



# TILLAMOOK BAY COMMUNITY COLLEGE

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

August 29, 2001

Headlight Herald  
PO Box 444  
Tillamook OR 97141

## LEGAL ADVERTISEMENT:

Please publish the following in the September 5, 2001, 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 10, 2001, at 7:30 pm, at Tillamook Bay Community College, 2510 First Street, Tillamook. The following items are on the agenda: Special Presentation to Eva Noble; Information Session; Business Meeting; Reports by Faculty, Student Services, College Development, Human Resources, President; Invitation for Employee/Public comment; and, Announcements. The public is invited to attend the Board meeting. TBCC will provide reasonable accommodations to individuals with disabilities, Please call 377-2765. TDD 842-2178.

  
Betty Lester  
Secretary, Board of Education

**PLEASE SIGN IN**

TBCC Board of Education Meeting  
September 10, 2001

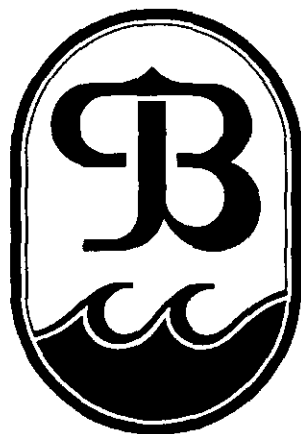
**NAME (PLEASE PRINT)**

**ADDRESS**

**PHONE**

Kathy Schaefer		
Jose W. Marton	35025 Hwy 101 S. Chandler	503-392-3126
James Downes		
GENE MOORE	3529 NE QUAY LINCOLN CITY	541-994-7143
Gray Quackenbush	6500 Alathaway Rd	815-1868
Sheryl New	555 Hodgdon Rd	842-8222

# TILLAMOOK BAY COMMUNITY COLLEGE



## Regular Board Meeting Packet

September 10, 2001  
7:30 p.m.

Tillamook Campus - Room 8  
2510 First Street, Tillamook

Gail Pincus, Interim President

Board of Education

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

BUSINESS MEETING  
September 10, 2001  
Tillamook Campus, Room 8  
BOARD OF DIRECTORS  
Tillamook Bay Community College  
2510 First Street  
Tillamook, Oregon

A G E N D A

- 7:30 pm      **Call to Order**
- Introductions
  - Approval of Agenda
  - Approval of Minutes - August 6, 2001 Business Meeting

- 7:35 pm      **Special Presentation to Eva Noble**

- 7:45 pm      **Information Session**
- Student Enrichment Center

- 8:00 pm      **Business Meeting**
- Appointment Process for Board Members
  - Presidential Search - Discuss and Decision
  - OCCA Convention
  - Board Planning Retreat

**Consent Agenda:** (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board. A separate motion will then be required to take action on the item in question.)

BUDGET

- Resolutions
- Transfers

PERSONNEL

- Personnel Report

- 8:30 pm      **Reports**
- Faculty
  - Student Services
  - College Development
  - President

- 8:45 pm      **Invitation for Employee/Public Comment**  
**Announcements**
- Next Board Meeting, October 1, 2001, Tillamook Campus
  - September Inservice Dates
    - All Staff Program, September 19, 2001
    - College Picnic, September 22, 2001, Bay City Park

**Adjournment**

BUSINESS MEETING  
September 10, 2001  
Tillamook Campus, Room 8

BOARD OF DIRECTORS  
Tillamook Bay Community College  
2510 First Street  
Tillamook, Oregon

A G E N D A

7:30 pm **Call to Order**

**Introductions**

**Approval of Agenda**

Action needed: Motion to adopt the agenda of September 10, 2001.

**Approval of Minutes**

Action needed: Motion to approve the Minutes of September 10, 2001 as presented.

7:35 pm **Special Presentation to Eva Noble**

7:45 pm **Information Session**

There will be a presentation on the Student Enrichment Center.

8:00 pm **Business Meeting**

**Process for appointing Board Members** - A discussion will be held on the process for appointing Board Members.

**Presidential Search firm** - A discussion will be held, and a decision made to determine the Presidential Search firm.

Action needed: Discussion and motion to determine Presidential Search Firm.

**OCCA Convention** - Gail Pincus will update the Board on the upcoming OCCA Convention.

**Board Planning Retreat** - Gail Pincus will lead a discussion on the Board Planning Retreat.

**Consent Agenda**

BUDGET

Mark Sybouts will review the enclosed Resolutions.

RESOLUTION 6 SPECIAL FUND - Adult Basic Education - Basic Grant

RESOLUTION 7 SPECIAL FUND - Adult Education Program Correction Grant

RESOLUTION 8 SPECIAL FUND - Tutor Grant

- RESOLUTION 9 SPECIAL FUND - Adult Education Accountability Grant  
RESOLUTION 10 SPECIAL FUND - Adult Education Improvement Project Grant  
RESOLUTION 11 English Literacy/Civics Grant

Mark Sybouts will review the enclosed Budget Transfers dated September 10, 2001 for Fiscal Year 2001-2002.

PERSONNEL

Emmy Lou Orahood will review the Personnel Report.

Action needed: Motion to approve the Consent Agenda.

8:30 pm

**Reports**

The Board will hear reports from the Faculty, Student Services, College Development and President.

8:45 pm

**Invitation for employee/public comment**

**Announcements**

Next Board Meeting, October 1, 2001, 7:30 pm, Tillamook Campus

September Inservice Dates

All Staff Program, September 19, 2001, 8:00 am, Tillamook Campus

College Picnic, September 22, 2001, 11:00 - 4:00 pm, Bay City Park

**Adjournment**

**TILLAMOOK BAY COMMUNITY COLLEGE  
BOARD OF EDUCATION REGULAR MEETING  
September 10, 2001, 7:30 p.m.  
Tillamook Campus, Room 8**

**DIRECTORS PRESENT**

Wayne Jensen, Eva Noble, Craig Wakefield, Ann Swain, Bob Weitman and Steve Shaw

**DIRECTORS ABSENT**

Jim McGinnis

**STAFF PRESENT**

Gail Pincus, Jim Fullan, Emmy Lou Orahood, Mark Sybouts, Amy Getty, Kathy Schaefer, James Downes, Gene Moore, Sheryl Neu, Wendy Daeges, Gary Quackenbush and Betty Lester

**GUEST**

Rose Wharton

**CALL TO ORDER**

Chair Wayne Jensen called the meeting to order at 7:30 pm. He asked newcomers to introduce themselves.

**APPROVAL OF AGENDA**

It was moved by Director Craig Wakefield, seconded by Director Steve Shaw and the Board unanimously (6/0) approved the September 10, 2001 Agenda.

**APPROVAL OF MINUTES**

It was moved by Director Ann Swain, seconded by Director Bob Weitman and the Board unanimously (6/0) approved the minutes of the August 6, 2001 Business Meeting as presented.

**SPECIAL PRESENTATION TO EVA NOBLE**

Chair Jensen read into the record a letter from Director Eva Noble resigning her position on the TBCC Board of Education effective November 1, 2001. He asked Director Noble to please come forward where he presented her with a plaque commemorating her 16 years of outstanding dedication and service to the Board of Education, Tillamook Bay Community College and the communities which the College serves. Chair Jensen also presented her with a personalized Cross pen.

Director Noble said she wanted everyone to know how much she appreciated serving on the Board and emphasized how much she has learned over the years. She mentioned that she would like to recommend Rose Wharton, Manager of the US Bank in Cloverdale, as a possible replacement for her on the Board. Chair Jensen asked for a recess so all could enjoy cake and some time with Director Noble.

**BUSINESS MEETING**

Chair Jensen reconvened the meeting and opened a discussion regarding the appointment process for appointing Board Members. Ms. Orahood, Manager of Human Resources,

read ORS 332.030(4). Ms. Orahood was asked to FAX an application to Ms. Wharton and request that she return it as soon as possible.

Chair Jensen opened the discussion on the Presidential Search. After a brief discussion, it was moved by Director Swain, seconded by Director Wakefield and the Board unanimously (6/0) appointed Vicki Chamberlain to lead the search for the new President of TBCC.

President Gail Pincus briefed the Board on the upcoming OCCA Convention which will be held on October 26 and 27, 2001 in Springfield. At this time, Directors Wakefield, Weitman, Swain and McGinnis are planning to attend. Further information will be forthcoming. President Pincus drew the Board's attention to the white binder entitled "Oregon Community College Association Information Manual 2001" and suggested that they might like to look through it and read some of the information prior to the OCCA Convention. She also mentioned that there would be additions to it in the future.

President Pincus opened a discussion as to when the Board might be able to schedule a Board Planning Retreat. During the discussion it was suggested that the retreat begin around 4:00 pm, have dinner and continue after dinner. It was decided that it should take place after the convention with the date to be determined.

Chair Jensen mentioned that committee membership needs to be set. It was by consensus that all members present wished to remain on the same committee for the fiscal year 2001-2002.

<u>Personnel</u>	<u>Facilities</u>	<u>Finance</u>
Vacant	Wayne Jensen	Ann Swain
Ann Swain	Steve Shaw	Craig Wakefield
Jim McGinnis	Craig Wakefield	Bob Weitman

Director Wakefield agreed to be the OCCA Representative this year. It was mutually agreed by all Board Members that the OCCA Rep would be rotated each year.

**Consent Agenda:** (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board. A separate motion will then be required to take action on the item in question.)

It was moved by Director Steve Shaw that Resolutions 6 through 11 be adopted by consent agenda. It passed unanimously. It was moved by Director Shaw that the Transfers for September 10, 2001 be approved by consent agenda. It passed unanimously. It was moved by Director Weitman that the employment agreement for Bryce Asay be approved by consent agenda. It passed unanimously.

#### **INFORMATION SESSION - STUDENT ENRICHMENT CENTER**

Amy Getty, Director of the Student Enrichment Center, gave a slide presentation on the new Student Enrichment Center, which combines the computer lab, writing center, and library services into one space. She mentioned that by combining these areas into one space, the new center will be able to offer more flexible hours and help to students. Ms. Getty noted that The Student Enrichment Center is designed as a student driven resource,



where they can find answers to any questions that might be hindering their progress in any class. Wendy Daeges, Business Technology Instructor, stated that they want the students to feel comfortable walking into the Center -- it is their space.

Ms. Daeges and Ms. Getty responded to questions from the Board. Ms. Getty announced that there will be an Open House for the Center on September 26 from 4-6:00 pm. Everyone is invited to attend.

## REPORTS

In the absence of Terrie Minner, Dean of Student Services, Ms. Orahood presented the Student Services Report. Ms. Minner apologized for not being able to attend. At the orientation program held on September 6, 73 people attended. Of the 26 students who attended, 23 of them signed up for WR121, three for Psychology, two for Western Civilization and two for Math.

Ms. Orahood, Manager, Human Resources reported that a letter of resignation has been received from Joan Wagner, Accounts Payable Specialist, to be effective November 30, 2001. Kim Cavatorta has been hired as the Literacy Program Coordinator for 15 hours per week. This position is grant funded through June 30, 2002.

President Pincus noted that the President's report is organized around the priorities of the College which are:

- 1) Expand TBCC Partnership with PCC: Brian Davis, retired PCC dean has been hired to be the liaison between PCC and contracting colleges. Guy Sievert and Brian Davis will be meeting with TBCC staff at the Tillamook Campus on September 27.
- 2) Prepare for the October accreditation visit: Members of the TBCC Board and TBCC administrators will host the accrediting team for dinner on October 30 and the site visit will occur on October 31.
- 3) Ongoing College projects: Have completed personal interviews of all regular full and part time employees and Board members. Adjunct faculty are now being scheduled on Friday afternoons; "Gab With Gail" sessions have been held at all sites and will continue; BAYVIEWS highlight more staff activities and profiles; College Leadership Council will be launched during September; Inservice activities have been planned for Fall term; Program planning and budget development process will begin in October; appointed an Enrollment Policy Management Task Force, facilitated by James Downes, to research and recommend a new approach to class cancellation policies, which hopefully can be implemented Fall Term; painting, landscaping and signage projects for the Tillamook Campus, Tillamook Work Solutions Center and Bay City Campus are under way; President's office will be constructed at the Tillamook Campus in October.
- 4) Concurrent with the formal Presidential search process, the College Leadership Council will plan and implement a series of targeted community conversations to get input from Tillamook County residents as to the education services they need now and in the future. The community needs assessment will be used to help define the skills and qualities desired for the next President and to guide the College in course offerings.

**INVITATION FOR EMPLOYEE/PUBLIC COMMENT**

Donna Acord mentioned two inservices, both in Room 8 at the Campus: 1) Part-time Faculty - September 17, 4:30 - 8:00 pm; and 2) Faculty - September 18, 9:00 - 4:30 pm.

**ANNOUNCEMENTS**

Next Board Meeting, October 1, 2001, 6:30 pm, Tillamook Campus

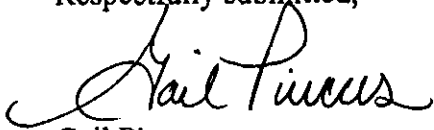
All staff Program, September 19, 2001, 11:00 - 2:00 pm, Room 8

College Picnic, September 22, 2001, Bay City Park, 11:00 - 4:00 pm

**ADJOURNMENT**

The meeting was adjourned at 9:10 pm.

Respectfully submitted,



Gail Pincus  
Clerk

# Student Enrichment Center



1. What are the main goals of the Student Enrichment Center?



2. How does the Student Enrichment Center support student learning and development?



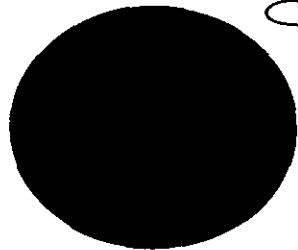
3. What resources and services are available at the Student Enrichment Center?



4. How can students get involved with the Student Enrichment Center?

# Student Enrichment Center

I wonder what  
the TBCC  
Student Enrichment Center  
can do for me?



TBCC Student Enrichment Center

# Student Enrichment Center



Translating Assignments

Brainstorming Paper Ideas

Developing Study Skills

Conducting Library Research

Finding Help With Distance Education Courses

# Student Enrichment Center

Locate Information with the  
the Reference Librarian



Find Technical Support  
& Help for your Distance  
Education Classes

Get help with Essays for  
Any Class with a Writing  
Tutor



Meet in Study Groups  
with Other Students

# Student Enrichment Center

I wonder what  
the TBCC  
Student Enrichment Center  
can do for me?

TBCC FACULTY AND STAFF

# Student Enrichment Center



Work with specific assignments

Work with specific students on assignments or study skills

Design workshops specific to writing in your discipline

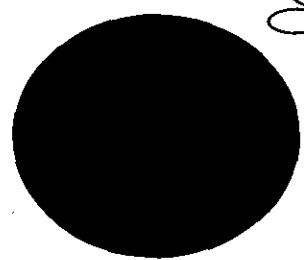
Facilitate study groups

Help develop writing across the curriculum



# Student Enrichment Center

I wonder what  
the TBCC Writing Center  
can do for me?



THE COLLEGE

# Student Enrichment Center



Demonstrates a commitment to student success

Encourages community

Invites students to stay on campus outside of class

Sponsors “outside” activities

Provides a potential location for expanded tutoring services & information literacy classes

# Student Enrichment Center



OWL for distance learners

Web page and learning links for students

Writing and Technology Across the Curriculum

ESL specialization/increasing enrollment

Faculty and Community Workshops

# Student Enrichment Center

## Thank You!

Please contact Amy Getty at 842-8222 x136 with comments, questions, or ideas for the TBCC Student Enrichment Center.

Come to our Open House!

Wednesday, September 26th, 4-6 p.m.

## WHEN DO YOU NEED TO COME INTO THE STUDENT ENRICHMENT CENTER FOR WRITING HELP?

- 1 THE ASSIGNMENT IS CONFUSING.** Does that assignment sheet seem like it is written in some strange language to you? Do you not have a clue where to start? We can help translate!
- 2 YOU'RE STUMPED ON BRAINSTORMING.** Do you know what the assignment is, but you're stuck for ideas? We won't write your paper for you, but we'll help come up with a list of possibilities.
- 3 YOU NEED HELP WITH DRAFTING.** Not sure your paper is making sense? Read it to another audience to see if we can figure it out. We'll look for tricky things like organization, thesis, and clarity to see where things could be polished.
- 4 YOU'RE CONFUSED ABOUT EDITING.** While you can't just drop off essays at the Writing Center to be "cleaned" like a shirt, we will sit down with you and look for grammatical errors. We'll point out common mistakes to help you see them for yourself in the future.

## WHAT OTHER THINGS CAN YOU DO IN THE STUDENT ENRICHMENT CENTER?

A tutor may be busy helping other students when you drop in, but you can do many other things at the Student Enrichment Center:

- 1 Research your papers on the Internet with Lila Ekstrom, TBCC reference librarian.** All the computers in the Student Enrichment Center have Internet access where you can search the PCC library databases and countless other web sites.
- 2 Type essays.** All of the computers are equipped with various word-processing programs, and are hooked up to printers.
- 3 Ask tutors questions about the computers.** Not everyone is comfortable with the technology available, but our tutors can help!
- 4 Use our other resources.** We have several dictionaries and style guides for your use both in the SEC and on a limited check-out basis.
- 5 Experience a peaceful and relatively quiet place to do work.** Even if you're not writing a paper, the Writing Center is a place for you to study in a comfortable atmosphere with limited interruption. If the student lounge is often too noisy for you to study, the Writing Center is the place for you.
- 6 Find help with your distance education courses.**

## WHAT IS A FORMAL TUTORING SESSION LIKE?

If you do wish to sit down with a tutor during available times, here's what the session would probably look like.

### SESSION ON REVISING A DRAFT:

- 5 minutes: introductions, discussion of assignment, and your concerns with it.
- 20 minutes: reading the draft, often aloud, discussion of your draft. Tutors will ask questions, encouraging you to work through your concerns, find solutions, and make revisions.
- 5 minutes: wrap up, with tutors asking you to summarize the session, restate suggestions, and plan revisions.

### SESSION ON EDITING A DRAFT:

- 5 minutes: introductions, as above.
- 20 minutes: tutors reading draft aloud with you to find patterns of errors, then working on one error at a time -- tutors might correct one paragraph or page, then discuss the corrections and ask you to continue on your own.
- 5 minutes: wrap up. We may encourage you to schedule regular appointments, since changing internalized grammar habits can only be accomplished over time.

## OUR MISSION

Writing help at the Student Enrichment Center is not a "fix-it" shop nor an editing service, but a

### ***Teaching Service.***

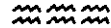
Our mission is long-term, helping you become:

- ❖ Independent learners and writers,
- ❖ Confident analysts, and
- ❖ Strong critical thinkers.

Just as scholars give their peers response to drafts of articles and books, so tutors challenge assumptions, ask for clarification, and point to places where examples, details, and support would strengthen the assignment.

**CALL or EMAIL SEC to make an appointment!**

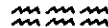
**Call The Student Enrichment Center,**  
at 842-8222 x126.



Or Email **Amy Getty**  
at [agetty@tbcc.cc.or.us](mailto:agetty@tbcc.cc.or.us)

### **VISIT US!**

**Student Enrichment Center  
Room Seven**



**Tillamook Campus**

#### **Hours:**

**9a.m. - 8p.m. M-TH**

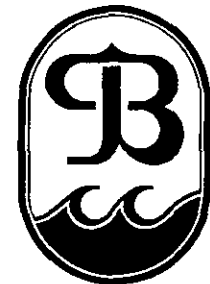
**9a.m. - 4p.m. FRI**

**9a.m. - 1p.m. SAT**

**Drop in and see us!!**

Information  
for  
TBCC Students  
about

Writing  
Help at  
the SEC



Here's how the Student Enrichment Center can help you.

RESOLUTION 6

Tillamook Bay Community College  
Board of Education  
September 10, 2001

SPECIAL FUND - Adult Basic Education - Basic Grant

The President RECOMMENDS adoption of the following resolution:

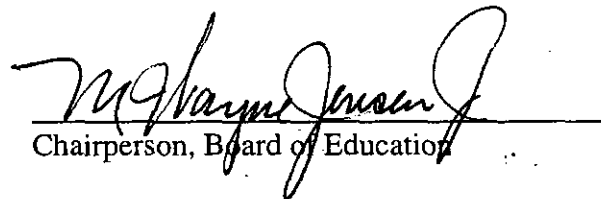
WHEREAS, the 2001-2002 budget of Tillamook Bay Community College (TBCC) did not predict a additional grant money for Adult Basic Education; and

WHEREAS, Oregon Local Budget Law, under ORS 294.326(2), provides that unanticipated funds which have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriation resolution:


NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this resolution in the full amount of \$2,000.00 for the purpose shown below, hereby appropriated as follows:

Instruction	\$1,950.00
Instructional Support	\$ 50.00
Total	\$2,000.00

RESOLVED this 10 day of September, 2001, by the Board of Education, Tillamook Bay Community College .

  
Chairperson, Board of Education

Attest:

  
President, Clerk of Board

**SPECIAL FUND - Adult Basic Education - Basic Grant**

DESCRIPTION	ADOPTED 2001-2002	REVISED 2001-2002
Resources		
Federal Sources	\$ 20,000.00	\$ 22,000.00
Beginning Working Capital	\$ 6,675.00	\$ 6,675.00
Total Resources	\$ 26,675.00	\$ 28,675.00
Expenditures		
Instruction		
Personal Services		
Instructional Personnel	\$ 12,567.00	\$ 12,567.00
Other Payroll Expense	\$ 4,398.00	\$ 4,398.00
Materials and Services		
Supplies	\$ 2,885.00	\$ 3,900.00
Staff Development	\$ 65.00	\$ 1,000.00
Instructional Support		
Materials and Services		
Association Membership	\$ 85.00	\$ 135.00
Other Financing Uses		
Repay Short-Term Loan - General Fund	\$ 6,675.00	\$ 6,675.00
<b>TOTAL</b>	<b>\$ 26,675.00</b>	<b>\$ 28,675.00</b>



RESOLUTION 7

Tillamook Bay Community College  
Board of Education  
September 10, 2001

SPECIAL FUND - Adult Education Program Corrections Grant

The President RECOMMENDS adoption of the following resolution:

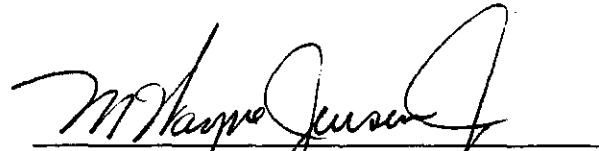
WHEREAS, the 2001-2002 budget of Tillamook Bay Community College (TBCC) did not predict a additional grant money for Adult Education at our county jail; and

WHEREAS, Oregon Local Budget Law, under ORS 294.326(2), provides that unanticipated funds which have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriation resolution:


NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this resolution in the full amount of \$200.00 for the purpose shown below, hereby appropriated as follows:

Instruction	\$200.00
Total	\$200.00

RESOLVED this 10 day of September, 2001, by the Board of Education, Tillamook Bay Community College .

  
Chairperson, Board of Education

Attest:

  
President, Clerk of Board

**SPECIAL FUND - Adult Education Program Corrections Grant**

DESCRIPTION	ADOPTED 2001-2002	REVISED 2001-2002
Resources		
Federal Sources	\$ 10,000.00	\$ 10,200.00
Beginning Working Capital	\$ 5,000.00	\$ 5,000.00
Total Resources	\$ 15,000.00	\$ 15,200.00
Expenditures		
Instruction		
Personal Services		
Instructional Personnel	\$ 4,134.00	\$ 4,134.00
Other Payroll Expense	\$ 882.00	\$ 882.00
Materials and Services		
Other Contracted Services	\$ 5,000.00	\$ 5,000.00
Staff Development	\$ 0.00	\$ 200.00
Other Financing Uses		
Repay Short-Term Loan - General Fund	\$ 5,000.00	\$ 5,000.00
<b>TOTAL</b>	<b>\$ 15,000.00</b>	<b>\$ 15,200.00</b>

RESOLUTION 8

Tillamook Bay Community College  
Board of Education  
September 10, 2001

SPECIAL FUND - Tutor Grant

The President RECOMMENDS adoption of the following resolution:

WHEREAS, the 2001-2002 budget of Tillamook Bay Community College (TBCC) did not predict a additional grant money for Tutor Grant for our adult literacy program; and

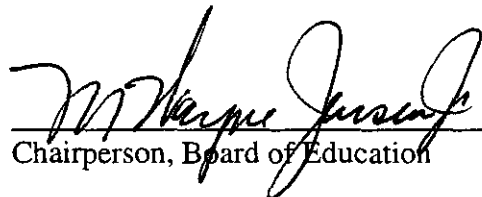
WHEREAS, Oregon Local Budget Law, under ORS 294.326(2), provides that unanticipated funds which have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriation resolution:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this resolution in the full amount of \$4,000.00 for the purpose shown below, hereby appropriated as follows:

Instructional Support \$4,000.00

Total \$4,000.00

RESOLVED this 10 day of September, 2001, by the Board of Education, Tillamook Bay Community College .

  
\_\_\_\_\_  
Chairperson, Board of Education

Attest:

  
\_\_\_\_\_  
President, Clerk of Board

**SPECIAL FUND - Tutor Grant**

<b>DESCRIPTION</b>	<b>ADOPTED 2001-2002</b>	<b>REVISED 2001-2002</b>
<b>Resources</b>		
Federal Sources	\$ 7,000.00	\$ 11,000.00
Beginning Working Capital	\$ 1,750.00	\$ 1,750.00
<b>Total Resources</b>	<b>\$ 8,750.00</b>	<b>\$ 12,750.00</b>
<b>Expenditures</b>		
<b>Instructional Support</b>		
<b>Personal Services</b>		
Instructional Personnel	\$ 6,356.00	\$ 9,016.00
Other Payroll Expense	\$ 644.00	\$ 811.00
<b>Materials and Services</b>		
Supplies	\$ 0.00	\$ 173.00
Travel and Meeting Expense	\$ 0.00	\$ 500.00
Staff Development	\$ 0.00	\$ 500.00
<b>Other Financing Uses</b>		
Repay Short-Term Loan - General Fund	\$ 1,750.00	\$ 1,750.00
<b>TOTAL</b>	<b>\$ 8,750.00</b>	<b>\$ 12,750.00</b>

RESOLUTION 9

Tillamook Bay Community College  
Board of Education  
September 10, 2001

SPECIAL FUND - Adult Education Accountability Grant

The President RECOMMENDS adoption of the following resolution:

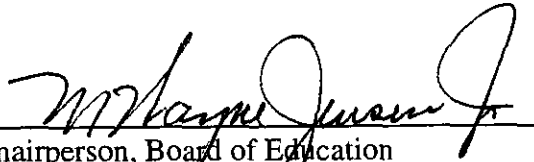
WHEREAS, the 2001-2002 budget of Tillamook Bay Community College (TBCC) did not predict a additional grant money for Adult Education Accountability Grant for state reporting ; and

WHEREAS, Oregon Local Budget Law, under ORS 294.326(2), provides that unanticipated funds which have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriation resolution:

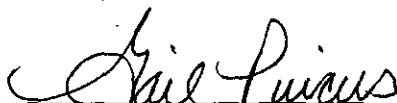
NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this resolution in the full amount of \$1,000.00 for the purpose shown below, hereby appropriated as follows:

Instructional Support	\$1,000.00
Total	\$1,000.00

RESOLVED this 10 day of September, 2001, by the Board of Education, Tillamook Bay Community College .

  
Chairperson, Board of Education

Attest:

  
President, Clerk of Board

**SPECIAL FUND - Adult Education Accountability Grant**

DESCRIPTION	ADOPTED 2001-2002	REVISED 2001-2002
Resources		
Federal Sources	\$ 10,000.00	\$ 11,000.00
Beginning Working Capital	\$ 3,515.00	\$ 3,515.00
Total Resources	\$ 13,515.00	\$ 14,515.00
Expenditures		
Instructional Support		
Personal Services		
Support Staff	\$ 4,812.00	\$ 4,965.00
Hourly	\$ 1,988.00	\$ 1,988.00
Other Payroll Expense	\$ 2,700.00	\$ 2,700.00
Materials and Ser vices		
Supplies	\$ 500.00	\$ 500.00
Travel and Meeting Expense	\$ 0.00	\$ 500.00
Staff Development	\$ 0.00	\$ 347.00
Other Financing Uses		
Repay Short-Term Loan - General Fund	\$ 3,515.00	\$ 3,515.00
<b>TOTAL</b>	\$ 13,515.00	\$ 14,515.00

RESOLUTION 10

Tillamook Bay Community College  
Board of Education  
September 10, 2001

SPECIAL FUND - Adult Education Improvement Project Grant

The President RECOMMENDS adoption of the following resolution:

WHEREAS, the 2001-2002 budget of Tillamook Bay Community College (TBCC) did not predict a additional grant money for an Adult Education Improvement Project; and

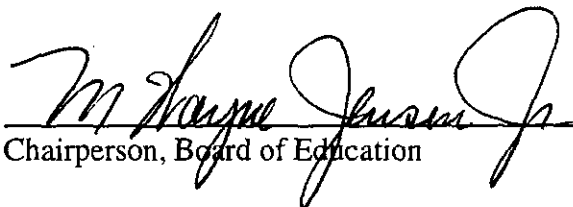
WHEREAS, Oregon Local Budget Law, under ORS 294.326(2), provides that unanticipated funds which have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriation resolution:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this resolution in the full amount of \$500.00 for the purpose shown below, hereby appropriated as follows:


Instructional Support \$500.00

Total \$500.00

RESOLVED this 10 day of September, 2001, by the Board of Education, Tillamook Bay Community College .

  
Chairperson, Board of Education

Attest:

  
President, Clerk of Board

**SPECIAL FUND - Adult Education Improvement Project Grant**

DESCRIPTION	ADOPTED 2001-2002	REVISED 2001-2002
Resources		
Federal Sources	\$ 3,000.00	\$ 3,500.00
Beginning Working Capital	\$ 750.00	\$ 750.00
Total Resources	\$ 3,750.00	\$ 4,250.00
Expenditures		
Instructional Support		
Personal Services		
Hourly	\$ 1,802.00	\$ 1,802.00
Other Payroll Expense	\$ 198.00	\$ 198.00
Materials and Ser vices		
Supplies	\$ 0.00	\$ 500.00
Travel and Meeting Expense	\$ 1,000.00	\$ 1,000.00
Staff Development	\$ 0.00	\$ 0.00
Other Financing Uses		
Repay Short-Term Loan - General Fund	\$ 750.00	\$ 750.00
<b>TOTAL</b>	<b>\$ 3,750.00</b>	<b>\$ 4,250.00</b>



RESOLUTION 11

Tillamook Bay Community College  
Board of Education  
September 10, 2001

SPECIAL FUND - English Literacy/Civics Grant

The President RECOMMENDS adoption of the following resolution:

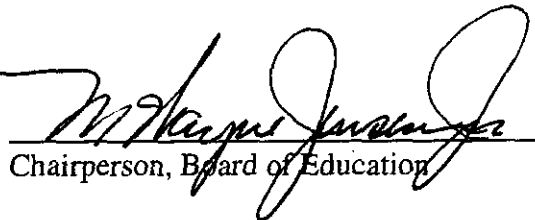
WHEREAS, the 2001-2002 budget of Tillamook Bay Community College (TBCC) did not predict a grant for an English Literacy/ Civics Education Project; and

WHEREAS, Oregon Local Budget Law, under ORS 294.326(2), provides that unanticipated funds which have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriation resolution:


NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this resolution in the full amount of \$20,000.00 for the purpose shown below, hereby appropriated as follows:

Instruction	\$20,000.00
Total	\$20,000.00

RESOLVED this 10 day of September, 2001, by the Board of Education, Tillamook Bay Community College .

  
Chairperson, Board of Education

Attest:

  
President, Clerk of Board

**SPECIAL FUND - English Literacy/Civics Grant**

DESCRIPTION	ADOPTED 2001-2002	REVISED 2001-2002
Resources		
Federal Sources	\$ 0.00	\$ 20,000.00
Beginning Working Capital	\$ 0.00	\$ 0.00
Total Resources	\$ 0.00	\$ 20,000.00
Expenditures		
Instructional Support		
Personal Services		
Instructional Personnel	\$ 0.00	\$ 10,008.00
Other Payroll Expense	\$ 0.00	\$ 858.00
Materials and Ser vices		
Supplies	\$ 0.00	\$ 3,354.00
Travel and Meeting Expense	\$ 0.00	\$ 500.00
Non-Capital Equipment and Furniture	\$ 0.00	\$ 5,280.00
<b>TOTAL</b>	\$ 0.00	\$ 20,000.00

**2001-2002**  
**BUDGET TRANSFERS**  
September 10, 2001

SPECIAL FUND

	FROM	TO	AMOUNT	REASON
1	Adult Education Program Corrections Grant INSTRUCTION - Other Contracted Services	Adult Education Program Corrections Grant INSTRUCTION - Instructional Personnel	\$ 4,684.00	Grant modification requested by grant administrator based upon grant application
2	Adult Education Program Corrections Grant INSTRUCTION - Other Contracted Services	Adult Education Program Corrections Grant INSTRUCTION - Other Payroll Expenses	\$ 16.00	Grant modification requested by grant administrator based upon grant application
3	Adult Education Program Corrections Grant INSTRUCTION - Other Contracted Services	Adult Education Program Corrections Grant INSTRUCTION - Staff Development	\$ 300.00	Grant modification requested by grant administrator based upon grant application
4	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Hourly	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Support Staff	\$ 1,988.00	Grant modification requested by grant administrator based upon grant application
5	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Other Payroll Expenses	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Support Staff	\$ 1,903.00	Grant modification requested by grant administrator based upon grant application

6	Adult Education Improvement Project Grant INSTRUCTIONAL SUPPORT - Hourly	Adult Education Improvement Project Grant INSTRUCTIONAL SUPPORT - Staff Development	\$ 1,342.00	Grant modification requested by grant administrator based upon grant application
7	Adult Education Improvement Project Grant INSTRUCTIONAL SUPPORT - Other Payroll Expenses	Adult Education Improvement Project Grant INSTRUCTIONAL SUPPORT - Staff Development	\$ 158.00	Grant modification requested by grant administrator based upon grant application
8	Adult Education Improvement Project Grant INSTRUCTIONAL SUPPORT - Travel and Meeting Expense	Adult Education Improvement Project Grant INSTRUCTIONAL SUPPORT - Staff Development	\$ 750.00	Grant modification requested by grant administrator based upon grant application

**PERSONNEL REPORT**

September 10, 2001

**New Employee:**

**Bryce Asay, pre-Allied Health Advisor (.5 FTE)**

Effective: September 13, 2001

Salary: \$14,207. (Grade 9, Step 1)

Qualifications: Bachelor of Science in Nursing, Pacific Lutheran University, Tacoma, WA. Employers include Tulare County Department of Education, CA, Nehalem Valley Care Center and Tillamook County Health Department.

**Applicant Flow:**

Total Applicants: 15

**Affirmative Action Forms Returned:**

2 male white

8 female white

5 unknown



# *Tillamook Bay Community College Foundation, Inc.*

## *Annual Report*

### *Widespread Community Support Helps Foundation Reach 2000-2001 Goals*

The Mildred Davy Endowed Scholarship is now a reality, thanks to you and the generous donations of nearly one hundred other members of our community and our college.

What began as a dream -- a fund to help prospective students who could not otherwise afford to attend college -- will now provide a full-year scholarship covering books and tuition to a deserving Tillamook County resident each year from now on.

Over \$30,000 in generous donations is now invested at a rate that will earn the interest needed each year to provide the annual scholarship. These investments are managed by a Foundation Board team led by the TLC Federal Credit Union's Mike Pierce. The Foundation looks forward to awarding the first of these scholarships next summer -- and each and every summer thereafter.



And Mildred? She's pleased beyond belief. "Never in my wildest dreams," she said, "would I have thought this could be done. From the bottom of my heart, thank you."

### *The Board Expresses Its Sincere Thanks to Every One of Our Treasured Contributors.*

Support for the Scholarship Fund came from a wide variety of sources, inside and outside the college. Noteworthy were both the total participation from the Foundation and College Boards as well as the broad-based community support.

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### *The Dollars and Cents Of It All*

Total Raised in 2000-2001: \$31,475

#### Where Did It Come From?

Foundation Board	\$ 2,300.00	7%
College Board	\$ 11,360.00	36%
TBCC Staff	\$ 1,845.00	6%
TBCC Faculty	\$ 370.00	1%
Local Individuals	\$ 9,275.00	29%
Local Businesses	\$ 6,325.00	20%
	<u>\$ 31,475.00</u>	

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### *To Our Generous Contributors*

## **THANK YOU !!**

From our board and the countless generations of students who will benefit from your thoughtful generosity.

*Please See Back Page for the Exciting Plans for This Coming Year!!!*

## *Combination of Confidence and Need Drive This Year's Goals Even Higher*

Following the successful 2000-2001 efforts, the Foundation Board of Directors has set its sights on goals that surpass the previous year's by 66%.

"The need for education in our County, combined with the inability of so many deserving people to afford it, makes it imperative that we continue to add one new scholarship each year," said Foundation President Vicki Goodman.

But education costs more than just the tuition, books, and fees covered by the Mildred Davy Endowed Scholarship.

To a student trying desperately to make ends meet, come the additional costs of transportation, childcare, and a host of other expenses.

That's why the Foundation has decided to add another goal of \$15,000 to help defray those types of costs for our students of the future.

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### *2001-2002 Foundation Board of Directors*

Vicki Goodman	President
Val Folkema	Vice-president
Craig Wakefield	Secretary
Tim Dolan	Treasurer

Mildred Davy  
Wendell Hesseltine  
Wayne Jensen  
Mike Pierce  
Harold Schild

Ex officio:  
Gail Pincus, TBCC Interim President  
Mark Sybouts, TBCC Administrative Services Director

## *2001-2002 Foundation Goals*

### *For the Mildred Davy Endowed Scholarship Fund*

\$30,000 for another full-year Scholarship  
\$15,000 for special scholarships to cover other educational expenses (childcare, transportation, etc.)

### *For the Foundation*

\$5,000 in unrestricted funds to help launch funding initiatives for other College needs

The Foundation also plans to create and expand the detailed policies which guide its efforts to become ever more successful and efficient.

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### *Parting Thoughts*

In addition to our heartfelt thanks, we would like to extend our sincere invitation to you, our generous contributors, to help us reach these lofty goals. We solicit your support with the recognition that your important participation in last year's efforts means that you recognize both the importance of education *and* the difficulty that many of our friends and neighbors have in affording that education.

We hope that you will also help us in extending our family of donors. Nothing can influence a person like a word from a friend. In your many activities throughout this year, perhaps you will find the time to mention Mildred's Fund to your many friends and colleagues?

For more information, call Jim Fullan,  
Director of College Development  
(503/377-2765)