



TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107
(503) 377-2765 · Fax (503) 377-2219

Jerry Hallberg, *President*

September 7, 2000

Headlight Herald
PO Box 444
Tillamook OR 97141

LEGAL NOTICE SECTION:

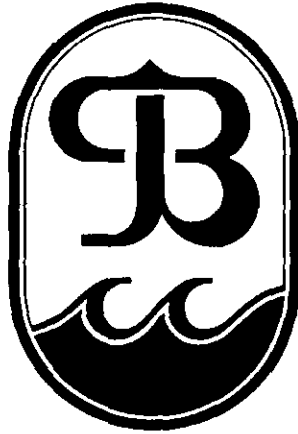
Please publish the following in the September 6, 2000, edition of the Headlight Herald:

NOTICE IS HEREBY GIVEN, that the regular meeting of the Tillamook Bay Community College Board of Education will be held on Monday, September 11, 2000, at 7:30 pm, at the BizCenter™, 401-B Main Street, Tillamook. The following items are on the agenda: Financial Report; Reports by the Manager of Human Resources, Dean of Instruction, Dean of Student Services and Director of College Development; CCWD/OCCA/OSBA information. The public is invited to attend the Board meeting. TBCC will provide reasonable accommodations to individuals with disabilities, call 377-2765.

Emmy Lou Orahood
Secretary, Board of Education

H00-551
LEGAL NOTICE
NOTICE IS HEREBY GIVEN, that the regular meeting of the Tillamook Bay Community College Board of Education will be held on Monday, September 11, 2000, at 7:30 p.m., at the BizCenter™, 401-B Main Street, Tillamook. The following items are on the agenda: Financial Report; Reports by the Manager of Human Resources, Dean of Instruction, Dean of Student Services and Director of College Development; CCWD/OCCA/OSBA information. The public is invited to attend the Board meeting. TBCC will provide reasonable accommodations to individuals with disabilities. call 377-2765.
Emmy Lou Orahood
Secretary,
Board of Education
9/6/00

TILLAMOOK BAY COMMUNITY COLLEGE



Regular Board Meeting Packet

**September 11, 2000
7:30 p.m.**

**Small Business Development Center
401-B Main Street, Tillamook**

JERRY HALLBERG, PRESIDENT

**Board of Education
Wayne Jensen, Chair
Craig Wakefield, Vice Chair
James P. McGinnis
Eva Noble
Stephen Shaw
Ann Swain
Robert Weitman**

TBCC BOARD OF EDUCATION REGULAR MEETING
September 11, 2000
7:30 p.m.
Small Business Development Center
401-B Main Street, Tillamook

AGENDA

- I. **ADOPTION OF AGENDA**
- II. **APPROVAL OF MINUTES**
August 7, 2000, Regular Meeting
- III. **FINANCIAL REPORT**
- IV. **HUMAN RESOURCES REPORT**
- V. **DEAN OF INSTRUCTION REPORT**
- VI. **DEAN OF STUDENT SERVICES REPORT**
- VII. **DIRECTOR OF COLLEGE DEVELOPMENT REPORT**
- VIII. **CCWD/OCCA/OSBA INFORMATION**
- IX. **ANNOUNCEMENTS**
 - A. Next Meeting: October 2, 2000, 7:30 p.m.,
Kiawanda Senior Community Center, Pacific City
 - B. OCCA Annual Convention, October 27-28, 2000, Holiday Inn, Newport
- X. **ADJOURNMENT**

BOARD OF EDUCATION REGULAR MEETING

September 11, 2000

7:30 p.m.

**Small Business Development Center
401-B Main Street, Tillamook, Oregon**

A G E N D A

I. ADOPTION OF AGENDA

Action needed: Motion to adopt the agenda

II. APPROVAL OF MINUTES

The August 7, 2000 Regular Meeting minutes are enclosed for review and approval.

Action needed: Motion to approve the August 7, 2000, Regular Meeting minutes

III. FINANCIAL REPORT

Mark Sybouts will report to the Board on items of interest.

Action needed: Informational

IV. HUMAN RESOURCES REPORT

Emmy Lou Orahoad will review the September personnel report.

Action needed: Informational

V. DEAN OF INSTRUCTION REPORT

Steve Hoffman, Dean of Instruction, will report to the Board on items of interest.

Action needed: Informational

VI. DEAN OF STUDENT SERVICES REPORT

Terrie Minner, Dean of Student Services, will report to the Board on items of interest.

Action needed: Informational

VII. DIRECTOR OF COLLEGE DEVELOPMENT REPORT

Jim Fullan, Director of College Development, will report to the Board on items of interest.

Action needed: Informational

VIII. CCWD/OCCA/OSBA INFORMATION

President Hallberg will review items of interest.

Action needed: Informational

IX. ANNOUNCEMENTS

- A. Next Meeting: October 2, 2000, 7:30 p.m.,
 Kiawanda Senior Community Center, Pacific City
- C. OCCA Annual Convention, October 27-28, 2000, Holiday Inn, Newport

X. ADJOURNMENT

**TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION
MINUTES - REGULAR MEETING
September 11, 2000
401-B Main Street, Tillamook, Oregon**

MEMBERS PRESENT Wayne Jensen, Steve Shaw, Ann Swain and Jim McGinnis

MEMBERS ABSENT Eva Noble, Craig Wakefield and Robert Weitman

STAFF PRESENT Jerry Hallberg, Mark Sybouts, Jim Fullan, Emmy Lou Orahood, Steve Hoffman, Terrie Minner and Betty Lester

CALL TO ORDER Chairperson Jensen called the meeting to order at 7:30 pm.

FINANCIAL REPORT Mr. Sybouts reported that the carryover at the end of the 1999-2000 fiscal year is approximately \$494,000.

PERSONNEL REPORT Emmy Lou Orahood, Manager, Human Resources, presented the September Personnel Report.

New Employees:
Donna Acord, Director, Professional/Technical Education
Barbara Bush, Director, BizCenter

Search Canceled:
Temporary (one-year) Business Instructor

Adjunct Faculty Searches:
AD104 Multicultural Counseling
CJA243 Narcotics and Dangerous Drugs
CIS Computer Concepts

ADOPTION OF AGENDA It was moved by Jim McGinnis, seconded by Steve Shaw, and the Board unanimously (4/0) adopted the September 11, 2000 Agenda.

APPROVAL OF MINUTES It was moved by Ann Swain, seconded by Steve Shaw, and the Board unanimously (4/0) approved the August 7, 2000 Regular Meeting Minutes as presented.

DEAN OF INSTRUCTION

Steve Hoffman, Dean of Instruction, reported on the following items:

- * There have been nine recruitments this year
- * He will be doing a brief analysis of credit classes
- * Invited the Board to attend a faculty workshop on September 21
- * Currently working on an Assessment of Academic Excellence.

President Hallberg mentioned that included in the packet was an FTE Summary for the Academic Year 1999-2000.

DEAN OF STUDENT SERVICES

Terrie Minner, Dean of Student Services, reported on the following items:

- * The Student Handbook is a little different this year. We have included a calendar on each page showing dates for deadlines and events which will aid the students.
- * There will be a Career Planning Workshop on Tuesday, September 12, 5:30-8:00 pm, in Room 6 at the Tillamook Campus.
- * A Family Information Evening (group orientation) was held on Wednesday, September 6, for high school students and their parents, 90+ people attended.
- * Distributed the new Admission Form for non-credit classes, CEU/Basic Skills Registration Form and Credit Registration Worksheet
- * Distributed new 2000-2002 Catalogs and Fall 2000 Schedule of Classes
- * Financial Aid: As of March 2000, 20+ students were enrolled and on Financial Aid. Currently, due to having an advisor on staff part time, 100 students are now enrolled and on Financial Aid.

DIRECTOR OF COLLEGE DEVELOPMENT REPORT

Jim Fullan, Director of College Development, reported on the following items:

- * Mr. Fullan thanked the Board for their 100% participation in the Mildred Davy Endowment Scholarship Fund.
- * Mr. Fullan announced that TBCC will be advertising on Channel 18 beginning right away. He then played a tape of the 60 second ad and the 30 second ad, encouraging registration which is basically an image builder for the college.

**CCWD/OCCA/OSBA
CORRESPONDENCE**

President Hallberg mentioned that enclosed in the packet is an announcement of the selection of the new OCCA Executive Director, Andrea Henderson.

President Hallberg also mentioned that the OCCA Annual Convention will be held on October 27-28, 2000, at the Holiday Inn in Newport. If you are planning to attend, please let Betty know right away.

ANNOUNCEMENTS

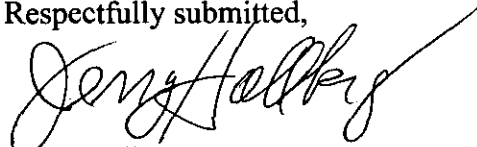
President Hallberg made the following announcements:

- * Next Board Meeting: October 2, 2000, 7:30 pm at the Kiawanda Senior Community Center, Pacific City
- * OCCA Annual Convention: October 27-28, 2000, Holiday Inn, Newport

ADJOURNMENT

There being no further business, it was moved by Steve Shaw, seconded by Jim McGinnis, and the Board unanimously (4/0) agreed to adjourn the meeting at 8:17 pm.

Respectfully submitted,



Jerry Hallberg
Clerk

HUMAN RESOURCES REPORT

September 11, 2000

New Employees:

Donna Acord, Professional/Technical Education

Effective: September 11, 2000
Salary: \$37,905 (Grade 11, Step 3)
Status: regular, full-time, exempt, 12-month position

Barbara Bush, Director, BizCenter™

Effective: September 25, 2000
Salary: \$37,905 (Grade 11, Step 3)
Status: regular, full-time, exempt, 12-month position

Search Cancelled

Temporary (one-year) Business Instructor

Effective: Fall Term
Salary: \$27,424
Status: regular, full-time, exempt, 180 day position

Adjunct Faculty:

AD104 Multicultural Counseling
BA101 Introduction to Business
CJA 243 Narcotics and Dangerous Drugs
Office Skills Labs

Memo: FACULTY WORKSHOP

To: ALL FACULTY MEMBERS
From: Steve Hoffman
Date: August 31, 2000
Re: FACULTY WORKSHOP: THURSDAY SEPTEMBER 21

I'd like to welcome you to the fall 2000 quarter at TBCC. I am excited because we have two new regular faculty members as well as several new adjunct instructors, and I am looking forward to welcoming others back who are TBCC "veterans" as well.

For everyone including adjunct faculty, you are invited to join us at 6:30 pm at the Tillamook Campus for refreshments, and then a workshop (and orientation) for both regular and adjunct faculty members (including teaching staff). The workshop portion will feature a forum on *Academic Excellence* led by Bob Pietruszka.

For regular faculty (and any others that can make it), I would also like to invite you to join us at 8 am (also at the Tillamook Campus) for an interesting series of workshop topics. Featured topics include *Establishing a Writing Center* (Amy Getty) and *Learning Disabilities* (George Miller).

Thanks in advance for joining us. I am looking forward to meeting with you!



/Steve

shoffman@tbcc.cc.or.us

Academic Excellence: Challenges and Expectations

8 – 12 Morning Workshop

- Introduction/Icebreaker
- Establishing a Writing Center
- Assessment Report Summary/Planning for 2000/2001

12 – 2 Afternoon OUS Parent/Student Event (and Lunchtime)

2 – 5 Afternoon Workshop

- Learning Disabilities
- Faculty Evaluation Discussion
- Wrapup Discussion

6:30 – 7 Informal Time

7 – 9 Evening Orientation and Meeting

- Welcome and Introductions
- Institutional Procedures and Resources
- Faculty Senate Invitation
- Academic Excellence Forum

FTE Summary for Academic Year 1999-2000

Total FTE

Category	Year End									'99 to '00 % Chg	Max to '00 % Diff	Five Year Average	'00 as % of 5 yr Avg
	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97	1997-98	1998-99	1999-00				
Lower Division Coll.	93.93	99.12	101.44	82.08	78.34	92.21	92.14	80.43	65.40	-18.7%	-35.5%	85.04	76.90%
Vocational Prep.	40.28	44.26	47.81	57.60	43.38	49.31	48.40	45.08	43.24	-4.1%	-24.9%	48.75	88.69%
Vocational Supp.	37.77	24.51	22.58	17.99	17.36	27.22	31.10	40.10	20.57	-48.7%	-48.7%	26.75	76.89%
ESL	11.57	11.79	11.07	18.61	6.22	10.50	7.08	10.86	16.86	55.2%	-9.4%	10.65	158.25%
ABE	28.23	24.92	18.71	17.36	17.79	10.83	7.09	4.33	5.06	16.9%	-82.1%	11.48	44.08%
GED	28.67	22.33	15.48	15.56	18.01	18.63	45.97	30.25	26.29	-13.1%	-42.8%	25.68	102.36%
Post-Sec. Remedial	6.52	3.77	6.20	3.87	2.72	4.33	4.53	5.83	8.85	51.8%	35.7%	4.26	207.9%
Self-Improvement	183.59	170.71	174.12	180.85	170.55	193.83	203.91	203.02	182.38	-10.2%	-10.6%	190.43	95.77%
Non-reimbursable	5.81	1.33	5.17	3.28	2.52	3.69	3.75	5.85	10.88	86.0%	86.0%	3.82	284.97%
TOTAL	436.37	402.74	402.58	397.20	356.89	410.55	443.97	425.75	379.53	-10.9%	-14.5%	406.87	93.28%

All Credit	171.98	167.89	171.83	157.67	139.08	168.74	171.64	165.61	129.21	-22.0%	-24.9%	160.55	80.48%
Voc Prep/Voc Supp	78.05	68.77	70.39	75.59	60.74	76.53	79.50	85.18	63.81	-25.1%	-25.1%	75.51	84.51%
ABE/GED	56.90	47.25	34.19	32.92	35.80	29.46	53.06	34.58	31.35	-9.3%	-44.9%	37.16	84.36%
Self Imp/Non-reim.	189.40	172.04	179.29	184.13	173.07	197.52	207.66	208.87	193.26	-7.5%	-7.5%	194.25	99.49%

Reimbursable FTE

Category	Year End									'99 to '00 % Chg	Max to '00 % Diff	Five Year Average	'00 as % of 5 yr Avg
	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97	1997-98	1998-99	1999-00				
Lower Div. Collegiate	93.91	98.73	101.44	81.84	78.08	92.15	91.94	80.29	65.40	-18.5%	-35.5%	84.86	77.07%
Vocational Prep.	40.28	44.26	47.81	57.21	42.96	49.18	48.40	45.08	43.24	-4.1%	-24.4%	48.57	89.03%
Vocational Supp.	37.77	24.51	22.58	17.97	17.33	27.18	31.10	39.74	20.56	-48.3%	-48.3%	26.66	77.11%
ESL	11.57	11.79	11.07	15.24	4.94	8.00	5.99	10.80	16.30	50.9%	7.0%	8.99	181.23%
ABE	24.48	24.48	16.20	14.61	15.52	9.63	5.43	4.27	3.43	-19.7%	-86.0%	9.89	34.67%
GED	26.61	16.55	12.17	12.91	14.56	14.01	41.19	25.68	24.56	-4.4%	-40.4%	21.67	113.34%
Post-Sec. Remedial	6.52	3.77	6.20	3.79	2.71	4.33	4.53	5.77	8.85	53.4%	35.7%	4.23	209.42%
Self-Improvement	183.59	164.96	161.32	176.39	168.93	193.58	199.80	191.83	176.80	-7.8%	-11.5%	186.11	95.00%
Non-reimbursable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A	N/A		
TOTAL	424.73	389.05	378.79	379.96	345.03	398.06	428.38	403.46	359.14	-11.0%	-16.2%	390.98	91.86%

Jump start your career planning!



FREE

Career Planning Workshop

Tuesday, September 12

5:30-8:00 p.m.

Tillamook Bay Community College

Tillamook Campus, Room 6

You will:

***Take a free assessment inventory that will match your interests and needs to specific careers**

***Learn about free resources available to help in career planning**

Free Pre-Registration at TBCC by Monday Sept. 11

TBCC 2510 First St. Tillamook, Or. 842-8222

Student Services

New OCCA Executive Director Selected

I am pleased to announce the selection of Andrea Henderson to serve as executive director of the Oregon Community College Association. Ms. Henderson arrives from the Senate Majority Office, where she has served as legislative director since 1997.

Some of her previous experience includes service as an advocate for public education during two legislative sessions, as program director of Citizens for Oregon Schools and as director of the ASOSU State Affairs Task Force.

Ms. Henderson received her Bachelor of Science degree in Political Science from Oregon State University in 1992 and her Doctor of Jurisprudence from Willamette University in 1995.

Please welcome Ms. Henderson after she joins the association on Aug. 1, 2000.

Steve Lewis
OCCA President

Let's meet at
the beach!



OCCA Annual Convention

Oct. 27-28, 2000

Holiday Inn, Newport, OR

For information about the facility, please visit www.rogueweb.com/holidaynewport/
or go to our home page (www.occal7.com) and follow the links.

Great Speakers!

Informative Workshops!

Skills Training!

Annual Awards!

Basket Raffle!

Your participation will be critical during the upcoming legislative session. As a community college advocate, it is important that you learn how to be an effective communicator of our message in the State Capitol.

Register with your college board secretary.