



Notice of Public Meeting

Pursuant to O.R.S. §192.640, legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board will hold a meeting open to the public on Monday, April 3, 2006, at 6:30 p.m., in Room Nine, First St. Campus, 2510 First St., Tillamook, Oregon, 97141.

A copy of the agenda for the meeting will be available beginning Thursday, March 30, 2006, after 9:00 a.m. at the Office of the College President, Tillamook Bay Community College, First St. Campus, 2510 First St., Tillamook, Oregon 97141.

Agenda items include an Invitation for Public Comment, Business Meeting, Announcements and General Information. The Board reserves the right to change the order of items on the agenda.

The Board 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 Board Secretary, Sue Owens, at (503) 842-8222, Ext. 1159, at least 48 hours in advance.

Pursuant to O.R.S. §192.660, the Board may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session, which will not be open to the public.

DATE NOTICE PUBLISHED: Wednesday, March 29, 2006

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

RALPH ORR - PRESIDENT
TILLAMOOK BAY COMMUNITY COLLEGE

Notice
Distribution

1. TBCC BOARD OF EDUCATION MEMBERS
2. HEADLIGHT-HERALD NEWSPAPER
3. NORTH COAST CITIZEN NEWSPAPER
4. KTIL/KMBD RADIO
5. COAST 105 RADIO and KIX 96
5. TBCC WEB SITE
6. TBCC ADMINISTRATORS AND STAFF
7. TBCC FACULTY SENATE PRESIDENT
8. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
9. ESD ADMINISTRATOR
10. OCCA EXECUTIVE DIRECTOR
11. PUBLIC BUDGET COMMITTEE

Tillamook Bay Community College

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Board of Education Meeting Agenda

Date:
April 3, 2006

TBCC First St. Campus – Room Nine
2510 First St., Tillamook, Oregon 97141

Time:
6:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order Special Board Meeting on 2005-2006 Supplemental Budget -----	Chairman Weitman
2.	Approval of the Agenda ----- (Action)	Chairman Weitman
3.	New Business:	
	A. Public Hearing on 2005-2006 Supplemental Budget Resolution -----	Chairman Weitman
4.	Adjournment ----- (Action)	Chairman Weitman

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chairman Weitman
2.	Approval of the Agenda ----- (Action)	Chairman Weitman
3.	Invitation of Public Comment -----	Chairman Weitman
	Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	March 6, 2006 Board Meeting and Executive Session ----- (Action)	Chairman Weitman
5.	Reports:	
	A. Oregon Community College Association -----	Director Swain
	B. Financial Position ----- (Action)	Comptroller Williams
6.	Old Business:	
	A. Supplemental Budget Resolution ----- (Action)	Comptroller Williams
7.	New Business:	
	A. Graduation Events -----	President Orr
8.	Standing Business:	
	A. Strategic Planning and Accreditation -----	Dean Gates
	B. Courses and Curricula -----	Dean Gates
	C. Grants and Contracts----- (Action)	Dean Ellison
	D. Board of Education Policy -----	President Orr
	E. Facilities -----	President Orr
	F. Personnel ----- (Action)	President Orr
	Pursuant to O.R.S. § 192.660(2)(a), the Board may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session, which will not be open to the public to consider Agenda Items 8.F.	
9.	Announcements and General Information -----	President Orr
10.	Invitation of Public Comment -----	Chairman Weitman
11.	Board Member Discussion Items -----	Chairman Weitman
12.	Adjournment ----- (Action)	Chairman Weitman



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Board of Education Meeting Minutes

March 6, 2006

2510 First Street, Tillamook, OR 97141, Room Eight

Directors Present: Bob Weitman, Ruth Jensen, Ann Swain, Craig Wakefield and Rose Wharton

Directors Absent: James McGinnis and Steve Shaw

Staff Present: President Orr, Lori Gates, Ron Ellison, Kyra Williams, Sue Owens

Guests Present:

- Cam Preus-Braly, Commissioner , Oregon Department of Community Colleges and Workforce Development
- Andrea Henderson, Executive Director, Oregon Community College Association
- Chris Chairsell , Vice President, Academic and Student Affairs, Portland Community College
- Rick Aman, Dean, Curriculum and Support, Portland Community College
- Linda Ashby, Bob Pietruszka, Sheryl Neu and Kathy Schaefer, TBCC staff and faculty

Call to Order:

Chair Weitman called the meeting to order at 6:32 p.m.

Approval of Agenda:

On approval of a motion by Director Swain, it was resolved to approve the agenda as presented.

Invitation of Public Comment:

There was no public comment.

Approval of Minutes:

On approval of a motion by Directors Wakefield and Jensen, it was resolved that the Regular Meeting and Executive Session minutes of February 6, 2006 and February 20, 2006 be approved. Minutes attached and made a part of the official minutes.

Reports:

Oregon Community College Association: (Item 5.A) Director Swain explained the strategic goals as included in the Board Packet then invited Director Andrea Henderson, Oregon Community College Association to further explain. Director Henderson stressed two questions:

1. Are these the right seven topics on which to focus planning, and
2. What are the most important initiatives for the next three years?

It was agreed that all seven points were critical but the general consensus was that access, funding and governance were priority items.

Financial Position: (Item 5.B) Report is attached and made a part of the official minutes. Comptroller Williams explained that comment number four on page three of attachment three was in relation to PERS bonding and added that she anticipated changes in the next month.

Old Business:

Discussion with Commissioner Preus-Braly: (Item 6.A) Report is attached and made a part of the official minutes. Commissioner Preus-Braly opened by expressing her appreciation for President Orr and his dedicated efforts in support of TBCC. She added that she had been requested by the State Board of Education to assemble a proposal for disbursement of the Strategic Reserve Funds in April and that TBCC's request was being considered.



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New Business:

Contracting Relationship with Portland Community College: (Item 7.A) Report is attached and made a part of the official minutes. Dr. Chairsell shared her feelings that the contract with TBCC was a good one and that the relationship was stable. She added that since the contract is seven years old it should be reviewed again to ensure it's compliance with A6 accreditation policy. She was supportive and encouraging of TBCC seeking independent accreditation.

President Orr expressed appreciation to Mr. Aman for his assistance with the new degree programs and certificates.

Fee Schedule for Public Records Request: (Item 7.B) Report is attached and made a part of the official minutes. It was noted there was one error on the fee pricing on the fourth line of the table reading color "maps," it should read color "page," and the price should be \$1 per page. On approval of a motion by Director Wakefield, it was resolved to approve the fee schedule as corrected.

Standing Business:

Strategic Planning and Accreditation: (Item 8.A) Report attached and made a part of the official minutes.

There was a brief recess as the guests left.

Courses and Curricula: (Item 8.B) Report attached and made a part of the official minutes. On approval of a motion by Director Jensen, it was resolved approve the AAS Degree in Hospitality, Tourism, Recreation Management Certificates of Completion in Hospitality, Tourism, Recreation Management, and Certificates of Completion in Computer Applications and Office Systems (Basic Computer Literacy, Word Processing, Office Assistant, Spreadsheet, Web Assistant I, and Web Assistant II).

Grants and Contracts: (Item 8.C) Report attached and made a part of the official minutes.

Board of Education Policy: (Agenda Item 8.D) Report attached and made a part of the official minutes. On approval of a motion by Director Wharton, it was resolved approve Policy Article 211 as presented.

Facilities: (Agenda Item 8.E). Report attached and made a part of the official minutes. President Orr reminded the Board that the next TBCC YES meeting would be March 14, at 4:30 pm. A review of the speaking calendar was done with Board members volunteering to attend meetings. Sue Owens will send reminders to members.

Personnel: (Agenda Item 8.F) Report attached and made a part of the official minutes.

Executive Session was moved to follow Agenda Item 11, Board Member Discussion Items.

Announcements and General Information:

Report attached and made a part of the official minutes.

Invitation for Public Comment:

Ms. Neu asked if there would be any provisions for staff input in regards to the presidential search. The Board responded that they were not at that point in the search at this time, but agreed they wanted a broad variety of staff, faculty, students and community members involved as they were in the last search.

Board Member Discussion Items:

There were no discussion items.

Executive Session:

On approval of a motion by Director Swain, it was resolved to move into Executive Session to consider



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Agenda Items 8.E and F at 8:50 p.m.

Open Meeting resumed at 9:05 p.m.

Standing Business:

Facilities: On approval of a motion by Director Jensen, it was resolved to submit the following to the Tillamook County Clerk:

NOTICE OF DISTRICT MEASURE ELECTION

TILLAMOOK BAY COMMUNITY COLLEGE

Notice is hereby given that on May 16, 2006 a measure election will be held in Tillamook County, Oregon

CAPTION (10 WORDS)

TBCC Bond Measure Authorization for New College Facilities, Instructional Programs

QUESTION (20 WORDS)

Shall TBCC issue general obligation bonds not exceeding \$11,400,000 to build college facilities, enroll more students and expand college programs?

(required language) If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of Sections 11 and 11b, Article XI of the Oregon Constitution.

SUMMARY (175 WORDS)

(required language not included in the word count: This measure may be passed only at an election with at least a 50 percent voter turnout).

If approved, the bond proceeds would be used to pay for the cost of issuing the bonds and to finance the costs of capital construction, including, but not limited to the following:

- A new college facility in Central Tillamook County large enough to accommodate a 22 percent enrollment growth over the next ten years,
- Up-to-date science labs to enroll more students in classes required for health-care professions, such as nursing and EMT,
- Additional computer technology labs,
- Technologically-equipped classroom and lab facilities in north and south Tillamook County to provide more college credit programs through distance education,
- Specialized space for new college workforce training programs, such as tourism management, agribusiness and natural resources
- Expanded college opportunities for local high school students,
- Improved services for small business development.

If approved, the bond would qualify TBCC to receive \$4.9 million set aside by the State Legislature for seven local community college construction projects. The measure would cost property owners \$0.25 per \$1000 of assessed value.

The bonds will mature in 20 years.

Personnel: On approval of a motion by Director Wakefield, it was resolved to:

- send an email to faculty and staff notifying them of the Board's desire to receive from candidates for



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the interim president position who agree not to seek the permanent position, a cover letter, resume, and references list to be submitted by March 20 for review by the Board prior to their next meeting;

- notify the Tillamook County school districts of the opportunity;
- place a notice of the opportunity in the Headlight Herald; and
- share the information informally with other potential candidates.

Adjournment:

Upon approval of a motion by Director Wakefield, it was resolved to adjourn at 9:27 .m.

Respectfully submitted,

Ralph Orr, Clerk of the Board



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Board of Education Executive Session Minutes

March 6, 2006
2510 First Street, Tillamook, OR 97141, Room Eight

- Call to Order:** Chair Weitman called the meeting to order at 8:55 p.m.
- Directors Present:** Bob Weitman, Ruth Jensen, Ann Swain, Craig Wakefield and Rose Wharton
- Directors Absent:** James McGinnis and Steve Shaw
- Staff Present:** President Ralph Orr

The Board discussed written advice from legal counsel regarding facilities and personnel issues.

Director Wakefield moved to adjourn to regular session. Director Wharton seconded. Passed unanimously. (5/0)

Return to Regular Session: 9:05 p.m.

Submitted by Ralph Orr, Board Clerk



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Oregon Community College Association

RECOMMENDATION

Information only – No action requested.

BACKGROUND INFORMATION----- **President Orr**

An OCCA Board Meeting was held on March 20, 2006 (agenda attached). Mrs. Swain, who will be absent this month, may wish to comment on the proceedings of the meeting upon her return next month.

Oregon Community College Association

MISSION: • To advocate, communicate, and collaborate in order to strengthen community colleges for the benefit of Oregonians.

SCHEDULE: • The Association shall meet three times a year, generally in the fall, winter, and spring unless the Executive Committee decides otherwise.

OFFICERS: Chair----- Chuck Clemens (Clackamas Community College)
Vice-Chair----- Marilyn Lane (Clatsop Community College)
Treasurer----- Jim Sorenson (Treasure Valley Community College)
Secretary----- Preston Pulliams (Portland Community College)
At-Large Representative----- Connie Lee (Central Oregon Community College)
Executive Director----- Andrea Henderson



Tillamook Bay Community College

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Oregon Community College Association
 1201 Court St. NE, Suite 302
 Salem, OR 97301-4188
 Phone: (503) 399-9912 Fax: (503) 399-9286
<http://www.occa17.com>

AGENDA

OCCA BOARD MEETING
 LOCAL GOVERNMENT CENTER
 SALEM, OREGON
 MARCH 20, 2006
 TIME: 10:30 A.M. – 2:30 P.M.

Item	Docket	Action	Presenter
A. Call to Order			Chuck Clemans President
B. Introductions			Chuck Clemans
C. Agenda Changes			Chuck Clemans
D. Consent Agenda			Chuck Clemans
November, 2005 OCCA Board Minutes	D-1	Approve	
Executive Committee Call Summary Nov. 2005	D-2	Accept	
Executive Committee Call Summary Dec. 2005	D-3	Accept	
Executive Committee Call Summary Jan. 2006	D-4	Accept	
E. Reports			
1. President			Chuck Clemans
2. Legislative Committee Chair			Marilyn Lane
3. Executive Director			Andrea Henderson
4. Presidents Council Chair			Frank Toda
5. State Board of Education			Brenda Frank
6. State Board of Higher Education			Gretchen Schuette
7. Oregon Student Assistance Commission			Dean Wendle
8. OCCSA			Kyle Cady
G. Business			
1. Financial Aid Policy	G-1	Action	Julie Suchanek
2. Strategic Plan – Reports from Colleges	G-2		Chuck Clemans
3. Political Messaging	G-3	Action	Andrea Henderson
4. Executive Committee Nominations	G-4	Action	Chuck Clemans
5. OCCA Budget Overview	G-5		Andrea Henderson
6. Dues Increase	G-6	Action	Andrea Henderson



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AGENDA

Item	Docket	Action	Presenter
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H. Wrap-Up

1. Upcoming Dates and Events

3:00 Today-Distribution Formula Meeting, Room 113
Local Government Center

March 22-23, Presidents' Council, Clatsop

April 14-15, OCCSA, Oregon Coast CC

April 18, Student Scholar Awards, Creekside, Salem

April 20-21, State Board of Education, Salem

April 21, Oregon Students Assistance Commission,
Roseburg

April 26-27, Presidents' Council, Blue Mountain CC

May 11, Governance Seminar and Reception,
Creekside, Salem

May 12, OCCA Board Meeting, Salem

2. Upcoming Agenda Items

I. Adjournment

Financial Position

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- **Comptroller Williams**

Comptroller Williams will be prepared to present the financial reports and address questions.



Tillamook Bay Community College

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Agenda Item 5.B. Attachment #1
 Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended February 2006
 66.67% of fiscal year elapsed

	2004-2005 Annual Budget	2004-2005 Actual	2004-2005 Percentage of Budget	2005-2006 Annual Budget	2005-2006 Actual	2005-2006 Percentage of Budget
Resources						
State	\$ 1,031,603	\$ 1,025,199.00	99.38%	\$ 1,376,240	\$ 1,144,929.38	83.19%
Tuition	\$ 261,515	\$ 229,990.00	87.95%	\$ 315,000	\$ 286,926.00	91.09%
Fees	\$ 93,423	\$ 65,502.40	70.11%	\$ 91,000	\$ 67,550.78	74.23%
Taxes	\$ 720,000	\$ 647,064.14	89.87%	\$ 800,000	\$ 684,832.74	85.60%
Sale of Goods	\$ 20,050	\$ 1,320.00	6.58%	\$ 2,000	\$ 2,170.00	108.50%
Interest	\$ 6,000	\$ 17,880.51	298.01%	\$ 25,000	\$ 35,770.32	143.08%
Rental	\$ 50	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 1,000	\$ 26,660.84	2666.08%	\$ 10,000	\$ 5,399.38	53.99%
Working capital	\$ 1,166,540	\$ 1,098,625.15	94.18%	\$ 769,609	\$ 1,040,429.72	135.19%
Transfers	\$ 120,000	\$ 75,300.51	62.75%	\$ 238,821	\$ 201,919.44	84.55%
Repayment of Short-Term Loan	\$ -	\$ -	0.00%	\$ 49,043	\$ -	0.00%
Total resources	\$ 3,420,181	\$ 3,187,542.55	93.20%	\$ 3,676,713	\$ 3,469,927.76	94.38%
Expenditures						
Instruction	\$ 827,553	\$ 370,415.71	44.76%	\$ 796,712	\$ 432,961.79	54.34%
Instructional Support	\$ 338,531	\$ 208,784.48	61.67%	\$ 324,631	\$ 197,660.67	60.89%
Student Services	\$ 268,620	\$ 176,495.24	65.70%	\$ 291,264	\$ 226,056.86	77.61%
College Support	\$ 846,095	\$ 560,858.64	66.29%	\$ 1,012,079	\$ 701,116.82	69.27%
Plant Operation	\$ 693,470	\$ 65,290.29	9.42%	\$ 391,715	\$ 222,226.09	56.73%
Financial Aid	\$ 84,732	\$ 36,589.22	43.18%	\$ 110,850	\$ 52,579.09	47.43%
Transfers	\$ 11,180	\$ 5,000.00	44.72%	\$ 111,120	\$ 57,178.82	0.00%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,120,181	\$ 1,423,433.58	45.62%	\$ 3,088,371	\$ 1,889,780.14	61.19%
Ending fund balance	\$ 300,000	\$ 1,764,108.97	588.04%	\$ 588,342	\$ 1,580,147.62	268.58%

Agenda Item 5.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended February 2006

	Fund No.	Beginning Working Capital	2005-2006 Revenue	2005-2006 Expenditures	Ending Working Capital	2005-2006 Spendable Budget	2004-2005 Prior Year Expenditures
Adult Basic Education	2	\$ -	\$ 13,533.99	\$ 24,030.55	\$ (10,496.56)	\$ 52,700	\$ 25,206.89
Adult Ed Program Corrections - Sheriff's Office	3	\$ -	\$ 1,763.83	\$ 2,546.06	\$ (782.23)	\$ 11,349	\$ 6,545.08
SBDC Federal Grant	4	\$ -	\$ 15,125.00	\$ 20,303.10	\$ (5,178.10)	\$ 30,250	\$ 20,707.73
SBDC State Grant	5	\$ -	\$ 20,666.25	\$ 28,775.29	\$ (8,109.04)	\$ 41,332	\$ 13,333.68
Student Assistance	9	\$ 3,700.83	\$ 100.00	\$ 385.00	\$ 3,415.83	\$ 3,500	\$ 25.00
SBDC Program Income	11	\$ 21,736.65	\$ 2,215.00	\$ 16,068.86	\$ 7,882.79	\$ 27,201	\$ 8,280.14
Sprint Yellow Pages Literacy Grant	25	\$ 3,455.36	\$ -	\$ 96.65	\$ 3,358.71	\$ 3,000	\$ 279.59
United Way Literacy Grant	27	\$ 2,800.57	\$ 537.50	\$ 113.94	\$ 3,224.13	\$ 1,360	\$ 452.33
Teen Parent Funds	28	\$ 31,056.52	\$ -	\$ 31,056.52	\$ -	\$ 31,067	\$ 65,874.91
Community Block Child Care Grant	36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,147.26
Tutor Grant	40	\$ -	\$ 3,454.75	\$ 5,579.50	\$ (2,124.75)	\$ 11,265	\$ 6,407.22
Work Keys Mini Grant	42	\$ 2,693.84	\$ -	\$ 318.20	\$ 2,375.64	\$ 2,500	\$ 140.00
TEC Vocational Education Grant	44	\$ -	\$ -	\$ 6,872.33	\$ (6,872.33)	\$ 12,500	\$ 15,278.57
Adult Ed Program Improvement Project Grant	46	\$ -	\$ 3,750.70	\$ 4,679.76	\$ (929.06)	\$ 7,404	\$ 944.58
Adult Ed Accountablity Grant	47	\$ -	\$ 17,272.41	\$ 20,181.18	\$ (2,908.77)	\$ 29,148	\$ 6,267.08
The OR Community Foundation Grant	48	\$ 1,180.40	\$ -	\$ -	\$ 1,180.40	\$ -	\$ -
IWEB Connections Contract	55	\$ 5,363.71	\$ -	\$ 121.80	\$ 5,241.91	\$ -	\$ -
Bay City Rental	62	\$ 10,754.48	\$ 4,420.84	\$ 2,200.60	\$ 12,974.72	\$ 5,800	\$ 3,211.53
Total Special Fund		\$ 82,742.36	\$ 82,840.27	\$ 163,329.34	\$ 2,253.29	\$ 270,376	\$ 174,101.59

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 2/28/2006
Total of Grants that borrow from the General Fund	\$ (37,400.84)	\$ 48,673.56	\$ 11,750.33	\$ (74,324.07)
Total of Grants that are not borrowing from the General Fund	\$ 39,654.13	\$ 504.90	\$ 5,217.29	\$ 44,366.52
Total Special Fund	\$ 2,253.29	\$ 49,178.46	\$ 16,967.62	\$ (29,957.55)

	Fund No.	Beginning Working Capital	2005-2006 Revenue	2005-2006 Expenditures	Ending Working Capital	2005-2006 Spendable Budget	2004-2005 Prior Year Expenditures
Associated Students of TBCC	32	\$ 1,208.87	\$ 461.25	\$ 480.80	\$ 1,189.32	\$ 2,100	\$ 2,976.25
Phi Theta Kappa Honorary Society Fund	33	\$ 261.16	\$ 1,522.79	\$ 1,284.44	\$ 499.51	\$ 3,200	\$ 720.25
TBCC Staff Coffee and Water	35	\$ (315.82)	\$ 13.40	\$ -	\$ (302.42)	\$ -	\$ -
Total Agency Fund		\$ 1,154.21	\$ 1,997.44	\$ 1,765.24	\$ 1,386.41	\$ 5,300	\$ 3,696.50
Building Reserve Fund	60	\$ 503,069.29	\$ 188,649.68	\$ 166,611.03	\$ 525,107.94	\$ 195,000	\$ 75,300.51
Customized Training Projects	56	\$ 7,097.00	\$ -	\$ 93.67	\$ 7,003.33	\$ -	\$ 2,301.16
Community Education	63	\$ (21,917.92)	\$ 16,605.29	\$ 14,052.20	\$ (19,364.83)	\$ 102,354	\$ 38,480.24
Bookstore	65	\$ 15,030.00	\$ 79,935.03	\$ 81,620.13	\$ 13,344.90	\$ 96,438	\$ 69,597.27
Total Enterprise Fund		\$ 209.08	\$ 96,540.32	\$ 95,766.00	\$ 983.40	\$ 198,792	\$ 110,378.67
PERS Pension Bond Fund	67	\$ 1,176.45	\$ 57,178.82	\$ 40,860.64	\$ 17,494.63	\$ 111,120	\$ -

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended February 20
 66.67% of Budget Period Expended

	Enterprise Fund - Community Ed		Enterprise Fund - Bookstore		Enterprise Fund - Customized Training		Agency Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)	\$ 12,266	\$ (14,915)	-178.69%	\$ 11,314	\$ (5,073)	132.84%	\$ 300	\$ 1,219	384.67%
Beginning Fund Balance		\$ (21,918)		\$ 15,030	\$ 15,030		\$ -	\$ 1,154	
Resources									
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 2,386	\$ 1,426	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 103,072	\$ 15,179	14.73%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 97,500	\$ 79,725	81.77%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ 200	\$ 210	105.00%	\$ -	\$ 1,997	34.43%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 105,458	\$ 16,605	15.75%	\$ 97,700	\$ 79,935	81.82%	\$ -	\$ 1,997	34.43%
Expenditures									
Salaries and Wages	\$ 84,339	\$ 12,431	14.74%	\$ 18,129	\$ 14,532	80.16%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 16,636	\$ 1,611	9.68%	\$ 77,035	\$ 66,239	85.99%	\$ -	\$ 1,765	33.30%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 5,300	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 1,379	\$ 10	0.73%	\$ 1,274	\$ 849	66.64%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 102,354	\$ 14,052	13.73%	\$ 96,438	\$ 81,620	84.63%	\$ -	\$ 1,765	33.30%
Ending Fund Balance	\$ 15,370	\$ (19,365)		\$ 12,576	\$ 13,345		\$ -	\$ 1,386	
Adjustments to bring Ending Fund Balance to Ending Cash Balance									
Assets									
Receivables	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ 13,737	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ (13,737)	\$ -		\$ -	\$ -	
Liabilities									
Accounts Payable (Note 4)	\$ 23	\$ 23		\$ (3,811)	\$ -		\$ -	\$ 4	
Unearned Revenue (Note 5)	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Payroll	\$ 785	\$ 785		\$ 1,763	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ 808	\$ 808		\$ (2,048)	\$ -		\$ -	\$ 4	
NET ADJUSTMENTS	\$ 808	\$ 808		\$ (15,785)	\$ -		\$ -	\$ 4	
ENDING CASH BALANCE	\$ (18,557)	\$ (18,557)		\$ (2,440)	\$ (2,440)		\$ -	\$ 1,390	

\$2,199,908

Total Cash per General Ledger (Note 6)

Cell: A10

Comment: Note 1. Negative Amount indicates borrowing from the General Fund.

Cell: A22

Comment: Note 2. Rental of Bay City Site and a portion of Wilson School.

Cell: A37

Comment: Note 3. Contingency in the General Fund, repayment of borrowing in Special Fund and reserved for future expenditures in Building Reserve Fund.

Cell: A64

Comment: Note 4:

Accounts Payable in the General Fund is a combination of Due to Debt Service of \$22,916.80(See Receivables in the Debt Service Fund) and Accounts Payable of \$11,689.61

Cell: A65

Comment: Note 5. Assessed but unreceived property taxes.

Cell: Q74

Comment: Note 6. Amount ties with cash and cash equivalents on deposit at end of month.

Supplemental Budget Resolution to Amend FY 2005-2006 Adopted Budget

RECOMMENDATION

Approve and authorize the Board Chair to sign Budget Resolution 2005-7 to adopt a supplemental budget to amend the FY 2005-2006 Adopted Budget.

BACKGROUND INFORMATION----- **Comptroller Williams**

The following appropriation increases will be made to the 2005-2006 Adopted Budget upon receiving Board approval:

Special Fund

- Instruction increased by \$8,750 in personal services to pay wages and benefits for an ESL instructor (Pathways Incentive Grant) and \$38,450 in materials and services to purchase non-capital equipment and software (Pathways Incentive Grant and Oregon Healthcare Workforce Partnerships Grant)
- Instructional Support increased by \$780 in personal services to pay wages and benefits for an hourly employee (Pathways Incentive Grant), \$8,350 in materials and services to primarily pay for travel and meeting expenses and contracted services (Supplemental SBDC and Oregon Healthcare Workforce Partnerships Grant)



Tillamook Bay Community College

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RESOLUTION #7

Tillamook Bay Community College
Board of Education
April 3, 2006

Supplemental Budget

The President RECOMMENDS adoption of the following resolution:

WHEREAS, Oregon Local Budget Law, under ORS 294.480, provides for preparation of a supplemental budget for a condition or occurrence that was unknown at the time the budget was prepared;

WHEREAS, funds from federal grants (Oregon Healthcare Workforce Partnerships, Pathways Incentive, and Supplemental Small Business Development Center) have been made available during FY2005-2006.

WHEREAS, increases in Instruction are necessary to pay additional salaries and benefits and purchase non-capital equipment and software.

WHEREAS, increases in Instructional Support are necessary to pay for various materials and services expenses (i.e., consultant, travel and meeting expenses, promotional materials) and additional salaries and benefits.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this supplemental budget resolution increasing appropriations in the FY2005-2006 adopted budget as follows:

SPECIAL FUND	<u>Budget</u>	<u>Increase (Decrease)</u>	<u>Modified Budget</u>
<i>Resources</i>			
Federal Sources	<u>143,268</u>	<u>56,330</u>	<u>199,598</u>
Resources Totals	<u>143,268</u>	<u>56,330</u>	<u>199,598</u>
<i>Requirements</i>			
Instruction	72,470	47,200	119,670
Instructional Support	<u>144,972</u>	<u>9,130</u>	<u>154,102</u>
Requirements Totals	<u>217,442</u>	<u>56,330</u>	<u>258,610</u>

RESOLVED this 3rd day of April, 2006, by the Board of Education, Tillamook Bay Community College.

Chair, Board of Education

Attest:

President, Clerk of Board

Graduation Events

RECOMMENDATION

Direction on Board participation in Graduation Events

BACKGROUND INFORMATION----- President Orr

Graduation Day—June 16—is one of the College’s proudest days of the year, a day when we celebrate the accomplishments of our graduating students and pay tribute to them and their families. We hope as many Board Members as possible will attend. Representative Debbie Boone has accepted our invitation to be the featured speaker. Following past practice, we are not planning to order robes for Board members. Also following past practice, we are planning on the Board Chair accepting the graduating class and handing out diplomas.

If you are unable to participate, please contact Sue Owens (842-8222 Ext. 1159) as soon as possible.

Please note the following important location, dates and times:

Seventh Day Adventist Church, next door to First St. Campus

- Friday, June 16, 9:00 a.m. - Graduation Rehearsal (optional for the Board)
- Friday, June 16, 6:15 p.m. - Graduation Photo
- Friday, June 16, 6:45 p.m. - Graduation Lineup for Processional Entrance
- Friday, June 16, 7:00 p.m. - Graduation Ceremony

First St. Campus – Room Eight

- Friday, June 16, 8:30 p.m. – Reception for graduates, family, and friends



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Strategic Planning and Accreditation

RECOMMENDATION

For information only – no action requested

BACKGROUND INFORMATION-----Dean Gates

A draft of TBCC's Application for Consideration [for Candidacy] that will be submitted May 1 to NWCCU is being readied and will be circulated for review and input by the Executive Committee and Planning and Steering Committee before April 15.

Institutional Researcher, Cindy Rowe, is preparing the 2006 Annual Institutional Effectiveness Report as data becomes available. Once complete, the Report will be shared with the Executive Committee and Planning and Steering Committee for review and planning purposes.

Dean Gates will be prepared to entertain questions on these activities.



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Courses and Curricula

RECOMMENDATION

No action requested

BACKGROUND INFORMATION-----**Dean Gates**

No courses or curricula are presented for action this month.



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Grants and Contractsⁱ

RECOMMENDATION

Renewal of Wilson School Lease as presented.

BACKGROUND INFORMATION----- Dean Ellison

Tillamook School District #9

Authorization #		
5	Purpose:	Renew lease of Wilson School Campus
	Status:	Lease drafted by legal counsel and agreed to by District #9
	Term:	July 1, 2006 through June 30, 2008
	Amount:	\$28,000 per year – total cost of \$56,000 (a 6.8% increase over current)
	Funding:	TBCC General Fund
	Type:	Lease
	Comments:	The following message was received from Superintendent Schild: Tillamook School District 9 would propose that we create a new two-year agreement with a yearly lease of \$28,000. The additional \$141 per month will help cover increasing cost of maintenance and upgrades including new carpet that we are hoping to install this Spring. The remaining parts of contract appear to be suitable to continue as is.

Neah-Kah-Nie School District #56

Authorization #		
Not Applicable	Purpose:	Provide English as a Second Language Instruction to Neah-Kah-Nie School District students.
	Status:	Executed
	Term:	March 13, 2006 to June 8, 2006
	Amount:	\$2,695
	Funding:	Neah-Kah-Nie School District #56
	Type:	Contract
	Comments:	Agreement to provide ESL Instruction using TBCC staff and resources.

ⁱ **TBCC Policy - ARTICLE 106: CONTRACT REVIEW BOARD**
By ORS 279.055, the TBCC Board of Education is designated as the local contract review board for the TBCC District.
Oregon Department of Justice Rules – Chapter 137 Division 30, 35, 40, and 45; Chapter 125 Divisions 20, 22, 25, and 65.

Approved by Board of Education – August 2005 - Establish Public Contract Review Board
Move that the Board of Directors act as the Contract Review Board for the District for the 2005-2006 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$25,000. (O.R.S. 279.055)



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Board of Education Policyⁱ

RECOMMENDATION

For information only – no action requested.

BACKGROUND INFORMATION----- President Orr

In the attached Article, text proposed for deletion is struck through and new text is boldfaced.

Policy	Status
Policy Article 107 – Public Records Requests	New policy article presented for first reading – proposed to set policy on this topic.

ⁱTBCC POLICY MANUAL - ARTICLE 102: POLICIES AND PROCEDURES

A. The policies and procedures adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All District employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as District employees.

B. Any policy or procedure needing immediate action may be enacted by a unanimous vote of the entire Board. The vote will be entered in the minutes of the meeting.

C. Additions, changes and/or deletions of policies and procedures governing the District shall be considered by the Board at a minimum of two separate meetings before final action is taken. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.

D. The President will furnish a copy of the policies and procedures and a copy of any amendment thereof to each employee and to any interested person. In lieu of the distribution of the complete manual, the President may prepare a special edition for any specific group of employees; provided, however, that a copy of the complete policies and procedures is made readily accessible to all employees and to members of the public. Copies of the policies and procedures will be on file in the office of the President of the District.



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Article No.: 107

Approved: *Pending*

Reference: Article 100

107 INTRODUCTION

The purpose of this Article is to provide rules by which the College implements and ensures compliance with the provisions of Public Records Law, ORS 192 and Board Article 100.2.17, for making records available to the public.

The provisions of this Article shall be liberally interpreted and construed to promote full access to the College's public records in order to assure continuing public confidence provided that when making public records available the College shall prevent unreasonable invasions of privacy, shall protect public records from damage or disorganization, and shall prevent excessive interference with essential College functions.

107.1 ACCESS TO PUBLIC RECORDS

Public records shall be made available for public inspection and copying pursuant to this Article, except as otherwise provided by law.

107.2 PUBLIC RECORDS OFFICERS

- A. A Public Records Officer shall serve as the point of contact for members of the public who request disclosure of public records. Each Public Records Officer shall be responsible for implementation of and compliance with this Article and the Public Records Law.
- B. The Dean of Administrative Services is the Public Records Officer for the College.
- C. Unless otherwise designated by the Board of Education, the Clerk of the Board is the Public Records Officer for the Board of Education.
- D. An Alternate Public Records Officer shall be designated by each appointing authority.

107.3 EXEMPT RECORDS

The College shall publish a list of records (Board Article 100.2.17), other than those specifically set forth in the Public Records Law (ORS 192), that the College believes exempt or otherwise prohibit disclosure of public records or information contained in public records. This list will be maintained by the College's Public Records Officer. Public records and information exempt from disclosure under the Public Records Law or any other law are exempt from disclosure under this Article whether or not such exemption is on any list of exemptions published and maintained by the College.

107.4 PUBLIC RECORDS REQUESTS

- A. Public records may be inspected and/or copies may be obtained under the following procedures:



Article No.: 107

Approved: *Pending*

Reference: Article 100

1. A request for College's public records shall be directed to the Public Records Officer and requests for Board documents may be made to the Public Records Officer for the Board of Education.
2. A request for public records shall be made in writing and include the following information:
 - a. The requester's name, mailing address, and telephone number;
 - b. The date of the request;
 - c. A clear indication that the document is a "Public Records Request;"
 - d. Whether the request is to inspect the public records or for copies of public records or summarized information.

107.5 INSPECTION OF PUBLIC RECORDS

Public records shall be inspected at the offices of the Public Records Officer. Public records shall be available for inspection from 8:30 a.m. to 11:30 and from 1:00 p.m. to 4:30 p.m., Monday through Friday, excluding legal holidays: provided, that there is no obligation to allow inspection immediately upon a demand. The Public Records Officer may request that the person seeking to inspect public records schedule an appointment for inspection.

107.6 RESPONSE TO PUBLIC RECORDS REQUESTS

- A. There is no obligation to allow inspection or provide a copy of a public record on demand.
- B. Within a reasonable time after receiving a public record request, the Public Records Officer shall respond to the requestor. The Public Officer shall make one or more of the following responses:
 1. The request for inspection of public records is approved and whether an appointment for inspection needs to be scheduled by the requester;
 2. The request for copies of public records is approved and the copies of all requested records are enclosed with the response;
 3. The request has been received by the Public Records Officer, that additional time is needed to respond to the request, and stating a reasonable estimate of the time required to respond;
 4. The request has been received by the Public Records Officer and the records shall be provided on a partial or installment basis as the records are identified, located, assembled and/or made ready for inspection or copying; or
 5. The request is denied, in whole or in part, whether by withholding a requested record or redacting a requested record, stating the specific exemption(s) prohibiting disclosure and a brief explanation of how the exemption applies to each withheld and redacted record.



Article No.: 107
Approved: *Pending*
Reference: Article 100

- C. The Public Records Officer shall notify the requester if, after responding to a request for public records and approving the request, the Public Records Officer identifies requested public records or information that are exempt from disclosure.

- D. Additional time to respond to a request may be based upon the College's need to:
 - 1. Clarify the intent of the request;
 - 2. Identify, locate, assemble, summarize and/or make the records ready for inspection or disclosure;
 - 3. Notify third persons or agencies affected by the request; or
 - 4. Determine whether any of the records or information requested is exempt from disclosure and whether a denial should be made as to all or part of the request.

- E. If a requester fails to clarify the request after receiving a response from the Public Records Officers seeking clarification, the Public Records Officer need not respond further to the request.

107.7 FEES FOR RECORDS COPYING, PUBLICATIONS AND RELATED SERVICES

- A. A fee schedule will be prepared, reviewed, updated and approved by the Board of Education on an annual basis.

107.8 PROTECTION OF PUBLIC RECORDS

Each Public Records Officer shall, to the extent practicable, insure that records requested for inspection are not damaged or removed from the College offices. Original public records shall not be released to the public for any purpose.

107.9 REQUESTED RECORDS - SCHEDULED FOR DESTRUCTION

If a public record request is made at a time when a record exists, but the record is scheduled for destruction in the near future, the Public Records Officer shall direct that the record be retained until the request is resolved.

107.10 REVIEW OF DENIED REQUEST

- A. Any person who objects to the denial of a request for a public record may petition the County District Attorney for prompt review of such decision by delivering a written request to the District Attorney and including all written responses by the Public Records Officer or other College employee denying the request.



Article No.: 107

Approved: *Pending*

Reference: Article 100

107.11 CUSTOM INFORMATION

For purposes of this Article two classifications of custom information are recognized: 1) electronic records, and, 2) custom information.

- A. **Electronic Records.** The College produces and maintains data in electronic records to maximize efficiency in fulfilling its basic public service functions. These electronic records relate to the operation and conduct of College business and typically include financial data, course descriptions, filed documents, etc.
1. Electronic records are public records subject to disclosure under the Public Records Law and this Article, unless exempt from disclosure under state or federal law or the request is for proprietary data which the College has obtained under a licensing agreement that does not permit disclosure to third parties.
 2. At the option of the Public Records Officer, electronic records may be printed and provided in paper format. If the electronic record is large and/or not capable of being printed in an understandable format, then the electronic record may be provided in the digital format in which the record is maintained by the College. The College does not have the obligation to convert an electronic record to a digital format that is different than the format maintained by the College.
 3. Fees for providing electronic records in electronic form shall be based on the actual cost of the media used to provide the records. Overhead for information system acquisition and maintenance shall not be included in such fees.
 4. The College does not warrant or in any way guarantee the accuracy or completeness of electronic records.
- B. **Custom Information.** Custom information does not exist at the time of a request. These products must be created by performing any of the following: acquiring data; compiling, sorting, reviewing and summarizing information; running custom queries, programming software, testing models, reformatting data, or configuring the product in order to respond to a specific request.
1. All requests for custom information will be made to the appropriate Public Information Officer (see paragraph 107.2).
 2. A request may be denied for any of the following reasons:
 - a. The existing workload of the affected staff is such that the requested work cannot be accommodated;
 - b. The request is for information that is exempt or prohibited from disclosure or otherwise confidential under state or federal law;



Article No.: 107

Approved: *Pending*

Reference: Article 100

-
- c. The request is for proprietary data which the College has legally obtained under a license agreement that prohibits disclosure, distribution or publication; or
 - d. The College does not have the hardware, software or personnel resources to respond to the request.
 3. When possible, all fees expected to be incurred in preparing a response shall be estimated in writing prior to providing the custom information or electronic product. When an estimate has been provided to a requestor, payment of estimated fees must be received before any work will be performed. Fees shall consist of the following:
 - a. Actual costs of salary and benefits for the employee or employees required for consulting and/or producing the custom information or electronic product;
 - b. Reasonable overhead charges;
 - c. Delivery charges;
 - d. Actual costs for paper, magnetic tapes, computer paper, microfiche, disks, and/or other media used to provide the custom information or electronic product;
 - e. Any consulting fee, subcontractor fee or service cost incurred as a result of obtaining secondary services to respond to the request; and
 - f. A reasonable charge to defray operational hardware and software acquisition, maintenance and replacement costs.
 - g. Other reasonable expense incurred in preparing a response.
 4. A requester may appeal a denial or the fees required for production of custom information to the appropriate Public Information Officer (see paragraph 107.2). The appeal shall be made in writing after the requester's receipt of a written denial or a statement of the fees required. The appeal must state with specificity the relief sought and the reasons supporting the relief. The College President shall consider the appeal and shall issue a decision in writing.
 5. When possible, a written agreement with the requester shall be required prior to any work on and delivery of a custom product. The written agreement shall, at a minimum, include:
 - a. A description of the custom information to be produced;
 - b. All fees reasonably expected to be incurred.
 6. The College will comply with the terms of all legally acquired software licenses, copyrighted materials and license agreements.
 7. Once a custom product is produced it becomes a public record subject to the Public Records Law. The College reserves the right to purge the product from its public records in accordance with applicable laws.



Article No.: 107

Approved: *Pending*

Reference: Article 100

107.12 COPIES OF ARTICLE AVAILABLE TO PUBLIC

Copies of this Article shall be available to and provided to the public, without cost, on request. Electronic copies shall be made available to the public on the College's website.



Facilities

RECOMMENDATION

For information only – no action requested.

BACKGROUND INFORMATION----- **President Orr**

First St. Campus Remodeling Project

The project is nearing completion. A tour of the area is available at the end of the meeting.

New North, Central, and South County Facilities

An updated schedule of presentations on the bond measure is attached.

Members of the Board who have attended TBCC-YES steering committee meetings may wish to share further information.



Tillamook Bay Community College

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Community Organization Contact List

	A	B	C	E	F	G	K
	Date	Speaker	Board member	Organization	Contact person	phone	Notes
1	Feb. 24	Ralph Orr		Bay City Boosters	John Solman	377-4085	Next meeting 2/24. have 20 minutes. Expect 20-30 attendees.
2	Feb. 27	Ralph Orr		Tillamook County Democratic Committee	Mr. Lyn Trueblood	842-7782/842-0016	4th Mon. @6pm@PUD. Expect 10-20 people
3	Wednesday, March 1	Ralph Orr		Kiwanis Club of Tillamook	Bob Weitman	842-4417	every Wednesday at noon at the Elk's club
4	Tuesday, March 7	Ralph Orr		PC/Nestucca Chamber			
5	Wednesday, March 8 at Noon.	Ralph Orr		Kiwanis Club of Manza-Wheelam	Jerry Taylor	368-5343	Scheduled: Wed. March 8, Noon, Pine Grove Community House
6	Thursday, March 9 at 11:30 am.	Ralph Orr	Craig Wakefield	AAUW	Susan Pierce	842-6959	3/9 meeting is at the Elk's Lodge.
7							

Community Organization Contact List

	A	B	C	E	F	G	K
	Thursday, March 9 at 7:00 pm.	Ralph Orr	Ann Swain (try)	North County Recreation District	Leah Fletcher	368-7008	Would like stats of how many local residents were/are served
8	Monday, March 13 at 5:30 pm.	Ron Ellison	Ann Swain	Nehalem Bay Area Chamber of Commerce	DeAnn Hendricks	(877) 368-5100	5:30pm@Sea Shack.
9	Monday, March 13 at 6:30 pm.	Ralph Orr	Bob Weitman & Ann Swain	Neah-Kah-Nie School District	Jay Kosik	355-2222 ext. 2 (Kathy)	6:30 at the Garibaldi Grade School
10	Monday, March 13 at 7:00 pm.	Lori Gates	Randy Wharton?	Nestucca Valley School District	Bob Simonson	392-4892 (Lisa)	7:00 in the school library. 2/17 will be considered a "report" please keep it brief.
11	Tuesday, March 14 at 6:00 pm.	Ron Ellison	Ann Swain?	Bay City Council	Linda Dvorak	(503) 377-2288	2nd Tuesday, 6 p.m., City Hall. Send letter requesting to be on agenda w/brief summary. Time limited to 10 or less minutes.
12	Tuesday, March 14 at 7:00 pm.	Ralph Orr	Jim McGinnis	American Legion Post #47	Lou Reichert	842-8605	At the Sr. Citizen's hall on Stillwell.
13	Saturday, March 18 at 8:30 am	Ralph Orr		Nehalem Methodist Men's Group	Pastor Scott Allen	368-5612	breakfast at the Nehalem Methodist Church at 8:30 am. Expect 15-25 folks, as much time as you need. It's okay for Ann to attend.
14							

Community Organization Contact List

	A	B	C	E	F	G	K
	Monday, March 20 at 7:00 pm.	Ralph Orr	Ann Swain	Garibaldi City Council	Jerry Bartolomucci	322-3327 (Kevin)	7 p.m., City Hall: Expect dozen + people.
15	Tuesday, March 21 at 7:00 pm.	Ralph Orr	Ann Swain	Wheeler City Council	Doug Hooper	368-5767	7p.m., NC Health District Conf. Room, 278 Rowe St.
16	Tuesday, March 21 at 2:00 pm.	Ralph Orr	Ruth Jensen	Fairview Grange	Gladys Wyss	842-5444	1 & 3 Tues @ 2:00. Only about 7 attendees-- older folks. Gladys took TBCC computer class. Is very supportive.
17	3/22/2006 joint meeting.	Lori Gates		Moose Lodge (Men & Women)	Lee Henry	(503) 842-2862	Lee Henry President: 812-3285. Joint mtg. 4th Wed @ 6:00? Cher Mangen 842-4275. Expect 10 people
18	Tuesday, March 28 at 7:00 pm.	Lori Gates	Rose Wharton	Lions Club, Nestucca Valley	Ginger Hulbert	(503) 965-5153	7pm in Cloverdale. Will have 20 minutes and an ave audience of 20. Note: Lori can speak if necessary, but would like to be relieved of it.
19	Tuesday, April 4 at Noon.	Ralph Orr		Pacific City/Nestucca Valley Chamber of Commerce	Suzy Willison	965-6161	Noon Pelican Pub
20	Tuesday, April 4 at 7:00 pm.	Ralph Orr	Rose Wharton	Sandlake Grange	Cindy Green	(503) 965-6353 BEST: w-842-2539 x 14	7:00 pm. at the Grange. This is an older age group. 20 minutes, 10+/- people
21							

Community Organization Contact List

	A	B	C	E	F	G	K
22	Wednesday, April 5 at 7:00 pm.	Ralph Orr	Mark Labhart/Craig Wakefield/Ann Swain	Manzanita City Council	Jerry Taylor	368-5343	7 p.m., City Hall.
23	Wednesday, April 5 at 7:30 pm.	Ron Ellison	Ann Swain	White Clover Grange (Hwy 53)	Lyle Woodward	368-5467	7:30 pm.
24	Thursday, April 6 at 8:30 am.	Ralph Orr	Ann Swain	Wheeler Business Association	Dave Bell	(503) 368-6161	8:30 am @ Wheeler City Hall. Short meetings.
25	Monday, April 10 at 6:30 pm.	Lori Gates	Craig Wakefield	Tillamook School District	Randy Schild	842-2558 (Gail)	at 6:30 Needs to be less than 10 minutes. April mtg will be at Liberty school.
26	Tuesday, April 11, at noon.	Ron Ellison		Lion's Club of Tillamook	Melody Ayers	815-2302	noon at Shilo Inn.
27	Tuesday, April 11, at noon.	Ralph Orr		Rotary	Lisa Anderson	842-2155	confirmed
28	4/20 (tentative until 4/5 and I hear final from Ann)		Ann Swain	Rockaway Beach Chamber, Lions, Council, etc., etc., etc.	Ann Swain	355-8267	Two sessions: 1-3:00 and 7-9:00 Rockaway Beach Lion's Club

Community Organization Contact List

	A	B	C	E	F	G	K
29	Wednesday, May 3 at 1:00 pm.	Ralph Orr	Rose Wharton	Kiawanda Community Center	Irma LaFreniere	965-7900	1:00 at the Community Center in Pacific City. Limit speech to 15 minutes.
30		Ann Swain	Nehalem Business Association	Lance Stockton	368-5619	2nd Wednesday@5:30 @ Nehalem Waste Water Plant. 3/3 spoke with him. He'll call back. 3/10 left message again. No return call	
31			Tillamook County Senior Services	Allison	842-4221	No meeting ideas/opportunities. Will check to see if something at Sr. Meal Site will work. Will call back 2/13, may have something--still pending	
32							
33				Eastern Star, DuBois Order			NO POLITICS
34				Eastern Star, Golden West Order			NO POLITICS
35				Eastern Star, Silver Wave Order			NO POLITICS
36				Kilchis Grange			No Longer active

Community Organization Contact List

	A	B	C	E	F	G	K
37				Kilchis Grange			In active
38				Masons Lodge, Cloverdale			NO POLITICS!
39				Masons Lodge, Tillamook			NO POLITICS
40				Masons Lodge, Wheeler & Bay City			NO POLITICS
41				Monday Musical Club			Music topics only
42				Nesko Women's Club			NO POLITICS
43				Pioneer Association			NO POLITICS
44				Pioneer Association			NO POLITICS
45				Rainbow Girls			NO POLITICS

Community Organization Contact List

	A	B	C	E	F	G	K
				Shriners Hospital Club			NO POLITICS
46				Tillamook County Historical Society	Ione Downey	(503) 842-3642	Historical topics only.
47				Twin Rocks Friends Camp			Church camp - NO POLITICS
48				Oddfellows	Bob Veline (503) 842-2321		Meet 1st & 3rd Thursday. 6 pm @Fairview Grange Hall Only allowed if we allow someone in opposition to be there as well.
49				VFW, Nehalem Bay Center	Lyle Woodward 368-5467 (See #28)		Lyle says the group is too small and inconsistent to schedule a speaker.
50				Rockaway Beach Lions Club	Bill Gemmet	355-2199	Lions Hall, 1st & 3rd Tuesdays, 11:30 a.m. NO OPENINGS
51				Pleasant Valley Grange	Marjorie Miller	(503) 842-2904	2nd Friday @ 7:00 pm - Group too small, no meeting.
52				Lioness Club of Rockaway	Dixie Sexton	355-2892	combined w/RB Chamber
53				Lions Club of Rockaway	Richard Burton	377-9622	combined w/RB Chamber
54							

Community Organization Contact List

	A	B	C	E	F	G	K
				Tillamook County Dairy Women	Lynn Miller	842-2373	no regular meetings
55				Tillamook County Republican Committee	Joe Jacob	(503) 842-9202	2nd Monday @Carl Rawe -PUD. Don't return calls. ALL SPEAKERS OBLIGATED ON THEIR DATES
56				Rebekah Lodge	Clara Nowlin	842-2618	NO POLITICS
57				Women's Political Caucus	Barbara Trout	842-4422	They are co-sponsoring the forums in April
58				Tillamook County Beekeepers Association	Robert Allen	322-3819	3/3 left message 3/7 left message. NO RESPONSE
59				Beta Sigma Phi	Marline Munroe	355-2667	NO openings.
60				Nehalem City Council	Michael Nitzsche	368-5627	2nd Monday. No openings. BUT willing to distribute informational flyers for us.
61				Veteran's of Foreign Wars	Robert Miles, Sr.	842-2379	Meet 1st Tuesday at Senior Citizen's Hall at 7 pm. 3/3 Msg. 3/7 left message
62				VFW Auxilliary	Maxine Carlson	322-3435	Meet 3rd Tuesday at Rockaway Senior Center. 3/3 msg. NO Return call
63							

Community Organization Contact List

	A	B	C	E	F	G	K
				Tillamook County Art Association	Ruby Thacker	842-1244	3/3 spoke with Ann. She will check with board and call back. NO return calls
64				Daughters American Revolution (DAR)	Betty Pesterfield	842-6298	3/3 left message. 3/7 left message. No return call
65				Elks Lodge, Tillamook	Bob Peerson	(503) 842-6623	Regular meetings every Thursday at 7:00 pm. 2/17: He needs board approval. He'll call back, or I can check w/him. 3/7 left message. Not returning calls
66				Gideons	Mark Sybouts	842-7942	3/10 left message. Mark may talk to you at the NKN board meeting. No return call
67				ITC (formerly Toastmistress)	Judy Cooley	(503) 842-7515	Meet 2nd & 4th Tuesday @ the Fern at 6:00 p.m Not answering messages.
68				Ladies of the Elks	Pat Dean	377-8277 OR 842-6623	1st Wed. @5:30 pm. Call President Carol Wigg at 398-5856. 2/16: Carol will think about it and call back. NO Return call
69							

Personnel

RECOMMENDATION

Selection of dates and interim president candidates for interviews.

BACKGROUND INFORMATION----- President Orr

1. The following information reflects the current status of open full-time and regular positions.

Position Title	Application Review Begins	Start Date	Comment	Screening Committee	Appointment
Interim President	March 21, 2006	Negotiable	Applications received and distributed to Board for review.	TBCC Board of Education	None
Library Director	November 2, 2005	Negotiable	Review of application materials continues and the first round of interviews are being scheduled.	Lori Gates, Chair Fred Bennett Kari Manning Sara Charlton	None
Director of Admissions, Student Life and Community Education	Pending	Pending	Considering amendment of position description.	Ralph Orr, Chair Tom Atchison Sheila Fitch Kari Manning	None

2. An executive session is requested to discuss candidates for Interim President.



Tillamook Bay Community College

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Announcements and General Information

RECOMMENDATION

Information only—no action requested.

BACKGROUND INFORMATION----- President Orr

There are no announcements this month.

(Tour of the remodeling project is available)



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