



Board of Education Meeting Agenda

Date:
Monday, April 2, 2012

Room #214
4301 Third Street, Tillamook, Oregon 97141

Time:
6:30 p.m.

<u>Item Description</u>	<u>Resource</u>
1. Call to Order • Acknowledge Guests -----	Chair Shaw
2. Approval of the Agenda -----	(Action) Chair Shaw
3. Invitation of Public Comment -----	Chair Shaw
<p>Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.</p>	
4. Approval of the March 5, 2012 Minutes -----	(Action) Chair Shaw
5. Reports:	
A. Oregon Community College Association Board Report -----	President Green and Director Swain
B. Financial Report -----	Comptroller Williams
C. Board Effectiveness -----	President Green
6. New Business	
A. 2012-2013 Tuition and Fee Schedule-----	(Action) Comptroller Williams
B. Academic Calendar-----	Dean Gates
C. 2011-2012 Organization, Finance and Legal Descriptions.-----	(Action) Comptroller Williams
D. Account Signers-----	(Action) Comptroller Williams
7. Standing Business:	
A. Strategic Planning and Accreditation-----	Dean Gates
B. Grants and Contracts-----	Comptroller Williams
8. Announcements and General Information -----	President Green
9. Invitation of Public Comment -----	Chair Shaw
10. Board Member Discussion Items -----	Chair Shaw
11. Executive Session -----	Chair Shaw
<p>A. 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 evaluating the President. 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 to consider the employment of a public officer. Neither session will be open to the public.</p>	
12. Adjournment -----	(Action) Chair Shaw

Approval of Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE MARCH MEETING.

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BACKGROUND INFORMATION ----- Chair Shaw



Invitation of Public Comment

RECOMMENDATION

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.

BACKGROUND INFORMATION ----- Chair Shaw



Approval of March 5, 2012 Minutes

RECOMMENDATION

MOTION TO APPROVE THE MARCH MINUTES.

BACKGROUND INFORMATION ----- Chair Shaw



**Board of Education
Meeting Minutes**

March 5, 2012
Central Campus, Room 214
2301 Third Street, Tillamook OR 97141

Directors Present: Deborah Lincoln (Interim Chair), Ann Swain, Bob Weitman and Rose Wharton.

Staff Present: Connie Green, Lori Gates, Kyra Williams Michele Burton, Sheryl Neu, and Molly Lattin

Call to Order – Contract Review Board:

Director Lincoln called the meeting to order at 6:35 PM

Approval of the Agenda:

A motion to approve the agenda was called by Director Wharton and seconded by Director Swain and carried.

Invitation of Public Comment:

There was no public comment at this time.

Approval of the February 6, 2012 Minutes: A motion was made by Director Weitman and seconded by Director Wharton to accept the minutes. The motion carried.

Reports:

Program/Partner Report: Tillamook Bay Community College's Criminal Justice Program (Agenda Item 5.A)

Dean Gates introduced Criminal Justice Program instructors Ed Wortman, Rockaway Beach Chief of Police, and Joel Stevens, Tillamook County Assistant District Attorney. Mr. Stevens has a Juris Doctor (JD) Degree from Willamette University and a Bachelors of Science in Political Science; he has been the Assistant District Attorney since 2008. Mr. Stevens teaches law-related and other courses. Chief Wortman has been teaching at Tillamook Bay Community College since 2009. Chief Wortman has an Associate's degree from Shoreline Community College and a Bachelors of Science from City University of Seattle; he has been Rockaway Beach Police Chief since 2007. Previously he was with the Port of Seattle Police. One benefit to TBCC students is that their instructors have a lot of experience in the fields they teach. TBCC offers certificate programs as well as degree programs for Criminal Justice. There are 32 Criminal Justice majors, making it the largest career and technical program of the college.

Mr. Stevens spoke about the fact that the Criminal Justice Program is an exceptional program; not only for the school, but the community as well. Mr. Stevens experiences that first hand because in his job he has the opportunity to work with all branches of Law Enforcement. In his classes, Mr. Stevens tries to focus on practical skills application; as well as hands on learning. He tries to incorporate at least one field trip per term.



Chief Wortman believes that Tillamook Bay Community College is the best facility he has ever taught in. According to Chief Wortman, criminal justice can be a very specialized field of study. One issue he has found while teaching criminal justice is fighting the media and all the shows that are popular on television. For that reason Chief Wortman tries to add a heavy dose of reality to his classes, emphasizing the fact that reality is not the same as TV. Chief Wortman was surprised to learn that fifty percent of applicants for law enforcement jobs on the coast are lost because of low test scores. They cannot pass the POST tests for reading, writing, and arithmetic. Criminal Justice is a highly competitive field, and very stringent on its standards of application. Chief Wortman tries to prepare his students for the application process. Chief Wortman also educates his students about the fact that criminal justice is not just Law Enforcement; there are many other jobs--Oregon Department of Fish and Wildlife, staff jobs, dispatch or corrections. The program has had a lot of successes--students who have completed the criminal justice program and are now working in Tillamook County in a criminal justice field.

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

Oregon Community College Association (OCCA) has not met in February because of the fast pace of this one month legislative session. There are weekly calls on the legislative session and the status of community college resources and bills that may affect community colleges. At the time of the Board Meeting the Legislative session was not over. What has happened so far: 10 million dollars has been set aside in emergency board funding for community colleges and OHSU to potentially be accessible if the revenue forecast continues to decrease. A 9.6 million dollar Capitol Construction bill for Community Colleges from lottery bonds was also approved with certain conditions. The major condition is that the State Treasury's office needs to submit a report by February 2013 assessing the use of lottery bonding for this purpose. Fortunately a report like this was submitted this February and will only need updating. The capital resources are split between the 17 community colleges in Oregon according to size. Tillamook Bay is allocated \$300,000, with a \$150,000 match. It is earmarked for an Agriculture/Natural Resources lab. Tillamook Bay Community College has six years to utilize these funds.

Another possible change is that Tillamook Bay Community College as of 2015 has the option to leave the Oregon Education Benefit Board. In the past if a College was included in the Oregon Educators Benefit Board coverage they were in for life. Now there is the possibility that you can leave the Oregon Education Benefit Board and join the Health Insurance Exchange instead. The college will need to study this option as it becomes more fully developed.

Financial Report (Agenda Item 5.C)

There was no Financials this month. In the April Board Meeting there will be financial reports for both February and March.



Board Effectiveness (Agenda Item 5.D)

The Board decided to skip this section because three Board members were missing. The topics for March will be covered in April.

New Business

2012-2013 Tuition and Fee Schedule (Agenda Item 6.A)

There is a proposed \$5 increase per credit for both In State and Out of State tuition. The \$5 increase will help cover the reductions from the Community College Support Fund. It appears that \$80 per credit will be near the middle for Oregon community colleges. It will also continue to assist in funding the First Class Scholar Program. President Green met with the First Class Scholars during winter term and the Board has received Thank You notes from them.

Standing Business

Strategic Planning and Accreditation (Agenda Item 7.A)

Tillamook Bay Community College has received the final official letter from the Northwest Commission on Colleges and Universities regarding TBCC's continued candidacy and the Fall 2013 Comprehensive Initial Accreditation Self-Evaluation. The letter directs TBCC to address Recommendations 1, 2 and 3 from the Fall 2011 Peer-Evaluation Report. Special attention is called to Recommendation 2 which states: "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." This is because Standard 2.G.3 explicitly requires that "the institution develops, implements, and reviews regularly a master plan for its physical development that is consistent with its mission, core themes, and long-range educational and financial plans." The current plan was put in place prior to the move to the new building, however, rather than address the facilities plan in isolation, plans are in place and preparations already underway to develop and align academic, technology, strategic enrollment management, and facilities plans into a comprehensive planning process (i.e., Strategic Plan) that will be brought to the Board in January 2013. All activities in the report and the many suggestions from the peer evaluation team will be addressed.

The Foundations of Excellence project is on schedule. The Planning and Steering Committee will begin reviewing Dimension Reports this month and will work with others as appropriate to create a Final Report that will include an implementation plan. The Planning and Steering Committee will also review Core Theme Indicators and Mission Fulfillment processes and data in the coming year. These two steps compliment each other and provide direction as master plans are developed.



Course and Curricula (Agenda Item 7.B)

The Faculty Curriculum Committee recommends the Board approve changes to the Green Technician Certificate and the Associate of Science Oregon Transfer in Business (ASOT-Business) Degree. The changes to the Green Technical Certificate include changing the following classes from 2 credits to 3 credits: GT 104 Electrical Systems Troubleshooting I, GT 110 Workplace Communications, and GT 113 Fluid Power. Another change will allow substitution of SP 111, SP 218 or SP 219 equivalent courses in place of GT 110, as well as the removal of 3 credits of electives from the certificate.

The ASOT-Business is a statewide transfer program. In order to better align the ASOT-Business with the Associate of Arts Oregon Transfer (AAOT), the following changes are proposed: Going from 12 credits in Arts and Letters to 3 courses; changing 12 credits Social Science with a minimum of 8 credits in Micro & Macroeconomics to 4 courses in Social Science with minimum of 2 courses in Micro & Macroeconomics; altering 12 credits of laboratory classes to 4 courses in Science including 3 courses of laboratory. Required MTH course can "double-dip" for 4th course; giving more options for Speech by including SP 112 and 113; also changing Distribution Requirements to Discipline Studies, as well as General Requirements to Foundational Requirements.

A motion to except the changes to the Green Technician Certificate was presented by Director Wharton and seconded by Director Swain; the motion passed.

A motion to except the changes for the Associate of Science Oregon Transfer in Business was presented by Director Weitman and seconded by Director Swain; the motion passed.

Grants and Contracts (Agenda Item 7.C)

There are no new Grants or Contracts to report.

Facilities (Agenda Item 7.D)

The new satellite facility at Nestucca High School is coming along though they have not broken ground yet. President Green, Jon Carnahan and leaders from Nestucca Valley School District went to review the new TBCC building for Nestucca. It is being fabricated inside and will be brought to the new location in April. The team was very pleased with the outcome.

Board Evaluation (Agenda Item 7.E)

A motion to approve the Board Self Evaluation was made by Director Wharton and seconded by Director Weitman. The motion passed.



President's Update (Agenda Item 7.F)

President Green would like to give provide information about campus and community in the President's Update section. Under the Announcements and General Information it would have key dates and facts for the Board.

President Green would like to propose that if there is nothing in a section on the docket then that section would be omitted for that month, when information becomes available the section would be re-added to the docket. The President and leadership team would ensure that the standing topics are always addressed as the docket is developed. President Green would also like to include the Leadership Team at the table during the Board Meetings. The Board agreed to both of these proposals.

With several staff openings at the College, President Green is making time to reassess all positions before they are replaced and spend some extra time making sure the college is utilizing the staffing resources in the best way possible. College Council and Leadership team have had several conversations. President Green has sent an invitation to all staff, as well as the Board to come and talk to her about where they see gaps, needs and ideas for better utilization of staff.

For the 47 people that have been laid off from the Creamery, Tillamook Bay Community College and the Creamery have come to an agreement to help those 47 individuals with up to three terms of college. There are two options; a TCCA Careers path and a Community Careers path. The TCCA Career path is a more industrial maintenance geared program. The Creamery will cover 60 percent of the cost and TBCC will cover the other 40 percent. The Community Careers path focuses more on community based programs such as healthcare or criminal justice. The Creamery will cover 40 percent, TBCC will cover 40 percent and the student will be responsible for the other 20 percent.

Announcements and General Information

Tillamook School District and Tillamook Bay Community College Boards of Directors will hold a joint work session on Monday, March 12, 2012, at 5:30 p.m. The meeting will be held at the Tillamook School District Administration Office, 2510 – 1st Street, Tillamook.

Spring break is March 26 to March 30.

Spring Term begins April 2, 2012.

In Service Day is April 17 and the college will be closed.

On March 13 from ten to noon, Oregon Ethics Division is providing a free session for board members and executives on Oregon Board Ethics. This is sponsored by the North County Recreation District.



Invitation of Public Comment

Michele Burton announced that the first day of Spring registration was the busiest day of registration at the college to date. There were over 100 individual registrations on that day.

Board Member Discussion Items

Director Lincoln shared that she went to a community meeting hosted by the Nestucca Valley Board of Education. The meeting was open to the public and Director Lincoln was very impressed with the amount of student involvement at the meeting. The purpose of the meeting was for the community to come up with ideas and policy or program directions they would like to see in their public k-12 schools. The Nestucca Valley School Board could not promise that any of those ideas would be implemented, but they did listen and were engaged.

Adjournment

A motion to adjourn the meeting was made by Director Wharton and was seconded by Director Swain. The motion passed and the meeting was adjourned at 7:55 PM



Oregon Community College Association Board Report

RECOMMENDATION

Information only – no action requested.

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

OCCA Board met on Friday March 23, 2012 at Southwestern Community College. The focus of the conversation was on the Achievement Compacts and the beginning discussion to set direction for the 2013 Legislative session.

The Achievement Compact forms that follow are ready for finalization by the Oregon Education Investment Board (OEIB). Statewide Achievement numbers provide context for College Individual Compacts. Below are the State and Tillamook Bay Community College numbers followed by definitions.



**Oregon Community Colleges
Statewide Achievement Compact Measures
Year One Draft**

	2010-11 Actual	Sub- Populations	2011-12 Projection	2012-13 Target
Are students completing?				
A. Adult high school diplomas/GEDs B. Certificates/Oregon Transfer Modules C. Associate degrees D. Total number of students transferring to a four-year institution (public, private, in-state, out-of-state) (2010-11) E. Program of Study – under development	A – 7,782 B – 3,899 C – 9,480 D –			
Are students making progress?				
A. Students in developmental writing or math who complete the course.	Writing: 13,569 (69%) Math: 52,749 (70%)			
B. Number of students who reach the 15 (30) CTE or lower division collegiate college level credit threshold in the year (cumulative credits in their record).	15: 41,698 30: 31,282			
C. Enrolled students passing a national licensure examination. (2009-10)	2,090 (92%)			
Are students making connections to and from college?				
Dual enrolled high school students	24,609			
Dual enrolled OUS students	7,249			
Students who transfer to OUS (2010-11)	18,416			
<i>Connection to Employment (Under Development)</i>				
<i>Additional college specific student outcome target(s)</i>				
Local Priorities:				



Investment: State and local investment in the District?

	2009-10	2010-11	2011-12
QEM Recommendations			
State Funding			
Other Funding			

Credential awarded to under-represented populations	Total Certificates & Transfer Modules	Total Associates Degrees	Total Transfers
Black	53	169	
Hispanic/Latino	281	633	
Native American	55	129	
Pacific Islander	*	25	
Two or more races	39	48	
Pell Recipient	1,216	3,536	

*Cell sizes of 6 or less are suppressed in compliance with FERPA regulations



Tillamook Bay Community College Achievement Compact Measures
Year One Draft

	2010-11 Actual	Sub- Populations	2011-12 Projection	2012-13 Target
Are students completing?				
A. Adult high school diplomas/GEDs B. Certificates/Oregon Transfer Modules C. Associate degrees D. Total number of students transferring to a four-year institution (public, private, in-state, out-of-state) (2010-11) E. Program of Study – under development	A - 43 B - 9 C - 23 D -			
Are students making progress?				
A. Students in developmental writing or math who complete the course.	Writing: 38 (97%) Math: 66 (67%)			
B. Number of students who reach the 15 (30) CTE or lower division collegiate college level credit threshold in the year (cumulative credits in their record).	15: 190 30: 154			
C. Enrolled students passing a national licensure examination. (2009-10)	unreported			
Are students making connections to and from college?				
Dual enrolled high school students	91			
Dual enrolled OUS students	0			
Students who transfer to OUS (2010-11)	68			
<i>Connection to Employment (Under Development)</i>				
<i>Additional college specific student outcome target(s)</i>				
Local Priorities:				



Investment: State and local investment in the District?

	2009-10	2010-11	2011-12
State Funding			
Other Funding			

Credential awarded to under-represented populations	Total Certificates & Transfer Modules	Total AAS Degrees	Total Transfers
Black	0	0	
Hispanic/Latino	0	0	
Native American	0	0	
Pacific Islander	0	0	
Two or more races	0	0	
Pell Recipient	*	0	

*Cell sizes of 6 or less are suppressed in compliance with FERPA regulations



COMMUNITY COLLEGE ACHIEVEMENT COMPACT DEFINITIONS

ARE STUDENTS COMPLETING

A. Adult high school diplomas/GEDS

The total number of adult high school diplomas as reported to *OCCURS* for each community college added to the total number of GEDs awarded at each of the GED testing centers associated with the specific community college as reported to TOPSPro.

B. Certificates/Oregon Transfer Modules

The total number of certificates and modules reported to the *Completions* data collection in *OCCURS* for each community college including:

1. Oregon Transfer Module
2. CTE certificates requiring less than a year of course work to more than 2 years of course work
3. Certificates associated with apprenticeships
4. Career Pathway Certificates of Completion

C. Associate Degrees

The total number of associate degrees reported to the *Completions* data collection in *OCCURS* for each community college including:

1. Associate of Arts Oregon Transfer
2. Associate of General Studies
3. Associate of Science
4. Career and Technical Education Associate of Science
5. Career and Technical Education Associate of Applied Science
6. Associate of Applied Science: Apprentice

D. Total number of students transferring to a four-year institution (public, private, in-state, out-of-state)

The total number of students who took courses during the *2009-10* academic year at the associated community college and then took at least 1 course for credit as an undergraduate at any 4-year institution in the *2010-11* academic year as determined by the National Student Clearing House Database and OUS data match.



E. Program of Study (*under development*)

ARE STUDENTS PROGRESSING

A. Percentage of students in remedial writing or math who complete the course

The total number of remedial writing or math courses each student passed (a grade of C or better) divided by the total number of writing or math courses each student took during the 2010-11 academic year as reported directly to OCCURS.

B. Total number of students who reach the 15 or 30 college level credit threshold during the academic year.

The total number of students who reached the 15 or 30 college-level credit threshold during the academic year was determined by counting all credits earned by a student during the 2010-11 academic year.

C. Number and percentage of students passing a national licensure examination.

The percentage of community college students passing a national licensure examination was determined by dividing the total number of students passing a licensure exam by the total number taking a national licensure exam for each community college, as reported in KPM #11: Licensing Certification Rates for the Department of Community Colleges and Workforce Development.

ARE STUDENTS MAKING CONNECTIONS TO AND FROM COLLEGE

A. Dual enrolled high school students (Dual Credit Students)

The total number of students enrolled in dual credit programs, two-plus-two programs, advanced placement programs and International Baccalaureate programs during the 2010-11 academic year.

B. Dual enrolled OUS students

The total number of students was determined as a count of students reported by the associated community college in OCCURS as being "Dual Enrolled".



C. Students who transfer to OUS

The total number of students who took courses during the 2009-10 academic year at the associated community college and then took at least 1 course for credit as an undergraduate at an OUS institution in the 2010-11 academic year. Calculations were completed on match data with the Oregon University System's database.

*** Sub-population determination: Racial and ethnicity sub-populations were determined by the race or ethnicity submitted to the student file in OCCURS for each community college. Pell recipient status was determined by submissions by each community college to OCCURS. A student was considered a Pell Grant recipient for the entire year if they received a Pell Grant for at least 1 academic term during the 2010-11 school year.*



Financial Report

RECOMMENDATION

Information only – no action requested.

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



Agenda Item 5.B. Attachment #1
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended January 2012
58.33% of fiscal year elapsed

	FY 2010-2011			FY 2011-2012		
	Annual Budget	01/31/11 Actual	Percentage of Budget	Annual Budget	12/31/11 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 1,130,471	\$ 1,082,233.18	95.73%	\$ 982,678	\$ 746,566.15	75.97%
State	\$ 807,629	\$ 587,400.88	72.73%	\$ 865,821	\$ 648,412.52	74.89%
Property Taxes	\$ 971,401	\$ 861,268.23	88.66%	\$ 1,020,018	\$ 893,952.46	87.64%
Timber Taxes	\$ 302,579	\$ 51,780.83	17.11%	\$ -	\$ -	0.00%
Local Contract	\$ 22,900	\$ -	0.00%	\$ 25,000	\$ 27,250.00	109.00%
Tuition	\$ 635,539	\$ 588,047.20	92.53%	\$ 866,666	\$ 762,760.96	88.01%
Fees	\$ 146,174	\$ 109,252.00	74.74%	\$ 179,639	\$ 135,964.00	75.69%
Sale of Goods	\$ 3,500	\$ 2,700.00	77.14%	\$ 3,000	\$ 1,810.00	60.33%
Interest	\$ 5,000	\$ 3,206.04	64.12%	\$ 4,000	\$ 2,599.96	65.00%
Rental	\$ 500	\$ 4,240.00	0.00%	\$ 6,500	\$ 3,665.00	56.38%
Miscellaneous	\$ 8,000	\$ 4,092.84	51.16%	\$ 7,500	\$ 5,434.30	72.46%
Transfers	\$ 76,500	\$ 54,503.05	71.25%	\$ 473,174	\$ 101,715.91	21.50%
Repayment of Short-Term Loan	\$ 69,625	\$ -	0.00%	\$ -	\$ -	0.00%
Total resources	\$ 4,179,818	\$ 3,348,724.25	80.12%	\$ 4,433,996	\$ 3,330,131.26	75.10%
Expenditures						
Instruction	\$ 1,015,308	\$ 595,293.39	58.63%	\$ 1,439,310	\$ 680,451.66	47.28%
Instructional Support	\$ 378,626	\$ 205,064.03	54.16%	\$ 414,559	\$ 253,612.35	61.18%
Student Services	\$ 290,657	\$ 155,140.02	53.38%	\$ 356,831	\$ 166,748.20	46.73%
College Support	\$ 1,160,226	\$ 731,271.74	63.03%	\$ 1,076,027	\$ 666,711.42	61.96%
Plant Operation	\$ 413,112	\$ 191,653.07	46.39%	\$ 379,582	\$ 173,995.79	45.84%
Transfers	\$ 346,600	\$ 306,493.69	88.43%	\$ 266,600	\$ 215,794.89	80.94%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,654,529	\$ 2,184,915.94	59.79%	\$ 3,982,909	\$ 2,157,314.31	54.16%
Ending fund balance	\$ 525,289	\$ 1,163,808.31	221.56%	\$ 451,087	\$ 1,172,816.95	260.00%

Agenda Item 5.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended January 2012

	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	\$ -	\$ 25,474.99	\$ 33,389.74	\$ (7,914.75)	\$ 46,000	\$ 28,119.63
Tutor Grant	211	\$ -	\$ 6,931.93	\$ 8,210.98	\$ (1,279.05)	\$ 13,000	\$ 7,401.60
Sprint Yellow Pages Literacy Grant	215	\$ 2,498.62	\$ -	\$ 3.05	\$ 2,495.57	\$ 1,500	\$ 3.27
United Way Literacy Grant	216	\$ 6,470.26	\$ 750.00	\$ 113.00	\$ 7,107.26	\$ 2,000	\$ 400.00
Learning Standards Grant	219	\$ -	\$ -	\$ 90.72	\$ (90.72)	\$ -	\$ -
CASE Grant	223	\$ -	\$ 1,300.07	\$ 6,633.72	\$ (5,333.65)	\$ -	\$ -
Green LMI Implementation Grant	224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pathways Grant	225	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 9,999.79
Industrial Maintenance Tech	226	\$ 35,374.03	\$ 30,132.75	\$ 32,897.28	\$ 32,609.50	\$ 138,200	\$ 11,043.84
OYA Instruction Contract	227	\$ -	\$ 4,389.32	\$ 4,389.32	\$ -	\$ 56,300	\$ 20,254.76
SESP Oregon Green Tech Certificate	228	\$ -	\$ 4,498.20	\$ 4,893.32	\$ (395.12)	\$ 37,107	\$ 169.40
OYA Instruction Supplemental Contract	229	\$ -	\$ 3,148.12	\$ 3,148.12	\$ -	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ 16,175.89	\$ 17,800.38	\$ (1,624.49)	\$ 30,250	\$ 18,553.95
SBDC State Grant	231	\$ -	\$ 3,600.21	\$ 6,075.01	\$ (2,474.80)	\$ 24,804	\$ 18,082.54
SBDC Program Income	232	\$ 12,432.20	\$ 3,330.00	\$ 112.25	\$ 15,649.95	\$ 7,653	\$ -
SBDC - EDC Fund	235	\$ -	\$ 43,670.71	\$ 50,969.04	\$ (7,298.33)	\$ 100,620	\$ 60,130.79
SBDC USDA RBEG	236	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 480.70
Student Assistance	250	\$ 1,972.89	\$ 60.00	\$ 734.00	\$ 1,298.89	\$ 2,500	\$ 500.00
Work Keys Mini Grant	251	\$ 1,732.72	\$ -	\$ 80.50	\$ 1,652.22	\$ 800	\$ 21.50
Bay City Rental	260	\$ 3,490.13	\$ -	\$ -	\$ 3,490.13	\$ -	\$ 1,655.03
First Term to First Year Persistence	271	\$ 3,987.29	\$ -	\$ 3,987.29	\$ -	\$ -	\$ -
Statewide Distance Learning System Development	272	\$ 35,658.40	\$ 10,500.00	\$ 46,158.40	\$ -	\$ -	\$ -
OFAX Assess for Distance Learning	273	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 1,049,862.39	\$ 2,920.31	\$ -	\$ 1,052,782.70	\$ 60,000	\$ -
Timber Tax Reserve Fund	291	\$ -	\$ 55,888.28	\$ -	\$ 55,888.28	\$ 283,204	\$ -
Strategic Initiative Fund	295	\$ 1,476,022.49	\$ 4,113.93	\$ 94,611.00	\$ 1,385,525.42	\$ 94,611	\$ 46,200.00
Capital Construction Due Diligence Grant	296	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,400.00
Total Special Fund		\$ 2,629,501.42	\$ 221,884.71	\$ 319,297.12	\$ 2,532,089.01	\$ 964,549	\$ 237,416.80

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 1/31/2012
Total of Grants that borrow from the General Fund	\$ (26,410.91)	\$ 37,274.94	\$ -	\$ (63,685.85)
Total of Grants that are not borrowing from the General Fund	\$ 2,558,499.92	\$ -	\$ -	\$ 2,558,499.92
Total Special Fund	\$ 2,532,089.01	\$ 37,274.94	\$ -	\$ 2,494,814.07

	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	\$ 2,367.00	\$ 687.72	\$ 2,610.71	\$ 7,695	\$ 2,052.73
Bookstore	320	\$ 61,493.83	\$ 157,089.25	\$ 180,763.48	\$ 37,819.60	\$ 204,286	\$ 147,868.25
Customized Training Projects	330	\$ 11,487.32	\$ 2,400.00	\$ 1,571.98	\$ 12,315.34	\$ 10,826	\$ -
Culinary & Hospitality Program	340	\$ 1,850.08	\$ 4,284.76	\$ 5,460.73	\$ 674.11	\$ 8,275	\$ 4,208.60
Total Enterprise Fund		\$ 75,762.66	\$ 166,141.01	\$ 188,483.91	\$ 53,419.76	\$ 231,082	\$ 154,129.58
PERS Pension Bond Fund	410	\$ 12,255.17	\$ 62,295.86	\$ 40,618.73	\$ 33,932.30	\$ 104,637	\$ 41,083.03
General Obligation Bond Fund	420	\$ (5,083.45)	\$ 588,925.09	\$ 185,918.75	\$ 397,922.89	\$ 651,838	\$ 191,018.75
Total Debt Service Fund		\$ 7,171.72	\$ 651,220.95	\$ 226,537.48	\$ 431,855.19	\$ 756,475	\$ 232,101.78
Campus Construction Fund - GO Bonds	520	\$ 1,885,437.97	\$ 5,611.58	\$ 36,034.40	\$ 1,855,015.15	\$ 996,000	\$ 181,276.54
Total Capital Projects Fund		\$ 1,885,437.97	\$ 5,611.58	\$ 36,034.40	\$ 1,855,015.15	\$ 996,000	\$ 181,276.54
Associated Students of TBCC	710	\$ 3,687.00	\$ 3,502.80	\$ 4,858.38	\$ 2,331.42	\$ 8,300	\$ 4,192.08
Phi Theta Kappa Honorary Society Fund	720	\$ 267.18	\$ 4,296.64	\$ 2,417.16	\$ 2,146.66	\$ 5,275	\$ 1,466.53
Total Agency Fund		\$ 3,954.18	\$ 7,799.44	\$ 7,275.54	\$ 4,478.08	\$ 13,575	\$ 5,658.61
Tuition Waivers	831	\$ 13,379.00	\$ 21,000.00	\$ 12,165.50	\$ 22,213.50	\$ 21,000	\$ 9,238.50
Board Scholarships	832	\$ 127,374.87	\$ 100,000.00	\$ 73,381.50	\$ 153,993.37	\$ 123,525	\$ 42,810.96
Institutional Work Study	833	\$ 594.75	\$ 29,000.00	\$ 12,711.80	\$ 16,882.95	\$ 29,000	\$ 17,456.76
Foundation Scholarships	834	\$ -	\$ 49,464.10	\$ 49,464.10	\$ -	\$ 100,000	\$ 52,561.79
Non-Institutional Scholarships	840	\$ 3,034.25	\$ 40,978.50	\$ 32,252.33	\$ 11,760.42	\$ 35,000	\$ 20,770.35
Total Financial Aid Fund		\$ 144,382.87	\$ 240,442.60	\$ 179,975.23	\$ 204,850.24	\$ 308,525	\$ 142,838.36

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended January 2012

58.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 776,303			\$ 2,504,288			\$ 1,126			\$ 27,746	
Beginning Fund Balance	\$ 982,678	\$ 746,566	75.97%	\$ 2,487,093	\$ 2,629,501	105.73%	\$ 2,500	\$ 931	37.24%	\$ 30,000	\$ 61,494	204.98%
Resources												
State Aid	\$ 865,821	\$ 648,413	74.89%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 25,000	\$ 27,250	109.00%	\$ 826,211	\$ 210,710	25.50%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,046,305	\$ 898,725	85.90%	\$ 5,000	\$ 3,330	66.60%	\$ 7,000	\$ 2,367	33.81%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,020,018	\$ 893,952	87.64%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 3,000	\$ 1,810	60.33%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 200,000	\$ 156,605	78.30%
Interest	\$ 4,000	\$ 2,600	65.00%	\$ 10,500	\$ 7,034	66.99%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 6,500	\$ 3,665	56.38%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,500	\$ 5,434	72.45%	\$ 2,000	\$ 810	40.50%	\$ -	\$ -	0.00%	\$ 1,000	\$ 485	48.50%
Transfers	\$ 473,174	\$ 101,716	21.50%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,451,318	\$ 2,583,565	74.86%	\$ 844,711	\$ 221,884	26.27%	\$ 7,000	\$ 2,367	33.81%	\$ 201,000	\$ 157,090	78.15%
Expenditures												
Salaries and Wages	\$ 2,633,878	\$ 1,441,808	54.74%	\$ 393,605	\$ 116,395	29.57%	\$ 4,725	\$ 682	14.43%	\$ 43,077	\$ 25,162	58.41%
Operating Expenditures	\$ 976,431	\$ 460,171	47.13%	\$ 108,135	\$ 87,481	80.90%	\$ 2,450	\$ 6	0.24%	\$ 158,050	\$ 154,558	97.79%
Capital Outlay	\$ 56,000	\$ 39,540	70.61%	\$ 8,000	\$ 14,759	184.49%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 266,600	\$ 215,795	80.94%	\$ 468,235	\$ 100,662	21.50%	\$ 520	\$ -	0.00%	\$ 2,159	\$ 1,044	48.36%
Other budgetary accounts (Note 2)	\$ 50,000	\$ -	0.00%	\$ 2,313,029	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Total expenditures	\$ 3,982,909	\$ 2,157,314	54.16%	\$ 3,291,004	\$ 319,297	9.70%	\$ 7,695	\$ 688	8.94%	\$ 204,286	\$ 180,764	88.49%
Ending Fund Balance	\$ 451,087	\$ 1,172,817		\$ 40,800	\$ 2,532,088		\$ 1,805	\$ 2,610		\$ 26,714	\$ 37,820	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 193,227			\$ 37,275			\$ -			\$ -	
Inventories		\$ 3,187			\$ -			\$ -			\$ 39,033	
NET EFFECT ON CASH		\$ (196,414)			\$ (37,275)			\$ -			\$ (39,033)	
Liabilities												
Accounts Payable		\$ 24,295			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ 85,133			\$ -			\$ -			\$ -	
Payroll		\$ 114,670			\$ -			\$ -			\$ 5,854	
NET EFFECT ON CASH		\$ 224,098			\$ -			\$ -			\$ 5,854	
NET ADJUSTMENTS		\$ 27,684			\$ (37,275)			\$ -			\$ (33,179)	
ENDING CASH BALANCE		\$ 1,200,501			\$ 2,494,813			\$ 2,610			\$ 4,641	

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended January 2012

58.33% of Budget Period Expended

	Enterprise Fund - Customized Training			Enterprise Fund - Culinary & Hospitality			Debt Service Funds			Capital Projects Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 10,103			\$ 1,785			\$ (2,160)			\$ 1,898,458	
Beginning Fund Balance	\$ -	\$ 11,487	0.00%	\$ 3,000	\$ 1,850	0.00%	\$ 4,000	\$ 7,172	179.30%	\$ 1,900,000	\$ 1,885,438	99.23%
Resources												
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	\$ -	\$ 2,400	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 650,988	\$ 588,454	90.39%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 5,275	\$ 4,285	81.23%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 900	\$ 475	52.78%	\$ 7,500	\$ 5,612	74.83%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 110,000	\$ 62,292	56.63%	\$ -	\$ -	0.00%
Total Revenues	\$ 10,826	\$ 2,400	0.00%	\$ 5,275	\$ 4,285	81.23%	\$ 761,888	\$ 651,221	85.47%	\$ 7,500	\$ 5,612	74.83%
Expenditures												
Salaries and Wages	\$ 6,316	\$ 191	3.02%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 34,080	\$ 15,047	44.15%
Operating Expenditures	\$ 4,170	\$ 1,371	32.88%	\$ 8,275	\$ 5,461	65.99%	\$ 1,600	\$ 1,600	100.00%	\$ 960,000	\$ 20,987	2.19%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 754,875	\$ 224,937	29.80%	\$ -	\$ -	0.00%
Transfers	\$ 340	\$ 10	2.94%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,920	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 10,826	\$ 1,572	14.52%	\$ 8,275	\$ 5,461	65.99%	\$ 756,475	\$ 226,537	29.95%	\$ 996,000	\$ 36,034	3.62%
Ending Fund Balance	\$ -	\$ 12,315		\$ -	\$ 674		\$ 9,413	\$ 431,856		\$ 911,500	\$ 1,855,016	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ 51,942	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ (51,942)	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 3)	\$ -	\$ -		\$ -	\$ -		\$ 51,942	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ 51,942	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 12,315	\$ 12,315		\$ 674	\$ 674		\$ 431,856	\$ 431,856		\$ 1,855,016	\$ 1,855,016	

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended January 2012
 58.33% 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%
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	\$ 6,300	\$ 4,297	68.21%	\$ 133,000	\$ 90,443	68.00%
Transfers	\$ 6,600	\$ 3,503	53.08%	\$ 150,000	\$ 150,000	100.00%
Total Revenues	\$ 12,900	\$ 7,800	60.47%	\$ 283,000	\$ 240,443	84.96%
Expenditures						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 13,575	\$ 7,276	53.60%	\$ 308,525	\$ 179,975	58.33%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 13,575	\$ 7,276	53.60%	\$ 308,525	\$ 179,975	58.33%
Ending Fund Balance	\$ 1,325	\$ 4,478		\$ 119,760	\$ 204,851	
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		\$ 4,478			\$ 204,851	

\$ 6,211,755

Cell: A10

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

Cell: A33

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

Cell: A47

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

Agenda Item 5.B. Attachment #4
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended February 2012
66.67% of fiscal year elapsed

	FY 2010-2011			FY 2011-2012		
	Annual Budget	02/28/11 Actual	Percentage of Budget	Annual Budget	02/29/12 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 1,130,471	\$ 1,082,233.18	95.73%	\$ 982,678	\$ 746,566.15	75.97%
State	\$ 807,629	\$ 587,400.88	72.73%	\$ 865,821	\$ 648,412.52	74.89%
Property Taxes	\$ 971,401	\$ 870,026.18	89.56%	\$ 1,020,018	\$ 901,242.59	88.36%
Timber Taxes	\$ 302,579	\$ 115,542.74	38.19%	\$ -	\$ -	0.00%
Local Contract	\$ 22,900	\$ 22,900.00	0.00%	\$ 25,000	\$ 27,250.00	109.00%
Tuition	\$ 635,539	\$ 631,577.20	99.38%	\$ 866,666	\$ 761,152.56	87.83%
Fees	\$ 146,174	\$ 117,556.00	80.42%	\$ 179,639	\$ 135,600.00	75.48%
Sale of Goods	\$ 3,500	\$ 3,220.00	92.00%	\$ 3,000	\$ 2,375.00	79.17%
Interest	\$ 5,000	\$ 3,671.01	73.42%	\$ 4,000	\$ 2,966.64	74.17%
Rental	\$ 500	\$ 4,240.00	0.00%	\$ 6,500	\$ 5,165.00	79.46%
Miscellaneous	\$ 8,000	\$ 4,098.84	51.24%	\$ 7,500	\$ 5,437.30	72.50%
Transfers	\$ 76,500	\$ 55,571.63	72.64%	\$ 473,174	\$ 102,625.19	21.69%
Repayment of Short-Term Loan	\$ 69,625	\$ -	0.00%	\$ -	\$ -	0.00%
Total resources	\$ 4,179,818	\$ 3,498,037.66	83.69%	\$ 4,433,996	\$ 3,338,792.95	75.30%
Expenditures						
Instruction	\$ 1,015,308	\$ 682,882.26	67.26%	\$ 1,439,310	\$ 807,640.80	56.11%
Instructional Support	\$ 378,626	\$ 235,183.40	62.11%	\$ 414,559	\$ 289,298.95	69.78%
Student Services	\$ 290,657	\$ 176,405.95	60.69%	\$ 356,831	\$ 191,833.03	53.76%
College Support	\$ 1,160,226	\$ 815,120.59	70.26%	\$ 1,076,027	\$ 729,220.14	67.77%
Plant Operation	\$ 413,112	\$ 214,161.33	51.84%	\$ 379,582	\$ 195,897.75	51.61%
Transfers	\$ 346,600	\$ 316,559.78	91.33%	\$ 266,600	\$ 227,879.69	85.48%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,654,529	\$ 2,440,313.31	66.78%	\$ 3,982,909	\$ 2,441,770.36	61.31%
Ending fund balance	\$ 525,289	\$ 1,057,724.35	201.36%	\$ 451,087	\$ 897,022.59	198.86%

Agenda Item 5.B. Attachment #5
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended February 2012

	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	\$ -	\$ 25,474.99	\$ 38,483.51	\$ (13,008.52)	\$ 46,000	\$ 32,652.15
Tutor Grant	211	\$ -	\$ 6,931.93	\$ 9,420.80	\$ (2,488.87)	\$ 13,000	\$ 8,409.54
Sprint Yellow Pages Literacy Grant	215	\$ 2,498.62	\$ -	\$ 3.05	\$ 2,495.57	\$ 1,500	\$ 3.27
United Way Literacy Grant	216	\$ 6,470.26	\$ 750.00	\$ 113.00	\$ 7,107.26	\$ 2,000	\$ 400.00
Learning Standards Grant	219	\$ -	\$ -	\$ 90.72	\$ (90.72)	\$ -	\$ -
CASE Grant	223	\$ -	\$ 1,300.07	\$ 6,720.85	\$ (5,420.78)	\$ -	\$ -
Green LMI Implementation Grant	224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pathways Grant	225	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 11,541.20
Industrial Maintenance Tech	226	\$ 35,374.03	\$ 55,132.75	\$ 32,897.28	\$ 57,609.50	\$ 138,200	\$ 11,655.70
OYA Instruction Contract	227	\$ -	\$ 4,389.32	\$ 4,389.32	\$ -	\$ 56,300	\$ 22,818.90
SESP Oregon Green Tech Certificate	228	\$ -	\$ 9,772.51	\$ 5,059.62	\$ 4,712.89	\$ 37,107	\$ 169.40
OYA Instruction Supplemental Contract	229	\$ -	\$ 3,148.12	\$ 3,148.12	\$ -	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ 16,175.89	\$ 18,636.50	\$ (2,460.61)	\$ 30,250	\$ 21,025.32
SBDC State Grant	231	\$ -	\$ 3,600.21	\$ 8,425.67	\$ (4,825.46)	\$ 24,804	\$ 20,494.84
SBDC Program Income	232	\$ 12,432.20	\$ 4,769.00	\$ 112.25	\$ 17,088.95	\$ 7,653	\$ 1,440.00
SBDC - EDC Fund	235	\$ -	\$ 65,187.99	\$ 58,796.94	\$ 6,391.05	\$ 100,620	\$ 68,646.65
SBDC USDA RBEG	236	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 480.70
Student Assistance	250	\$ 1,972.89	\$ 104.00	\$ 734.00	\$ 1,342.89	\$ 2,500	\$ 500.00
Work Keys Mini Grant	251	\$ 1,732.72	\$ -	\$ 124.00	\$ 1,608.72	\$ 800	\$ 21.50
Bay City Rental	260	\$ 3,490.13	\$ -	\$ -	\$ 3,490.13	\$ -	\$ 1,780.14
First Term to First Year Persistence	271	\$ 3,987.29	\$ -	\$ 3,987.29	\$ -	\$ -	\$ -
Statewide Distance Learning System Development	272	\$ 35,658.40	\$ 10,500.00	\$ 46,158.40	\$ -	\$ -	\$ -
OFAX Assess for Distance Learning	273	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 1,049,862.39	\$ 3,335.88	\$ -	\$ 1,053,198.27	\$ 60,000	\$ -
Timber Tax Reserve Fund	291	\$ -	\$ 120,325.11	\$ -	\$ 120,325.11	\$ 283,204	\$ -
Strategic Initiative Fund	295	\$ 1,476,022.49	\$ 4,660.84	\$ 94,611.00	\$ 1,386,072.33	\$ 94,611	\$ 46,200.00
Capital Construction Due Diligence Grant	296	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,400.00
Total Special Fund		\$ 2,629,501.42	\$ 340,558.61	\$ 336,912.32	\$ 2,633,147.71	\$ 964,549	\$ 262,639.31
Schedule of Special Fund borrowing from General Fund							
		Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 2/29/2012		
Total of Grants that borrow from the General Fund		\$ (17,191.02)	\$ 17,498.84	\$ -	\$ (34,689.86)		
Total of Grants that are not borrowing from the General Fund		\$ 2,650,338.73	\$ -	\$ -	\$ 2,650,338.73		
Total Special Fund		\$ 2,633,147.71	\$ 17,498.84	\$ -	\$ 2,615,648.87		
	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	\$ 2,289.00	\$ 791.13	\$ 2,429.30	\$ 7,695	\$ 2,337.69
Bookstore	320	\$ 61,493.83	\$ 157,959.00	\$ 183,205.88	\$ 36,246.95	\$ 204,286	\$ 149,871.06
Customized Training Projects	330	\$ 11,487.32	\$ 2,400.00	\$ 1,571.98	\$ 12,315.34	\$ 10,826	\$ -
Culinary & Hospitality Program	340	\$ 1,850.08	\$ 5,812.01	\$ 5,879.58	\$ 1,782.51	\$ 8,275	\$ 5,523.16
Total Enterprise Fund		\$ 75,762.66	\$ 168,460.01	\$ 191,448.57	\$ 52,774.10	\$ 231,082	\$ 157,731.91
PERS Pension Bond Fund	410	\$ 12,255.17	\$ 71,576.69	\$ 40,618.73	\$ 43,213.13	\$ 104,637	\$ 41,083.03
General Obligation Bond Fund	420	\$ (5,083.45)	\$ 593,825.28	\$ 185,918.75	\$ 402,823.08	\$ 651,838	\$ 191,018.75
Total Debt Service Fund		\$ 7,171.72	\$ 665,401.97	\$ 226,537.48	\$ 446,036.21	\$ 756,475	\$ 232,101.78
Campus Construction Fund - GO Bonds	520	\$ 1,885,437.97	\$ 6,367.98	\$ 53,434.13	\$ 1,838,371.82	\$ 996,000	\$ 194,352.57
Total Capital Projects Fund		\$ 1,885,437.97	\$ 6,367.98	\$ 53,434.13	\$ 1,838,371.82	\$ 996,000	\$ 194,352.57
Associated Students of TBCC	710	\$ 3,687.00	\$ 6,307.20	\$ 5,657.73	\$ 4,336.47	\$ 8,300	\$ 4,247.42
Phi Theta Kappa Honorary Society Fund	720	\$ 267.18	\$ 4,821.40	\$ 3,764.08	\$ 1,324.50	\$ 5,275	\$ 3,841.88
Total Agency Fund		\$ 3,954.18	\$ 11,128.60	\$ 9,421.81	\$ 5,660.97	\$ 13,575	\$ 8,089.30
Tuition Waivers	831	\$ 13,379.00	\$ 21,000.00	\$ 12,045.50	\$ 22,333.50	\$ 21,000	\$ 10,103.50
Board Scholarships	832	\$ 127,374.87	\$ 100,000.00	\$ 73,381.50	\$ 153,993.37	\$ 123,525	\$ 42,810.96
Institutional Work Study	833	\$ 594.75	\$ 29,000.00	\$ 15,008.92	\$ 14,585.83	\$ 29,000	\$ 21,278.05
Foundation Scholarships	834	\$ -	\$ 49,464.10	\$ 49,464.10	\$ -	\$ 100,000	\$ 52,786.79
Non-Institutional Scholarships	840	\$ 3,034.25	\$ 40,978.50	\$ 32,252.33	\$ 11,760.42	\$ 35,000	\$ 20,770.35
Total Financial Aid Fund		\$ 144,382.87	\$ 240,442.60	\$ 182,152.35	\$ 202,673.12	\$ 308,525	\$ 147,749.65

Agenda Item 5.B - Attachment #6
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended February 2012
66.67% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 776,303			\$ 2,504,288			\$ 1,126			\$ 27,746	
Beginning Fund Balance	\$ 982,678	\$ 746,566	75.97%	\$ 2,487,093	\$ 2,629,501	105.73%	\$ 2,500	\$ 931	37.24%	\$ 30,000	\$ 61,494	204.98%
Resources												
State Aid	\$ 865,821	\$ 648,413	74.89%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 25,000	\$ 27,250	109.00%	\$ 826,211	\$ 326,939	39.57%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,046,305	\$ 896,753	85.71%	\$ 5,000	\$ 4,769	95.38%	\$ 7,000	\$ 2,289	32.70%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,020,018	\$ 901,243	88.36%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 3,000	\$ 2,375	79.17%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 200,000	\$ 157,474	78.74%
Interest	\$ 4,000	\$ 2,967	74.18%	\$ 10,500	\$ 7,997	76.16%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 6,500	\$ 5,165	79.46%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,500	\$ 5,437	72.49%	\$ 2,000	\$ 854	42.70%	\$ -	\$ -	0.00%	\$ 1,000	\$ 485	48.50%
Transfers	\$ 473,174	\$ 102,625	21.69%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,451,318	\$ 2,592,228	75.11%	\$ 844,711	\$ 340,559	40.32%	\$ 7,000	\$ 2,289	32.70%	\$ 201,000	\$ 157,959	78.59%
Expenditures												
Salaries and Wages	\$ 2,633,878	\$ 1,678,030	63.71%	\$ 393,605	\$ 132,513	33.67%	\$ 4,725	\$ 784	16.59%	\$ 43,077	\$ 28,825	66.92%
Operating Expenditures	\$ 976,431	\$ 496,320	50.83%	\$ 108,135	\$ 88,222	81.59%	\$ 2,450	\$ 7	0.29%	\$ 158,050	\$ 153,185	96.92%
Capital Outlay	\$ 56,000	\$ 39,540	70.61%	\$ 8,000	\$ 14,759	184.49%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 266,600	\$ 227,880	85.48%	\$ 468,235	\$ 101,418	21.66%	\$ 520	\$ -	0.00%	\$ 2,159	\$ 1,196	55.40%
Other budgetary accounts (Note 2)	\$ 50,000	\$ -	0.00%	\$ 2,313,029	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Total expenditures	\$ 3,982,909	\$ 2,441,770	61.31%	\$ 3,291,004	\$ 336,912	10.24%	\$ 7,695	\$ 791	10.28%	\$ 204,286	\$ 183,206	89.68%
Ending Fund Balance	\$ 451,087	\$ 897,024		\$ 40,800	\$ 2,633,148		\$ 1,805	\$ 2,429		\$ 26,714	\$ 36,247	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 129,206			\$ 17,499			\$ -			\$ -	
Inventories		\$ 3,316			\$ -			\$ -			\$ 39,033	
NET EFFECT ON CASH		\$ (132,522)			\$ (17,499)			\$ -			\$ (39,033)	
Liabilities												
Accounts Payable		\$ 24,480			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ 85,133			\$ -			\$ -			\$ -	
Payroll		\$ 127,407			\$ -			\$ -			\$ 5,854	
NET EFFECT ON CASH		\$ 237,020			\$ -			\$ -			\$ 5,854	
NET ADJUSTMENTS		\$ 104,498			\$ (17,499)			\$ -			\$ (33,179)	
ENDING CASH BALANCE		\$ 1,001,522			\$ 2,615,649			\$ 2,429			\$ 3,068	

Agenda Item 5.B - Attachment #6
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended February 2012
66.67% of Budget Period Expended

	Enterprise Fund - Customized Training			Enterprise Fund - Culinary & Hospitality			Debt Service Funds			Capital Projects Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 10,103			\$ 1,785			\$ (2,160)			\$ 1,898,458	
Beginning Fund Balance	\$ -	\$ 11,487	0.00%	\$ 3,000	\$ 1,850	0.00%	\$ 4,000	\$ 7,172	179.30%	\$ 1,900,000	\$ 1,885,438	99.23%
Resources												
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	\$ -	\$ 2,400	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 650,988	\$ 593,181	91.12%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 5,275	\$ 5,812	110.18%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 900	\$ 648	72.00%	\$ 7,500	\$ 6,368	84.91%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 110,000	\$ 71,572	65.07%	\$ -	\$ -	0.00%
Total Revenues	\$ 10,826	\$ 2,400	0.00%	\$ 5,275	\$ 5,812	110.18%	\$ 761,888	\$ 665,401	87.34%	\$ 7,500	\$ 6,368	84.91%
Expenditures												
Salaries and Wages	\$ 6,316	\$ 191	3.02%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 34,080	\$ 17,282	50.71%
Operating Expenditures	\$ 4,170	\$ 1,371	32.88%	\$ 8,275	\$ 5,880	71.06%	\$ 1,600	\$ 1,600	100.00%	\$ 960,000	\$ 36,152	3.77%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 754,875	\$ 224,937	29.80%	\$ -	\$ -	0.00%
Transfers	\$ 340	\$ 10	2.94%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,920	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 10,826	\$ 1,572	14.52%	\$ 8,275	\$ 5,880	71.06%	\$ 756,475	\$ 226,537	29.95%	\$ 996,000	\$ 53,434	5.36%
Ending Fund Balance	\$ -	\$ 12,315		\$ -	\$ 1,782		\$ 9,413	\$ 446,036		\$ 911,500	\$ 1,838,372	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ 51,942	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ (51,942)	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 3)	\$ -	\$ -		\$ -	\$ -		\$ 51,942	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ 51,942	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ -	\$ 12,315		\$ -	\$ 1,782		\$ 9,413	\$ 446,036		\$ 911,500	\$ 1,838,372	

Agenda Item 5.B - Attachment #6
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended February 2012
66.67% 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%
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	\$ 6,300	\$ 4,821	76.52%	\$ 133,000	\$ 90,443	68.00%
Transfers	\$ 6,600	\$ 6,307	95.56%	\$ 150,000	\$ 150,000	100.00%
Total Revenues	\$ 12,900	\$ 11,128	86.26%	\$ 283,000	\$ 240,443	84.96%
Expenditures						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 13,575	\$ 9,422	69.41%	\$ 308,525	\$ 182,152	59.04%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 13,575	\$ 9,422	69.41%	\$ 308,525	\$ 182,152	59.04%
Ending Fund Balance	\$ 1,325	\$ 5,660		\$ 119,760	\$ 202,674	
Adjustments to bring Ending Fund Balance to Ending Cash Balance						
Assets						
Receivables		\$ -			\$ -	
Inventories		\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -	
Liabilities						
Accounts Payable		\$ -			\$ -	
Unearned Revenue (Note 3)		\$ -			\$ -	
Payroll		\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ -	
ENDING CASH BALANCE		\$ 5,660			\$ 202,674	

\$ 6,129,507

Cell: A10

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

Cell: A33

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

Cell: A47

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 Sheryl Neu will share information on how to put comments on documents, save the document with the comments and then email the document.



2012-2013 Tuition and Fee Schedule

RECOMMENDATION

Approval of the 2012-2013 Tuition and Fee Schedule.

BACKGROUND INFORMATION-----Comptroller Williams

Presented here for second reading and approval is the proposed 2012-2013 Tuition and Fee Schedule.

Preliminary information indicates that the 2012-2013 average tuition rate for Oregon Community Colleges will increase again this next fiscal year. These increases are primarily due to current statewide economic and budget conditions. Per 2012-2013 Board approved budget guidelines and to indicate TBCC's local commitment to funding the College, a tuition rate of \$85.00 per credit is proposed for implementation in Summer Term 2012.

Tuition or Fee Item	Current 2011-2012	Proposed 2012-2013
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$80	\$80 \$85
Out-of-State Tuition per Credit Hour	\$100	\$100 \$105
<i>Fees</i>		
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
GED Testing Fee	\$113	\$113
GED Offsite Testing Fee	\$132	\$132
GED Retest Fee	\$20	\$20
GED No-Show Fee	\$15	\$15
Deferred Payment Plan – Application Fee	\$15	\$15
Deferred Payment Plan – Late Payment Fee	\$25	\$25



Tuition Non-Payment Fee	\$75	\$75
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)	\$25	\$25
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
Credit Course Fee (per credit)	\$4	\$4
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



2012-2013 Academic Calendar

RECOMMENDATION

Review the 2012-2013 Academic Calendar draft.

BACKGROUND INFORMATION ----- Dean Gates

Attached is the preliminary 2012-2013 Academic Calendar in the traditional narrative board format and in a calendar format that reflects furlough days. The Board will be asked to approve the Academic Calendar at the May meeting.





2012-2013 ACADEMIC CALENDAR

2012

MAY 21.....	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 2011 Ends
JUNE 25.....	Summer Term 2012 Classes Begin
JUNE 25 - 29.....	Late Registration, Summer Term 2012
JULY 4.....	July Fourth Holiday
AUGUST 15-17.....	College Closed for Fair Days
AUGUST 20.....	Fall Term 2012 Registration Begins
SEPTEMBER 3.....	Labor Day Holiday
SEPTEMBER 8.....	Summer Term 2012 Ends
SEPTEMBER 17 - 18.....	College In-service (Curtailed Public Services)
SEPTEMBER 24.....	Fall Term 2012 Classes Begin
SEPTEMBER 24 - 28.....	Late Registration, Fall Term 2012
NOVEMBER 12.....	Veterans Day Holiday
NOVEMBER 22 - 23.....	Thanksgiving Holiday
NOVEMBER 26.....	Winter Term 2013 Registration Begins
DECEMBER 10 - 15.....	Fall Term 2012 Finals Week
DECEMBER 15.....	Fall Term 2012 Ends
DECEMBER 24, 25, 26.....	Winter Holidays

2013

JANUARY 1.....	New Year's Holiday
JANUARY 7.....	Winter Term 2013 Classes Begin
JANUARY 7 - 11.....	Late Registration, Winter Term 2013
JANUARY 21.....	Martin Luther King, Jr. Day Holiday (non-contract day for faculty)
FEBRUARY 25.....	Spring Term 2013 Registration Begins
MARCH 28 - 23.....	Winter Term 2013 Finals Week
MARCH 23.....	Winter Term 2013 Ends
MARCH 25 - 29.....	Spring Break
APRIL 1.....	Spring Term 2013 Classes Begin
APRIL 1-5.....	Late Registration, Spring Term 2013
APRIL 16.....	College In-service (Curtailed Public Services)
MAY 20.....	Summer Term 2013 Registration Begins
MAY 27.....	Memorial Day Holiday
JUNE 10 - 14.....	Spring Term 2013 Finals Week
JUNE 14.....	Commencement Exercises
JUNE 15.....	Spring Term 2013 Ends
JUNE 24.....	Summer Term 2013 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.

TILLAMOOK BAY COMMUNITY COLLEGE
2012/ 13 Academic Calendar - DRAFT

July

S	M	T	W	T	F	S
1	2	3	H	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

S	M	T	W	T	F	S
						1
2	H	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	19	20	21	H	H	24
25	26	27	28	29	30	

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	H	H	H	27	28	29
30	31					

JULY

4 July 4th Holiday (H)

AUGUST

20 Fall Term (12) Reg. Begins

SEPTEMBER

3 Labor Day Holiday (H)

8 Summer Term 2012 Ends (E)

17-18 College In-Service (I)
 (Curtailed Public Services)

24 Fall Term 2012 Classes Begin (B)

24-28 Late Registration, Fall 2012

OCTOBER

NOVEMBER

12 Veteran's Day Holiday (H)

22-23 Thanksgiving Holiday (H)

26 Winter Term (12) Reg. Begins

DECEMBER

10-14 Fall Term 2012 Finals Week

15 Fall Term 2012 Ends (E)

24-31 Winter Holidays/College Closed (H)/(F)

JANUARY

1 New Year's Holiday (H)

7 Winter Term (13) Classes Begin (B)

7-11 Late Reg. Winter Term (13)

21 Martin Luther King, JR Holiday (H)
 (non-contract day for faculty)

FEBRUARY

25 Spring Term (12) Reg. Begins

MARCH

18-22 Winter Term 2013 Finals Week

23 Winter Term 2013 Ends (E)

25-29 Spring Break

APRIL

1 Spring Term (13) Classes Begin (B)

1-5 Late Reg., Spring Term (13)

16 College In-Service (I)
 (curtailed public services)

MAY

20 Summer Term (12) Reg. Begins

27 Memorial Day Holiday (H)

JUNE

10-15 Spring Term 2013 Finals Week

15 Commencement Exercises

15 Spring Term 2013 Ends (E)

24 Sum. Term (13) Classes Begin (B)

January

S	M	T	W	T	F	S
		H	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

KEY (H) Holiday (F) Furlogh Days for All Staff
 (I) Inservice (B) Beginning of Term
 (E) End of Term

○ Inservice Days
 H College closed (except for emergencies)
 Non-working Days for 180-day contract
 Inter-term Breaks
 Furlogh Days for All Staff

2011-2012 Organization, Finance and Legal Designations

RECOMMENDATION

Resolve to approve the 2011-2012 organization, finance, and legal designations as listed below.

BACKGROUND INFORMATION ----- Comptroller Williams

1. Designate Clerk, Deputy Clerk, Secretary

Move that President Connie Green be designated Clerk, Comptroller Kyra Williams be designated Deputy Clerk, and Connie Green be designated Board Secretary for the 2011-2012 Fiscal Year. (O.R.S. 332.515)

2. Authorize Bonding of District Employees

Move that bonding for the 2011-2012 Fiscal Year be in the amount of \$100,000 per loss for Public Employee Dishonesty Coverage and Faithful Performance of Duty, which includes broad crime coverage for all employees, non-compensated officers, and directors.

3. Designate Depositories for TBCC Funds

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Sterling Savings Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2011-2012; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2011-2012 Fiscal Year. (O.R.S. 328.441 and 294.805 to 294.895)

4. Authorize Investment of TBCC Funds

Move that the President/Clerk as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2011-2012 Fiscal Year. The Clerk may delegate this authority in writing to the Comptroller, Kyra Williams, at such times and to such extent as the Clerk determine to be necessary or desirable.

5. Authorize General Fund Borrowing

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

6. Authorize Payrolls

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2011-2012 Fiscal Year.

7. Authorize Accounts Payable

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2011-2012 Fiscal Year.



8. Name the Budget Officer

Move that the Comptroller/Deputy Clerk be named Interim Budget Officer for Budget Year 2011-2012. (O.R.S. 294.331)

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

Move that the President/Clerk be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2011-2012 Fiscal Year. The President/Clerk may delegate this authority in writing to the Comptroller, Kyra Williams, at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.

10. Establish Public Contract Review Board

Move that the Board of Directors act as the Contract Review Board for the District for the 2011-2012 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$25,000. (O.R.S. 279.055)

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

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

12. Establish Reimbursement Rates for Meals and Lodging

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

13. Authorize Write-off of Accounts Receivables

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

14. Establish Petty Cash Accounts

Move that a Petty Cash account in the amount shown for the 2011-2012 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office	\$ 100.00
Custodian	Kyra Williams

15. Authorize Acquisition of Federal Surplus Property

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



16. Authorize Check Signatures.

Authorize the President/Clerk; Evening Manager and Interim Campus Emergency and Risk Management Coordinator; or Dean of Instructional Services; be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures of the following three individuals: the President/Clerk; the Evening Manager and Interim Campus Emergency and Risk Management Coordinator; or the Dean of Instructional Services, be authorized/required.

17. Designation of Auditor

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2010-2011 Fiscal Year audit performed during 2011-2012.

18. Designation of Legal Counsel

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

19. Designation of Insurance Agent of Record

Move to approve Jeff Hurliman as insurance agent of record.

20. Credit Cards Authorization

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

Name	Credit Limit
President	\$2,500
Dean of Instructional Services	\$2,500
Comptroller	\$2,500
Executive Director of the Foundation and Advancement	\$2,500
Business Office Specialist (A/P, Purchasing)	\$10,000



Account Signers

RECOMMENDATION

Recommend James P McGinnis or Stephen K Shaw sign Appendix A-1.

BACKGROUND INFORMATION----- Comptroller Williams

In April 2011, the Board approved execution of a Master Services Agreement(MSA) with US Bank in conjunction with the change of account signers. Now that the MSA has been executed, in order to change account signers, the Board must approve the signing of Appendix A-1. It now must be signed by one of the Board members designated in the MSA in April 2011. The designated Board members were Jim McGinnis and Steve Shaw.

Comptroller Williams will be prepared to address questions.





Appendix A-1

New Account/Change in Authorized Account Signer(s)

Customer Information

Customer Name: TILLAMOOK BAY COMMUNITY COLLEGE New Account
 Tax Identification Number: 93-0792039 Change in Authorized Account Signers

Account Information

Account Name	Account Number	Tax Identification Number
TILLAMOOK BAY COMMUNITY COLLEGE	1-536-0227-6633	93-0792039
TILLAMOOK BAY COMMUNITY COLLEGE PAYROLL	1-536-9524-5214	93-0792039

Authorized Account Signers

Add Authorized Account Signer(s):

Name	Title	Specimen Signature
PATRICK E RYAN	EVENING MANAGER	

Delete Authorized Account Signer(s) (list name(s) only):

RONALD A ELLISON		

Existing Authorized Account Signer(s) other than those new Authorized Account Signers listed above (list name(s) only, no specimen signatures are needed)

LORI GATES		
CONSTANCE C GREEN		

REQUEST FOR FEDERAL TAXPAYER IDENTIFICATION NUMBER

UNDER PENALTIES OF PERJURY I CERTIFY THAT:

A. THE NUMBER(S) SHOWN ABOVE IS/ARE THE CORRECT TAXPAYER IDENTIFICATION NUMBER(S) FOR THE CORRESPONDING TAXPAYER.

B. I AM NOT SUBJECT TO BACKUP WITHHOLDING AS A RESULT OF FAILURE TO REPORT ALL INTEREST OR DIVIDENDS SINCE I HAVE NOT BEEN NOTIFIED I AM SUBJECT TO OR HAVE BEEN NOTIFIED I AM NO LONGER SUBJECT TO BACKUP WITHHOLDING BY THE INTERNAL REVENUE SERVICE. (IF YOU CANNOT CERTIFY THIS, CROSS OUT STATEMENT B.)

C. I AM A U.S. PERSON (AS DEFINED IN THE IRS FORM W-9 INSTRUCTIONS, WHICH INSTRUCTIONS WILL BE PROVIDED BY BANK UPON REQUEST).

D. I AM AN EXEMPT CUSTOMER AS LISTED IN THE IRS FORM W-9 INSTRUCTIONS - CHECK BOX THE INTERNAL REVENUE SERVICE DOES NOT REQUIRE YOUR CONSENT TO ANY PROVISIONS OF THIS DOCUMENT OTHER THAN THE CERTIFICATIONS REQUIRED TO AVOID BACKUP WITHHOLDING.

The Signer listed below further represents and warrants to the Bank that the signatures listed above are the true and authentic signatures of the Authorized Account Signer(s) and that Customer has taken all action required by its organizational documents to appoint the Authorized Account Signer(s). Account Signer may execute this Appendix A-1 to add an account(s) for Customer if the Existing Authorized Signers remain the same. Otherwise, this Appendix A-1 must be executed by a Contract Signer. This Appendix A-1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

Signer Signature: _____ Print Title: BOARD OF EDUCATION

Print Name: _____ Date: APRIL 2, 2012

For Internal Use Only:

Authorized Signers are related to the Master Services Agreement dated: _____

Review _____ Validation Method _____ TL Review _____ Imaged _____

Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Gates

Dean Gates attended the Northwest Commission on Colleges and Universities (NWCCU) Self Evaluation Workshop in Seattle on March 14, 2012. The Workshop was directed at schools that have Year Seven or Comprehensive reports due in the next three years. The focus was on Standards Three (Planning and Implementation), Four (Effectiveness and Improvement), and Five (Mission Fulfillment, Adaptation, and Sustainability). Other colleges are wrestling with some of the same issues that TBCC is already addressing. How do colleges connect planning, budget, and assessment? How do core theme planning, institutional (strategic), and departmental planning connect/integrate? How does a college develop and implement meaningful assessment of mission fulfillment?

Foundation of Excellence (FoE) is progressing on schedule. Dimension Reports have been submitted to TBCC's Gardiner Institute Advisor and committees are making final edits. Overall, the committees critically evaluated TBCC's status on a variety of performance indicator and concluded that TBCC is "average" (grades of C- to B). That should not be surprising considering that TBCC has not focused specifically on new students until this year. The Planning and Steering Committee will begin reviewing all Dimension Reports and their recommendations this month. Preliminary results will also be a topic at the campus In-Service on April 17.



Grants and Contractsⁱ

RECOMMENDATION

Information only – no action requested. Review the Career Pathways Grant.

BACKGROUND INFORMATION----- Comptroller Williams

TBCC has been awarded a two year grant/contract totaling \$35,191 for 2011-2013 Career Pathways Funding. The purpose of the grant is to continue development and implementation of Career Pathways and to leverage capacity to accomplish the goals and outcomes of the Credentials, Acceleration, and Support for Employment (CASE) grant.

Agreement Period – January 1, 2012 – June 30, 2013

ⁱ TBCC Policy - ARTICLE 106: CONTRACT REVIEW BOARD



Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Green

The TBCC South County facility should be in place by the end of April 2012.

Budget Committee on April 23, 2012 6:00 in room 214/215

Graduation Ceremonies on Friday June 15, 2012 at 6:30 pm

OCCA Development Workshop - Wednesday July 11 from noon to 5:00 and Thursday July 12 8 to noon at Oregon Gardens Resort in Silverton Oregon. This workshop will be with John Gardner who will focus on the trustee's role in student success. Given the fact that the achievement compacts will be in place, how does that change the role for the trustees. There is a \$45 per person charge to attend plus lodging.



Invitation of Public Comment

RECOMMENDATION

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BACKGROUND INFORMATION ----- Chair Shaw



Board Member Discussion Items

RECOMMENDATION

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BACKGROUND INFORMATION ----- Chair Shaw



Presidential Evaluation

RECOMMENDATION

Action to approve President Green's 2011-2012 evaluation

BACKGROUND INFORMATION ----- Chair Shaw

Each year the Board of Education conducts an evaluation of the President aligned with goals approved for the academic year. The Board will provide an evaluation for 2011-2012 and discuss the 2012-13 goals. This process creates the context and overarching strategic direction for Tillamook Bay Community College Board and President.

