

# Board of Education Meeting Agenda

**Date:**  
Monday, January 6, 2014

Room 214, TBCC Central Campus  
4301 Third Street, Tillamook, OR 97141

**Time:**  
6:00 p.m.

**Item    Description**  
**Resource**

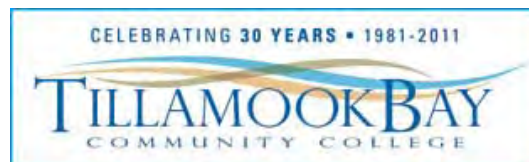
1. **Call to Order • Acknowledge Guests** ----- Chair Wakefield
2. **Approval of the Agenda** ----- (Action) Chair Wakefield
3. **Invitation of Public Comment** ----- Chair Wakefield  
Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.
4. **Approval of the December 2, 2013 Minutes** ----- (Action) Chair Wakefield
5. **Math Redesign Update** ----- Interim Chief Academic Officer Phillips
6. **Reports**
  - A. Oregon Community College Update ----- President Green
  - B. Oregon Community College Association Response----- (Action)President Green
  - C. Financial Report ----- Comptroller/Budget Officer Williams
  - D. Annual Financial Report ----- (Action) Comptroller/Budget Officer Williams
7. **Standing Business**
  - A. Strategic Planning and Accreditation ----- Interim Chief Academic Officer Phillips
  - B. Board Evaluation ----- President Green
  - C. Presidential Evaluation ----- President Green
  - D. Personnel ----- Director Ryan
8. **Announcement and General Information** ----- President Green
9. **Invitation of Public Comment** ----- Chair Wakefield
10. **Board Member Discussion Items** ----- Chair Wakefield
11. **Adjournment** ----- (Action) Chair Wakefield

## Call to Order • Acknowledge Guests

### **RECOMMENDATION**

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

**BACKGROUND INFORMATION**----- Chair Wakefield



## Approval of the Agenda

### **RECOMMENDATION**

MOTION TO APPROVE THE AGENDA FOR THE JANUARY MEETING.

### **BACKGROUND INFORMATION**

----- Chair Wakefield

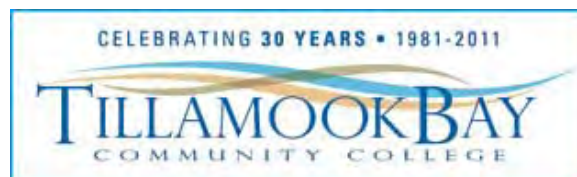


## Invitation of Public Comment

### **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 Wakefield



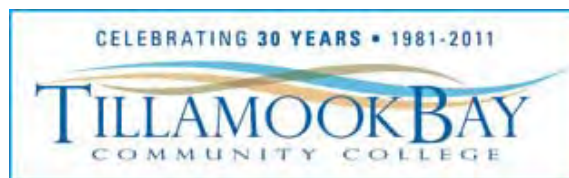
## Approval of December 2, 2013 Minutes

### **RECOMMENDATION**

MOTION TO APPROVE THE DECEMBER 2, 2013 BOARD MINUTES.

### **BACKGROUND INFORMATION**

----- Chair Wakefield



### **Board of Education December 2, 2013**

Board member in attendance: Jim McGinnis, Rose Wharton, Craig Wakefield, Deborah Lincoln, Bob Weitman, and Steve Shaw

Staff members in attendance: Connie Green, Pat Ryan, Lori Gates, Sheryl Neu, John Sandusky

Guests: Ed Dodson, Diana Gutzke, Jessica Sutherlin, Tommie Huffman, Mariah Castro, and Brandy Tharp

#### **Call to Order • Acknowledge Guests** (agenda item 1)

The meeting was called to order at 6:02 pm by Chair Wakefield.

#### **Approval of the Agenda** (agenda item 2)

A motion to approve the agenda was made by Director Lincoln and seconded by Director Wharton. The motion carried.

#### **Invitation of Public Comment** (agenda item 3)

There was no public comment at this time.

#### **Approval of the October 21, 2013 Minutes** (agenda item 4)

A motion was made by Director Shaw and seconded by Director Wharton to approve the minutes of the October 21, 2013 meeting. The motion carried.

#### **ASTBCC and PTK Officers** (agenda item 5)

Chief Academic Officer Gates introduced the Associated Students of Tillamook Bay Community College (ASTBCC) and Phi Theta Kappa (PTK) Officers. Diana Gutzke ASTBCC President, who is working on an Associate of Science degree with plans to become a doctor,



Jessica Sutherlin, ASTBCC Vice President, who is working on an Associate of Science degree with plans to go into nursing, and Tommie Huffman, ASTBCC Office Manager, who is working on a business degree. Also introduced was Mariah Castro, PTK President, who is working on an Associate of Arts Oregon Transfer degree with plans to go into a teacher education program, and Brandy Tharp, PTK Secretary, who is working on the Associate of Arts Oregon Transfer degree and wants to become an interior designer. John Sandusky, ASTBCC advisor, was also present.

Diana Gutzke assured the Board that ASTBCC is promoting student activities and working to stimulate the social, physical, morale, and intellectual growth of all of the students. Jessica Sutherlin told the Board that so far ASTBCC has gone to On Course classes, manned voter registration tables, sold candy-grams for Halloween, which was a huge success, assisted PTK with their blood drive, and helped with the replanting of the flag pole area in front of the school. A few members also helped with the launch of the \$ALT program.

Tommie Huffman added that ASTBCC hopes to do the following this year: offer scholarships, offer candy-grams again in the spring, an end of the year barbecue, and the June Dairy Parade float.

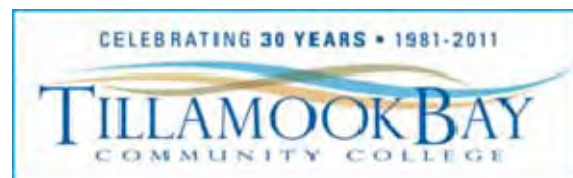
Director Lincoln thanked the ASTBCC officers for working on the flag pole project.

John Sandusky also added that ASTBCC has chosen to pursue the Council of Student Service Administrators certification. This certification was received last year, and the officers will be working on that again in the spring.

President Green thanked the officers and Mr. Sandusky for his leadership of ASTBCC.

Mariah Castro, representing PTK, explained that PTK faced the challenge of raising their budget from \$200 to nearly \$700. This money will be used to have fundraisers and activities to get new members involved. The Honors in Action project was recently started, and research has begun on their topic of the culture and competition of games and activities. They will be working with Jamie Niemi, from Tillamook County Family Counseling Center who is working to create a coalition of young adults ages 18-25 dealing with alcohol awareness.

Brandy Tharp let the Board know what things PTK has been involved in so far: Commit to Complete Community College (C4) poster for signing of students and faculty. Approximately 120 signed that poster. The officers attended fall conference and PTK also held the fall blood drive as well as a Halloween picture contest. PTK and ASTBCC have started to work together and will be doing a bake sale finals weekend. PTK is planning to host a mixer night and hopes to recruit new members through a fair booth hosted by the College. PTK is excited to create a membership scholarship and will begin fundraising for that. The four pillars of PTK are service, leadership, scholarship and fellowship.



## Reports

### Oregon Community College Update (agenda item 6.A)

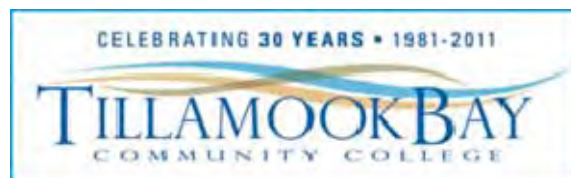
President Green explained that Gerald Hamilton, the Executive Director of Community Colleges, had planned to attend to give some updates but was unable to attend. There will be a meeting in January regarding dual credit issues. Eight colleges and their high school partners will be working to come up with potential ways to handle dual credit more statewide. Randy Schild and President Green will present the Career College Ready material. Performance based funding is looking like it will be about 15% with 5% in strategic fund and 5% for individual college to ask for assistance. That is the most recent funding and it continues to morph. The belief is that this needs to be completed by April if not before. Regarding workforce development, the 17 community college told the Workforce Investment Board and the Workforce Policy Advisor that the idea of pulling workforce development out of community colleges is ill advised.

### Oregon Community College Association Update (agenda item 6.B)

President Green introduced Ed Dodson who is on the Oregon Community College Association Board. He was the former chair and leads a couple of their committees. Chair Wakefield began a report on the recent OCCA conference with awards that were presented at the conference. Director Shaw was recognized for 16 years of service. Director Weitman was also recognized for 20 years of service to the TBCC Board of Education.

Director Lincoln stated that one of the important things she brought back from the conference was that Nancy Golden, the new Oregon Education Officer, spoke about achievement compacts and that the compacts will be used as accountability measures not for the individual colleges as much as for Oregon Education Investment Board itself. The data will be used to identify barriers to success which can help the OEIB make investment to help the colleges get past those barriers. Ms. Golden stated that goals should be set high. If those goals are not reached there will be nothing punitive but OEIB will ask how they can help the college to reach the goals. Director Lincoln felt that this was a much clearer statement and very heartening.

Chair Wakefield went on to say it was a really good conference. The opening session talked about....the phrase "the new normal" was kind of the theme. It was interesting that they talked about the demographics in Oregon and the US in general, that the Hispanic population is growing at a far greater rate, impact that will have and how important it is that the segment of the population that is going to be the dominate segment of the population must be educated. There was a lot of good input about that.



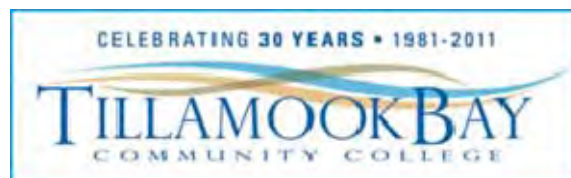
Chair Wakefield went to a session about Achieving the Dream. The first thing he learned in the session, which was comforting, was that Achieving the Dream is not an initiative, it's a tool. He was glad to hear that it is not another initiative. Achieving the Dream talks about success and completion, the same themes we have been hearing and will continue to hear. And the fact that everything has to be data driven and what that really means is that we've really got to know what's going on in our institution. We can't just be accepting student tuition and lobbying for state funds and calling it good. We really need to know our students; we need to know what it's going to take to get them to completion. There were a couple of creative ideas like making high school a five year gig instead of four and that fifth year would be to make sure students are ready for college. That fifth year they would be doing some college work or doing the remedial work to become ready for college.

There's a lot of thinking, Chair Wakefield thinks, that is looking a little bit like beyond the boundaries of the way things have been structured. He knows it's really been a burden for our institution because we're small and we've really got to use our resources wisely. And to spend so much of it doing remedial work, getting kids up and ready to do college level work, it takes a lot of steam out of the institution in a lot of respects. He thinks it is encouraging that there's recognition that when students come into our doors it's far more beneficial for the student and the institution that when they come they are ready to succeed and do not need to be just greased up and prepared to succeed. Those are some of the messages; there was a lot of good stuff.

Ed Dodson echoed the sentiments of Chair Wakefield and Director Lincoln regarding the conference being excellent and the material meaningful. He went on to say that this is definitely a time for strategic planning. This strategic planning has proven to be difficult. The OCCA Board believes it would be beneficial to know where the executive team is on the services. They are looking for value statements from the 17 colleges in about a week. The Chair and the Vice Chair will use that feedback to put together recommendations. Both Mr. Dodson and President Green stated that the input on the TBCC Board on the seven (7) questions presented is valued and important.

Chair Wakefield made compelling statements about the role for OCCA. President Green agreed to send to Chair Wakefield and Vice Chair Lincoln those comments so they could craft a beginning response to OCCA.

Director Weitman suggested the Chair Wakefield craft the response to the seven (7) questions and present them at the next meeting. Ed Dodson stated that he felt there would be value in each Board going through those questions and giving Chair Wakefield a statement to build on.





Director Lincoln would like to know the staff's position on these questions. President Green indicated that the Leadership Team will provide their thoughts to these questions. Chair Wakefield asked that the Board members respond to as many of the questions as they feel appropriate and send those responses to President Green who will compile them.

Achievement Compact Update (agenda item 6.C)

Nancy Golden is asking that we do more of a "stretch" goal with our achievement compact. It is required in the bill that a compact advisory committee be created and TBCC's College Council acts as the compact advisory committee.

Financial Report (agenda item 6.D)

President Green presented the September and October financial reports.

2014-2015 Preliminary Budget Information (agenda item 6.E)

President Green presented the preliminary budget information. The Title III grant for five (5) years, \$450,000 per year, will allow the College to hire some people and do some things and it will help TBCC to have a more sustainable budget. It will mostly likely confuse things unless we are very careful about explaining what we are doing. The 1 year \$55,000 tuition buy down could be used as an incentive to help students complete. The final decision has not been made.

2013-2014 Tuition and Fee Schedule Update (agenda item 6.F)

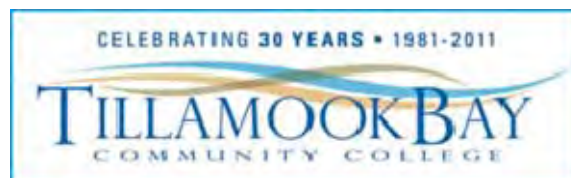
President Green stated that as of January 2014 student will no longer pay a GED Testing fee to TBCC but will pay it directly to Pearson, who oversees testing and GED Testing will all be online. The tuition and fee schedule needs to change to reflect that. A motion to change the tuition and fee schedule to reflect the changes in GED Testing related fees as well as the removal of High School Credit Recovery fee was made by Director McGinnis and seconded by Director Weitman. The motion carried.

Board Self Evaluation Process (agenda item 6.G)

A motion was made by Director McGinnis and seconded by Director Weitman to continue the Board self-evaluation process used in the past. The motion carried.

Presidential Evaluation Process (agenda item 6.H)

President Green reviewed the process that was used last year for the Presidential Evaluation. Those evaluations were turned in to Vice Chair Lincoln for compilation and the evaluation was held in an executive session. Director McGinnis asked if it would be helpful for President Green to complete the evaluation questions and submit her responses to the Board. Director McGinnis shared that a self-assessment really opens the conversation and that would help this process. Chair Wakefield felt that the detailed document of responsibilities



submitted in the October Board packet is sufficient. It was agreed that President Green would not complete a self-assessment. Executive session will be in February to ensure that it is complete d by March. Vice Chair Lincoln asked for the assessments to be by January 27<sup>th</sup>.

## **Standing Business**

### Strategic Planning and Accreditation (agenda item 7.A)

Chief Academic Officer Gates stated that the full evaluation report has been received from the accreditation committee. The next step is on January 8, 2014 when President Green and Chief Academic Officer Gates and Vice Chair Lincoln will attend Northwest Commission's meeting. Then in late January or early February NWCCU gives the official letter which will allow TBCC to advertise the fact that TBCC is accredited. TBCC is beginning to look at the 7 year accreditation cycle. The first step is to look again at the mission, vision, and strategic plan and framework.

TBCC has not yet severed ties with Portland Community College but has been working with them to prepare for that and are looking at independence for Spring term 2014. Student Services has been, and will continue, holding group meetings for students who have questions about how the transition will impact them.

### Course and Curricula (agenda item 7.B)

Chief Academic Officer Gates explained that in the future courses that are not in the 2013-2014 TBCC Catalog will need to come to the Board for approval. A motion was made by Director Wharton and seconded by Director Lincoln to approve the mass media journalism course (J 201). The motion carried.

### Personnel (agenda item 7.C)

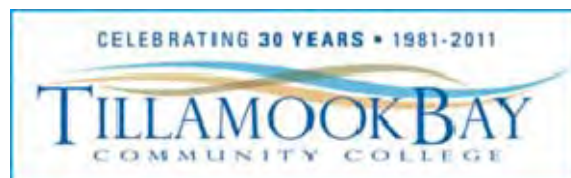
Director Ryan informed the Board that there is a lot going on in Personnel. Some people are shifting positions as well as new hires coming on. Interviews are also coming up for some open positions. The Career Education Advisor will begin December 9. The CASE grant Coach started last week. Interviews for the Title III Grant Project Director as well as for facilities maintenance are coming up. Director Ryan also noted that Tom Atchison has completed his Doctorate in Management.

## **Announcements and General Information** (agenda item 8)

The College is closed from December 20<sup>th</sup> until January 2<sup>nd</sup>.

Accreditation meeting is January 8<sup>th</sup>.

President Green also stated that there will be interesting options available as a result of the Affordable Care Act. More information on that will come to the Board in the future.



**Invitation of Public Comment** (agenda item 9)

There was no public comment at this time.

**Board Member Discussion Items** (agenda item 10)

Director McGinnis expressed a concern about the new Higher Education Coordination Commission and their cost to the taxpayer. He asked if there is any oversight on these new boards regarding growth and costs. President Green said that the unknown is whether things will stay neutral or whether they will grow. Director Lincoln pointed out that the oversight is the legislature.

Director McGinnis asked whether TBCC is doing anything toward having students in the satellite center with an instructor and some students at Central campus. Chief Academic Officer Gates said that they have started to explore this option but one of the challenges is having someone present at the center when students are present. For daytime classes, the concerns is for high school students being unsupervised; for evening classes the concern would be for the facilities and the technology. Having no security available creates vulnerability for the students and for the equipment investment.

**Adjournment** (agenda item 11)

The meeting was adjourned at 8:01 pm by Chair Wakefield.



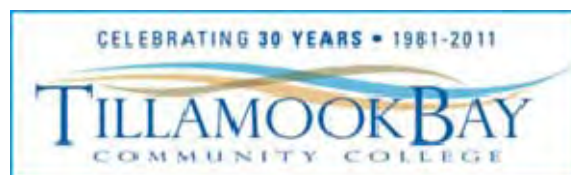
## Math Redesign Update

### **RECOMMENDATION**

INFORMATION ONLY—NO ACTION REQUIRED

### **BACKGROUND INFORMATION**----- Interim Chief Academic Officer Phillips

As reported to the Board last year, TBCC is focusing on redesigning developmental math courses (MTH 20, 60, and 65) in order to improve student success, persistence, and completion. Dr. Geza Laszlo, TBCC Math Faculty, has been working on revising course curriculum so that each four-credit course will be divided into four modules. Plans to create four one-credit courses at each level (i.e., MTH 20, MTH 60, and MTH 65) that correspond to modules and implementation plans are being discussed this term with a committee of staff from across campus and other math faculty. Dr. Laszlo will update the Board on progress since his last visit and share examples from the revised curriculum.



# Oregon Community College Update

## **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

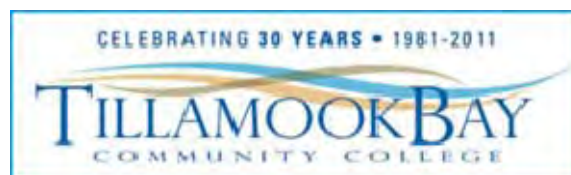
## **BACKGROUND INFORMATION** ----- President Green

The Oregon Community Colleges continue to work with the Higher Education Coordinating Commission (HECC) on the transition from the State Board of Education (SBE) to the HECC by July 1, 2014. At a recent HECC meeting several areas of Oregon's education continuum was discussed. The following point about the role of 40-40-20 was made in regards to the seven Oregon universities. The question also applies to community colleges. The Board may want to discuss:

A 40-40-20 strategy by itself is not a mission statement for higher education!  
By itself and without adding complications, 40-40-20 does not necessarily address:

- research and the role of colleges and universities in economic development
- public service
- colleges and universities as community institutions, including the provision of non--credit courses
- collaboration among institutions
- affordability
- quality of degree or certificate
- the dependence on performance of early childhood and K-12 "pipeline"

Thus how does our mission and 40-40-20 align, support or detract?



# Oregon Community College Association Update

## RECOMMENDATION

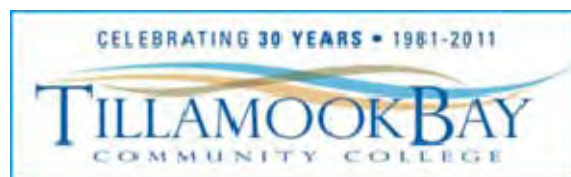
FINALIZE RECOMMENDATIONS TO OCCA –ACTION

## BACKGROUND INFORMATION ----- President Green

At the December TBCC Board meeting, Ed Dodson, representing Oregon Community College Association (OCCA), discussed with the Board the seven questions OCCA is asking of all 17 community college boards. The Board requested the TBCC Leadership Team to recommend responses. Below are the Leadership Team responses for the Board to build upon to create their own responses.

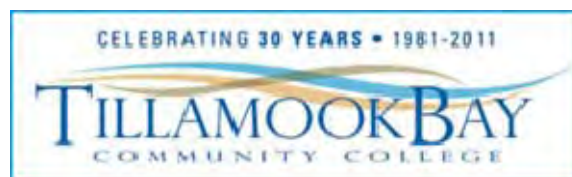
OCCA Questions for Local Board Discussion:

1. What functions that OCCA currently provides are the most valuable?  
The ability to lobby, inform and move a consistent message for community colleges brings to all of us the best possible results with policy, governance and resources, even when the resources are not enough. The current services provided by OCCA are important and valuable. The OCCA summary suggests that OCCA provides a “Level Two: Advocacy and Other Services” and that this includes government relations, Board services, conferences, and some statewide services and well as some limited district services.
2. Is there anything that OCCA is doing now that they should stop doing?  
There are not areas that have been identified to forgo.
3. As we look to the future, are there additional ways that OCCA can help the colleges?  
By continuing to be a voice for all 17 community colleges and the communities we serve.
4. Are there specific services or coordination efforts that you would like to request?  
The ability to ask questions of and for OCCA to suggest other solutions, best practices and referrals to other professionals is invaluable for a small community college. Please do not stop being an advisor, networker and connector to all of the community colleges.
5. Are there services needed by small colleges that are not needed by the larger colleges?



There might be in the areas of "expertise" depth. OCCA's role of connecting small colleges to other colleges to learn and borrow we believe goes more one-way – small to large than large to small.

6. Are there services needed by larger colleges that are not needed by the smaller colleges?  
We will let a large college answer that one.
7. What other thoughts or recommendations do you have about OCCA?  
Whatever new roles OCCA might take on, please do not lose the core focus and awesome delivery on what you currently provide to all of us. You are amazing at policy, legislation and resource message and direction.



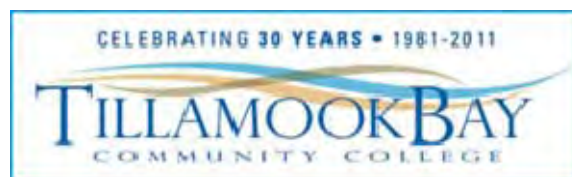
# Financial Report

## **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

## **BACKGROUND INFORMATION**----- Comptroller/Budget Officer Williams

Reports for the month of November are included for your information. Comptroller/Budget Officer Williams will be prepared to present the financial reports and address questions.





Tillamook Bay Community College  
 Unaudited Summary Financial Information  
 General Fund  
 Fiscal Year-to-Date Ended November 2013  
 41.67% of fiscal year elapsed

	FY 2012-2013			FY 2013-2014		
	Annual Budget	11/30/12 Actual	Percentage of Budget	Annual Budget	11/30/13 Actual	Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 704,449	\$ 737,977.42	104.76%	\$ 539,247	\$ 801,765.55	148.68%
State	\$ 777,491	\$ 403,206.97	51.86%	\$ 895,000	\$ 477,946.34	53.40%
Property Taxes	\$ 1,043,941	\$ 885,111.12	84.79%	\$ 1,103,711	\$ 928,840.18	84.16%
Local Contract	\$ 37,500	\$ -	0.00%	\$ 37,500	\$ -	0.00%
Tuition	\$ 1,173,450	\$ 628,488.92	53.56%	\$ 1,165,000	\$ 469,527.00	40.30%
Fees	\$ 197,148	\$ 107,178.50	54.36%	\$ 190,000	\$ 76,736.00	40.39%
Sale of Goods	\$ 4,000	\$ 753.00	18.83%	\$ 4,000	\$ 2,336.00	58.40%
Interest	\$ 5,000	\$ 2,206.89	44.14%	\$ 5,000	\$ 2,071.47	41.43%
Rental	\$ 6,665	\$ 3,177.50	47.67%	\$ 7,000	\$ 8,345.00	119.21%
Miscellaneous	\$ 8,000	\$ 639.44	7.99%	\$ 7,000	\$ 695.70	9.94%
Transfers	\$ 416,640	\$ 160,318.55	38.48%	\$ 460,402	\$ 10,187.70	2.21%
Total resources	\$ 4,374,284	\$ 2,929,058.31	66.96%	\$ 4,413,860	\$ 2,778,450.94	62.95%
<b>Expenditures</b>						
Instruction	\$ 1,450,270	\$ 398,981.06	27.51%	\$ 1,478,801	\$ 430,784.16	29.13%
Instructional Support	\$ 455,537	\$ 186,404.75	40.92%	\$ 487,119	\$ 187,520.07	38.50%
Student Services	\$ 364,562	\$ 131,056.33	35.95%	\$ 377,772	\$ 130,073.75	34.43%
College Support	\$ 1,118,905	\$ 362,666.64	32.41%	\$ 1,016,215	\$ 385,259.74	37.91%
Plant Operation	\$ 353,898	\$ 143,470.61	40.54%	\$ 280,011	\$ 112,335.40	40.12%
Transfers	\$ 269,112	\$ 46,919.68	17.44%	\$ 219,112	\$ 46,923.07	21.42%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 4,062,284	\$ 1,269,499.07	31.25%	\$ 3,909,030	\$ 1,292,896.19	33.07%
Ending fund balance	\$ 312,000	\$ 1,659,559.24	531.91%	\$ 504,830	\$ 1,485,554.75	294.27%

Agenda Item 6.C. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended November 2013

	Fund No.	Beginning Fund Balance	2013-2014 Revenue	2013-2014 Expenditures	Ending Fund Balance	2013-2014 Spendable Budget	2012-2013 Prior Year Expenditures 11/30/2012
Adult Basic Education	210	\$ -	\$ 15,340.63	\$ 26,444.29	\$ (11,103.66)	\$ 73,275	\$ 27,125.12
Tutor Grant	211	\$ -	\$ 887.76	\$ 2,970.25	\$ (2,082.49)	\$ 13,892	\$ 6,253.35
Sprint Yellow Pages Literacy Grant	215	\$ 598.50	\$ -	\$ 598.50	\$ -	\$ 2,300	\$ -
United Way Literacy Grant	216	\$ 3,228.75	\$ 375.00	\$ 294.86	\$ 3,308.89	\$ 9,500	\$ 226.00
Learning Standards Grant	219	\$ -	\$ -	\$ 435.34	\$ (435.34)	\$ -	\$ -
Title III Grant	220	\$ -	\$ 7,657.15	\$ 7,669.65	\$ (12.50)	\$ -	\$ -
Lumina Core to College Grant	222	\$ -	\$ 435.97	\$ 5,221.00	\$ (4,785.03)	\$ 40,000	\$ 590.27
CASE Grant	223	\$ -	\$ 57,571.40	\$ 80,043.76	\$ (22,472.36)	\$ 300,000	\$ 31,284.52
Pathways Grant	225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,051.91
Industrial Maintenance Tech	226	\$ 38,283.05	\$ 16,250.00	\$ 20,286.05	\$ 34,247.00	\$ 81,475	\$ 24,983.77
SESP Oregon Green Tech Certificate	228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,720.70
SBDC Federal Grant	230	\$ -	\$ -	\$ 12,545.74	\$ (12,545.74)	\$ 31,150	\$ 16,460.17
SBDC State Grant	231	\$ -	\$ -	\$ 18,117.87	\$ (18,117.87)	\$ 29,804	\$ 5,621.84
SBDC Program Income	232	\$ 21,281.02	\$ 1,480.00	\$ -	\$ 22,761.02	\$ 6,035	\$ 193.93
SBDC - EDC Fund	235	\$ -	\$ 25,850.02	\$ 43,137.68	\$ (17,287.66)	\$ 107,340	\$ 39,092.16
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ 45.00
Work Keys Mini Grant	251	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -
Bay City Rental	260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,490.13
Statewide Distance Learning System Development	272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FOE Implementation Grant	274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,882.87
Lumina Credit When It's Due Grant	275	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -
Oregon Accelerated College Credit Program	276	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 960,628.64	\$ 72,955.01	\$ -	\$ 1,033,583.65	\$ 140,000	\$ 40,000.00
Timber Tax Reserve Fund	291	\$ 217,745.15	\$ 87,946.20	\$ -	\$ 305,691.35	\$ 412,989	\$ -
Strategic Investment Fund	295	\$ 1,288,131.25	\$ 2,752.93	\$ -	\$ 1,290,884.18	\$ 250,000	\$ 107,964.00
State IGA Fund	296	\$ -	\$ 5,000.00	\$ 40,428.13	\$ (35,428.13)	\$ 100,000	\$ 30,568.00
Tillamook County Cultural Coalition	299	\$ 755.01	\$ -	\$ 156.88	\$ 598.13	\$ -	\$ -
<b>Total Special Fund</b>		<b>\$ 2,532,211.76</b>	<b>\$ 302,502.07</b>	<b>\$ 258,350.00</b>	<b>\$ 2,576,363.83</b>	<b>\$ 1,640,860</b>	<b>\$ 357,553.74</b>
Schedule of Special Fund borrowing from General Fund							
		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 11/30/2013		
Total of Grants that borrow from the General Fund		\$ (88,842.65)	\$ -	\$ -	\$ (88,842.65)		
Total of Grants that are not borrowing from the General Fund		\$ 2,665,206.48	\$ 60.00	\$ -	\$ 2,665,146.48		
<b>Total Special Fund</b>		<b>\$ 2,576,363.83</b>	<b>\$ 60.00</b>	<b>\$ -</b>	<b>\$ 2,576,303.83</b>		
	Fund No.	Beginning Fund Balance	2013-2014 Revenue	2013-2014 Expenditures	Ending Fund Balance	2013-2014 Spendable Budget	2012-2013 Prior Year Expenditures
Community Education	310	\$ 6,191.96	\$ 3,597.00	\$ 1,369.13	\$ 8,419.83	\$ 7,311	\$ 1,622.22
Bookstore	320	\$ 79,322.66	\$ 75,330.27	\$ 102,738.08	\$ 51,914.85	\$ 278,932	\$ 101,119.56
Customized Training Projects	330	\$ 12,379.21	\$ 12,785.60	\$ 7,111.80	\$ 18,053.01	\$ 14,876	\$ 528.30
Culinary & Hospitality Program	340	\$ 4,865.74	\$ 4,119.11	\$ 3,679.29	\$ 5,305.56	\$ 15,375	\$ 2,832.72
<b>Total Enterprise Fund</b>		<b>\$ 102,759.57</b>	<b>\$ 95,831.98</b>	<b>\$ 114,898.30</b>	<b>\$ 83,693.25</b>	<b>\$ 316,494</b>	<b>\$ 106,102.80</b>
PERS Pension Bond Fund	410	\$ 14,543.33	\$ 43,412.41	\$ 1,600.00	\$ 56,355.74	\$ 117,084	\$ 1,600.00
General Obligation Bond Fund	420	\$ 51,141.86	\$ 595,633.14	\$ -	\$ 646,775.00	\$ 698,638	\$ -
<b>Total Debt Service Fund</b>		<b>\$ 65,685.19</b>	<b>\$ 639,045.55</b>	<b>\$ 1,600.00</b>	<b>\$ 703,130.74</b>	<b>\$ 815,722</b>	<b>\$ 1,600.00</b>
Campus Construction Fund - GO Bonds	520	\$ 1,196,237.61	\$ 2,244.08	\$ 423,232.55	\$ 775,249.14	\$ 1,105,000	\$ 26,351.26
<b>Total Capital Projects Fund</b>		<b>\$ 1,196,237.61</b>	<b>\$ 2,244.08</b>	<b>\$ 423,232.55</b>	<b>\$ 775,249.14</b>	<b>\$ 1,105,000</b>	<b>\$ 26,351.26</b>
Associated Students of TBCC	710	\$ 500.26	\$ 3,112.20	\$ 2,261.90	\$ 1,350.56	\$ 6,400	\$ 2,999.85
Phi Theta Kappa Honorary Society Fund	720	\$ 396.64	\$ 864.94	\$ 704.75	\$ 556.83	\$ 7,525	\$ 914.35
<b>Total Agency Fund</b>		<b>\$ 896.90</b>	<b>\$ 3,977.14</b>	<b>\$ 2,966.65</b>	<b>\$ 1,907.39</b>	<b>\$ 13,925</b>	<b>\$ 3,914.20</b>
PELL Grant	801	\$ -	\$ 395,572.00	\$ 401,679.00	\$ (6,107.00)	\$ 1,800,000	\$ -
Supplemental Education Opportunity Grant	802	\$ -	\$ 1,600.00	\$ 1,600.00	\$ -	\$ 50,000	\$ -
Direct Loans	810	\$ -	\$ 318,525.00	\$ 318,525.00	\$ -	\$ 2,200,000	\$ -
Federal Work Study	819	\$ -	\$ -	\$ 566.27	\$ (566.27)	\$ 12,500	\$ -
Oregon Opportunity Grant	821	\$ -	\$ 23,400.00	\$ 45,631.00	\$ (22,231.00)	\$ 500,000	\$ -
Chafee Grant	822	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -	\$ -
Tuition Waivers	831	\$ 20,122.00	\$ -	\$ 5,703.50	\$ 14,418.50	\$ 25,000	\$ 4,811.00
Board Scholarships	832	\$ 63,012.32	\$ -	\$ 28,217.00	\$ 34,795.32	\$ 137,377	\$ 59,066.00
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 17,300	\$ 3,213.24
Foundation Scholarships	834	\$ -	\$ 5,898.00	\$ 6,732.00	\$ (834.00)	\$ 50,000	\$ 5,593.50
Student Employees	835	\$ -	\$ -	\$ 3,335.27	\$ (3,335.27)	\$ -	\$ -
Non-Institutional Scholarships	840	\$ 4,451.30	\$ 28,223.00	\$ 16,256.53	\$ 16,417.77	\$ 54,000	\$ 14,393.57
<b>Total Financial Aid Fund</b>		<b>\$ 109,329.28</b>	<b>\$ 777,218.00</b>	<b>\$ 832,245.57</b>	<b>\$ 54,301.71</b>	<b>\$ 4,846,177</b>	<b>\$ 87,077.31</b>

Agenda Item 6.C. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended November 2013

41.67% 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		\$ 841,858			\$ 2,280,574			\$ 8,828			\$ 46,409	
Beginning Fund Balance	\$ 539,247	\$ 801,766	148.68%	\$ 2,372,122	\$ 2,532,212	106.75%	\$ 4,500	\$ 6,192	137.60%	\$ 60,000	\$ 79,323	132.21%
<b>Resources</b>												
State Aid	\$ 895,000	\$ 477,946	53.40%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 37,500	\$ -	0.00%	\$ 775,461	\$ 136,993	17.67%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,355,000	\$ 546,263	40.31%	\$ 6,000	\$ 1,480	24.67%	\$ 7,500	\$ 3,597	47.96%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,103,711	\$ 928,840	84.16%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 476,332	\$ 87,946	18.46%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,000	\$ 2,336	58.40%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 250,000	\$ 75,203	30.08%
Interest	\$ 5,000	\$ 2,071	41.42%	\$ 11,850	\$ 4,806	40.56%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 7,000	\$ 8,345	119.21%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 696	9.94%	\$ 1,500	\$ 71,277	4751.80%	\$ -	\$ -	0.00%	\$ 1,000	\$ 127	12.70%
Transfers	\$ 460,402	\$ 10,188	2.21%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 3,874,613</b>	<b>\$ 1,976,685</b>	<b>51.02%</b>	<b>\$ 1,271,143</b>	<b>\$ 302,502</b>	<b>23.80%</b>	<b>\$ 7,500</b>	<b>\$ 3,597</b>	<b>47.96%</b>	<b>\$ 251,000</b>	<b>\$ 75,330</b>	<b>30.01%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,682,847	\$ 932,716	34.77%	\$ 306,111	\$ 138,189	45.14%	\$ 4,000	\$ 1,211	30.28%	\$ 48,937	\$ 19,446	39.74%
Operating Expenditures	\$ 929,071	\$ 313,257	33.72%	\$ 496,793	\$ 110,898	22.32%	\$ 3,150	\$ 163	5.17%	\$ 208,050	\$ 82,494	39.65%
Capital Outlay	\$ 28,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 219,112	\$ 46,923	21.42%	\$ 457,956	\$ 9,263	2.02%	\$ 161	\$ (5)	-3.11%	\$ 1,945	\$ 798	41.03%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 2,370,440	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 20,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,909,030</b>	<b>\$ 1,292,896</b>	<b>33.07%</b>	<b>\$ 3,631,300</b>	<b>\$ 258,350</b>	<b>7.11%</b>	<b>\$ 7,311</b>	<b>\$ 1,369</b>	<b>18.73%</b>	<b>\$ 278,932</b>	<b>\$ 102,738</b>	<b>36.83%</b>
Ending Fund Balance	\$ 504,830	\$ 1,485,555		\$ 11,965	\$ 2,576,364		\$ 4,689	\$ 8,420		\$ 32,068	\$ 51,915	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 153,665			\$ 60			\$ -			\$ -	
Inventories		\$ 2,957			\$ -			\$ -			\$ 38,837	
NET EFFECT ON CASH		\$ (156,622)			\$ (60)			\$ -			\$ (38,837)	
Liabilities												
Accounts Payable		\$ (86,098)			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 80,830			\$ -			\$ -			\$ -	
Payroll		\$ 100,303			\$ -			\$ -			\$ 9,802	
NET EFFECT ON CASH		\$ 95,035			\$ -			\$ -			\$ 9,802	
NET ADJUSTMENTS		\$ (61,587)			\$ (60)			\$ -			\$ (29,035)	
ENDING CASH BALANCE		\$ 1,423,968			\$ 2,576,304			\$ 8,420			\$ 22,880	

Agenda Item 6.C. - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended November 2013

41.67% 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		\$ 12,379			\$ 4,599			\$ 53,105			\$ 1,197,947	
Beginning Fund Balance	\$ 12,400	\$ 12,379	99.83%	\$ 5,000	\$ 4,866	97.32%	\$ 74,000	\$ 65,685	88.76%	\$ 1,100,000	\$ 1,196,238	108.75%
<b>Resources</b>												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 11,000	\$ 12,786	116.24%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 677,138	\$ 595,365	87.92%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 12,000	\$ 3,946	32.88%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 505	\$ 269	53.27%	\$ 5,000	\$ 2,244	44.88%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ 173	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 110,000	\$ 43,411	39.46%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	\$ 11,000	\$ 12,786	116.24%	\$ 12,000	\$ 4,119	34.33%	\$ 787,643	\$ 639,045	81.13%	\$ 5,000	\$ 2,244	44.88%
<b>Expenditures</b>												
Salaries and Wages	\$ 6,316	\$ 2,415	38.24%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 8,220	\$ 4,565	55.54%	\$ 14,375	\$ 3,679	25.59%	\$ 1,600	\$ 1,600	100.00%	\$ 1,105,000	\$ 423,233	38.30%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 814,122	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 340	\$ 132	38.82%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	\$ 14,876	\$ 7,112	47.81%	\$ 15,375	\$ 3,679	23.93%	\$ 815,722	\$ 1,600	0.20%	\$ 1,105,000	\$ 423,233	38.30%
Ending Fund Balance	\$ 8,524	\$ 18,053		\$ 1,625	\$ 5,306		\$ 45,921	\$ 703,130		\$ -	\$ 775,249	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ 51,632	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ (51,632)	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 2)	\$ -	\$ -		\$ -	\$ -		\$ 51,632	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ 51,632	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 18,053	\$ 18,053		\$ 5,306	\$ 5,306		\$ 703,130	\$ 703,130		\$ 775,249	\$ 775,249	

Agenda Item 6.C. - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended November 2013  
 41.67% of Budget Period Expended

	Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 897			\$ 109,425	
Beginning Fund Balance	\$ 2,525	\$ 897	35.52%	\$ 96,177	\$ 109,329	113.67%
<b>Resources</b>						
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 4,550,000	\$ 742,697	16.32%
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	\$ 8,000	\$ 865	10.81%	\$ 100,000	\$ 34,121	34.12%
Transfers	\$ 9,112	\$ 3,112	34.15%	\$ 100,000	\$ 400	0.40%
<b>Total Revenues</b>	<b>\$ 17,112</b>	<b>\$ 3,977</b>	<b>23.24%</b>	<b>\$ 4,750,000</b>	<b>\$ 777,218</b>	<b>16.36%</b>
<b>Expenditures</b>						
Salaries and Wages	\$ -	\$ 1,214	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 19,637	\$ 1,752	8.92%	\$ 4,846,177	\$ 832,246	17.17%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 19,637</b>	<b>\$ 2,966</b>	<b>15.10%</b>	<b>\$ 4,846,177</b>	<b>\$ 832,246</b>	<b>17.17%</b>
Ending Fund Balance	\$ -	\$ 1,908		\$ -	\$ 54,301	
Adjustments to bring Ending Fund Balance to Ending Cash Balance						
Assets						
Receivables		\$ -			\$ -	
Inventories		\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -	
Liabilities						
Accounts Payable		\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -	
Payroll		\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ -	
ENDING CASH BALANCE		\$ 1,908			\$ 54,301	

**\$ 5,589,519**

Cell: A33

Comment: Note 1. Contingency in the General Fund and Enterprise Fund and Reserves in Special Fund.

Cell: A47

Comment: Note 2. Assessed but unreceived property taxes and deferred tuition and fees when applicable.

# Annual Financial Report

## **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

## **BACKGROUND INFORMATION**----- Comptroller/Budget Officer Williams

Comptroller/Budget Officer Williams will be prepared to present the Annual Financial Report and address questions.

Auditing standards require formal written communications between the auditor and the Board. A letter from the auditor is also included. Comptroller/Budget Officer Williams will be prepared to address the letter.



KENNETH KUHNS & CO.  
CERTIFIED PUBLIC ACCOUNTANTS  
570 LIBERTY STREET S.E., SUITE 210  
SALEM OREGON 97301-3594  
TELEPHONE (503) 585-2550

November 25, 2013

Board of Education  
Tillamook Bay Community College  
Tillamook, Oregon

We have audited the financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2013, and have issued our report thereon dated November 25, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 26, 2013. Professional standards also require that we communicate to you the following information regarding significant audit findings related to our audit.

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Tillamook Bay Community College are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the College during the 2012-13 year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates may be particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant sensitive accounting estimates for the 2012-13 year.

Certain financial statement disclosures may be particularly sensitive because of their significance to financial statement users. There were no significant sensitive financial statement disclosures for the 2012-13 year.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.



### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no corrected or uncorrected misstatements detected as a result of audit procedures that management considered material, either individually or in the aggregate, to the financial statements as a whole.

### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the independent auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 25, 2013.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the College's financial statements or a determination of the type of independent auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the College's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Education and management of Tillamook Bay Community College and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*Kenneth Kuhns & Co.*

Kenneth Kuhns & Co.

# **TILLAMOOK BAY COMMUNITY COLLEGE TILLAMOOK COUNTY, OREGON**

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## **ANNUAL FINANCIAL REPORT Year Ended June 30, 2013**

**KENNETH KUHNS & CO.**

Certified Public Accountants  
570 Liberty Street S.E., Suite 210  
Salem, Oregon 97301-3594

Telephone: (503) 585-2550

**TILLAMOOK BAY COMMUNITY COLLEGE  
TILLAMOOK COUNTY, OREGON**

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**ANNUAL FINANCIAL REPORT  
Year Ended June 30, 2013**

**TILLAMOOK BAY COMMUNITY COLLEGE  
Tillamook County, Oregon**

**OFFICERS AND MEMBERS OF THE GOVERNING BOARD**

**June 30, 2013**

**CHAIRPERSON**

Craig Wakefield

P.O. Box 394, Oceanside, Oregon 97134

**VICE-CHAIRPERSON**

Deborah Lincoln

6670 Pacific Overlook, Neskowin, Oregon 97149

**OTHER MEMBERS**

James P. McGinnis

P.O. Box 1166, Tillamook, Oregon 97141

Stephen J. Shaw

9831 Kilchis River Road, Tillamook, Oregon 97141

Ann Swain

P.O. Box 540, Rockaway Beach, Oregon 97136

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**PRESIDENT, CLERK, AND REGISTERED AGENT**

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## **INDEPENDENT AUDITOR'S REPORT**

INDEPENDENT AUDITOR'S REPORT

November 25, 2013

Board of Education  
Tillamook Bay Community College  
Tillamook, Oregon

**Report on the Financial Statements**

We have audited the accompanying financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise Tillamook Bay Community College's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Tillamook Bay Community College as of June 30, 2013, and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 4 through 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Tillamook Bay Community College's basic financial statements. The other supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The other supplementary information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.



**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 25, 2013 on our consideration of Tillamook Bay Community College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Tillamook Bay Community College's internal control over financial reporting and compliance.

*Kenneth Kuhns & Co.*

Kenneth Kuhns & Co.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

# TILLAMOOK BAY COMMUNITY COLLEGE

## Management's Discussion and Analysis

This section of Tillamook Bay Community College's (the College) annual financial report presents an analysis of the College's financial performance during the fiscal year ended June 30, 2013. This report has been prepared by management, along with the financial statements and related footnote disclosures, and should be read in conjunction with them. Consequently, management assumes full responsibility for the completeness and reliability of all the information presented in this report. This discussion is designed to focus on current activities, resulting changes and current known facts.

### Accounting Standards

The financial statements have been prepared in accordance with Governmental Accounting Standards Board Statement No. 35, "Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities" which were adopted in November, 1999. The College was required to adopt this standard for the fiscal year ended June 30, 2004.

### Using the Financial Statements

This discussion and analysis is intended to serve as an introduction to the College's basic financial statements, which are comprised of entity-wide financial statements prepared in accordance with the accrual basis of accounting and notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

The entity-wide financial statements are designed to provide readers with a broad overview of the College's finances in a manner similar to a private-sector business. These statements focus on the financial condition of the College, the results of operations, and cash flows of the College as a whole. The entity-wide statements are comprised of the following:

- The *Statement of Net Position* presents the College's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in the net position are indicators of the improvement or deterioration of the College's financial health when considered along with non-financial facts such as enrollment levels and the condition of the facilities.
- The *Statement of Revenues, Expenses and Changes in Net Position* presents the revenues earned and the expenses incurred during the year. All changes in net position are reported under the accrual basis of accounting, or as soon as the underlying event giving rise to the change occurs regardless of the timing when the cash is received or occurred. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods. The utilization of long-lived assets is reflected in the financial statements as depreciation, which amortizes the cost of the capital assets over the expected useful life of these assets. Revenues and expenses are reported as either operating or non-operating. The primary sources of operating revenues include tuition, grants and contracts. State appropriations and property taxes are classified as non-operating revenues. Because of the College's dependency on state aid and property tax revenue, this statement presents an operating loss although overall net position remains positive.
- The *Statement of Cash Flows* presents information on cash flows from operating activities, noncapital financing activities, capital financing activities and investing activities. It provides the net increase or decrease in cash between the beginning and end of the fiscal year. This statement assists in evaluating the College's ability to meet financial obligations as they become due.
- The *Notes to the Basic Financial Statements* provide additional information that is essential to a full understanding of the data provided in the entity-wide financial statements.

## **Financial Highlights**

In spring of 2012, the Tillamook Bay Community College Board of Education (Board) raised FY 2013 tuition rates by \$5, to \$85 per credit, effective for Fall 2012. For the 2012-2013 academic year, tuition rates increased by nearly 7% and enrollment decreased by nearly 13%. Tuition and fees revenue decreased by \$96,703 from FY 2012.

The College's largest net position comprises amounts invested in capital assets, net of related debt. Current assets include a significant amount of cash and investments. These assets will be used to support ongoing operations and construct additional facilities within the College's service area. The State's appropriation for community college support is split into 5 or 3 payments in the first and second years of the biennium. In FY 2013, the College received 3 quarterly payments. In FY 2014, the College will receive 5 payments.

### **Analysis of the Statement of Net Position**

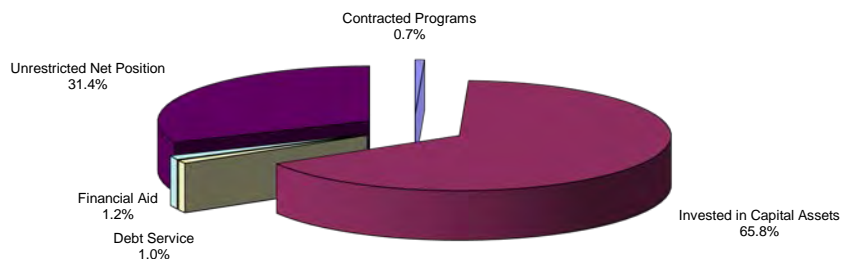
This Statement includes all assets and liabilities of the College using the accrual basis of accounting. Net position is the difference between assets and liabilities, and is one measure of the financial condition of the College.

	<u>2013</u>	<u>2012</u>
<b>Assets</b>		
Current assets	\$ 5,200,012	\$ 5,529,529
Capital assets, net of depreciation	13,392,112	13,614,648
Pension asset	1,380,502	1,348,667
Total assets	<u>19,972,626</u>	<u>20,492,844</u>
<b>Liabilities</b>		
Current liabilities	1,014,800	1,056,440
Long term debt	9,652,952	10,048,949
Total liabilities	<u>10,667,752</u>	<u>11,105,389</u>
<b>Net Position</b>		
Net investment in capital assets	6,119,401	6,150,330
Restricted	263,283	289,370
Unrestricted	2,922,190	2,947,755
Total net position	<u>\$ 9,304,874</u>	<u>\$ 9,387,455</u>

Current assets include operational cash and investments. The College's current assets of \$5,200,012 are sufficient to cover the College's current liabilities of \$1,014,800. This represents a current ratio of 5.1. Receivables consist of taxes, student accounts and various operating receivables. The College's two largest non-current assets are its investment in capital assets of \$13,392,112, net of depreciation, and the pension asset from a June 2005 pension obligation bond financing.

The College's current liabilities consist primarily of accounts payable, payroll and payroll taxes payable, compensated absences payable, unearned revenue from tuition and fees and the current portion of the long-term debt. The non-current liabilities consist of pension obligation bonds and general obligation bonds long-term debt of \$9,652,952.

The largest portion of the College's net position is the \$6,119,401 in net investment in capital assets. The College's restricted net position consists of amounts set aside for grants and contracts, debt service, and financial aid. The College's unrestricted net position consists of amounts for the continuing operation of the College. The following chart shows the allocation of net position for the College:



Analysis of the Statement of Revenues, Expenses and Changes in Net Position

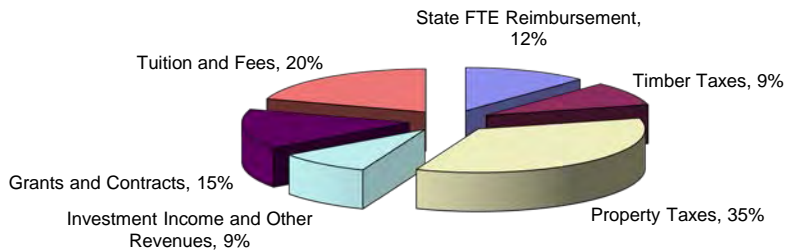
The *Statement of Revenues, Expenses and Changes in Net Position* presents the operating results of the College as well as the non-operating revenues and expenses. Annual state reimbursements and property taxes, while budgeted for operations, are considered non-operating revenues according to accounting principles generally accepted in the United States of America (GAAP).

	2013	2012	% Change
<b>Operating Revenues:</b>			
Federal sources	\$ 239,513	\$ 244,912	-2.2%
State sources	336,347	31,171	979.0%
Tuition and fees	987,394	1,084,097	-8.9%
Local sources	177,485	207,203	-14.3%
Other sources	262,563	385,115	-31.8%
<b>Total operating revenues</b>	<b>2,003,302</b>	<b>1,952,498</b>	<b>2.6%</b>
<b>Operating Expenses:</b>			
Instruction	1,562,293	1,660,945	-5.9%
Instructional support	916,363	699,205	31.1%
Student services	530,153	553,991	-4.3%
College support	897,821	951,917	-5.7%
Plant operations and maintenance	329,690	302,201	9.1%
Financial aid	22,511	43,822	-48.6%
Depreciation	392,188	368,157	6.5%
<b>Total operating expenses</b>	<b>4,651,019</b>	<b>4,580,238</b>	<b>1.5%</b>
<b>Operating Loss</b>	<b>(2,647,717)</b>	<b>(2,627,740)</b>	<b>0.8%</b>
<b>Non-Operating Revenues(Expenses):</b>			
State community college support	608,436	1,107,102	-45.0%
State timber tax	926	675	37.2%
Property taxes	1,738,868	1,709,566	1.7%
County timber tax	450,734	244,254	84.5%
Investment income(loss)	27,996	28,547	-1.9%
Income(loss) from pension asset	167,584	63,295	164.8%
Miscellaneous income	1,609	3,279	100.0%
Interest expense	(437,014)	(449,409)	-2.8%
Amortization of bond premium	5,997	5,997	0.0%
Gain(loss) on disposal of capital assets	-	(2,055)	-100.0%
<b>Total non-operating revenues(expenses)</b>	<b>2,565,136</b>	<b>2,711,251</b>	<b>-5.4%</b>
<b>Change in net position</b>	<b>(82,581)</b>	<b>83,511</b>	<b>-198.9%</b>
<b>Net position, beginning of year</b>	<b>9,387,455</b>	<b>9,303,944</b>	<b>0.9%</b>
<b>Net position, end of year</b>	<b>\$ 9,304,874</b>	<b>\$ 9,387,455</b>	<b>-0.9%</b>

**Revenues:**

The most significant sources of operating revenue for the College are federal, state and local grants and contracts and student tuition and fees. Tuition and fees totaled \$987,394, a decrease of 8.9% primarily due to decreased enrollment in FY 2013. Intergovernmental grants and contracts (including federal, state, and local sources) increased over 56% mainly due to one-time state grants and contracts received in FY 2013.

The largest non-operating revenue source is from property taxes. The College received \$1,738,868 for property taxes in this fiscal year. This represents a \$29,302 increase over the prior year primarily as a result of statutorily allowed increases in assessed values in FY 2012-13. Additional non-operating revenues of \$608,436 were received from the State of Oregon for FTE reimbursement allocation, a decrease of 45% due to the timing of State disbursements. Timber tax receipts totaled \$451,660, an increase of 84.4%. Investment income decreased by 1.9% primarily due to continued spending of bond proceeds earning interest. The following chart shows the allocation of revenues for the College:



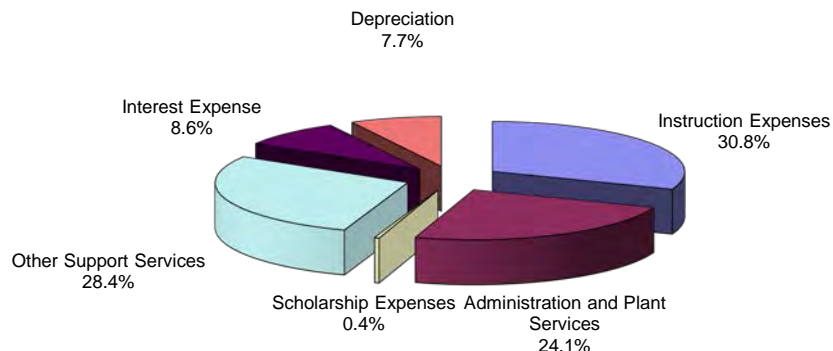
**Expenses:**

Operating expenses totaling \$4,651,019 include salaries and benefits, materials and supplies, utilities, operating leases, scholarships and depreciation. Instruction expenses represent the largest percentage of expenses at \$1,562,293 or 34% of the total. Other Support Services, including instructional support (916,363) and student services (530,153), costs represent \$1,446,516 or 31% of the total.

In FY 2004-2005, the College established several institutional scholarships and work study programs. During FY 2013, financial aid expenses decreased by 48.6%, primarily due to decreased use of work study programs and scholarships that meet the National Association of College and University Business Officers definition of financial aid. Almost all scholarships primarily pay for tuition and fees and are considered a reduction of that revenue source rather than financial aid expenses. Only scholarships that cover books and allow for the student to receive refunds and work study programs are reported as financial aid.

In FY 2012-13, the College made interest payments on PERS bonds and general obligation bonds totaling \$437,014. This was a decrease of \$12,395.

The following chart shows the allocation of expenses for the College:



### Analysis of the Statement of Cash Flows

This statement provides an assessment of the financial health of the College. Its primary purpose is to provide relevant information about the cash receipts and cash payments of the College during a period. The statement of cash flows also helps users assess the ability of the College to meet obligations as they become due and the need for external financing.

	2013	2012
Cash Provided By (Used In):		
Operating Activities	\$ (2,137,140)	\$ (2,260,311)
Noncapital Financing Activities	1,949,857	2,288,443
Capital Financing Activities	(177,234)	(544,312)
Investing Activities	27,996	28,547
Net increase (decrease) in cash	(336,521)	(487,633)
Cash -- Beginning of year	5,013,231	5,500,864
Cash -- End of year	<u>\$ 4,676,710</u>	<u>\$ 5,013,231</u>

The major sources of funds included in the operating activities include student tuition and fees and grants and contracts. Major uses were payments made to employees and suppliers.

State reimbursements, property taxes and timber taxes are the primary source of non-capital financing. The accounting standards require that we reflect these sources of revenue as non-operating even though the College's budget depends on these revenues for operations. Property taxes are assessed to property owners within the College's tax base.

Decreased capital spending in 2013 was primarily due to construction activity slowing. Capital cash flows are primarily to repay general obligation bond debt.

### **Budgetary Highlights**

The College adopts an annual budget at the fund level. The level of control established through a Board resolution for each fund is the major expense function level (i.e., Instruction, Instructional Support, Student Services, College Support, Plant Operations and Maintenance, Plant Additions, Financial Aid and Contingencies and Other). The College generally budgets each governmental fund type under the modified accrual basis of accounting and the accrual basis for the enterprise fund. Appropriation transfers between existing budget categories can be authorized by resolution of the Board.

### **Capital Assets and Debt Administration**

#### Capital Assets:

The College's investment in capital assets at June 30, 2013 amounts to \$13,392,112, net of accumulated depreciation. Investment in capital assets includes land, buildings, equipment and library collections.

Capital assets decreased during the fiscal year due to decreased capital purchasing and increased depreciation. More detailed information about the College's capital assets is included in Note 3 to the financial statements.

#### Debt:

There was a decrease of \$335,997 in the College's debt during the current fiscal year. At the end of the current fiscal year, the College has debt outstanding of \$10,048,949 in pension obligation bonds, general obligation bonds, and general obligation bond premiums.

## **Economic Factors and Next Year's Budget**

The next few years will continue to be very challenging for all community colleges in Oregon. The College is committed to find the proper balance between affordability for its students and the accessibility to and quality of its instructional programs and services. It is evident that the College cannot rely upon the State of Oregon for additional resources, but must continue to align its expenses with available resources. Additional grants, partnerships and further developing the Foundation are current ways the college is addressing long term financial stability.

During the 2012-13 fiscal year, the College received approximately \$499,000 dollars less in state revenue than fiscal year 2011-12. The primary cause for the difference is the timing of state FTE reimbursements. The College reserves excess FTE reimbursements in one period to reduce the impact of revenue stream fluctuations from year to year.

In a continuing effort to raise additional resources, the Board also raised tuition rates by \$5, to \$90 per credit, effective for Summer 2013.

The College is committed to living within its resources. Historically, in an effort to reduce the budgeted expenses, a combination of furloughs, cost of living adjustment suspensions, and step adjustment suspensions have been implemented. In FY 2009-2010, cost of living adjustments for all staff and faculty were not given. In addition, all full-time staff were furloughed 12 working days for the year and all full-time faculty were furloughed 8 working days without reducing instructional days. One staff position was eliminated and several other support staff members received further reductions in working hours. In FY 2010-2011, the College reinstated cost of living adjustments. In addition, the College restored 1 working day for full-time staff and full-time faculty. In FY 2011-2012, the College delayed implementing step adjustments for all staff and faculty until January 1<sup>st</sup> and added a full-time financial aid support staff and a full-time faculty in Industrial Maintenance Technology. In FY 2012-2013, the College again delayed implementing step adjustments until January 1<sup>st</sup> and also eliminated cost of living adjustments for all staff and faculty. There has been no change to the number of furlough days since FY 2011. The College chose not to replace a Dean of Administrative Services by reorganizing with current staff. The College also invested in improved systems as a way to become more effective and efficient. In FY 2013-2014, the College eliminated both step adjustments and cost of living adjustments for all staff and faculty. The College also reduced working hours for two part-time staff members. Other Oregon community colleges have had to reduce faculty and staff. The College has been committed to keeping staff and faculty.

After the beginning of the new fiscal year, the College received some good news regarding funding. The state appropriation for all Oregon community colleges was increased. In addition, the contribution rate to the Oregon retirement system was decreased for the College. These two changes increased General Fund budgeted resources by over \$55,000 and decreased budgeted requirements by over \$73,000. In addition, due to wisely managing expenditures in FY 2013 in the General Fund, the actual beginning fund balance is significantly higher (over \$260,000) than budgeted. Due to all these factors, the Board approved a 2% cost of living adjustment for all staff and faculty effective January 1.

To assist with prudent budgeting, in FY 2009-2010, the College also established two reserve funds. Reserves were established for capital maintenance projects and strategic instructional and support initiatives. In FY 2010-2011, the proceeds from the sale of property were added to the reserves. Small amounts were used beginning in FY 2010-2011 to support projects and initiatives. The College plans to continue using the reserve funds to support projects and initiatives. As needed, the College will use the funds to stabilize general operations.

Currently, the College's credit courses are accredited by contract with Portland Community College. In January 2009, the College was granted Candidate for Accreditation status by the Northwest Commission on Colleges and Universities (NWCCU). This is a status of affiliation with the Commission which indicates that the institution has achieved initial recognition and is progressing toward accreditation. Accreditation will allow the College to manage federal and state student financial aid funds directly and allow the College to be more timely and responsive to local educational and economic needs. The College hosted what is expected to be its final evaluation visit as a Candidate in October 2013. The College began processing federal and state student financial aid funds in July 2013. TBCC is in the process of finalizing separation plans with Portland Community College. College representatives will attend a NWCCU meeting on January 8, 2014 and anticipate receiving notice of accreditation in February.



In May 2007, a bond issue in the amount of \$9,865,000 was passed by the voters for the purpose of funding land acquisition and capital construction in North, Central and South Tillamook County. On September 11, 2007, the College sold general obligation bonds. The first principal payment was due in June 2008 and interest is due in December and June. Property taxes are levied to make these payments. Construction of a new main campus building was completed in Central Tillamook County in December 2009. Remodel of the Tillamook High School career technical center was also completed in December 2009 to host the CTE programs for the College. Construction of a satellite facility adjacent to Nestucca Valley Jr./Sr. High School was completed in South County in September 2012 and renovation of facilities at Neah-Kah-Nie High School in North County in September 2013. Proceeds remaining from the bonds will be used to construct additional facilities on the main campus in Central Tillamook County. Additional state funding of \$2,000,000 has also been obtained. The College will develop a funding plan to complete the new approved building.

In October 2013, the College received notification of award of a Title III grant. This will bring significant resources to the College over a 5 year period. The objectives of the grant are 1) Increase Opportunities for Faculty Professional Development and Instructional Innovations, 2) Expand & Support Learning Opportunities to Increase Service Level, 3) Business Process Improvement to Increase Efficiency & Resource Utilization and 4) Increase Resource Development Capacity. The grant brings resources of nearly \$450,000 per grant year totaling an additional \$2,248,221 to complete our objectives. TBCC is in the process of hiring a Title III director and implementing plans to achieve the goals and objectives provided in our application.

The College is also a partner in several additional grants for FY2013-2014:

- A Regional Collaborative grant to increase college credit options for high school students.
- A Tech Trek grant to enhance STEM learning for 8<sup>th</sup> grade girls.
- A Connect2Complete grant to assist with mentoring students enrolled in remedial coursework.
- A Career Pathways grant has also been renewed.

The College has also begun a process to create business plans and self-supporting programs and services to increase options for TBCC students.

All of the above mentioned strategic revenue options (grants, foundation and self-support) are being actively explored and developed so that the College can offer increased quality education delivery options. The College is committed to being prudent, strategic and nimble as it meets the needs of the community in delivering education.

### **Contacting the College's Financial Management**

This financial report is designed to provide our stakeholders, taxpayers and creditors with a general overview of the College's finances. Questions concerning any of the information in this report or requests for additional financial information should be addressed to:

Business Office  
Tillamook Bay Community College  
4301 3rd Street  
Tillamook, OR 97141

## **BASIC FINANCIAL STATEMENTS**

**TILLAMOOK BAY COMMUNITY COLLEGE**

**Statement of Net Position**

*June 30, 2013*

**ASSETS**

Current assets:

Cash and investments	\$ 4,676,710
Receivables, net:	
Accounts	50,883
Property taxes	149,454
Timber taxes	138,928
Grants	142,076
Inventories	41,535
Prepaid expenses	426
Total current assets	5,200,012

Noncurrent assets:

Pension asset	1,380,502
Capital assets:	
Land	889,979
Buildings and improvements	12,921,833
Equipment	950,344
Library collection	124,590
Construction in progress	132,004
Total capital assets	15,018,750
Less accumulated depreciation	(1,626,638)
Net capital assets	13,392,112
Total noncurrent assets	14,772,614
Total assets	19,972,626

**LIABILITIES**

Current liabilities:

Accounts payable	163,257
Payroll payable	271,141
Compensated absences payable	139,816
Scholarships payable	1,421
Due to student organizations	897
Accrued interest payable	14,527
Unearned revenue	27,744
Current maturities of long-term obligations	395,997
Total current liabilities	1,014,800

Noncurrent liabilities:

General obligation bonds payable, less current maturities	8,035,000
Pension bonds payable, less current maturities	1,540,000
General obligation bond premium, less current maturities	77,952
Total noncurrent liabilities	9,652,952
Total liabilities	10,667,752

**NET POSITION**

Net investment in capital assets	6,119,401
Restricted for grants and contracts	65,707
Restricted for debt service	88,247
Restricted for financial aid	109,329
Unrestricted	2,922,190
Total net position	\$ 9,304,874

The notes to the financial statements are an integral part of this statement.

**TILLAMOOK BAY COMMUNITY COLLEGE**

**Statement of Revenues, Expenses and Changes in Net Position**

*For the year ended June 30, 2013*

Operating revenues:	
Federal sources	\$ 239,513
State sources	336,347
Tuition and fees (net of scholarship discounts and allowances of \$205,157)	987,394
Local sources	177,485
Other sources	262,563
Total operating revenues	2,003,302
Operating expenses:	
Instruction	1,562,293
Instructional support	916,363
Student services	530,153
College support	897,821
Plant operations and maintenance	329,690
Financial aid	22,511
Depreciation	392,188
Total operating expenses	4,651,019
Operating income(loss)	(2,647,717)
Nonoperating revenues(expenses)	
State community college support	608,436
State timber tax	926
Property taxes	1,738,868
County timber tax	450,734
Investment income	27,996
Income from pension asset	167,584
Miscellaneous income	1,609
Interest expense	(437,014)
Amortization of bond premium	5,997
Total nonoperating revenues(expenses)	2,565,136
Change in net position	(82,581)
Net position - July 1, 2012	9,387,455
Net position - June 30, 2013	\$ 9,304,874

The notes to the financial statements are an integral part of this statement.

**TILLAMOOK BAY COMMUNITY COLLEGE**

**Statement of Cash Flows**

*For the year ended June 30, 2013*

Cash flows from operating activities:	
Tuition and fees	\$ 986,461
Grants and contracts	792,201
Sales of goods and services	197,067
Financial aid receipts	41,679
Other cash receipts	24,192
Payments to employees for services	(2,748,637)
Payments to suppliers for goods and services	(1,407,592)
Payments for student scholarships and grants	<u>(22,511)</u>
Net cash used in operating activities	<u>(2,137,140)</u>
Cash flows from noncapital financing activities:	
Principal paid on pension bonds	(30,000)
Interest paid on pension bonds	(76,877)
Cash received from State community college support	608,436
Cash received from property taxes and timber taxes	1,446,689
Other cash receipts	<u>1,609</u>
Net cash provided by noncapital financing activities	<u>1,949,857</u>
Cash flows from capital and related financing activities:	
Principal paid on general obligation bonds	(300,000)
Interest paid on general obligation bonds	(360,637)
Cash received from property taxes levied for capital debt	685,192
Acquisition of capital assets	<u>(201,789)</u>
Net cash used in capital and related financing activities	<u>(177,234)</u>
Cash flows from investing activities:	
Interest on investments	<u>27,996</u>
Net decrease in cash and cash equivalents	(336,521)
Cash and cash equivalents - July 1, 2012	<u>5,013,231</u>
Cash and cash equivalents - June 30, 2013	<u><u>\$ 4,676,710</u></u>
Reconciliation of operating income(loss) to net cash used in operating activities:	
Operating income(loss)	\$ (2,647,717)
Adjustments to reconcile operating income(loss) to net cash used in operating activities:	
Depreciation	392,188
Amortization of pension asset	135,749
Decrease(increase) in:	
Accounts receivable	(1,708)
Grants receivable	39,231
Inventories	12,628
Prepaid expenses	1,492
Increase(decrease) in:	
Accounts payable	(78,489)
Payroll payable	(5,299)
Compensated absences payable	17,823
Scholarship payable	156
Due to student organizations	(3,813)
Unearned revenue	<u>619</u>
Total adjustments	<u>510,577</u>
Net cash used in operating activities	<u><u>\$ (2,137,140)</u></u>
Noncash capital, investing and financing activities:	
Unamortized bond premium	\$ (5,997)
Amortization of bond premium	5,997
Income from pension asset	167,584
Pension asset	<u>(167,584)</u>
Total noncash capital, investing and financing activities	<u><u>\$ -</u></u>

The notes to the financial statements are an integral part of this statement.

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2013

1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Tillamook Bay Community College have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB), including GASB Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*, and GASB Statement No. 35, *Basic Financial Statements – and Management’s Discussion and Analysis – for Public Colleges and Universities*, as amended by Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. The College follows the “business-type activities” reporting requirements of GASB Statement Nos. 34 and 35.

Reporting Entity

Tillamook Bay Community College (the College) was formed on March 31, 1981, in accordance with Oregon Revised Statutes Chapter 341. The College is governed by a seven member Board of Education whose members are elected independently.

The financial statements of the College include all accounts of the College. The Board of Education is not financially accountable for any other entity that is significant to the College’s financial statements. Financial accountability is determined in accordance with criteria set forth in GAAP, primarily on the basis of authority to appoint a voting majority of an organization’s governing board, ability to impose its will on that organization, the potential for that organization to provide specific financial benefits or impose specific financial burdens and that organization’s fiscal dependency.

Measurement Focus and Basis of Accounting

The basic financial statements are reported using the economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Property taxes are recognized as revenues in the years in which they are levied. Grants and other similar types of revenue are recognized as soon as all eligibility requirements imposed by the grantor have been met. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

Operating revenues and expenses are distinguished from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an entity’s ongoing operations. The principal operating revenues of the College are charges to students for tuition and fees, grants and contracts for specific operating activities of the College and sales of goods and services. Operating expenses include the cost of faculty, administration and support expenses, bookstore operations, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2013

1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Investments

Investments are carried at fair value. The College invests in the Oregon Local Government Investment Pool. This investment is authorized by Oregon Revised Statutes. For purposes of the statement of cash flows; cash, demand deposits, the Oregon Local Government Investment Pool and short-term investments purchased with original maturities of three months or less are considered to be cash and cash equivalents.

The College is required by Oregon law to insure its deposits with financial institutions through Federal depository insurance funds coverage or participation in institution collateral pools that insure public deposits. Amounts at the Oregon Local Government Investment Pool are exempt from such requirements.

Property Taxes Receivable

Ad valorem property taxes are levied on all taxable property as of July 1. Property taxes become an enforceable lien on that date for real property and personal property. Collection dates are November 15, February 15 and May 15. Discounts are allowed if amounts due are received by November 15. Taxes unpaid and outstanding on May 16 are considered delinquent. Uncollected taxes are deemed to be substantially collectible or recoverable through liens; therefore, no allowance for uncollectible taxes has been established. Property taxes receivable are recognized as revenues when levied.

Accounts/Grants Receivable

Student accounts receivable are recorded as tuition and fees as assessed.

Unreimbursed grant expenditures due from grantor agencies are recorded in the financial statements as receivables and revenues. Cash received from grantor agencies in excess of related grant expenditures is recorded as unearned revenue.

Inventories

Inventories, primarily books and supplies, are valued at the lower of cost (first-in/first-out method) or market.

Capital Assets

Capital assets include land, buildings and improvements, equipment, and library books with an estimated useful life greater than one year. The College's capitalization threshold is \$5,000 for all capital assets except for library books. Library books are capitalized regardless of cost. Donated assets are recorded at their fair market value on the date donated. Major outlays for capital assets and improvements are capitalized as projects are constructed. The cost of normal maintenance and repairs that do not add value or functionality to the asset are not capitalized, but are expensed as incurred.

Capital assets are depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	50
Library books	10
Equipment	5 to 10

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2013

1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Compensated Absences

Employees of the College are permitted to accumulate earned but unused vacation and sick pay. Vacation pay is recorded as a liability and an expense when earned. A liability does not exist for unpaid accumulated sick leave since College policy does not allow payment upon separation of service.

Leases

Leases which meet certain criteria established by the Governmental Accounting Standards Board are classified as capital leases. Leases which do not meet criteria of a capital lease are classified as operating leases.

Retirement Plan

All eligible employees are participants in the Oregon Public Employees Retirement System (PERS). Contributions to PERS are made on a current basis as required by the plan and charged to expense as funded.

Scholarship Discounts and Allowances

Financial aid to students is reported in the basic financial statements in accordance with guidance prescribed by the National Association of College and University Business Officers (NACUBO). Certain aid such as loans and funds provided to students as awarded by others is accounted for as a third party payment (credited to the student's account as if they student made the payment). All other aid is reflected in the basic financial statements as operating expenses, or scholarship discounts and allowances, which reduce revenues. The amount reported as operating expense represents the portion of aid that was provided to the student in the form of cash. Scholarship discounts and allowances represent the portion of aid provided to the student in the form of reduced tuition.

Restricted Net Position

Restricted net position reported in the Statement of Net Position represents amounts for which constraints were imposed by creditors, grantors, contributors or laws or regulations. The College's policy is to first use restricted resources when an expense is incurred for which both restricted and unrestricted net position is available.

2 – CASH AND INVESTMENTS

Cash and investments are comprised of the following at June 30, 2013:

Cash on hand	\$ 507
Deposits with financial institutions	110,900
Investments	<u>4,565,303</u>
Total cash and investments	<u>\$ 4,676,710</u>



TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2013

2 – CASH AND INVESTMENTS (continued)

Deposits with Financial Institutions

Deposits with financial institutions are bank demand deposits. The total bank balance, as shown on the bank's records at June 30, 2013, is \$113,963. These deposits were fully covered by federal depository insurance.

The Oregon State Treasurer is responsible for monitoring public funds held by bank depositories in excess of FDIC insured amounts, and for assuring that public funds on deposit are collateralized to the extent required by Oregon Revised Statutes (ORS) Chapter 295. ORS Chapter 295 requires depository banks to place and maintain on deposit with a third-party custodian bank securities having a value of 10%, 25%, or 110% of public funds on deposit depending primarily on the capitalization level of the depository bank.

Custodial credit risk for deposits is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The College follows State law with respect to custodial credit risk and has not adopted a separate policy. Of the College's bank balance, none was exposed to custodial credit risk as of June 30, 2013, because deposits were not in excess of FDIC insurance.

Investments

State statutes authorize the College to invest in general obligations of the U.S. Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers' acceptances, commercial paper and the Oregon Local Government Investment Pool, among others. The College has no investment policy that would further limit its investment choices.

At June 30, 2013, the College's investments consisted of:

Investment in Oregon Local Government	
Investment Pool	\$ 4,565,288
Other	<u>15</u>
Total Investments	<u><u>\$ 4,565,303</u></u>

The Oregon Local Government Investment Pool is an open-ended, no-load diversified portfolio pool. The fair value of the College's position in the pool is substantially the same as the value of the College's participant balance. The College's investment in the Oregon Local Government Pool is approximately 99.99% of total investments.

The Oregon Local Government Investment Pool is an external investment pool which is part of the Oregon Short-Term Fund. Investment policies are governed by the Oregon Revised Statutes and the Oregon Investment Council (Council). The State Treasurer is the investment officer for the Council. Investments are further governed by portfolio guidelines issued by the Oregon Short-Term Fund Board. The Oregon Short-Term Fund does not receive credit quality ratings from nationally recognized statistical rating organizations.

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Oregon Short-Term Fund manages this risk by limiting the maturity of the investments held by the fund. Weighted average maturities of the investments in the Oregon Short-Term Fund at June 30, 2013 were: 71% mature within 93 days, 9% mature from 94 days to one year, and 20% mature from one to three years.

**TILLAMOOK BAY COMMUNITY COLLEGE**  
**Notes to Basic Financial Statements**  
**June 30, 2013**

**3 – CAPITAL ASSETS**

Capital assets activity for the year ended June 30, 2013 was as follows:

	Balance July 1, 2012	Increases	Decreases	Balance June 30, 2013
<b>Capital assets not being depreciated:</b>				
Land	\$ 889,979	\$ -	\$ -	\$ 889,979
Construction in progress	626,100	91,935	586,031	132,004
Total capital assets not being depreciated	<u>1,516,079</u>	<u>91,935</u>	<u>586,031</u>	<u>1,021,983</u>
<b>Capital assets being depreciated:</b>				
Buildings and improvements	12,305,809	616,024	-	12,921,833
Equipment	915,091	35,253	-	950,344
Library collection	112,119	12,471	-	124,590
Total capital assets being depreciated	<u>13,333,019</u>	<u>663,748</u>	<u>-</u>	<u>13,996,767</u>
<b>Less accumulated depreciation for:</b>				
Buildings and improvements	734,087	258,537	-	992,624
Equipment	440,969	121,883	-	562,852
Library collection	59,394	11,768	-	71,162
Total accumulated depreciation	<u>1,234,450</u>	<u>392,188</u>	<u>-</u>	<u>1,626,638</u>
Total capital assets being depreciated, net	<u>12,098,569</u>	<u>271,560</u>	<u>-</u>	<u>12,370,129</u>
Total capital assets, net	<u>\$ 13,614,648</u>	<u>\$ 363,495</u>	<u>\$ 586,031</u>	<u>\$ 13,392,112</u>

**4 – LONG-TERM OBLIGATIONS**

Changes in long-term obligations for the year ended June 30, 2013 are as follows:

	Balance July 1, 2012	Additions	Deletions	Balance June 30, 2013	Due within One Year	Interest Matured and Paid
General obligation bonds payable	\$ 8,685,000	\$ -	\$ 300,000	\$ 8,385,000	\$ 350,000	\$ 360,637
Pension bonds payable	1,610,000	-	30,000	1,580,000	40,000	76,877
Premium on general obligation bonds	89,946	-	5,997	83,949	5,997	-
Total long-term obligations	<u>\$ 10,384,946</u>	<u>\$ -</u>	<u>\$ 335,997</u>	<u>\$ 10,048,949</u>	<u>\$ 395,997</u>	<u>\$ 437,514</u>

**Bonds Payable**

In June 2005, the College issued \$1,695,000 of Limited Tax Pension Obligation Bonds and transferred the net proceeds to the State of Oregon Public Employees Retirement System to payoff the College's share of the cost sharing plan's unfunded actuarial liability. The resulting pension asset is being used to pay a portion of the College's annual required contribution. Principal payments are due annually beginning in June 2009 through June 30, 2028. Interest is payable in December and June of each year with fixed rates ranging from 4.643% to 4.831%.

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2013

4 – LONG-TERM OBLIGATIONS (continued)

Bonds Payable (continued)

Future bonded debt requirements for the Series 2005 bond issue are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013-14	\$ 40,000	\$ 75,484	\$ 115,484
2014-15	45,000	73,627	118,627
2015-16	55,000	71,537	126,537
2016-17	65,000	68,984	133,984
2017-18	70,000	65,966	135,966
2018-19	80,000	62,716	142,716
2019-20	95,000	59,001	154,001
2020-21	105,000	54,590	159,590
2021-22	120,000	49,518	169,518
2022-23	130,000	43,721	173,721
2023-24	145,000	37,440	182,440
2024-25	165,000	30,435	195,435
2025-26	180,000	22,464	202,464
2026-27	200,000	13,768	213,768
2027-28	85,000	4,106	89,106
	<u>\$ 1,580,000</u>	<u>\$ 733,357</u>	<u>\$ 2,313,357</u>

In May 2007, a bond issue in the amount of \$9,865,000 was passed by the voters for the purpose of funding land acquisition and capital construction in North, Central and South Tillamook County. On September 11, 2007, the College sold general obligation bonds. Principal payments are due annually beginning in June 2008 through June 15, 2027. Interest is payable in December and June of each year with fixed rates ranging from 3.9% to 5.0%

Future bonded debt requirements for the Series 2007 bond issue are as follows:

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2013

4 – LONG-TERM OBLIGATIONS (continued)

Bonds Payable (continued)

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013-14	\$ 350,000	\$ 348,638	\$ 698,638
2014-15	370,000	334,737	704,737
2015-16	400,000	316,238	716,238
2016-17	450,000	296,237	746,237
2017-18	485,000	273,738	758,738
2018-19	520,000	254,337	774,337
2019-20	560,000	233,538	793,538
2020-21	605,000	211,137	816,137
2021-22	650,000	186,938	836,938
2022-23	695,000	160,937	855,937
2023-24	745,000	133,138	878,138
2024-25	795,000	103,337	898,337
2025-26	850,000	71,538	921,538
2026-27	910,000	37,538	947,538
	<u>\$ 8,385,000</u>	<u>\$ 2,962,026</u>	<u>\$ 11,347,026</u>

5 – RETIREMENT PLAN

Plan Description

The College participates in the State of Oregon Public Employees Retirement System (PERS), a cost-sharing multiple-employer pension plan which provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The system is a statewide defined benefit retirement plan for units of state government, community colleges, school districts, and political subdivisions. PERS is administered under Oregon Revised Statutes Chapter 238 and Chapter 238A by the Public Employees Retirement Board. Participation by state government units, community colleges, and school districts is mandatory. Participation by most political subdivisions is optional but irrevocable if elected. A stand-alone financial report is not available for the College. However, the State of Oregon Public Employees Retirement System issues a publicly available financial report that includes financial statements and supplementary information. That report may be obtained by writing to PERS, PO Box 23700, Tigard, Oregon 97281-3700 or by calling (503) 598-7377.

Funding Policy

PERS members are required to contribute 6% of their annual covered salary. The Oregon Supreme Court has ruled that the College may pay the members' required contribution. The College started paying the 6% member contribution in November 1996. The College is required to contribute an actuarially determined rate. The current rate is 15.32% (including 7.31% contributed from the pension asset) of annual covered payroll for member employees of the State and Local Government Rate Pool. The current rate is 13.42% (including 7.31% contributed from the pension asset) of annual covered payroll for member employees of the Oregon Public Service Retirement Plan. The contribution requirements of plan members and the College are established and may be amended by the Public Employees Retirement Board. The College's contributions to PERS (including contributions from the pension asset) for the years ending June 30, 2013, 2012 and 2011, totaled \$243,270, \$252,414 and \$200,211 respectively, equal to the required contributions each year.

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2013

5 – RETIREMENT PLAN (continued)

Pension Asset

The pension asset is the result of the transfer of the College's pension bond proceeds to PERS to cover the College's share of the cost sharing plan's unfunded actuarial liability. This pension asset is being used to pay a portion of the College's annual required contribution. During the 2012-13 fiscal year, changes in the pension asset were as follows:

Asset balance - July 1, 2012	\$ 1,348,667
Investment income	167,584
Contributions to cost sharing pool	<u>(135,749)</u>
Asset balance - June 30, 2013	<u><u>\$ 1,380,502</u></u>

6 – OPERATING LEASES

The College has entered into a number of operating leases for classroom and office space and photocopiers. Estimated future minimum lease payments total \$5,593 for the 2013-14 fiscal year and \$5,037 for each of the following three fiscal years.

7 – RISK MANAGEMENT

The College is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The College is a member of Property and Casualty Coverage for Education (PACE) and pays an annual premium to PACE for its property, crime, commercial general liability, automobile liability and physical damage, and other coverages. The College is also a member of Special Districts Insurance Services (SDIS) and pays an annual premium to SDIS for workers' compensation coverage. PACE and SDIS are to be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of certain limits. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

8 – CONTINGENCIES AND COMMITMENTS

Grants receivable and grant receipts are subject to adjustment by grantor agencies, principally the Federal Government. Any disallowed claims, including claims already collected, could become a liability to the College.

TILLAMOOK BAY COMMUNITY COLLEGE  
Notes to Basic Financial Statements  
June 30, 2013

9 – BUDGET

The College budgets all College funds required to be budgeted in accordance with the Oregon Local Budget Law on a Non GAAP budgetary basis. The College follows these procedures in establishing its budget:

1. In the spring of each year, the Comptroller of the College, acting as Budget Officer, submits a proposed budget to the budget committee which consists of the Board of Education and an equal number of concerned citizens of the community. Estimated revenues and expenditures are budgeted by fund and department cost centers.
2. The budget committee conducts public hearings for the purpose of obtaining taxpayer comments.
3. The budget committee approves a balanced budget to submit to the Board of Education. The estimated expenditures for each fund may not be increased by more than 10 percent by the Board and ad valorem taxes for all funds may not exceed the amount shown in the budget document unless the Board republishes the budget and holds additional public hearings.
4. The Board legally adopts the budget before July 1 through a Board resolution. The resolution authorizing appropriations for each fund set the level by which expenditures cannot legally exceed appropriations. The level of control established by the resolution for each fund is at the major expense function level (i.e. Instruction, Student Services, etc.). Appropriations lapse at year end.
5. The Board may change the budget throughout the year by appropriation transfers between levels of control and supplemental budgets as authorized by Oregon Revised Statutes. During the fiscal year ended June 30, 2013, the Board adopted 1 supplemental budget as allowed by state law.

During the 2012-13 fiscal year, the College had no instances whereby expenditures were in excess of related appropriations.

## **OTHER SUPPLEMENTARY INFORMATION**

**OTHER SUPPLEMENTARY INFORMATION**  
**Description of Budgeted College Funds**

Other supplementary information consists of schedules required by the Minimum Standards for Audits of Oregon Municipal Corporations, prescribed by the Oregon Secretary of State. Schedules of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual are presented on a Non GAAP budgetary basis for each College fund required to be budgeted in accordance with the Oregon Local Budget Law, and for the Agency Fund.

Budgeted College funds are as follows:

General Fund - Accounts for all resources traditionally associated with operating the College which are not required legally or by sound financial management to be accounted for in another fund.

Special Revenue Fund - Accounts for proceeds of specific revenue sources restricted for particular educational and related support programs.

Financial Aid Fund - Accounts for financial aid and scholarship programs.

Capital Projects Fund - Accounts for financial resources to be used for the acquisition or construction of major capital facilities.

Debt Service Fund - Accounts for debt service payments on the College's Limited Tax Pension Obligation Bonds which are funded by transfers from other funds and debt service payments on the College's General Obligation Bonds which are funded by property taxes.

Enterprise Fund - Accounts for the operations of the College's bookstore, community education program and customized training projects.

Agency Fund - Accounts for assets held by the College as an agency for the student government, student honorary society and college staff.



**TILLAMOOK BAY COMMUNITY COLLEGE**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance - Budget and Actual  
GENERAL FUND  
Year Ended June 30, 2013**

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
State sources	\$ 777,491	\$ 777,491	\$ 824,063	\$ 46,572
Local sources				
Property taxes, current year	1,002,741	1,002,741	1,002,186	(555)
Property taxes, prior years	41,200	41,200	53,755	12,555
Local Contract	37,500	37,500	36,734	(766)
Tuition and fees	1,370,598	1,370,598	1,182,952	(187,646)
Other resources	23,665	23,665	32,864	9,199
	<u>3,253,195</u>	<u>3,253,195</u>	<u>3,132,554</u>	<u>(120,641)</u>
Total revenues				
<b>EXPENDITURES:</b>				
Instruction	1,450,270	1,460,483	1,313,059	147,424
Instructional support	455,537	455,537	410,564	44,973
Student services	364,562	364,562	309,735	54,827
College support	1,118,905	1,118,905	872,108	246,797
Plant operations and maintenance	353,898	353,898	319,606	34,292
Contingency	362,000	362,000	-	362,000
	<u>4,105,172</u>	<u>4,115,385</u>	<u>3,225,072</u>	<u>890,313</u>
Total expenditures				
Revenues over (under) expenditures	<u>(851,977)</u>	<u>(862,190)</u>	<u>(92,518)</u>	<u>769,672</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	416,640	426,853	419,558	(7,295)
Transfers out	(269,112)	(269,112)	(263,252)	5,860
	<u>147,528</u>	<u>157,741</u>	<u>156,306</u>	<u>(1,435)</u>
Total other financing sources (uses)				
Revenues and other sources over (under) expenditures and other uses	(704,449)	(704,449)	63,788	768,237
<b>FUND BALANCE, BEGINNING</b>	<u>704,449</u>	<u>704,449</u>	<u>737,977</u>	<u>33,528</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 801,765</u>	<u>\$ 801,765</u>

**TILLAMOOK BAY COMMUNITY COLLEGE**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance - Budget and Actual  
SPECIAL REVENUE FUND  
Year Ended June 30, 2013**

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		(Negative)
<b>REVENUES:</b>				
Federal sources	\$ 333,029	\$ 354,745	\$ 239,513	\$ (115,232)
State sources	86,495	326,579	336,347	9,768
Tuition and fees	6,000	6,000	2,450	(3,550)
Local sources	481,012	481,012	591,357	110,345
Other resources	13,350	13,350	14,377	1,027
<b>Total revenues</b>	<u>919,886</u>	<u>1,181,686</u>	<u>1,184,044</u>	<u>2,358</u>
<b>EXPENDITURES:</b>				
Instruction	213,140	257,012	182,014	74,998
Instructional support	398,489	598,204	490,511	107,693
Student services	3,430	11,430	8,979	2,451
College support	24,960	24,960	24,000	960
Contingency	220,000	220,000	-	220,000
Reserves	2,019,133	2,019,133	-	2,019,133
<b>Total expenditures</b>	<u>2,879,152</u>	<u>3,130,739</u>	<u>705,504</u>	<u>2,425,235</u>
Revenues over (under) expenditures	(1,959,266)	(1,949,053)	478,540	2,427,593
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers out	(414,060)	(424,273)	(417,637)	6,636
Revenues and other sources over (under) expenditures and other uses	(2,373,326)	(2,373,326)	60,903	2,434,229
<b>FUND BALANCE, BEGINNING</b>	<u>2,385,291</u>	<u>2,385,291</u>	<u>2,471,308</u>	<u>86,017</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ 11,965</u>	<u>\$ 11,965</u>	<u>\$ 2,532,211</u>	<u>\$ 2,520,246</u>

**TILLAMOOK BAY COMMUNITY COLLEGE**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance - Budget and Actual**

**FINANCIAL AID FUND**

**Year Ended June 30, 2013**

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Other resources	\$ 100,000	\$ 100,000	\$ 41,679	\$ (58,321)
<b>EXPENDITURES:</b>				
Financial aid	<u>388,500</u>	<u>388,500</u>	<u>227,668</u>	<u>160,832</u>
Revenues over (under) expenditures	(288,500)	(288,500)	(185,989)	102,511
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>-</u>
Revenues and other sources over (under) expenditures and other uses	(138,500)	(138,500)	(35,989)	102,511
<b>FUND BALANCE, BEGINNING</b>	<u>138,500</u>	<u>138,500</u>	<u>145,318</u>	<u>6,818</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 109,329</u>	<u>\$ 109,329</u>

**TILLAMOOK BAY COMMUNITY COLLEGE**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance - Budget and Actual  
CAPITAL PROJECTS FUND  
Year Ended June 30, 2013**

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Other resources	\$ 5,000	\$ 5,000	\$ 7,538	\$ 2,538
<b>EXPENDITURES:</b>				
Plant Additions	1,505,000	1,505,000	121,928	1,383,072
Revenues over (under) expenditures	(1,500,000)	(1,500,000)	(114,390)	1,385,610
<b>FUND BALANCE, BEGINNING</b>	1,500,000	1,500,000	1,310,628	(189,372)
<b>FUND BALANCE, ENDING</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,196,238</u>	<u>\$ 1,196,238</u>

**TILLAMOOK BAY COMMUNITY COLLEGE**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance - Budget and Actual  
DEBT SERVICE FUND  
Year Ended June 30, 2013**

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Local sources				
Property taxes, current year	\$ 649,837	\$ 649,837	\$ 654,491	\$ 4,654
Property taxes, prior years	10,000	10,000	34,124	24,124
Other resources	850	850	1,374	524
Total revenues	<u>660,687</u>	<u>660,687</u>	<u>689,989</u>	<u>29,302</u>
<b>EXPENDITURES:</b>				
College support	1,600	1,600	1,600	-
Debt service:				
Principal	330,000	330,000	330,000	-
Interest	437,514	437,514	437,514	-
Total expenditures	<u>769,114</u>	<u>769,114</u>	<u>769,114</u>	<u>-</u>
Revenues over (under) expenditures	(108,427)	(108,427)	(79,125)	29,302
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	110,000	110,000	106,052	(3,948)
Revenues and other sources over (under) expenditures and other uses	1,573	1,573	26,927	25,354
<b>FUND BALANCE, BEGINNING</b>	<u>5,000</u>	<u>5,000</u>	<u>38,760</u>	<u>33,760</u>
<b>FUND BALANCE, ENDING</b>	<u><u>\$ 6,573</u></u>	<u><u>\$ 6,573</u></u>	<u><u>\$ 65,687</u></u>	<u><u>\$ 59,114</u></u>

**TILLAMOOK BAY COMMUNITY COLLEGE**

**Schedule of Revenues, Expenditures and Changes in  
Fund Balance - Budget and Actual  
ENTERPRISE FUND  
Year Ended June 30, 2013**

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		(Negative)
<b>REVENUES:</b>				
Tuition and fees	\$ 7,500	\$ 7,500	\$ 7,149	\$ (351)
Local sources	11,000	11,000	128	(10,872)
Other resources	259,275	259,275	194,336	(64,939)
Total revenues	277,775	277,775	201,613	(76,162)
<b>EXPENDITURES:</b>				
Instruction	21,161	21,161	5,546	15,615
Student services	263,534	263,534	187,540	75,994
Contingency	1,300	1,300	-	1,300
Total expenditures	285,995	285,995	193,086	92,909
Revenues over (under) expenditures	(8,220)	(8,220)	8,527	16,747
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers out	(2,580)	(2,580)	(1,921)	659
Revenues and other sources over (under) expenditures and other uses	(10,800)	(10,800)	6,606	17,406
<b>FUND BALANCE, BEGINNING</b>	38,819	38,819	96,153	57,334
<b>FUND BALANCE, ENDING</b>	\$ 28,019	\$ 28,019	\$ 102,759	\$ 74,740

**TILLAMOOK BAY COMMUNITY COLLEGE**

**Schedule of Revenues, Expenditures and Changes in  
Due to Others - Budget and Actual  
AGENCY FUND  
Year Ended June 30, 2013**

	Budget		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Other resources	\$ 6,000	\$ 6,000	\$ 4,193	\$ (1,807)
<b>EXPENDITURES:</b>				
Student services	11,575	11,575	9,566	2,009
Financial aid	6,350	6,350	5,640	710
Total expenditures	17,925	17,925	15,206	2,719
Revenues over (under) expenditures	(11,925)	(11,925)	(11,013)	912
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	9,112	9,112	7,200	(1,912)
Revenues and other sources over (under) expenditures and other uses	(2,813)	(2,813)	(3,813)	(1,000)
<b>DUE TO OTHERS, BEGINNING</b>	5,225	5,225	4,710	(515)
<b>DUE TO OTHERS, ENDING</b>	<u>\$ 2,412</u>	<u>\$ 2,412</u>	<u>\$ 897</u>	<u>\$ (1,515)</u>

**TILLAMOOK BAY COMMUNITY COLLEGE**

**Schedule of Property Tax Transactions  
Year Ended June 30, 2013**

Fiscal Year Ended	Uncollected Balances July 1, 2012	Add Taxes Levied	Discounts Allowed	Adjustments	Collections	Uncollected Balances June 30, 2013
Current						
2012-13	\$ -	\$ 1,770,032	\$ 42,043	\$ (1,762)	\$ 1,649,560	\$ 76,667
Prior years						
2011-12	74,223	-	-	(316)	36,617	37,290
2010-11	35,899	-	-	(246)	14,624	21,029
2009-10	25,250	-	-	(277)	15,851	9,122
2008-09	7,655	-	-	(253)	4,967	2,435
2007-08	1,633	-	-	(114)	32	1,487
2006-07	441	-	-	(41)	10	390
and prior	1,070	-	-	-	36	1,034
<b>TOTALS</b>	<b>\$ 146,171</b>	<b>\$ 1,770,032</b>	<b>\$ 42,043</b>	<b>\$ (3,009)</b>	<b>\$ 1,721,697</b>	<b>\$ 149,454</b>

**NOTE**

2012-2013 assessed valuation \$4,134,296,384  
Billing rate per thousand dollars of assessed value \$ .2636 plus \$ .1690 for bonds



**INDEPENDENT AUDITOR'S COMMENTS REQUIRED BY  
OREGON STATE REGULATIONS**

INDEPENDENT AUDITOR'S COMMENTS  
REQUIRED BY OREGON STATE REGULATIONS

November 25, 2013

Board of Education  
Tillamook Bay Community College  
Tillamook, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2013, and have issued our report thereon dated November 25, 2013.

**Internal Control Over Financial Reporting**

Our report on Tillamook Bay Community College's internal control over financial reporting is presented elsewhere in this Annual Financial Report.

**Compliance**

As part of obtaining reasonable assurance about whether Tillamook Bay Community College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to, the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

In connection with our testing nothing came to our attention that caused us to believe Tillamook Bay Community College was not in substantial compliance with certain provisions of laws, regulations, contracts and grant agreements, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of the Board of Education, management and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these specified parties.

*Kenneth Kuhns & Co.*

Kenneth Kuhns & Co.

**INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER  
MATTERS BASED ON AN AUDIT OF THE FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
*GOVERNMENT AUDITING STANDARDS***

INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER  
MATTERS BASED ON AN AUDIT OF THE FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
*GOVERNMENT AUDITING STANDARDS*

November 25, 2013

Board of Education  
Tillamook Bay Community College  
Tillamook, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Tillamook Bay Community College as of and for the year ended June 30, 2013, and have issued our report thereon dated November 25, 2013.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Tillamook Bay Community College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Tillamook Bay Community College's internal control. Accordingly, we do not express an opinion on the effectiveness of Tillamook Bay Community College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Tillamook Bay Community College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Kenneth Kuhns & Co.*

Kenneth Kuhns & Co.

## Strategic Planning and Accreditation

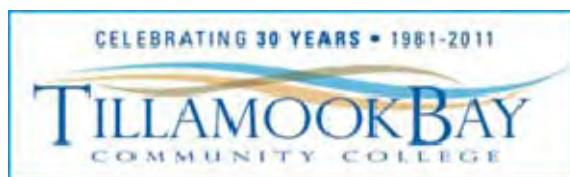
### **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

### **BACKGROUND INFORMATION** ----- Interim Chief Academic Officer Phillips

There is not much to report since the last update. President Green, Vice-Chair Lincoln, and Lori Gates will attend the Commission Meeting in Bellevue (WA) on Wednesday, January 8. There will be a report from that meeting for the Board's February meeting and TBCC expects to receive official notice from NWCCU in early February.

On a related note, the Strategic Framework update was discussed at the Leadership Team retreat on December 16. Strategic Aims are to 2015, but they may not be needed after that. The Strategic Framework will be reviewed during the budget development process to determine if there are resources to fund items in the plans that call for new funding. The Academic Master Plan, Strategic Enrollment Management Plan, and IT Plan will be updated, revised, and streamlined in spring 2014 in preparation for review of TBCC's mission, vision, and themes in 2014-2015.



## Board Evaluation

**RECOMMENDATION**

TO COMPLETE THE BOARD EVALUATION AND GIVE TO PRESIDENT GREEN BY JANUARY 31, 2014

**BACKGROUND INFORMATION**-----

Chair Wakefield

The Board agreed to the evaluation process and form at the December meeting. The Board meeting will return the Board evaluation to President Green by January 31, 2014.

# Tillamook Bay Community College

2012-2013

## Board of Director's Self Evaluation Survey

	Considerations	5 Definitely Agree	4 Agree	3 Somewhat Agree	2 Do Not Agree	1 Strongly Disagree
1	I understand my role and responsibilities as a board member.					
2	I understand the Mission and Core Themes of TBCC.					
3	I am involved in the board's work and progress.					
4	Communication from the college is timely and of interest.					
5	The Board establishes reviews regularly, revises as necessary, and exercises broad oversight of institutional policies, including those regarding its own organization and operation.					
6	The board monitors progress toward the strategic goals and outcomes.					
7	Board meetings are of appropriate length and frequency.					
8	The board effectively represents TBCC to the community.					

**What is the greatest opportunity for the College and the Board?**

**What is the greatest challenge for the College and the Board?**





**Please list areas where you feel the College and/or the Board is strongest:**

**Please list areas where you feel the College and/or the Board could be stronger:**

**What other activities might board members be more involved in to assist the College?**



# Presidential Evaluation

## RECOMMENDATION

THE PRESIDENTS EVALUATION IS INCLUDED TO BE COMPLETED AND RETURNED TO VICE-CHAIR LINCOLN BY JANUARY 31, 2014.

BACKGROUND INFORMATION ----- President Green

### Tillamook Bay Community College 2012-2013

#### Board of Education Evaluation of College President's Goals, Leadership and Performance

Evaluation category performance rating: 1= exemplary; 2= above average; 3= at expectation; 4= below expectation; 5= needs focused attention

**1. Engagement.** Provide leadership and tangible strategies to engage students in the learning environment at TBCC. Improve the College's persistence and completion rates for first year to second year, transfer and degree completion by 5% each year.

1    2    3    4    5

Comments: \_\_\_\_\_

—

**2. Accreditation.** Provide leadership throughout the application, self-evaluation, site visit, and candidacy for accreditation through the Northwest Commission on Colleges and Universities. Provide oversight to the overall instructional direction of the college to ensure the College to receive accreditation by winter term 2014.

1    2    3    4    5

Comments: \_\_\_\_\_

—

**3. Systems/Process Improvement.** Guide the improvement of college's processes and systems to continue to effectively meet the needs of students, staff and faculty. This would include systems that provide for quicker reporting, faster schedule design, more effective assisting students to register and an improved web site.

1    2    3    4    5

Comments: \_\_\_\_\_



**4. Education and Business Partnerships.** Maintain and develop education and business and industry partnerships that assist the college to meet the educational and training needs of the county. Develop and implement the Tillamook High School and TBCC vision of all students having college/career credits when they graduate from HS by 2015.

1                                  2                                  3                                  4                                  5

Comments: \_\_\_\_\_  
—

**5. Shared-governance Model.** Guide the implementation process of a shared-governance model that provides the staff an opportunity to establish policy driven administrative rules and operating procedures for the College. Implement a broader role for College Council.

1                                  2                                  3                                  4                                  5

Comments: \_\_\_\_\_  
—

**6. Capital and Foundation Improvement.** Provide leadership and direction to the Tillamook Bay Community College Foundation Board and its Executive Director. Assist in the development of a Capital Improvement campaign for the next building and a future planned giving campaign for the Foundation.

1                                  2                                  3                                  4                                  5

Comments: \_\_\_\_\_  
—

**ASSUMPTIONS FOR EFFECTIVE LEADERSHIP:**

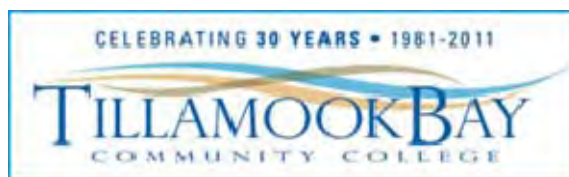
**Growth.** Manage the comprehensive growth of the College with the goal of increasing enrollment 5 to 10 percent per year in a sustainable approach through lower division transfer, career and technical, self-improvement, community and continuing education.

**Facilities, Safety and Security.** Support the implementation of College-wide procedures relating to the safety and security of the College human and physical resources and the ongoing improvements to the college's facilities in Tillamook and North and South Counties.

**Day-to-Day Leadership.** Provide day-to-day leadership and direction of the College through a collaborated effort with the Board of Education, College staff, and community. Provide a positive influence both internally and externally while maintaining a healthy balance of work and play.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



# Personnel

## RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Chief Academic Officer	2/7/2014	Between 4/1/2014 and 7/1/2014	Open until filled.	Jon Carnahan Michael Weissenfluh	
Dir. of Development and College Advancement	1/9/2014	ASAP	Open until filled	Jon Carnahan	
Title III Project Director	1/9/2014	ASAP	This position has been reopened. Open until filled.	Kyra Williams	
Financial Aid Advisor/Enrollment Specialist	1/6/2014	ASAP	Open until filled.	Michele Burton	
Facilities Maintenance Specialist	Nov. 25, 2013. Open until filled.	1/9/2014		Pat Ryan	George Hastings

NOTABLES:



## Announcements and General Information

### **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

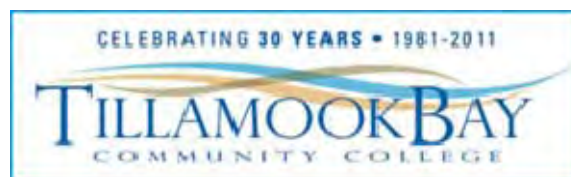
### **BACKGROUND INFORMATION**----- President Green

On January 8, Board Vice-Chair Lincoln, Lori Gates and President Green travel to the Northwest Commission on Colleges and Universities meeting in Bellevue Washington. We appear at 9:30 am to answer their questions and represent you for the final step to Accreditation.

Oregon Community College Association meetings have been scheduled for the first half of 2014 and they are open to any Board member who would like to attend.

- January 31, noon - 4 pm at Mt. Hood Community College
- February 21, Noon - 4 pm – Salem, OSBA Board Room
- March 14, Noon - 4 pm - Portland Community College, Sylvania Campus
- May 9, Noon - 4 pm- Columbia Gorge Community College, Hood River

A reminder that the college is closed on January 20 for Martin Luther King, Jr. Holiday

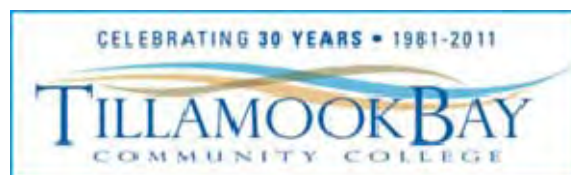


## Invitation of Public Comment

### **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 Wakefield



## Board Member Discussion Items

**RECOMMENDATION**

**BACKGROUND INFORMATION**----- Chair Wakefield



# Adjournment

**RECOMMENDATION**

MOTION TO ADJOURN THE MEETING.

**BACKGROUND INFORMATION**----- Chair Wakefield

