



TILLAMOOK BAY COMMUNITY COLLEGE

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

September 20, 2001

Headlight Herald
PO Box 444
Tillamook OR 97141

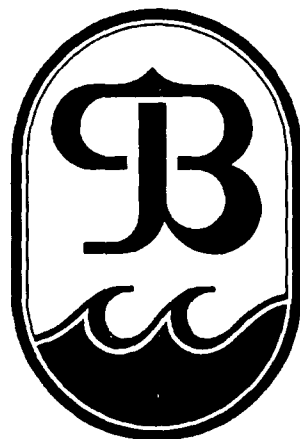
LEGAL ADVERTISEMENT:

Please publish the following in the October 31, 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, November 5, 2001, at 6:30 pm, at Tillamook Bay Community College, 2510 First Street, Tillamook. The following items are on the agenda: Work Session for Presidential Search, 6:30-7:30 pm; Executive Session; President's Report; Business Meeting; Reports by Faculty, Student Services; 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.

Emmy Lou Orahood
Secretary, Board of Education

TILLAMOOK BAY COMMUNITY COLLEGE



Regular Board Meeting Packet

**November 5, 2001
6:30 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
Stephen Shaw
Ann Swain
Robert Weitman**

STATE OF OREGON
OATH OF OFFICE

STATE OF OREGON,
County of Tillamook

I, Rose Wharton, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon, and the laws thereof, and that I will faithfully discharge the duties of *Tillamook Bay Community College Board of Education* according to the best of my ability, so help me God.


Signature Date 11-5-01

TBCC BOARD OF EDUCATION EXECUTIVE SESSION

November 5, 2001

6:30 p.m.

**Tillamook Bay Community College, Room 8
2510 First Street, Tillamook, Oregon**

6:30 pm **WORK SESSION** (Presidential Search)

EXECUTIVE SESSION (Called as needed in accordance with ORS 192.660)

BUSINESS MEETING

A G E N D A

7:30 pm **Call to Order**
Introductions

Approval of Agenda
Action needed: Motion to adopt the November 5, 2001, Agenda.

Approval of Minutes
Action needed: Motion to approve the Minutes of October 1, 2001 as presented.

7:35 pm **Oath of Office**
Action needed: Administer Oath of Office to Rose Wharton

7:40 pm **President's Report**
President Gail Pincus will present her report to the Board.

7:50 pm **Business Meeting**

- October 30, 31, 2001, Accreditation Visit Debriefing
- Oregon Economic Outlook Statewide Community College Response; TBCC Strategies
- Board Retreat Outcomes
- OCCA Convention Report
- Presidential Search Report

8:30 **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.

Action needed: Motion to approve consent agenda items.

Budget Transfer: Transfer \$60,000 from the Building Reserve Fund to the General Fund to cover ex-president contract buyout. This transfer is provided for within our current budget.

Resolution 13 SPECIAL FUND-Tillamook County Commission on
Children & Families Literacy Grant

Resolution 14 SPECIAL FUND-Tillamook Work Solutions Food Stamp
Employment & Training Services Grant

8:35 pm **Staff Reports**
• Donna Acord, Dean of Learning Services
• Terrie Minner, Dean of Student Services
•

8:50 pm **Invitation for employee/public comment**

8:55 pm **Announcements**

Next Board Meeting, November 5, 2001, Tillamook Campus
Retirement Party, November 19, 2001, 5 pm, Tillamook Campus
Retiring Staff Members: Peggy Maack, Betty Lester, Joan Wagner,
John Power

9:00 pm **Adjournment**

The Board of Directors meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify the Manager of Human Resources, Emmy Lou Orahod, at (503)377-2765 at least 48 hours in advance.

TBCC BOARD OF EDUCATION REGULAR
November 5, 2001, 6:30 p.m.
Tillamook Bay Community College, Room 8
2510 First Street, Tillamook, Oregon

REGULAR MEETING

Directors Present

Steve Shaw, Wayne Jensen, Ann Swain, Robert Weitman, Rose Wharton

Directors Absent

Jim McGinnis, Craig Wakefield

Staff Present

Gail Pincus, Jim Fullan, Donna Acord, Terrie Minner, Mark Sybouts, Steve Kerr, Amy Getty, Barbara Bush, Wendy Daeges, Desree, Sheryl Neu, Julie Walker (PTK)

Guest

Vickie Chamberlain

Call to Order

Wayne Jensen called the meeting to order at 7:45, after the close of the Board workshop.

Approval of Agenda

It was moved by Bob Weitman, seconded by Steve Shaw and the Board unanimously approved the November 5, 2001 agenda.

Approval of Minutes

It was moved by Ann Swain, seconded by Steve Shaw and the Board unanimously approved the Minutes of October 1, 2001 as presented.

Oath of Office

Wayne Jensen administered oath of office to Rose Wharton.

President Search

It was moved by Steve Shaw, seconded by Ann Swain and unanimously approved by the Board (5/0) to approve Vickie Chamberlain's contract to conduct the search for a permanent president.

The President's report addressed the following:

- FTE audit was completed
- CST retreat concept of college services Team - more ideas for transition
- College launched new planning and budget zero based process
- Presidents Council discussed state financial issues, will need to work together to address issues
- Focused accreditation visit October 30-31 involving: PCC, Board, Faculty & Staff. Dr Hassert offered tools to assist us with organizational development
- Search for grants with PCC and Columbia Gorge CC

- The president's move to Tillamook Campus
- President attended Baldrige Quality Institute meeting at Columbia Gorge CC
- College Leadership Council will become a Transition Team to set goals Vision/Mission/Values and work with college operational issues through June 30, 2002

Business Meeting

- October 30, 31, 2001, Accreditation visit went very well.
- Oregon Economic Outlook Statewide Community College Response; TBCC Strategies 75 employees attended briefing. Not cut positions or across the board, but look at cost savings as we work through budget process. Preparing statewide public announcements of putting people to work and enhancing economic
- OCCA Convention highlights as reported by the Board
Wayne Jensen - Convention was well put together; governor candidates forum was good; when the economy gets bad, more people go back to college.
Bob Weitman - Governor candidates; Legislator presentations were good
Ann Swain - Community colleges are changing response to changes in economy; State revenue 101 breakouts were informative; nursing shortage was highlighted
Rose Wharton- Hot Topics breakouts were informative; it was good to see what was going on.
- Presidential Search Report
Board representatives will be Ann Swain, Steve Shaw and Craig Wakefield. It was agreed to advertise nationally. Formal process to begin in January.

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 Transfer:	Transfer \$60,000 from the Building Reserve Fund to the General Fund to cover ex-president contract buyout. This transfer is provided for within our current budget.
Resolution 13	SPECIAL FUND-Tillamook County Commission on Children & Families Literacy Grant
Resolution 14	SPECIAL FUND-Tillamook Work Solutions Food Stamp Employment & Training Services Grant

It was moved by Ann Swain, seconded by Steve Shaw and approved unanimously (5/0) that all items on the consent agenda be adopted.

Staff Reports

- 1) Students Desiree' and Julie Walker announced a Student government & PTK event to be held November 17. There will be a movie and dance, about 20 items have been donated for silent auction. George Miller will be the DJ, TBCC donated 3 credit class, entrance fee will be a can of food for Salvation Army food baskets. Raffle tickets are available.

- 2) Donna Acord, Dean of Learning Services reported on:
- Workforce and Economic - BizCenter, North and South County outreach
 - Funding to increase from Lottery approx. \$6000
 - Customized Workforce Training focus
 - TWS stats - \$6000 spent sending students to College
 - Rapid response for newly unemployed
 - New funding - Food stamps for employment
 - Pending early enhancement dollars \$20,000 Partnership to bring truck driving school to TBCC
 - Skills department - Sprint collection of phone books \$1 per book up to \$3000 for instructional materials due by November 10 at Averill Recycling.
 - Workforce conversational Spanish. Possible pilot program at TBCC.
- 3) Terrie Minner, Dean of Student Services
- Allied Health advisor looking for career fair February, 2002
 - Enrollment office in charge of Web page update for student services
 - Pathways meeting very positive - articulation agreements, Writing 123 plans to increase enrollment. Personalize planning meetings for serving each high school at their site
 - Barb Casteel preparing for GED testing change beginning January.
 - Banner changes regarding financial aid
 - Catalog is in process
 - Placement testing shifting to un-timed Compass software tool
 - Counselor attended 2 day ADA training showing universal approach for compliance
 - PTK - Harvest festival
 - Student Recruitment.
 - Cultural customs events
- 4) Jim Fullan, Director of College Development, briefed the Board on his inclusion of the College Facilities Needs Assessment and Funding Feasibility Study on the County's Needs and Issues Inventory.

Invitation for employee/public comment

Faculty senate dialog on academic standards. Discussions for standards and training at January in-service.

Announcements

Next Board Meeting, December 3, 2001, Tillamook Campus
Retirement Party, November 19, 2001, 5 pm, Tillamook Campus
Retiring Staff Members: Peggy Maack, Betty Lester, Joan Wagner,
John Power

Adjournment

The meeting was adjourned at 9:00 p.m.

Respectfully Submitted,


Gail Pincus, Clerk

TBCC BOARD OF EDUCATION WORKSHOP

November 5, 2001, 6:30 p.m.

Tillamook Bay Community College, Room 8

2510 First Street, Tillamook, Oregon

WORK SESSION (Presidential Search)

Workshop opened at 6:37 pm with Board Members Steve Shaw, Wayne Jensen, Ann Swain, Robert Weitman, and James P. McGinnis.

- 1) Reaffirm desire to proceed with search. Board was unanimous in its desire to conduct a full presidential search.
- 2) National advertising recommended. Board agreed to a national search after a discussion on the possibility of regional vs. national.
- 3) Economic Challenges Facing TBCC:
 - State Funding: State shortfall 2% up to 10%
FTE up what FTE is counted (Community Education)
 - Local Economy/Issues: Other organization bonds Nestucca, 911 local option levy
Layoffs SCS, Tillamook Country Smoker, Halco
Why don't people stay in county, (rural & wet)
 - Student challenges
Population - increasing Hispanic population, dislocated workers, child care needs, more than usual demand for adult basic skills, education culture shock
 - Community Challenges
Community expectations for what we offer - service demands of PCC
High percentage of retired community
South, North & Central county issues (long narrow county)
 - Facility Challenges
Lack of Space - classroom space especially science labs, storage
Long range plan needs to be developed
 - Personnel Challenges
Individuals wear multiple hats
 - Accreditation Challenges
Contract with Portland Community College working relationships
 - Program Challenges
Workforce development
Community needs assessment for Strategic planning process
Electronic engineering technology (EET)
Nursing preparation contract with Clatsop community College

- 4) Candidates qualifications:
 - Master's - required
Doctorate - preferred
 - Administrative Experience
Education or other Administration - required
Community College - preferred
 - Education (teaching) experience
 - Interpersonal Skills: communication, honesty and integrity, past community involvement, community outreach, cultural sensitivity, leadership style - collaborative
 - Motivational ability: both internal and external
 - Institutional development ability: provide evidence of skills
 - Legislative/statewide experience: grasp of state/ local governance vs system
 - Other abilities:
 - Role of president in community fund-raising
 - Budget management
 - Strategic planning
 - Innovation - visionary
- 5) Focus group meeting Tuesday 11/27/01
- 6) Start first of January close middle of February
- 7) Open until filled, best consideration by 2/15/01
- 8) Long term members on search committee from board: three
 - Ann Swain expressed interest
 - Craig Wakefield should be interested
 - Steve Shaw volunteered

Other representatives: needed by January

See attached proposed members list for next board meeting

RESOLUTION 13

Tillamook Bay Community College
Board of Education
November 5, 2001

SPECIAL FUND - Tillamook County Commission on Children & Families Literacy Grant

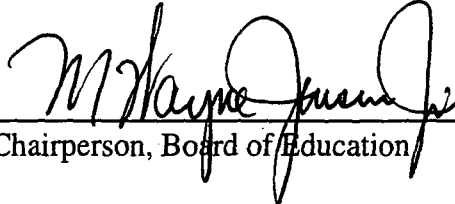
WHEREAS, the 2001-2002 budget of Tillamook Bay Community College (TBCC) did not predict a grant from Tillamook County Commission on Children & Families to assist with our Literacy (ESL) Program; and

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 \$3,500.00 for the purpose shown below, hereby appropriated as follows:

Instruction	\$3,500.00
Total	\$3,500.00

RESOLVED this ____ day of November, 2001, by the Board of Education, Tillamook Bay Community College .


Chairperson, Board of Education

Attest:


President, Clerk of Board

SPECIAL FUND - Tillamook County Commission on Children & Families Literacy Grant

DESCRIPTION	ADOPTED 2001-2002	REVISED 2001-2002
Resources		
Local Sources	\$ 3,400.00	\$ 6,900.00
Beginning Working Capital	\$ 0.00	\$ 0.00
Total Resources	\$ 3,400.00	\$ 6,900.00
Expenditures		
Instructional Support		
Personal Services		
Instructional Personnel	\$ 3,063.00	\$ 5,783.00
Other Payroll Expense	\$ 337.00	\$ 617.00
Materials and Ser vices		
Supplies	\$ 0.00	\$ 500.00
TOTAL	\$ 3,400.00	\$ 6,900.00

RESOLUTION 14

Tillamook Bay Community College
Board of Education
November 5, 2001

SPÉCIAL FUND - Tillamook Work Solutions Food Stamp Employment & Training Services Grant

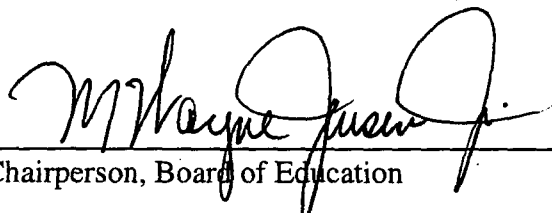
WHEREAS, the 2001-2002 budget of Tillamook Bay Community College (TBCC) did not predict a grant from State of Oregon, Department of Human Services to provide Food Stamp Employment and Training Services; and

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 \$25,810.00 for the purpose shown below, hereby appropriated as follows:

Instruction	\$18,930.00
Student Services	5,345.00
College Support	1,535.00
Total	\$25,810.00

RESOLVED this ____ day of November, 2001, by the Board of Education, Tillamook Bay Community College .


Chairperson, Board of Education

Attest:


President, Clerk of Board

SPECIAL FUND - Tillamook Work Solutions Food Stamp Employment & Training Grant

DESCRIPTION	ADOPTED 2001-2002	REVISED 2001-2002
Resources		
Federal Sources	\$ 0.00	\$ 25,810.00
Beginning Working Capital	\$ 0.00	\$ 0.00
Total Resources	\$ 0.00	\$ 25,810.00
Expenditures		
Instruction		
Personal Services		
Instructional Personnel	\$ 0.00	\$ 11,890.00
Other Payroll Expense	\$ 0.00	\$ 4,994.00
Materials and Ser vices		
Supplies	\$ 0.00	\$ 2,046.00
Student Services		
Materials and Ser vices		
Student Support Services		\$ 5,345.00
College Support		
Materials and Ser vices		
Other Contracted Services		\$ 1,535.00
TOTAL	\$ 0.00	\$ 25,810.00