



TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

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

Jerry Hallberg, *President*

September 19, 2000

Headlight Herald
PO Box 444
Tillamook OR 97141

LEGAL NOTICE SECTION:

Please publish the following in the September 27, 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 the first Monday of the month, October 2, 2000 at 7:30 pm, at the Kiawanda Senior Community Center, 34600 Cape Kiwanda Drive, Pacific City. The following items are on the agenda: Guests: Kathy Schaefer, TBCC Director, South County Education Programs and Guy Sievert, Dean of Academic Services, Portland Community College; 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

H00-582
LEGAL NOTICE
NOTICE IS HEREBY GIVEN,
that the regular meeting of
the Tillamook Bay
Community College Board of
Education will be held on the
first Monday of the month,
October 2, 2000 at 7:30
pm, at the Kiawanda Senior
Community Center, 34600
Cape Kiwanda Drive, Pacific
City. The following items are
on the agenda: Guests:
Kathy Schaefer, TBCC
Director, South County
Education Programs and Guy
Sievert, Dean of Academic
Services, Portland
Community College;
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 disabili-
ties, call 377-2765.
Emmy Lou Orahood
Secretary,
Board of Education
9/27/00

Affidavit of Publication

State of Oregon, County of Tillamook, -ss.

I, Megan Archambault being first duly sworn, depose and say that I am a clerk of the Headlight-Herald, a newspaper of general circulation as defined by ORS 193.010 and 193.020,

state; that Tillamook Bay Community College

h00-582 Mtg. Not., a printed copy of which is hereto annexed, was published in the entire issue of said newspaper

for 1 successive and consecutive weeks in the following issues:

9/27/00

Megan Archambault

Subscribed and sworn to before me this 27th day of September, 2000

Susan Dunn
Notary Public for Oregon

Price charged for this notice \$ 25,31



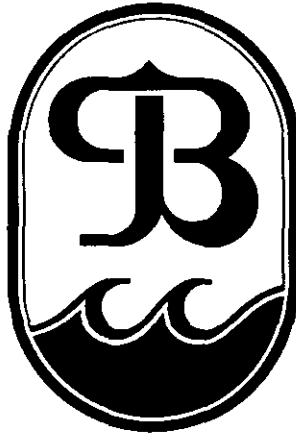
H00-582
LEGAL NOTICE
NOTICE IS HEREBY GIVEN, that the regular meeting of the Tillamook Bay Community College Board of Education will be held on the first Monday of the month, October 2, 2000 at 7:30 pm, at the Kiwanda Senior Community Center, 34600 Cape Kiwanda Drive, Pacific City. The following items are on the agenda: Guests: Kathy Schaefer, TBCC Director, South County Education Programs and Guy Sievert, Dean of Academic Services, Portland Community College; Financial Report; reports by the Manager of Human Resources, Dean of Instruction, Dean of Student Services and Director of College Development; C C W D / O C C A / O S B A Information. The public is invited to attend the Board meeting. TBCC will provide reasonable accommodations to individuals with disabilities, call 377-2765.
Emmy Lou Orshood
Secretary
Board of Education
9/27/00

● ●
REMINDER

●
**The October Board
Meeting will be
held at the**

●
**Kiawanda Senior
Community Center
34600 Cape Kiwanda
Drive,
Pacific City**

TILLAMOOK BAY COMMUNITY COLLEGE



Regular Board Meeting Packet

**October 2, 2000
7:30 p.m.**

**Kiawanda Senior Community Center
34600 Cape Kiwanda Drive, Pacific City**

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

October 2, 2000

**Kiawanda Senior Community Center
34600 Cape Kiwanda Drive, Pacific City**

7:30 p.m.

AGENDA

I. ADOPTION OF AGENDA

II. APPROVAL OF MINUTES

September 11, 2000

III. GUEST PRESENTATIONS

- A. Kathy Schaefer, Coordinator, South County Education Programs
- B. Guy Sievert, Dean of Academic Services, Portland Community College

IV. FINANCIAL REPORT

- A. Budget Report

V. HUMAN RESOURCES REPORT

VI. DEAN OF INSTRUCTION REPORT

VII. DEAN OF STUDENT SERVICES REPORT

VIII. DIRECTOR OF COLLEGE DEVELOPMENT REPORT

IX. CCWD/OCCA/OSBA INFORMATION

X. ANNOUNCEMENTS

- A. OCCA Annual Convention, October 27 - 28, Holiday Inn, Newport
- B. Next Meeting: November 6, 2000, 7:30 p.m., SBDC

XI. ADJOURNMENT

BOARD OF EDUCATION REGULAR MEETING

October 2, 2000

**Kiawanda Senior Community Center
34600 Cape Kiwanda Drive, Pacific City
7:30 p.m.**

A G E N D A

I. ADOPTION OF AGENDA

Action needed: Motion to adopt the agenda.

II. APPROVAL OF MINUTES

The September 11, 2000 Regular Meeting minutes are enclosed for review and approval.

Action needed: Motion to approve the September 11, 2000 Regular Meeting minutes.

III. GUEST PRESENTATIONS

A. Kathy Schaefer, Coordinator, South County Education Programs

Action needed: Informational

B. Guy Sievert, Dean of Academic Services, Portland Community College

Action needed: Informational

IV. FINANCIAL REPORT

A. Budget Report

Mark Sybouts, Director of Administrative Services, will distribute and review the budget report with the Board.

Action needed: Informational

V. HUMAN RESOURCES REPORT

Emmy Lou Orahood, Manager of Human Resources, will report to the Board on items of interest from Human Resources.

Action needed: Informational

VI. DEAN OF INSTRUCTION REPORT

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

Action needed: Informational

VII. DEAN OF STUDENT SERVICES REPORT

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

Action needed: Informational

VIII. DIRECTOR OF COLLEGE DEVELOPMENT REPORT

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

Action needed: Informational

IX. CCWD/OCCA/OSBA INFORMATION

President Hallberg will review information.

Action needed: Informational

X. ANNOUNCEMENTS

- A. OCCA Annual Convention, October 27-28, Holiday Inn, Newport
- B. Next Meeting: November 6, 2000, 7:30 p.m.,
Small Business Development Center, 401-B Main Street, Tillamook

XI. ADJOURNMENT

TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION
MINUTES - REGULAR MEETING
October 2, 2000
Kiawanda Senior Community Center
34600 Cape Kiawanda Drive, Pacific City

- MEMBERS PRESENT** Wayne Jensen, Steve Shaw, Ann Swain, Jim McGinnis, Eva Noble, Craig Wakefield and Robert Weitman
- GUESTS PRESENT** Guy Sievert, Dean of Academic Services, PCC and Marvin Noble
- STAFF PRESENT** Jerry Hallberg, Mark Sybouts, Jim Fullan, Emmy Lou Orahood, Steve Hoffman, Terrie Minner, Kathy Schaefer and Betty Lester
- CALL TO ORDER** Chairperson Jensen called the meeting to order at 7:30 pm.
- ADOPTION OF AGENDA** It was moved by Steve Shaw, seconded by Craig Wakefield, and the Board unanimously (7/0) adopted the October 2, 2000 Agenda.
- APPROVAL OF MINUTES** It was moved by Steve Shaw, seconded by Eva Noble, and the Board unanimously (7/0) approved the September 11, 2000 Regular Meeting Minutes as presented.
- GUEST PRESENTATIONS** President Hallberg introduced Kathy Schaefer, Coordinator, South County Education Programs.
- Ms. Schaefer welcomed everyone to the Kiawanda Senior Community Center. Ms. Schaefer said that TBCC South County Education Programs have been housed at the Kiawanda Senior Community Center since June 1997 and began offering classes there in Fall Term 1997. She said TBCC also has an office in the building. She talked briefly about some of the various building plans and how they might impact TBCC.
- Ms. Schaefer mentioned that enrollment in community education classes in South County has been increasing steadily for the past three years. In response to a question from the Board, Ms. Schaefer stated that participants have included teenagers through seniors.
- Ms. Schaefer thanked the Board for holding their October meeting in South County.
- President Hallberg introduced Guy Sievert, Dean of Academic Services, Portland Community College.

Mr. Sievert said that he was happy to be present at the Board Meeting. He indicated that the Board packet included a letter from Sandra E. Elman, Executive Director of Northwest Association of Schools and Colleges, Commission on Colleges. In it is the following recommendation: *"It is recommended that PCC in collaboration with the contracting colleges develop and implement an action plan designed to provide oversight of the contracting colleges as necessary to verify ongoing compliance with accreditation eligibility requirements, standards, and policies, and that annually the effectiveness of this plan be formally evaluated (Policy A-6 - Contractual Relationships with Organizations Not Regionally Accredited).* Mr. Sievert stressed that TBCC has a mutual partnership with PCC due to the contractual agreement between our institutions. He said that TBCC is responsible for making the most of resources available from PCC. Mr. Sievert also mentioned that students from PCC and TBCC do better as juniors and seniors (GPA) than students that started in the Oregon University System.

A discussion followed with Mr. Sievert responding to questions from the Board.

FINANCIAL REPORT

Mr. Sybouts distributed a Preliminary Financial Information Report as of August 31, 2000 and said the First Quarterly Budget Report will be on the Agenda at the next Board meeting.

PERSONNEL REPORT

Emmy Lou Orahod, Manager, Human Resources, reported that all positions have been filled at this time. She reported that applications for 13 new adjunct credit instructors and 16 adjunct community education instructors have been processed. She noted that enclosed in the packet is an updated employee list.

Ms. Orahod mentioned that Mary Lou Tierney, Payroll Specialist and Purchasing Agent, was presented with her ten year pen and Certificate of Appreciation at a luncheon.

DEAN OF INSTRUCTION

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

- * It is great to have Barbara Bush on board as the new Director of the BizCenter.
- * Also on board is Donna Acord, new Director of Professional/Technical Education.
- * The schedule for Winter Term is now in production.

DEAN OF STUDENT SERVICES

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

- * Terrie updated the Board on the Student Handbook which includes a calendar with all registrations and financial aid dates marked, and room for the students to take notes.
- * The Oregon Tax Preparer Test will be conducted at TBCC during 2000-2001 on a trial basis. It is a five-hour test at a cost of \$25 per test. We anticipate that 20-50 persons will take the examination.
- * Financial Aid Information Nights have been scheduled for Tillamook High School on December 6; Nestucca High School December 11; and Neah-Kah-Nie High School on December 12.
- * The Oregon University System visit was held on September 21, with 62 students from all three High Schools plus all the high school counselors attending.
- * New Admissions Form is very successful. Space for an e-mail address has been included.
- * Distributed new 2000-2002 Catalogs and Fall 2000 Schedule of Classes
- * Financial Aid: 106 students have been seen by our part time staff person with 72 enrolled this term.
- * Student Government: The ASTBCC officers have met. A fundraiser will be a refreshment table at the Candidates' Forum which will be held on October 20th at the campus.
- * Distributed an article which appeared in the Oregonian regarding community colleges which have signed joint admissions agreements with the four year schools.

DIRECTOR OF COLLEGE DEVELOPMENT REPORT

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

- * Mr. Fullan updated the Board on The Mildred Davy Endowed Scholarship Fund, stating that to date approximately \$26,000 has been received, which includes a \$3,000 cash donation from the Tillamook Kiwanis, with another \$1,000 pledged per year for the next three years.
- * Mr. Fullan mentioned that a letter had been sent to many of Mildred's friends informing them of the Mildred Davy Endowment Scholarship Fund and as a result of those letters, donations are arriving.
- * Mr. Fullan mentioned the "Evening with the Candidates" function which will be held on October 20th at the Campus. He said the event is being sponsored by TBCC and the

Tillamook Chapter of the American Association of University Women. A refreshment table will be hosted by the ASTBCC as a fundraiser.

**CCWD/OCCA/OSBA
INFORMATION**

President Hallberg mentioned that enclosed in the packet is the recent *Pacesetter*, from the Oregon Community College Association, highlighting Andrea Henderson, new Executive Director, and Amanda Rich, new Government Relations Advocate.

President Hallberg also mentioned that enclosed in the packet is an OSBA Announcement reviewing election guidelines for school boards regarding ballot measure resolutions.

ANNOUNCEMENTS

President Hallberg made the following announcements:

- * OCCA Annual Convention: October 27-28, 2000, Holiday Inn, Newport
- * Next meeting: November 6, 2000, 7:30 pm, BizCenter

ADJOURNMENT

There being no further business, it was moved by Craig Wakefield, seconded by Bob Weitman, and the Board unanimously (7/0) agreed to adjourn the meeting at 8:35 pm.

Respectfully submitted,


Jerry Hallberg
Clerk

August 28, 2000

John,

I've been thinking about the two-story building plan that Ben proposed at the last KSCC Board Meeting. As a Board Member and as a representative of TBCC, I would like you to consider the following points.

1. Even though a two-story building may be the most cost effective, it may not be the best choice for an organization run primarily by senior volunteers. Even the addition of a handicap ramp will not make the second story one of easy access. If that is where most of the merchandise/furniture/etc. for the Rummage Sale will be stored, it will not be as convenient as a ground-level location.
2. TBCC has no classroom facilities in South County, nor is it in our budget to acquire and build or purchase classroom facilities in the near future in South County. Classes are held at the KSCC and at the local schools. The enrollments in community education classes in South County have been increasing steadily for the past three years. Having an office in the KSCC (and help from KSCC volunteers who help answer questions about classes) has been very helpful to enrollments. Most classes are held in the Hobby Room, but this facility is not really a very good classroom. Also, there are times when TBCC classes are rescheduled (or sometimes moved to the Senior Lounge—also not a good classroom) when the Hobby Room is rented out for use in a wedding or other event. We also use the Great Room, but it is also not a very good classroom because the tables and chairs need to be moved, and it is rented out much more frequently than in the past. In looking toward the future, TBCC will continue to need classroom facilities. I would like to see a ground-level building that could be used for classes—a facility that has heating, carpeting and windows, and tables that could be set up or taken down according to classroom needs (the KSCC already has tables for this purpose). With the current Rent Agreement, TBCC acquires the use of the Hobby Room and occasionally the Great Hall as a part of the rent of the office space. I foresee that in the future TBCC would be able to rent/lease a classroom facility on a regular basis, in addition to rent for the office. This has happened in North County and in Central County.
3. A ground-level facility that has heat, carpet, windows, etc. could be rented out to other members of the community for meetings, gatherings, or parties (when a facility as large or as nice as the Great Hall is not needed). Has a location for Chamber of Commerce office space/etc. been settled yet? We need to think of ways to generate revenue as we build for our own needs. In stages, we could build a ground-level storage area first and a classroom/meeting room later.

A building project is a major commitment of revenue; we need to be sure that what we decide to build will be appropriate for our needs and our volunteers and also be a facility that may provide long-term operating income for the KSCC. Let me know what you think. Thanks.

SOUTH COUNTY EDUCATION PROGRAMS

Term	FTE	Headcount	# Classes	# Canceled	Can. Rate
Summer 97	.44	35	8	4	50%
Fall 97	3.41*	73	10	5	50%
Winter 98	4.80*	102	10	3	30%
Spring 98	3.27	134	14	3	21%
Summer 98	1.81	62	6	1	16%
Fall 98	2.32	115	14	7	50%
Winter 99	3.86	117	11	0	0
Spring 99	3.20	122	13	5	38%
Summer 99	3.59	123	14	4	29%
Fall 99	3.62	125	14	4	29%
Winter 00	3.69	127	13	2	13%
Spring 00	3.86	155	15	3	19%
Summer 00	4.15	152	17	3	18%

Average: 27.9%

*Included enrollment of drop-in students in fitness classes, a procedure used for only two terms in SCEP & NCEP.

ANNUAL FTE/HEADCOUNT Summer/Fall/Winter/Spring Terms

1995-96	1996-97	1997-98	1998-99	1999-2000
FTE: 5.43	FTE: 6.93	FTE: 11.93	FTE: 11.19	FTE: 14.76
Headcount: 153	Headcount: 217	Headcount: 344	Headcount: 416	Headcount: 530

TBCC opened the office at the KSCC in June of 1997 and started offering classes at the Center during Fall Term, 1997. A lease was renegotiated through December 31, 2000, for \$260/month for rental of the office space. Rental includes the use of the Hobby Room by TBCC for one to twelve regularly scheduled courses to be arranged each term with consideration of KSCC scheduled events. The use of the Great Hall for some classes may be scheduled with the understanding that occasional adjustments in class meetings may be necessary. Approximately half of the offerings in South County use the KSCC; the others are held for no charge at Nestucca Valley School District facilities. For the first time ever, the pool and lodge facilities at Thousand Trails were arranged for two Summer Term classes—kayaking and AARP 55 Alive. Since January 7, 1999, I have served on the Board of Directors of the KSCC. Since May of 1999 I have been designated as Secretary and record and distribute minutes of each monthly board meeting. I am on the Nominating Committee and also serve on some temporary committees and volunteer at fund-raising events. The partnership between KSCC/TBCC has been a very successful one. KSCC volunteers are friendly and helpful when dealing with TBCC students and teachers.

Tillamook Bay Community College
FTE by Program

of August 17, 2000

Page 1

Program Code SOU - South County Community Ed

Section	Course #	Title	CrHr	ClkHr	Wks	TotHrs	R	Enr	FTE
003-908-2970	CED 0400	Quilting	0.00	6.0	5.0	30.00	Q	9	.529412
003-908-2940	CED 0529	Watercolor	0.00	3.0	5.0	15.00	N	9	.264706
003-908-2950	CED 0529	Drawing	0.00	2.0	5.0	10.00	N	8	.156863
003-908-2960	CED 0529	Oil Painting	0.00	3.0	11.0	33.00	N	6	.388235
003-908-2800	CED 0572	Diabetes Mgmt	0.00	2.5	4.0	10.00	N	8	.156863
003-908-2820	CED 0576	AARP 55 Alive	0.00	8.0	1.0	8.00	N	12	.188235
003-908-2300	CED 0581	Beg. Tennis	0.00	2.0	8.0	16.00	N	12	.376471
003-908-2540	CED 0581	Kayaking Bscs	0.00	6.0	1.0	6.00	N	3	.035294
003-908-2541	CED 0581	LL Phys Activt	0.00	6.0	1.0	6.00	N	8	.094118
003-908-2310	CED 0582	Tennis	0.00	2.0	8.0	16.00	N	16	.501961
003-908-2320	CED 0582	Gentle Yoga	0.00	2.5	5.5	13.75	N	9	.242647
003-908-2330	CED 0582	Gentle Yoga	0.00	2.5	5.5	13.75	N	6	.161765
003-908-2620	CED 0582	Prsnl Fitness	0.00	2.5	6.0	15.00	N	17	.500000
003-908-2400	CED 0741	Build Computer	0.00	6.0	1.0	6.00	N	11	.129412
003-908-2080	CED 0780	Intro/Welding	0.00	2.0	6.0	12.00	N	12	.282353
003-908-2081	CED 0780	Intro/Welding	0.00	3.0	4.0	12.00	N	6	.141176

Total FTE for South County Community Ed 4.149510

Headcount: 152

TOTAL FTE ALL CATEGORIES: 4.149510

Section	Course	Enr	FTE	Title	
001-904-1280	CED 0582	13	.54	Combo Aerobics	
001-904-2000	CED 0582	8	.49	Tae Kwon Do	
001-904-2010	CED 0582	8	.24	Ongoing Tai Chi	
001-904-2020	CED 0582	6	.18	Tai Chi II	
001-904-2030	CED 0400	8	.39	Quilting Fabric Soup	
001-904-2080	CED 0802	12	.14	Investing Basics	Winter 2000
001-904-2320	CED 0582	9	.24	Gentle Yoga	
001-904-2330	CED 0582	8	.22	Gentle Yoga	
001-904-2500	CED 0552	8	.28	Beginning Conversational Spanish	
001-904-2820	CED 0576	22	.35	AARP 55 Alive	
001-904-2960	CED 0529	7	.38	Fundamentals Of Oil Painting	
001-904-2961	CED 0529	1	.05	Fundamentals Of Oil Painting	
001-904-2980	CED 0741	17	.20	Setting Up And Running Your PC	
Term Totals for 001		127	3.69		
002-905-3450	CAS 105	6	.32	Hard Disk Management - credit class	
002-906-1280	CED 0582	12	.49	Combo Aerobics	
002-906-2000	CED 0582	7	.43	Tae Kwon Do	
002-906-2010	CED 0582	9	.29	Ongoing Tai Chi	
002-906-2020	CED 0582	7	.23	Tai Chi I	
002-906-2030	CED 0400	11	.39	Quilting: Bargello	Spring 2000
002-906-2320	CED 0582	13	.35	Gentle Yoga	
002-906-2330	CED 0582	11	.30	Gentle Yoga	
002-906-2400	CED 0741	22	.26	Beginning Computers For Seniors	
002-906-2810	CED 9121	39	.15	Food Handlers Certification	
002-906-2950	CED 0529	7	.27	Watercolors	
002-906-2960	CED 0529	6	.32	Fundamentals Of Oil Painting	
002-906-2961	CED 0529	1	.05	Fundamentals Of Oil Painting	
002-906-2990	CED 0400	10	.31	Dog Obedience	
Term Totals for 002		161	4.18		
993-908-2010	CED 0582	14	.41	Tai Chi I	
993-908-2020	CED 0582	7	.21	Tai Chi II	
993-908-2310	CED 0582	15	.35	Recreational Tennis	
993-908-2320	CED 0582	12	.32	Gentle Yoga	
993-908-2330	CED 0582	11	.32	Gentle Yoga	
993-908-2940	CED 0529	10	.16	Watercolor Painting	Summer 1999
993-908-2950	CED 0529	13	.20	Drawing With Pencil And Pen	
993-908-2960	CED 0529	8	.38	Fundamentals Of Oil Painting	
993-908-2970	CED 0400	8	.47	Quilting: Fractured Landscapes	
993-908-2980	CED 0400	12	.35	Quilting: Finish Your Project!	
993-908-2990	CED 0400	13	.41	Dog Obedience	
Term Totals for 993		123	3.59		
994-902-1280	CED 0582	11	.52	Combo Aerobics	
994-902-2000	CED 0582	11	.78	Tae Kwon Do	
994-902-2010	CED 0582	7	.21	Tai Chi I	
994-902-2020	CED 0582	12	.35	Tai Chi II	
994-902-2030	CED 0400	10	.12	Colorful Braided Rug Techniques	
994-902-2320	CED 0582	11	.30	Gentle Yoga	
994-902-2330	CED 0582	9	.24	Gentle Yoga	Fall 1999
994-902-2500	CED 0552	15	.53	Beginning Conversational Spanish	
994-902-2810	CED 9121	22	.09	Food Handlers Certification	
994-902-2940	CED 0757	8	.09	Grant Writing I	
994-902-2960	CED 0529	6	.26	Fundamentals Of Oil Painting	
994-902-2961	CED 0529	3	.13	Fundamentals Of Oil Painting	
Term Totals for 994		125	3.62		
Academic Year Totals		536	15.08		
		- 6	- .32	credit class Spring Term	
		530	14.76		

km ny
By your command.

Program Academic Year Summary
South County Community Education
1998-1999

12/14/99

Section	Course	ENR	FTE	Title	
983-908-2120	CED 0529	11	.35	Watercolor For Everyone	
983-908-2300	CED 0582	11	.26	Beginning Tennis	
983-908-2310	CED 0582	8	.19	Tennis Anyone?	Sum
983-908-2320	CED 0582	12	.38	Gentle Yoga	
983-908-2330	CED 0582	9	.29	Gentle Yoga	
983-908-2990	CED 0400	11	.35	Dog Obedience	
Term Total		62	1.81		
984-902-1280	CED 0582	8	.38	Combo Aerobics	
984-902-2010	CED 0400	17	.20	Colorful Braided Rug Techniques X	
984-902-2320	CED 0582	12	.35	Gentle Yoga	
984-902-2330	CED 0582	8	.24	Gentle Yoga	
984-902-2500	CED 0552	17	.60	Conversational Spanish	Fall
984-902-2810	CED 9121	20	.08	Food Handlers Training X	
984-902-2820	CED 0576	22	.35	AARP 55 Alive	
984-902-2940	CED 0757	11	.13	Grant Writing I	
Term Total		115	(2.32)		
991-903-2970	CEU 909Y	9	.21	Grant Writing II	
991-904-1280	CED 0582	7	.30	Combo Aerobics	Winter
991-904-2000	CED 0582	9	.56	Tae Kwon Do	
991-904-2040	CED 0741	7	.16	Home Web Page Development	
991-904-2050	CED 0741	13	.51	Exploring The MacIntosh	
991-904-2110	CED 0542	8	.52	French Literature In Film And French Conversation	
991-904-2120	CED 0529	8	.28	Drawing/Design	
991-904-2320	CED 0582	11	.30	Gentle Yoga	
991-904-2330	CED 0582	9	.26	Gentle Yoga	
991-904-2500	CED 0552	11	.39	Intermediate Conversational Spanish	
991-904-2820	CED 0576	19	.30	AARP 55 Alive	
991-904-2950	CED 0633	6	.07	Teaching Effective Literacy Tutors	
Term Total		117	3.86		
992-906-1280	CED 0582	6	.24	Combo Aerobics	Spring
992-906-2000	CED 0582	7	.43	Tae Kwon Do	
992-906-2010	CED 0582	26	.76	Tai Chi I	
992-906-2020	CED 0667	7	.08	Money Success For Women	
992-906-2110	CED 0542	12	.71	Comparing French And American Culture	
992-906-2320	CED 0582	8	.22	Gentle Yoga	
992-906-2330	CED 0582	8	.24	Gentle Yoga	
992-906-2810	CED 9121	37	.15	Food Handlers Certification	
992-906-2980	CED 0400	11	.39	Beginning Patchwork Quilting	
Term Total		122	3.20		
Year Total		416	11.19		

Sou

Course ID	Section	Course Title	Total FTE	Total Enrollment
Term: 973 - Summer				
CED 0400	973-908-2990	Dog Obedience	.21 ✓	9
CED 0576	973-908-2820	AARP 55 Alive	.06 ✓	4
CED 0741	973-908-2050	Word Perfect-How To Make	.13 ✓	11
CED 9013	973-908-2810	Food Handlers	.04 ✓	11
Term Total:			.44	35
Term: 974 - Fall				
CED 0576	974-902-2820	AARP 55 Alive	.27	17
CED 0582	974-902-1280	Combo Aerobics	.52	11
CED 0582	974-902-1290	Low Impact Aerobics	2.05	29
CED 0582	974-902-1530	Tae Kwon Do	.42	6
CED 0741	974-902-2040	MacIntosh Systems And Th	.16	10
Term Total:			3.41	73
			3.42	
Term: 981 - Winter				
CED 0542	981-904-2110	French Film And Conversa	.97	15
CED 0552	981-904-2500	Beginning Conversational	.53	15
CED 0576	981-904-2820	AARP 55 Alive	.17	11
CED 0582	981-904-1280	Combo Aerobics	.82	19
CED 0582	981-904-1290	Low Impact Aerobics	1.23	19
CED 0582	981-904-2000	Tae Kwon Do	.49	8
CED 0741	981-904-2040	Exploring The MacIntosh	.59	15
Term Total:			4.80	102
Term: 982 - Spring				
CED 0400	982-906-2990	Dog Obedience	.47	20
CED 0542	982-906-2100	French For Traveling	.17	8
CED 0542	982-906-2110	French Film And Conversa	.52	8
CED 0552	982-906-2500	Intermediate Conversatio	.39	11
CED 0582	982-906-1270	Sit And Be More Fit	.09	5
CED 0582	982-906-1271	Sit And Be More Fit	.07	4
CED 0582	982-906-1280	Combo Aerobics	.49	12
CED 0582	982-906-1290	Low Impact Aerobics Sess	.26	7
CED 0582	982-906-1291	Low Impact Aerobics Sess	.11	3
CED 0582	982-906-2000	Tae Kwon Do	.37	6
CED 0741	982-906-2040	Home Web Page Developmen	.09	8
CED 0741	982-906-2060	Desktop Publishing	.09	8
CED 9013	982-906-2810	Food Handler'S Certifica	.13	34
Term Total:			3.27	134
Year Total			11.93	344

included drop-ins

included drop

*2.78
3.25
3.25*

Enrollment and FTE by Program

Comparison by academic year 1995-96, 1996-97, 1997-98, and 1998-99

*date: 11-24-99
James Downes*

Program	1995-96		1996-97		1997-98		1998-99		98 to 99
	Enr.	FTE	Enr.	FTE	Enr.	FTE	Enr.	FTE	% Chg FTE
Lower Division Collegiate	1260	97.04	1423	113.94	1489	117.54	1611	123.00	4.6% <
Office Skills Lab	72	6.49	50	4.61	44	4.45	n/a	n/a	N/A
Career Exploration/Planning	16	2.67	14	1.55	15	2.63	3	0.59	-77.6%
NewVisions	248	5.81	195	4.62	261	6.22	218	5.20	-16.4%
Teen Parent	472	35.23	472	47.53	458	56.79	428	46.44	-18.2%
Learning Skills/HS Recovery	183	12.25	206	16.15	128	10.46	155	16.27	55.5% <
South County Community Ed	153	5.43	217	6.93	333	11.93	416	11.19	-6.2%
North County Community Ed	612	17.66	943	26.79	997	34.10	1273	39.15	14.8% <
Central County Community Ed	741	16.97	1186	24.73	1514	34.86	1376	31.98	-8.3%
Hospital Sponsored Classes	149	2.68	263	3.74	220	2.96	143	1.72	-41.9%
Computer Lab Classes	184	11.67	226	15.82	192	12.60	64	3.14	-75.1%
Computer Lec/Lab Classes	215	3.33	136	3.36	89	1.17	185	15.50	1228.5% <
Dev. Ed (ABE/GED)	550	24.81	89	15.09	160	38.68	250	29.23	-24.4%
English as Second Language	188	8.78	227	10.50	155	7.08	165	10.53	48.7% <
SBDC	196	10.46	171	19.65	135	20.84	93	17.10	-18.0%
Corrections Classes	89	5.18	85	5.39	156	10.33	294	17.36	68.1% <
Literacy Program	204	11.69	162	10.03	111	7.45	69	4.54	-39.1%
Continuing Educ (CEU)	218	2.88	249	6.10	261	5.04	42	1.51	-70.0%
YMCA Sponsored Classes	1172	75.88	1152	73.99	979	58.92	815	51.15	-13.2%

Labs Jointly
35.37%

TOTAL 6922 356.91 7466 410.55 7697 443.97 7600 425.75 -4.1%

Prof/Tech included in LDC

396 28.18

Pathways enrollment [all enrollments in year by Pathways students]

423 27.36

Career Exploration includes CG courses in career planning and cooperative ed in all subjects, but not New Visions.

CEU courses are included in community education, computer lab and Small Business Development categories as well as the CEU category.

Developmental Ed excludes ABE/GED courses offered at South Fork and literacy classes.

Literacy includes both ABE and literacy tutors, when allowed.

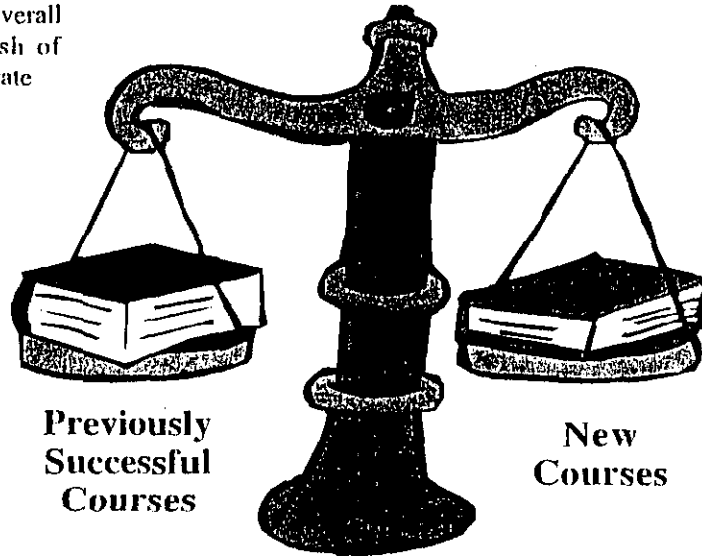
Fundamentals is a concise overview of the important aspects of programming noncredit classes for the community. It is produced and copyrighted exclusively by the Learning Resources Network (LERN) for its subscribers and members. Programs should use "The Fundamentals" as a checklist for successful operations.

You have to experiment with new courses and titles, and testing new ideas always means that some will not work out.

There are two aspects to your overall cancellation rate, says Rick Walsh of Media, PA. There is the cancellation rate for your new courses, and the cancellation rate for your established, previously successful core courses that you keep offering.

Let's take a look at some numbers. First, the ideal range for your overall cancellation rate is 15-20 percent of the classes offered. For example, if you list 100 courses in your brochure, canceling 15-20 percent.

But your previously successful core courses, which should make up around 70 percent of your offerings each session, should have a very low cancellation rate.



lower the better, with zero percent being perfect. There is no advantage to you to have a previously successful class cancel on you.

On the other hand, it is acceptable to have a very high cancellation rate with your new courses. In fact, this is where your cancellations should primarily come from. So, your new courses can have a cancellation range of 30 to 60 percent.

The cancellation rate for the previously run courses is ideally ten percent. In fact, the

An example for a class program running 100 classes:

Type of Class	Number Listed In Brochure	Number Canceled	Cancellation Rate
Previously Successful	70	4	6%
New Courses	30	16	53%
Total Overall	100	20	20%



NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES
COMMISSION ON COLLEGES

June 30, 2000

Dr. Daniel F. Moriarty
President
Portland Community College
P. O. Box 19000
Portland, OR 97280-0990

Dear President Moriarty:

On behalf of the Commission on Colleges, I am pleased to report that the accreditation of Portland Community College has been reaffirmed on the basis of the recent regular fifth-year interim report and evaluation visit. The Commission commends the College for the overall progress it has made regarding the general recommendations in the 1995 Evaluation Committee Report. Further, the Commission applauds Portland Community College for its delivery of high quality courses, certificate and degree programs to the citizens of its immediate service area and surrounding communities by electronically mediated technology.

In reaffirming the accreditation of the College, the Commission expressed concern regarding the supervision of its two contracting colleges: Tillamook Bay Community College and Columbia Gorge Community College by Portland Community College. Inasmuch as Portland Community College has the responsibility for verifying that the operations of the contracting colleges are in compliance with accreditation requirements as stated in Policy A-6 *Contractual Relationships with Organizations Not Regionally Accredited*, the Commission requested a focused interim report and evaluation visit by a Commission representative in fall 2001. The report and evaluation are to address the recommendation noted in the Fifth-year Interim Evaluation Report, page 7, which states:

It is recommended that PCC in collaboration with the contracting colleges develop and implement an action plan designed to provide oversight of the contracting colleges as necessary to verify ongoing compliance with accreditation eligibility requirements, standards, and policies, and that annually the effectiveness of this plan be formally evaluated (Policy A-6 - *Contractual Relationships with Organizations Not Regionally Accredited*).

We will write in spring 2001 regarding the focused interim report and to suggest dates for the evaluation visit.

Best wishes for a good summer and a rewarding 2000-01 academic year.

Sincerely,

Sandra E. Elman
Sandra E. Elman
Executive Director

-Call Guy

Post-It [®] Fax Note	7671	Date	7/1	# of pages	1
To	JERRY HALLBERG	From	GIN SIEU-RT		
Co./Dept		Co.			
Ext #		Phone #	503/477-4005		
Fax #	503 967-2214	Fax #			

20, Bellevue, Washington 98004

COPY
TOTAL P.01

A-6 Contractual Relationships with Organizations Not Regionally Accredited

Background. No postsecondary educational institution accredited by a regional institutional accreditation commission can lend the prestige or authority of its accreditation to authenticate courses or programs offered under contract with organizations not so accredited unless it demonstrates adherence to the following principles:

- a. The primary purpose of offering such a course or program is educational. (Although the primary purpose of the offering must be educational, what ancillary purposes also provide the foundation for the program or course, such as auxiliary services, anticipated income, and public relations?)
- b. Any course offered must be consistent with the institution's educational mission and goals as they were at the time of the last evaluation. If the institution alters its mission and goals, the regional commission must be notified and the policy on substantive change applied. (How does the institution define the specific relationship between the primary and ancillary purposes and the contracted service, and how does it demonstrate its capability to attain these objectives?)
- c. Courses to be offered and the value and level of their credit must be determined in accordance with established institutional procedures and under the usual mechanisms of review. (What evidence exists that established institutional procedures have been followed?)
- d. Courses offered for credit must remain under the sole and direct control of the sponsoring accrediting institution which exercises ultimate and continuing responsibility for the performance of these functions as reflected in the contract, with provisions to ensure that conduct of the courses meets the standards of its regular programs as disclosed fully in the institution's publications, especially as these pertain to:
 - 1) recruitment and counseling of students;
 - 2) admission of students to courses and/or to the sponsoring institution where credit programs are pursued;
 - 3) instruction in the courses;
 - 4) evaluation of student progress;
 - 5) record keeping;
 - 6) tuition and/or fees charged, receipt and disbursement of funds, and refund policy;
 - 7) appointment and validation of credentials of faculty teaching the course;
 - 8) nature and location of courses; and
 - 9) library and information resources.

Additional data needed would include course outlines, syllabi, copies of exams, records of students, and evidence of equivalencies with established programs.

Guidelines for Contractual Arrangements.

In establishing contractual arrangements with organizations not regionally accredited, institutions are expected to utilize the following guidelines. The not-for-profit institutions should establish that their tax exempt status, as governed by state or federal regulations, will not be affected by such contractual arrangements with a for-profit organization.

a. The Contract:

- 1) should be executed only by duly designated officers of the institutions and their counterparts in the contracting organization. While other faculty and administrative representatives will undoubtedly be involved in the contract negotiations, care should be taken to avoid implied or apparent power to execute the contract by unauthorized personnel.
- 2) should establish a definite understanding between the institution and contractor regarding the work to be performed, the period of the agreement, and the conditions under which any possible renewal or renegotiation of the contract would take place;
- 3) should clearly vest the ultimate responsibility for the performance of the necessary control functions for the educational offering with the accredited institution granting credit for the offering. Such performance responsibility by the credit-granting institution would minimally consist of adequate provisions for review and approval of work performed by the contractor in each functional area.
- 4) should clearly establish the responsibilities of the institution and contractor regarding:
 - a) indirect costs
 - b) approval of salaries
 - c) equipment
 - d) subcontracts and travel
 - e) property ownership and accountability
 - f) inventions and patents
 - g) publications and copyrights
 - h) accounting records and audits
 - i) security
 - j) termination costs
 - k) tuition refund
 - l) student records
 - m) faculty facilities
 - n) safety regulations
 - o) insurance coverage

b. Enrollment Agreement

- 1) The enrollment agreement should clearly outline the obligations of both the institution and the student, and a copy of the enrollment agreement should be furnished to the student before any payment is made.

- 2) The institution should determine that applicants are fully informed about the nature of the obligation they are entering into, and their responsibilities and rights under the enrollment agreement before they sign it.
- 3) No enrollment agreement should be binding until it has been accepted by the authorities of the institution vested with this responsibility.

c. Tuition Policies

1) Rates

- a) The total tuition for any specific given course should be the same for all persons at any given time. Group training contracts showing lower individual rates may be negotiated with business, industrial, or governmental agencies.
- b) Tuition charges in courses should be bona fide, effective on specific dates, and applicable to all who enroll thereafter or are presently in school, provided the enrollment agreement so stipulates.
- c) All extra charges and costs incidental to training should be disclosed to prospective student before they are enrolled.
- d) The institution should show that the total tuition charges for each of its courses are reasonable in the light of the service to be rendered, the equipment to be furnished, and its operating costs.

2) Refunds and Cancellations

- a) The institution should have a fair and equitable tuition refund and cancellation policy.
- b) The institution should publish its tuition refund and cancellation policy in its catalog or other appropriate literature.

3) Collection Practices

- a) Methods used by an institution in requesting or demanding payment should follow sound and ethical business practices.
- b) If promissory notes or contracts for tuition are sold or discounted to third parties by the institution, enrollees or their financial sponsors should be aware of this action.

d. Student Recruitment

1) Advertising and Promotional Literature

- a) All advertisements and promotional literature used should be truthful and avoid leaving any false, misleading, or exaggerated impressions with respect to the school, its personnel, its courses and services, or the occupational opportunities for its graduates.
- b) All advertising and promotional literature should clearly indicate that education, not employment, is being offered.
- c) All advertising and promotional literature should include the correct name of the school. So-called "blind" advertisements are considered misleading and unethical.

2) Field Agents

- a) An institution is responsible to its current and prospective students for the representations made by its field representatives (including agencies and other authorized persons and firms soliciting students), and therefore should select each of them with the utmost care, provide them with adequate training, and arrange for proper supervision of their work.
- b) It is the responsibility of an institution to conform to the laws and regulations of each of the states in which it operates or solicits students and in particular to see that each of its field representatives working in any such state is properly licensed or registered as required by the laws of the state.
- c) If field representatives are authorized to prepare and/or run advertising or to use promotional materials, the institution should accept full responsibility for the materials used and should approve any such promotional materials in advance of their use.
- d) When field representatives are authorized to collect money from an applicant for enrollment, they should leave with the applicant a receipt for the money collected and a copy of the enrollment agreement.
- e) No field representative should use any title, such as "counselor," "advisor," or "registrar" which may indicate that duties and responsibilities are other than they actually are.
- f) No field representative should violate, orally or otherwise, any of the standards applicable to advertising and promotional materials.

Adopted 1973

Tillamook Bay Community College
Preliminary Financial Information
General Fund
As of August 31, 2000

	Year to date	Budget	Remaining Budget	Percent of Remaining Budget
Resources				
Community College Support Fund	\$ 241,225.00	\$ 960,000.00	\$ 718,775.00	74.87%
Property taxes	\$ -	\$ 591,000.00	\$ 591,000.00	100.00%
County timber	\$ -	\$ 100,000.00	\$ 100,000.00	100.00%
Tuition	\$ 29,279.75	\$ 229,000.00	\$ 199,720.25	87.21%
Fees	\$ 4,332.75	\$ 44,950.00	\$ 40,617.25	90.36%
Sale of goods and services	\$ 584.00	\$ 11,100.00	\$ 10,516.00	94.74%
Interest income	\$ 5,000.27	\$ 37,000.00	\$ 31,999.73	86.49%
Rental income	\$ 1,200.00	\$ 9,200.00	\$ 8,000.00	86.96%
Miscellaneous income	\$ 7.85	\$ 28,065.00	\$ 28,057.15	99.97%
Estimated Beginning Fund Balance	\$ 494,000.00	\$ 500,000.00	\$ 6,000.00	1.20%
Total resources	\$ 775,629.62	\$ 2,510,315.00	\$ 1,734,685.38	69.10%
Expenditures				
Instruction	\$ 53,771.54	\$ 645,226.00	\$ 591,454.46	91.67%
Instructional Support	\$ 89,349.01	\$ 537,065.00	\$ 447,715.99	83.36%
Student Services	\$ 57,608.82	\$ 361,283.00	\$ 303,674.18	84.05%
College Support	\$ 104,639.50	\$ 570,147.00	\$ 465,507.50	81.65%
Plant Operation and Maintenance	\$ 25,007.04	\$ 138,094.00	\$ 113,086.96	81.89%
Community Service	\$ -	\$ 500.00	\$ 500.00	100.00%
Financial Aid	\$ 219.00	\$ 18,000.00	\$ 17,781.00	98.78%
Contingency	\$ -	\$ 140,000.00	\$ 140,000.00	100.00%
Other Financing Uses	\$ -	\$ 100,000.00	\$ 100,000.00	100.00%
Total expenditures & financing uses	\$ 330,594.91	\$ 2,510,315.00	\$ 2,179,720.09	86.83%

DEPARTMENT	EXT	NAME	TITLE	
College Support 377-2218	24	Jerry Hallberg	President	
6385 Tillamook Ave Bay City, OR 97107-9641 FAX 377-2219	29	Mark Sybouts	Director, Administrative Services	
	28	Jim Fullan	Director, College Development	
	22	Patty Jepson	Administrative Assistant, Full Charge Bookkeeper	
	20	Mary Lou Tierney	Payroll Specialist & Purchasing Agent	
	23	Joan Wagner	Accounts Payable Specialist	
	25	Enmy Lou Orahood	Manager, Human Resources	
	30	Betty Lester	Administrative Assistant, College Support	
	27	Sue Owens	Administrative Assistant, College Support	
			On-Call Secretaries	Jill McAuliffe, Melissa Stanfield, Aline Turpen
	377-2218	21	Steve Weld	Veterans' Service Officer
Instruction 842-8222	128	Steve Hoffman	Dean of Instruction	
2510 First St Tillamook, OR 97141-2599 FAX 842-2214	131	Sammie Olson	Coordinator, Central County Ed.Prog. & Schedule Production	
	130	Linda Ashby	Instructional Secretary	
	152	John Power	Plant Operations	
	132	Anne Key	Director, Developmental Education	
	137	George Miller	Inst/Case Manager, Adult Basic Skills Lab	
	133	Donna Acord	Director, Professional/Technical Education	
	129	Wayne Franks	Business Technology Instructor	
	126	John Richards	Computer Lab Assistant	
	126	Al Stoinich	Computer Lab Assistant	
	126	Gary Quackenbush	Computer Lab Assistant	
	136	Amy Getty	English Instructor	
	138	John Russell	History Instructor	
	141	Steve Kerr	Math Instructor	
	157	Pat Forbes	Math Lab Assistant	
	401-B Main St, Tillamook, 97141 842-2460		Darcy H./Kevin D.	On-Call Math Lab Assistants
		John Rippey	Literacy Program Coordinator	
Tillamook Options Program 2405 Fifth Street 842-9963 Tillamook 97141 FAX 842-1310	205	Linda Northrop	Instructor/Case Manager, Teen Parent Program	
	205	Sandra Abbott	Teen Parent Program Assistant	
Tillamook County Library 842-4792 FAX 842-1120		Anne Hall	Reference Librarian 210 Ivy Street, Tillamook, 97141	
P.O. Box 294 368-TBCC Nehalem, OR 97131 36155 9th St., Nehalem FAX 368-4448		Judy Shaw	Director, North County Education Programs (NCEP)	
		Betty Conrad	Secretary, NCEP; On-Call Secretary	
		Pat Edley	North County Education Programs Assistant	
		Rosie Carmody	North County Education Programs Enrollment Svcs Assistant	
PO Box 361 965-2222 Pacific City, OR 97135 FAX 965-5134		Kathy Schaefer	Coordinator, South County Education Programs Kiwanda Senior Community Center 34600 Cape Kiwanda Drive, PO Box 361, Pacific City 97135	
48300 Wilson River Hwy 842-2811 Tillamook, OR 97141 FAX 842-6572		Jimmy Kesey	Coordinator, South Fork Forest Camp Education Programs	
Student Services 842-TBCC	134	Terrie Minner	Dean, Student Services	
2510 First St Tillamook, OR 97141 FAX 842-2214	124	Peggy Maack	Student Services Assistant	
	135	Jo D. Anderson	Counselor	
	154	Barbara Casteel	Testing Examiner	
	121	James Downes	Institutional Researcher	
	122	Sheila Fitch	Enrollment Services Supervisor	
	123	Sheryl Neu	Enrollment Services Assistant (days)	
	120	Anna Haight	Enrollment Services Assistant (days) & On-Call Secretary	
	120	Judy Hill	Enrollment Services Assistant (evenings)	
	156	Pat Gross	Green thumb Financial Aid Clerk/On Call Secretary	
	153	Diane Miller	Campus Security Officer	
Student Government Office	142	Kevin Driggs	ASTBCC President	
Computer Services 842-TBCC	127	Bob Pietruszka	Director, Computer Services	
2510 First St, Tillamook 97141 FAX 842-2214	151	Frank Reinhard	Computer Technician	
SBDC 842-2551		Barbara Bush	Director, SBDC	
401-B Main St, Tillamook 97141 FAX 842-2555		Rhonda Ellerbroek	Program Assistant	
		Jim Casey	Business Counselor	



TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

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

Jerry Hallberg, *President*

September 26, 2000

Dear Candidate,

Thank you for agreeing to participate in Tillamook Bay Community College's "Evening with the Candidates" on Friday, October 20, 2000. This event, presented in association with the Tillamook Chapter of the American Association of University Women, is designed to afford you the opportunity to present yourself to as large an audience as possible and to allow that audience to present their questions to you.

Enclosed you will find a schedule for the evening, as well as the format and ground rules.

We have also enclosed a form for your official confirmation of attendance. This Candidate Information sheet also allows you to provide pertinent information for your introduction. Please fill this out and **return it in the envelope provided, no later than October 9.**

We look forward to having you with us.

Best regards,

Jerry Hallberg
President

Tillamook Bay Community College
in association with the
Tillamook Chapter of the American Association of University Women
Presents

An Evening with the Candidates

GROUND RULES

This event is designed to provide the candidates with ample opportunity to share their messages and information and to afford the public the chance to question the candidates. To that end, the following ground rules have been established:

1. We're all friends and neighbors. Even in the heat of a competitive election, civility and collegiality will govern the evening. Under no circumstances will personal attacks be tolerated.
2. The moderator will conduct the evening. All candidates will abide by his or her instructions.
3. The timekeeper and moderator will enforce the time limits listed in the format for the evening.
4. Questions for the candidates will be delivered in written form, via the many circulating volunteers, to the group of question processors who will review them prior to delivering them to the moderator. The College reserves the right to screen rhetorical and inflammatory questions, to consolidate duplicate questions and to reword questions for clarity and civility.
5. The event may be videotaped by Jane Scott Productions.

Tillamook Chapter of the American Association of University Women
Presents

An Evening with the Candidates

FORMAT & SCHEDULE

Friday, October 20, 2000

(Every effort will be made to follow this timetable. However, times are subject to change, depending on the volume of questions from the public)

- 5:00 PM Welcome (TBCC President, Jerry Hallberg) and introduction of Moderator (Jim Fullan)
- 5:02 PM Explanation of format and ground rules
- 5:05 PM **Presentations and questions for candidates for Justice of the Peace**
- 6:00 PM **Presentations and questions for candidates for County Clerk**
- 6:30 PM **Presentations and questions for candidates for Sheriff**
- 7:00 PM **Presentations and questions for candidates for County Commissioner**
- 8:15 PM **Presentations and questions for candidates for State Representative**
- 9:00 PM Closing remarks

For each race:

1. Moderator will introduce each candidate.
2. Each candidate, in alphabetical order, will have the opportunity for a **four minute** presentation.
3. The public will have the opportunity to direct questions to specific candidates. These questions will be delivered in written form (forms will be widely available) to circulating volunteers who will carry the questions to the screening panel which will pass the questions to the moderator. The candidate to whom the question was addressed will have **one minute** to answer the question.
4. The other candidates, if they wish, will have **thirty seconds** to respond to the same question.
5. A short break will be taken between each race.

Tillamook Bay Community College
in association with the
Tillamook Chapter of the American Association of University Women
Presents

An Evening with the Candidates

Official Confirmation of Attendance
Candidate Information Sheet

Your name as you would prefer it for introduction and on pertinent printed material:

Personal information to be used for your introduction. *(Please note that this should be no longer than 50 words and should include only biographical type information, e.g., where you live, education, how long in county, etc.):*

I confirm my attendance at the "Evening with the Candidates" and agree to abide by the ground rules and format.

Signature: _____



Pacesetter

Oregon Community College Association

Andrea Henderson & Amanda Rich bring legislative experience to OCCA staff

Andrea Henderson and Amanda Rich are new to the OCCA staff but they are no strangers to the Capitol building. As OCCA's lobbying team, they bring approximately 15 years of combined legislative experience to the table.

As the new executive director of OCCA, Henderson is looking forward to the coming legislative session. "I'm eager for the session to start," she said. "The foundation of our legislative agenda has been laid and we are looking forward to the next steps."



Andrea Henderson
Executive Director

The Capitol is familiar territory for Henderson, who worked in the Legislature for several years and has lobbied for education funding. Prior to joining the OCCA, Henderson was legislative director for the Sen-

ate Majority Office.

Since taking her new position in August, she has been visiting college campuses and discussing the OCCA legislative agenda with lawmakers. She has been encouraged by the general awareness of community college enrollment growth and budgetary problems associated with it.

"We certainly have momentum," she said. "But we have to work to keep it going. I have talked to lawmakers from both parties and both chambers who have told me that they want to help community colleges fulfill their mission. Gov. Kitzhaber has also expressed support for us, so we are in a position to make progress."

An attorney, Henderson earned her law degree from Willamette University School of Law. She lives in Salem with her husband, Dave, and their children.

Lawmakers and legislative staff will see another familiar face when new OCCA Government Relations Advocate Amanda Rich goes to the

Capitol this legislative session. During the past four years, she has worked for the lobbying firm of Dave Barrows & Associates. She has represented numerous clients with widely varying interests. Rich says she is looking forward to working on a well-focused agenda during the upcoming session.

Rich, an attorney, graduated from Willamette University School of Law and earned her bachelor's degrees from the University of Utah.



Amanda Rich
Govt. Relations

Her prior work experience includes working for the Oregon Department of Consumer and Business Services, Utah Congresswoman Karen Shepherd and the Utah House of Representatives.

Lawmakers, candidates visit CC campuses statewide

Oregon's community colleges are getting the word out to current and prospective legislators: "We need to fix the way community college funding is allocated by the state Legislature."

As part of the OCCA Campus Action Plan, colleges all over the state are inviting legislators and candidates to meet with board members, business leaders and students on campus to discuss the community college legislative agenda.

The meetings are based on a template provided by the OCCA staff at the Advocacy Academy last May. The template includes the statewide message as well as tips for putting local college needs into the larger context for lawmakers.

"We are pleased that so many colleges are making contact with their

legislators and candidates," said OCCA Executive Director Andrea Henderson. "These meetings accomplish two major goals. First, they introduce people to our message and, second, they start forming the

extremely important relationships between colleges and legislators. Those relationships will make it much easier to communicate with lawmakers during the coming legislative session."

Mark Your Calendar

Fri.-Sat. Oct. 27-28

OCCA Annual Convention

Holiday Inn, Newport

...on the beautiful Oregon coast!

(CALL YOUR PRESIDENT'S OFFICE TO REGISTER!)

ACCT Federal update: Education on the front burner

By Jerry Watson
ACCT Board of Directors
Board Member, Chemeketa
Community College

For a more detailed federal update, please visit the OCCA web site at www.occa17.com

EDUCATION ON THE FRONT BURNER. When the 107th Congress convenes for the first time in January 2001, it will have to grapple with a number of education issues—partly because the presidential candidates have made and are making policy commitments on education, and partly because the education community,

including the key organizations representing community colleges, will be pressing their legislative agenda.

FEDERAL LEGISLATIVE PRIORITIES. The Association of Community College Trustees (ACCT) and the American Association of Community Colleges (AACC) are in the process of drafting a series of joint legislative priorities for the 107th Congress. Those priorities are most likely to include easing economic barriers to getting a community college education and reducing or eliminating burdensome legislative and regulatory requirements. Other ACCT/AACC priority issues will likely include the use of emerging technology, funding for

workforce training programs and supporting associate degree nursing programs.

ACCT MEETINGS. Now is a good time to be planning on participating in the various upcoming activities of ACCT.

The annual meeting will be held October 18-21 in Nashville, Tennessee at the Opryland hotel.

The Joint Legislative Seminar will be held February 4-6, 2001 in Washington, D.C.

For additional information or registration materials on these meetings, contact ACCT at 202-775-4667 or visit the ACCT website at www.acct.org.

Happenings

E-Board to reconsider CC funding request in Nov.

Cam Preus-Braly, commissioner of the Department of Community Colleges and Workforce Development (CCWD) will return to the Legislative Emergency Board (E-Board) in November seeking funds to help alleviate the effects of unfunded enrollment growth. The board allocated \$1.9 million to CCWD in June and invited the commissioner to return in November for up to \$2.6 million more. OCCA would like as many community college advocates as possible to attend the education subcommittee meeting beginning at 8:30 a.m. on Thurs., Nov. 16 in State Capitol Building Hearing Room E and the full E-Board the following day beginning at 8:30 a.m. in HR F.

Annual convention slated for Newport Oct. 27-28

The OCCA Annual Convention will be held Friday and Saturday Oct.

27-28 at the Holiday Inn in Newport. The convention will be our chance to finalize our legislative strategy for the coming session. Attendees will receive training and information on a variety of issues and strategies that will be important in the Capitol. Please register with your college president's secretary. For more information, call the OCCA office at (503) 399-9912.

CCWD budget request goes to Gov. Kitzhaber

The Department of Community Colleges and Workforce Development (CCWD) submitted its budget request to Gov. Kitzhaber earlier this month. The request includes a budget option package of \$76 million in new funds to establish the Student Based Funding Model. That package is in addition to a request of an \$11 million increase to maintain the current service level. The governor has not committed to a specific fund-

ing level for community colleges, but has expressed the desire to help colleges meet the increased demands placed on them. The governor's budget will be released in December and will be submitted to the Legislature at the beginning of the session in January.

Joint Budget Committee hears CC enrollment projections, funding needs

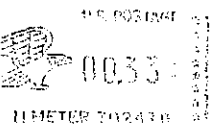
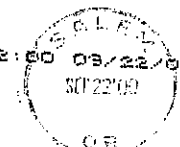
Lawmakers in Salem recently heard enrollment growth projections from CCWD Commissioner Cam Preus-Braly. The commissioner said enrollment has grown quickly over the last three years: 1997-98, 2.5%; 1998-99, 5.0%; and 1999-00, 4.4%. She said enrollment is expected to grow by 4 percent in the current school year and 3 percent in 2001-02 and 2002-03. She added that such growth will require additional state funding to help colleges meet the increased demands.



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Date: Mon, 25 Sep 2000 16:02:10 -0700
From: "OSBA Announcements" <elist@osba.org>
To: <jhallbrg@tbcc.cc.or.us>
Subject: Update on Board Resolution Procedure

Dear Jerry Hallberg,

Monday morning representatives of the Oregon School Boards Association and Confederation of Oregon School Administrators met with staff from the Secretary of State's Elections Division office to review election guidelines for school boards regarding ballot measure resolutions.

The Elections Division staff clarified its position on how board resolutions are created and results of the board's action is communicated. (OSBA is updating the Election Do's and Don'ts for Public Officials on our Web site: www.osba.org and will post the revised guidelines as soon as the Secretary of State's staff reviews our revisions.)

Following is a summary of those clarifications.

1. Preparation of proposed ballot measure resolution.

The resolution must be prepared by a member of the board. The superintendent/president cannot write the ballot measure resolution for the board. The board secretary cannot type that resolution for the board agenda packet. Once the resolution is created the board secretary can copy the proposed resolution and background information for inclusion in the board packet and can put the action item on the board's agenda.

The superintendent/president can prepare information on the impacts of the ballot measure, but that information must be factual, objective and not urge a "yes" or "no" vote. The superintendent/president cannot recommend a position on the resolution.

2. Communication on board's action on ballot measure resolutions.

Following the passage of the resolution, the board secretary can retype the resolution to conform to the district's resolution format. The superintendent/president can sign the resolution "attesting to the action taken" as the district's official clerk. The superintendent/president cannot sign in support of the resolution. Language labeling the superintendent's signature as such should be part of the signature information line.

If the district normally includes information on board meeting action in a regular district publication, the action the board took on the ballot measure resolution can be included as part of the listing of board actions, but should not be specifically highlighted. Board action to support or oppose a ballot measure should be included in the board's official minutes as are other board discussions and actions.

3. Superintendent's/president's role as spokesperson.

A superintendent/president attending a meeting as the representative of the district cannot advocate for or against a ballot measure. The superintendent/president can provide information on how a ballot measure will impact the district, but should provide information that is all inclusive. If the superintendent/president or other employee of the district wants to advocate a position on a ballot measure, that employee must make it perfectly clear before speaking at a public gathering that such opinions are personal and are not given in the employee's official position. (The employee must be careful to make sure that no district-paid time is used for such purposes.) If such opinions are given at a public meeting the district must not pay for any part of that employee's appearance, such as the cost of the meal or travel expenses.

4. Resolution language.

To comply with the Elections Division's concerns about resolution language, OSBA has revised its sample resolutions posted on our Web site. The sample resolutions' final paragraph which urges staff and patrons to become involved in the campaign now reads:

Be It Further Resolved, that the _____ District Board of Directors urges community patrons to become actively involved in the campaign organized to (support/oppose) Measure ___ and to communicate the (positive/negative) impact the measure will have on the district's schools.

5. Board's ability to take a position for or against a ballot measure.
The Secretary of State's clarifications in no way impact the elected board's right to campaign fully for or against any ballot measure as long as no public resources are used in that effort. The courts recognize the right, if not the duty, for elected officials to speak out on major issues, particularly on matters that affect public education.

Board members can speak without restriction as long as public resources are not involved in any way.

OSBA will post its revised Election Do's and Don't's as soon as the Secretary of State's office has reviewed the revisions. We will also e-mail the revised flyer as soon as it's available.

If you have questions please contact: John Marshall, OSBA Director of Legislative Services (jmarshall@osba.org) or Margaret Peterson, OSBA Public Information Director (mpeterson@osba.org).

Thank You,
Chris Dudley, Executive Director
Oregon School Boards Association

WHY WE CONTACTED YOU AND HOW TO OPT OUT:

The Oregon School Boards Association will occasionally be e-mailing important information to our members. This service is provided as a benefit of membership in OSBA. We know your time is valuable and that we (and others) are placing increasing demands on it. We contacted you about this news because we believe that the content of this message would be interesting and valuable to you.

If you prefer not to receive these e-mail messages from OSBA simply reply to this message with a subject of "unsubscribe" and you will be taken off the list as quickly as possible. Please include this entire message in your reply.

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Thank You.