jim Carlin
EDC/SBDC Consultant(s)			Personal Services Contract	Dan Biggs	
Financial Aid and Enrollment Specialist	October 24, 2011	January 2012		Michele Burton	



## Announcements and General Information

### **RECOMMENDATION**

Information only – no action requested.

**BACKGROUND INFORMATION**----- President Green  
TBCC has assisted in encouraging other colleges to go tobacco-free by helping the Oregon Health Authority create informational brochures. Attached is a copy of the final product.

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

- November 10, 2011: Annual Tillamook Bay Community College Foundation Mildred Davy Memorial Luncheon.





## Our Path to Tobacco-free

In December 2009—with input from students, staff, faculty, the local medical community and the general public—the board of Tillamook Bay Community College adopted a policy to make the campus tobacco-free. The board further directed staff to create administrative rules relating to the management of the policy, to include tobacco education programs and dissemination about proven cessation treatment options.

Then-college president Jon Carnahan had participated in a similar process at another community college, and had sat on the boards of three different hospitals during the processes that converted them to tobacco-free campuses. So, he came to Tillamook Bay Community College understanding the benefits of a tobacco-free policy and was already moving in that direction when the decision was made to build a new facility in Tillamook, providing the perfect opportunity to adopt the new policy.

### Our Rationale

We understood the health reasons for going tobacco-free, and we believed that going tobacco-free on our campus was the right thing to do.

Fortunately, we were in the process of planning a new building. And we thought it made sense to change the policy before taking occupancy of the new building and before old behaviors become entrenched in our new facility.

### Preparation

We're a small community college, so the process involved was fairly straight-forward. The president facilitated a meeting with staff to discuss the possibility of going tobacco free. With buy-in from staff, the president took the policy recommendation to the board along with research data on the effects of exposure to secondhand smoke. The board also heard presentations from the local health department and others. Ultimately, the board approved the policy.

Tobacco users inquired about whether special accommodations would be made for them, such as the creation of a dedicated place for tobacco use on-campus. We decided against that, because it would have sent the wrong message (namely, that we were OK with tobacco use as long as we couldn't see it).

Even more valuable, we provided information to students about the health effects of smoking, and links to smoking cessation programs and providers for those who wanted to use the transition as an opportunity to finally quit.



## Challenges

Like any community college, we have adult students, and some of them have been using tobacco for a long time. So, getting them to adjust their behavior—let alone, to consider quitting—was a bit of a challenge.

The first problem we had was with cigarette butts. Tobacco users congregated just off-property and tended to litter the surrounding area with cigarette butts. To address this issue, we formed groups to pick them up, put them in clear jars and put them outside so people could see the litter they were leaving behind. We also purchased 500 pouches for smokers to use in collecting their cigarette butts rather than leaving them strewn on the ground.

Now, with self-policing—and occasionally with a reminder from someone on staff—the tobacco-free culture is a part of who we are. This allows our students, faculty and staff to work, learn and socialize free from exposure to deadly secondhand smoke.

## Advice

Pick the right time to make the change when you're most likely to be able to get the buy-in you need to move the policy forward. For us, the timing of the new building was helpful, but we would have gone tobacco-free regardless.

The other important piece of advice we would share is about the importance of relationships. If you do a good job building and maintaining relationships with faculty, staff, students, and the community, you'll be in a much stronger position to move a policy like this forward. You'll never get 100 percent agreement, so don't expect it. But if the relationships are strong, even those who don't necessarily agree will be more constructively involved in the process.

## The Outcome

We feel good about sending the message that we value the health of our students, our faculty, our staff, and the broader community. We're providing a campus not just for healthy learning, but for healthy living. And we're better preparing our students to succeed in other environments where smoking and tobacco use are likely to be prohibited.

From a practical standpoint, students and faculty report that they're relieved to not have to walk through clouds of smoke to get to and from their classes. And our maintenance crew tells us the campus is much cleaner. That's not the most important reason to make the policy change, but it does make a difference.

We love the way our new building looks and it still smells almost new after almost two years.