



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, May 1, 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, April 27, 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, April 26, 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:
May 1, 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 • Acknowledge Guests ----- <ul style="list-style-type: none"> ▪ Dr. William Becker, Interim President Candidate ▪ Dr. Penny York, Interim President Candidate 	Chairman Weitman
2.	Approval of the Agenda ----- (Action)	Chairman Weitman
3.	Invitation of Public Comment ----- 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.	Chairman Weitman
4.	April 3, 2006 Board Meeting and Executive Session ----- (Action)	Chairman Weitman
5.	Reports: A. Oregon Community College Association ----- B. Financial Position -----	Director Swain Comptroller Williams
6.	Old Business: A. 2006-2007 Tuition and Fees ----- (Action) B. 2006-2007 Preliminary Budget Information-----	Dean Ellison Dean Ellison
7.	New Business:	
8.	Standing Business: A. Strategic Planning and Accreditation ----- A. Courses and Curricula ----- B. Grants and Contracts----- (Action) C. Board of Education Policy ----- D. Facilities----- (Action) E. Personnel ----- (Action) 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.	Dean Gates Dean Gates Dean Ellison President Orr President Orr President Orr
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

April 3, 2006

2510 First Street, Tillamook, OR 97141, Room Nine

Directors Present: Bob Weitman, Ruth Jensen, Steve Shaw, James McGinnis and Craig Wakefield

Directors Absent: Ann Swain and Rose Wharton

Staff Present: President Orr, Lori Gates, Ron Ellison, Kyra Williams, Sue Owens, Bob Pietruszka and Sheryl Neu

Special Meeting

Call to Order:

Chair Weitman called the Special Board Meeting on the 2005-2006 Supplemental Budget to order at 6:30 p.m.

Approval of Agenda:

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

New Business:

Public Hearing on 2005-2006 Supplemental Budget Resolution: (Item 3.A) Report is attached and made a part of the official minutes. Ms. Williams explained the problem and subsequent resolution regarding the public notice. She also noted that the DOLETA grant has been renamed OHWP. There was a brief discussion.

Adjournment:

Upon approval of a motion by Director McGinnis, it was resolved to adjourn the special meeting at 6:36 p.m.

Call to Order:

Chair Weitman called the regular meeting to order at 6:37 p.m.

Approval of Agenda:

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

Invitation of Public Comment:

Dr. Pietruszka expressed support for the Board in the process of hiring a new president calling for extensive staff input. Director Wakefield added that in response to recent publicity regarding lack of public input that he wanted to stress that there had been considerable input in the past and that to his knowledge it would be much the same in this case. The other Directors present concurred.

Approval of Minutes:

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

Reports:

Oregon Community College Association: (Item 5.A) Report is attached and made a part of the official minutes. In the absence of Director Swain, President Orr asked that this report be deferred until next meeting when Director Swain would be present.

Financial Position: (Item 5.B) Report is attached and made a part of the official minutes.

Old Business:

Supplemental Budget Resolution: (Item 6.A) On approval of a motion by Director Wakefield it was



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resolved to 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.

New Business:

Graduation Events: (Item 7.A) Report is attached and made a part of the official minutes.

Standing Business:

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

Courses and Curricula: (Item 8.B) Report attached and made a part of the official minutes. Dean Gates reported that since the Board Packet had been distributed she had been told the state Notice of Intent for the new Hospitality, Tourism, Recreation Management programs should be publicized around April 15, 2006.

Grants and Contracts: (Item 8.C) Report attached and made a part of the official minutes. On approval of a motion by Director McGinnis it was resolved to renew the Wilson School Lease as presented.

Board of Education Policy: (Agenda Item 8.D) Report attached and made a part of the official minutes. Director McGinnis asked if the fee schedule included in this policy would require annual approval by the board to which President Orr responded that it would.

Director Jensen arrived at 7:00 p.m.

Director McGinnis questioned if the Public Information Officer shouldn't be the one to consider appeals as opposed to the President as noted in # 4 page 5/6. President Orr explained that this process described a case in which an appeal had already been made to the Public Information Officer and that the President is the next step in the appeal process.

Facilities: (Agenda Item 8.E). Report attached and made a part of the official minutes. President Orr shared that public informational meetings had been going well with positive responses. He reminded Directors to contact Sue Owens to arrange to attend these meetings as TBCC advocates.

Director McGinnis complimented President Orr on a recent presentation. He agreed that public response is positive even if quiet. Director McGinnis stated a local business owner had commented to him that perhaps more focus could be placed on economic impact in bond campaign ads.

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:

There was no public comment.

Board Member Discussion Items:

Director McGinnis noted that the next TBCC YES meeting would be 4:30 p.m. Wednesday, April 5 at the YMCA board room. Anyone interested is invited to attend.

Executive Session:

On approval of a motion by Director McGinnis, it was resolved to move into Executive Session to consider Agenda Item 8. F. at 7:05 p.m.



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Open Meeting resumed at 8:20 p.m.

On approval of a motion by Director Wakefield, it was resolved to interview Dr. William Becker and Dr. Penny York for the position of Interim President on May 1, 2006. Director Shaw seconded. Passed unanimously (5/0).

On approval of a motion by Director McGinnis, it was resolved to use the following hiring procedures:

1. Hold a public forum, inviting the public, faculty, staff and board. Provide ample local public advertising to announce the forum. Audience is to be invited and encouraged to provide comments and suggestions to the Board for consideration.
2. Interviews will take place in Executive Session of the May 1, 2006 Board meeting.
3. Setting a date to make the final decision will be an action item on the May agenda.

Director Shaw seconded. Passed unanimously (5/0).

On approval of a motion by Director Wakefield, it was resolved to invite three or more Presidential Search firms to make presentations at the June 5, 2006 Board meeting. It was also resolved to move the location of the June 19 Public Budget meeting to the North County location. Passed unanimously (5/0).

Adjournment:

Upon approval of a motion by Director McGinnis, it was resolved to adjourn at 8:30 p.m.

Respectfully submitted,

Ralph Orr, Clerk of the Board



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Board of Education Executive Session Minutes

April 3, 2006
2510 First Street, Tillamook, OR 97141, Conference Room

- Call to Order:** Chair Weitman called the meeting to order at 7:10 p.m.
- Directors Present:** Bob Weitman, Ruth Jensen, James McGinnis, Steve Shaw and Craig Wakefield
- Directors Absent:** Ann Swain and Rose Wharton
- Staff Present:** President Ralph Orr

The Board discussed the process for selection of an interim president.

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

Return to Regular Session: 8:20 p.m.

Submitted by Ralph Orr, Board Clerk



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Oregon Community College Association

RECOMMENDATION

Selection and approval of a meeting date, place, and time for a legislative strategy session with OCCA Staff.

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

- The OCCA Legislative Committee is holding regular meetings in preparation for the upcoming legislative session. Materials from the last meeting are attached.
- OCCA would like to schedule a work session, an hour to an hour and half long, with the Board, President, faculty, staff, community members, and business leaders to discuss strategies in preparation for the next legislative session. If the Board desires to participate, a meeting date, time, and location need to be discussed and approved.

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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April 27, 2006

To: OCCA Legislative Committee
From: Andrea Henderson, Executive Director
RE: OCCA Legislative Position for 2007 Funding Appropriations

As has been the case in prior years, OCCA will pursue appropriations in three separate budgets during the 2007 legislative session. These include appropriations for the community college support fund, appropriations for capital projects, and appropriations to the Oregon Opportunity Grant and other financial aid programs through the Oregon Student Assistance Commission.

In preparation for the last legislative session, Oregon's seventeen community colleges worked together to estimate an appropriation that would actually address the real financial need of the colleges. That figure was estimated in 2005 as \$650 million. That proved to be a politically untenable amount but it helped frame the issue with lawmakers. While we continue to believe it is useful to define our total need, it is also politically unrealistic to believe that we will be successful in garnering sufficient legislative support to fully fund an appropriation of such magnitude while the State continues to grapple with competing exigencies and antiquated tax policy. Last session we were well served by supporting the recommendation of the State Board of Education for the community college support fund. If the State Board adopts a recommendation that represents a substantial increase over our current funding, and we believe they will, staff recommends that OCCA aligns behind that number.

In the matter of capital construction funding, CCWD is developing a list that includes a top ranked project from each of the 17 colleges. Staff recommends that the OCCA board adopt this list as our request without prioritizing the list.

In the area of financial aid, there are several places in which we believe we can build on last session's successes. In the attached briefing sheet you will see staff recommendations urging support for increasing the size of the appropriation as well as changing the policies for distributing the funds to enhance the benefit to community college association.

Please review the attachments and contact me if you have any questions before our meeting on Thursday, April 27.

2007-09 Community College Capital Construction Requests Matrix DRAFT – 3/22/06

										Change In
Project	Description	Partners	Students	FT ²	State Match	2007-09 Total Cost	Previous State Funds	Project	Funds	
BMCC	University Center	Science labs and classroom space to expand educational and training opportunities for allied health and science related occupations.	Eastern Oregon University (EOU), City of Hermiston, Morrow County	---	---	\$4,000,000	\$12,000,000	0	Y	Y
COCC	Science/ Allied Health Instructional Building	Allied Health and Science Center on the COCC campus.	(Potential partners: OSU, OIT, PSU, OHSU)	---	61,632	\$7,500,000	\$25,423,200	0	--	Y
Chemeketa	Classroom and Health Sciences Facility	The college proposes to construct a building (30-50% of the area would house health care instructional space).	(Potential partners: OIT, Industry)	---	60,000	\$9,009,000	\$18,018,000	0	Y	Y
Clackamas	Allied Healthcare Center of Excellence	Construct a "Health Care Center of Excellence" for education and training.	---	---	65,000	\$10,000,000	\$18,000,000 - 20,000,000*	0	Y	Y
Clatsop	New Campus	Building space and parking spaces for 500+ cars. 5-13 acres of "build-able" campus space (Allied Health, Science and Technology, Recreation, Physical Plant, College Library).	City of Astoria/Astoria East Urban Renewal District (others possible)	---	200,000	\$20,000,000	\$63,168,000	\$7,500,000	--	--
CGCC	District Facilities Master Plan (Phase 1)	Construct a new nurse training and health sciences building, work force building; renovate campus buildings and grounds at The Dalles Campus; and learning center in Hood River.	---	---	---	\$7,665,500	\$29,334,500	\$7,500,000	--	Y
KCC	Permanent Campus	A permanent campus facility on the 50 acre parcel of property (Economic Development, Apprenticeships, ABE/GED/ESL, Physical Education, Physical Plant, General Purpose classrooms).	OIT	---	254,031	\$25,000,000	\$67,536,004	\$7,700,000	--	Y
LCC	Health & Wellness Building	A fully equipped, state of the art facility (Healthcare, Wellness Center, Fitness Education Center General Purpose classrooms).	---	---	72,000	\$7,500,000	\$15,000,000	0	--	--
LBCC	Renovation projects	Renovation of the college library, learning resource center, and student services space.	OSU	7,000+ FTE	39,800	\$3,500,000	\$7,500,000	0	--	--
MHCC	University Center	Charter School/ Middle College University Partner Space	Reynold's School District, EOU, OHSU,	---	80,000	\$13,663,045	\$27,326,090	0	Y	Y

2007-09 Community College Capital Construction Requests Matrix DRAFT – 3/22/06

									Change In	
Project	Description	Partners	Students	FT ²	State Match	2007-09 Total Cost	Previous State Funds	Project	Funds	
		Public/ Private Partnerships								
OCCC	New Campus	Acquire property in Lincoln City, South Beach, Waldport and Hatfield Marine Science Center. Build facilities including classrooms, science laboratories, faculty office, student support space and operation support space.	PSU OSU, Hatfield Marine Science Center, Oregon Coast Aquarium	---	168,000	\$12,500,000	\$40,500,000	\$4,500,000	--	--
PCC	Educational Center	Create an Educational Center for Workforce development functions, community health center, simulation center, continuing education facilities, retail activities (required/desired multi-use development), technology education center.	OHSU, OIT	---	80,000	\$11,200,000	\$22,400,000	0	Y	Y
RCC	Riverside and Table Rock Campuses	Buy and remodel, or construct new, a technical training center (with Southern Oregon University).	SOU	---	102,000	\$8,500,000	\$22,000,000	\$4,100,000	Y	Y
SOCC	Health, Science and Technology Building	Classroom and laboratory space for Nursing simulation lab, control room, and observation area; simulation operating room and scrub area; pharmaceutical simulation lab; simulated x-ray and sonography labs; phlebotomy, intravenous, and medical charting labs	Allied Health Partners	---	40,000	\$5,018,000	\$10,731,000	\$2,300,000	--	Y
TBCC	New Campus	Tillamook Bay Community College is not requesting any additional funding for capital construction from the State Legislature in the 2007-2009 period.	---	---	---	---	\$9,909,000	\$4,900,000	--	--
TVCC	Community College/ University Center	Science, Agriculture, Technology and Allied Health Building for GPS labs, biology labs, physical science labs, crop/ animal science labs, nursing simulation labs and general classroom space for vocational training needs.	EOU	---	23,300	\$2,150,000	\$4,300,000	0	--	Y
UCC	Regional Training Center	A building supporting Health and Public Safety Services, Computer Technology, and Industrial Services. (Pharmacy Technician; Registered Nursing; Respiratory Technician; X-Ray Technician; Automotive Technology; Commercial Truck Driver; CAD; Construction Technology; Diesel Mechanic Technology; others).	(unspecified local companies and agencies)	---	127,500	\$16,100,000	\$38,200,000	0	Y	Y
Totals:					1,373,263	\$163,305,545	\$433,345,794*	\$38,500,000		

*(based on \$20M amount)

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 March 2006
 75% 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	\$ 320,619.00	122.60%	\$ 315,000	\$ 370,432.00	117.60%
Fees	\$ 93,423	\$ 87,941.40	94.13%	\$ 91,000	\$ 85,601.78	94.07%
Taxes	\$ 720,000	\$ 680,191.43	94.47%	\$ 800,000	\$ 715,509.81	89.44%
Sale of Goods	\$ 20,050	\$ 1,430.00	7.13%	\$ 2,000	\$ 2,335.00	116.75%
Interest	\$ 6,000	\$ 21,574.08	359.57%	\$ 25,000	\$ 41,086.74	164.35%
Rental	\$ 50	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 1,000	\$ 27,466.29	2746.63%	\$ 10,000	\$ 5,580.83	55.81%
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	\$ 202,656.11	84.86%
Repayment of Short-Term Loan	\$ -	\$ -	0.00%	\$ 49,043	\$ -	0.00%
Total resources	\$ 3,420,181	\$ 3,338,346.86	97.61%	\$ 3,676,713	\$ 3,608,561.37	98.15%
Expenditures						
Instruction	\$ 827,553	\$ 427,844.35	51.70%	\$ 796,712	\$ 499,598.39	62.71%
Instructional Support	\$ 338,531	\$ 238,826.09	70.55%	\$ 324,631	\$ 221,223.14	68.15%
Student Services	\$ 268,620	\$ 198,813.13	74.01%	\$ 291,264	\$ 256,963.46	88.22%
College Support	\$ 846,095	\$ 618,364.05	73.08%	\$ 1,012,079	\$ 778,188.23	76.89%
Plant Operation	\$ 693,470	\$ 73,577.03	10.61%	\$ 391,715	\$ 287,635.29	73.43%
Financial Aid	\$ 84,732	\$ 51,190.22	60.41%	\$ 110,850	\$ 68,094.48	61.43%
Transfers	\$ 11,180	\$ 5,000.00	44.72%	\$ 111,120	\$ 66,837.19	60.15%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,120,181	\$ 1,613,614.87	51.72%	\$ 3,088,371	\$ 2,178,540.18	70.54%
Ending fund balance	\$ 300,000	\$ 1,724,731.99	574.91%	\$ 588,342	\$ 1,430,021.19	243.06%

Agenda Item 5.B. Attachment #2
 Tillamook Bay Community College
 Unaudited Summary Financial Information (Modified Accrual Basis)
 Fiscal Year-to-Date Ended March 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	\$ 29,197.21	\$ (15,663.22)	\$ 52,700	\$ 30,948.23
Adult Ed Program Corrections - Sheriff's Office	3	\$ -	\$ 2,613.50	\$ 2,613.50	\$ -	\$ 11,349	\$ 7,558.71
SBDC Federal Grant	4	\$ -	\$ 15,125.00	\$ 22,887.83	\$ (7,762.83)	\$ 30,250	\$ 26,205.87
SBDC State Grant	5	\$ -	\$ 20,666.25	\$ 32,910.06	\$ (12,243.81)	\$ 41,332	\$ 13,982.15
2005-07 Incentive Grant	7	\$ -	\$ 647.33	\$ 647.33	\$ -	\$ -	\$ -
Student Assistance	9	\$ 3,700.83	\$ 100.00	\$ 385.00	\$ 3,415.83	\$ 3,500	\$ 25.00
SBDC Program Income	11	\$ 21,736.65	\$ 2,635.00	\$ 18,043.23	\$ 6,328.42	\$ 27,201	\$ 9,544.57
Sprint Yellow Pages Literacy Grant	25	\$ 3,455.36	\$ -	\$ 155.89	\$ 3,299.47	\$ 3,000	\$ 150.84
United Way Literacy Grant	27	\$ 2,800.57	\$ 787.50	\$ 136.19	\$ 3,451.88	\$ 1,360	\$ 472.49
Teen Parent Funds	28	\$ 31,056.52	\$ -	\$ 31,056.52	\$ -	\$ 31,067	\$ 75,033.66
Community Block Child Care Grant	36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,527.78
Tutor Grant	40	\$ -	\$ 3,454.75	\$ 6,735.50	\$ (3,280.75)	\$ 11,265	\$ 7,597.44
Work Keys Mini Grant	42	\$ 2,693.84	\$ -	\$ 318.20	\$ 2,375.64	\$ 2,500	\$ 175.00
TEC Vocational Education Grant	44	\$ -	\$ -	\$ 7,969.12	\$ (7,969.12)	\$ 12,500	\$ 15,278.57
Adult Ed Program Improvement Project Grant	46	\$ -	\$ 3,750.70	\$ 5,396.67	\$ (1,645.97)	\$ 7,404	\$ 1,533.64
Adult Ed Accountability Grant	47	\$ -	\$ 17,272.41	\$ 21,511.28	\$ (4,238.87)	\$ 29,148	\$ 7,224.41
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	\$ 4,779.85	\$ 2,397.85	\$ 13,136.48	\$ 5,800	\$ 3,450.78
Total Special Fund		\$ 82,742.36	\$ 85,366.28	\$ 182,483.18	\$ (14,374.54)	\$ 270,376	\$ 200,709.14
Schedule of Special Fund borrowing from General Fund		Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 3/31/2006		
Total of Grants that borrow from the General Fund		\$ (52,804.57)	\$ 29,210.61	\$ 11,013.47	\$ (71,001.71)		
Total of Grants that are not borrowing from the General Fund		\$ 38,430.03	\$ 268.00	\$ 5,148.36	\$ 43,310.39		
Total Special Fund		\$ (14,374.54)	\$ 29,478.61	\$ 16,161.83	\$ (27,691.32)		
	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	\$ 715.45	\$ 954.67	\$ 2,100	\$ 2,976.25
Phi Theta Kappa Honorary Society Fund	33	\$ 261.16	\$ 1,971.68	\$ 1,288.23	\$ 944.61	\$ 3,200	\$ 733.90
TBCC Staff Coffee and Water	35	\$ (315.82)	\$ 13.40	\$ -	\$ (302.42)	\$ -	\$ -
Total Agency Fund		\$ 1,154.21	\$ 2,446.33	\$ 2,003.68	\$ 1,596.86	\$ 5,300	\$ 3,710.15
Building Reserve Fund	60	\$ 503,069.29	\$ 275,890.53	\$ 166,611.03	\$ 612,348.79	\$ 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)	\$ 20,097.29	\$ 14,511.29	\$ (16,331.92)	\$ 102,354	\$ 42,493.39
Bookstore	65	\$ 15,030.00	\$ 92,547.86	\$ 84,525.41	\$ 23,052.45	\$ 96,438	\$ 80,076.03
Total Enterprise Fund		\$ 209.08	\$ 112,645.15	\$ 99,130.37	\$ 13,723.86	\$ 198,792	\$ 124,870.58
PERS Pension Bond Fund	67	\$ 1,176.45	\$ 67,451.81	\$ 40,860.64	\$ 27,767.62	\$ 111,120	\$ -

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended March 2006

75% of Budget Period Expended

	General Fund			Special Fund			Building Reserve Fund			Debt Service Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 1,249,021			\$ 50,331			\$ 413,809			\$ 1,176	
Beginning Fund Balance	\$ 769,609	\$ 1,040,430	135.19%	\$ 120,326	\$ 82,742	68.76%	\$ 455,458	\$ 503,069	110.45%	\$ -	\$ 1,176	0.00%
Resources												
State Aid	\$ 1,376,240	\$ 1,144,929	83.19%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 200,309	\$ 77,851	38.87%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 406,000	\$ 456,034	112.32%	\$ 7,672	\$ 2,635	34.35%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ 800,000	\$ 715,510	89.44%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 270,000	\$ 177,911	65.89%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 2,335	116.75%	\$ 7,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ 25,000	\$ 41,087	164.35%	\$ -	\$ -	0.00%	\$ 13,000	\$ 12,698	97.68%	\$ -	\$ 615	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ 4,500	\$ 4,780	106.22%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 10,000	\$ 5,581	55.81%	\$ -	\$ 100	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ 49,043	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 238,821	\$ 202,656	84.86%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 111,120	\$ 66,837	60.15%
Total Revenues	\$ 2,907,104	\$ 2,568,132	88.34%	\$ 219,481	\$ 85,366	38.89%	\$ 283,000	\$ 190,609	67.35%	\$ 111,120	\$ 67,452	0.00%
Expenditures												
Salaries and Wages	\$ 1,701,546	\$ 1,333,163	78.35%	\$ 176,869	\$ 121,033	68.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 839,364	\$ 415,837	49.54%	\$ 47,139	\$ 21,283	45.15%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Capital Outlay	\$ 386,341	\$ 362,703	93.88%	\$ 5,200	\$ 5,098	98.04%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 111,120	\$ 40,861	36.77%
Transfers	\$ 111,120	\$ 66,837	60.15%	\$ 41,168	\$ 35,069	85.19%	\$ 195,000	\$ 166,611	85.44%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ 50,000	\$ -	0.00%	\$ 49,043	\$ -	0.00%	\$ 543,458	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 3,088,371	\$ 2,178,540	70.54%	\$ 319,419	\$ 182,483	57.13%	\$ 738,458	\$ 166,611	22.56%	\$ 111,120	\$ 40,861	36.77%
Ending Fund Balance	\$ 588,342	\$ 1,430,022		\$ 20,388	\$ (14,375)		\$ -	\$ 527,067		\$ -	\$ 27,767	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 110,543			\$ 29,479			\$ -			\$ (13,258)	
Inventories		\$ -			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ (110,543)			\$ (29,479)			\$ -			\$ 13,258	
Liabilities												
Accounts Payable (Note 4)		\$ (5,241)			\$ 15			\$ -			\$ -	
Unearned Revenue (Note 5)		\$ 44,488			\$ -			\$ -			\$ -	
Payroll		\$ 122,234			\$ 16,147			\$ -			\$ -	
NET EFFECT ON CASH		\$ 161,481			\$ 16,162			\$ -			\$ -	
NET ADJUSTMENTS		\$ 50,938			\$ (13,317)			\$ -			\$ 13,258	
ENDING CASH BALANCE		\$ 1,480,960			\$ (27,692)			\$ 527,067			\$ 41,025	

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended March 2006
 75% of Budget Period Expended

	Enterprise Fund - Community Ed			Enterprise Fund - Bookstore			Enterprise Fund - Customized Training			Agency Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ (14,915)			\$ (5,073)			\$ 7,097			\$ 1,219	
Beginning Fund Balance	\$ 12,266	\$ (21,918)	-178.69%	\$ 11,314	\$ 15,030	132.84%	\$ -	\$ 7,097	0.00%	\$ 300	\$ 1,154	384.67%
Resources												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 2,386	\$ 1,426	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 103,072	\$ 18,671	18.11%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 97,500	\$ 92,338	94.71%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ 200	\$ 210	105.00%	\$ -	\$ -	0.00%	\$ 5,800	\$ 2,446	42.17%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 105,458	\$ 20,097	19.06%	\$ 97,700	\$ 92,548	94.73%	\$ -	\$ -	0.00%	\$ 5,800	\$ 2,446	42.17%
Expenditures												
Salaries and Wages	\$ 84,339	\$ 12,877	15.27%	\$ 18,129	\$ 16,451	90.74%	\$ -	\$ 94	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 16,636	\$ 1,615	9.71%	\$ 77,035	\$ 67,119	87.13%	\$ -	\$ -	0.00%	\$ 5,300	\$ 2,004	37.81%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 1,379	\$ 20	1.45%	\$ 1,274	\$ 956	75.04%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 102,354	\$ 14,512	14.18%	\$ 96,438	\$ 84,526	87.65%	\$ -	\$ 94	0.00%	\$ 5,300	\$ 2,004	37.81%
Ending Fund Balance	\$ 15,370	\$ (16,333)		\$ 12,576	\$ 23,052		\$ -	\$ 7,003		\$ 800	\$ 1,596	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ -			\$ 2,316			\$ -			\$ -	
Inventories		\$ -			\$ 13,737			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ (16,053)			\$ -			\$ -	
Liabilities												
Accounts Payable (Note 4)		\$ -			\$ (5,201)			\$ -			\$ -	
Unearned Revenue (Note 5)		\$ -			\$ -			\$ -			\$ -	
Payroll		\$ 439			\$ 1,919			\$ -			\$ -	
NET EFFECT ON CASH		\$ 439			\$ (3,282)			\$ -			\$ -	
NET ADJUSTMENTS		\$ 439			\$ (19,335)			\$ -			\$ -	
ENDING CASH BALANCE		\$ (15,894)			\$ 3,717			\$ 7,003			\$ 1,596	

Total Cash per General Ledger (Note 6)

\$2,017,782

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 $-\$13,258.43$ (See Receivables in the Debt Service Fund) and Accounts Payable of $\$8,018.29$

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.

2006-2007 Tuition and Fees

RECOMMENDATION

Approval of the 2006-2007 Tuition and Fees Schedule as presented.

BACKGROUND INFORMATION ----- Dean Ellison

The 2006-2007 projected average tuition rate for rural Oregon Community Colleges is \$62.38. Per 2006-2007 Board approved budget guidelines and to indicate TBCC's local commitment to funding the College, a tuition rate of \$62.00 per credit is proposed for implementation in Fall Term 2006. A change to one student and class fee (boldface type) is proposed.

Tuition or Fee Item	Current 2005-2006	Proposed 2006-2007
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$60	\$62
Out-of-State Tuition per Credit Hour	\$80	\$82
<i>Fees</i>		
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
GED Testing Fee	\$90	\$90
GED Offsite Testing Fee	\$132	\$132
GED Retest Fee	\$20	\$20
GED No-Show Fee	\$15	\$15
Proctor Testing per test for non-TBCC Credit Student, former Credit Student or Staff	\$25	\$25
Proctor Testing for TBCC Credit Student, former Credit Student or Staff	\$0	\$0
Technology Fee (per credit)	\$5	\$5
Non-Student Computer Lab Use Fee (per term)	\$75	\$75
Calculator Rental (per term)	\$15	\$15
Graduation Fee	\$30	\$30
Printed Catalog (first copy from academic advisor free)	\$3	\$3
Late Registration Fee (per course)	\$10	\$10
Course Withdrawal After Close of Registration	\$10	\$10
High School Articulation Fee	\$25/year	\$25/year
High School Credit Recovery (H.S. half credit class)	\$90	\$90
Adult Basic Skills Placement and Orientation Fee	\$15	\$15
Adult Basic Skills Enrollment Fee	\$10	\$15
Return Check Fee	\$25	\$25
Student Services Fee (per credit)	\$2	\$2
Minimum Credit Course Fee (per course)	\$12	\$12
Maximum Credit Course Fee (per course)	per actual expenses	per actual expenses
Self Improvement Course Fees	market or self support level	market or self support level



Tillamook Bay Community College

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2006-2007 Preliminary Budget Information

RECOMMENDATION

Receive information presented. No formal action on the 2006-2007 Budget is requested at this time.

BACKGROUND INFORMATION----- Dean Ellison

In accord with the 2006-2007 Budget Development Schedule, detailed preliminary budget information will be mailed to the Board and Public Budget Committee Members in preparation for the first Public Budget Committee Meeting scheduled for May 15, 2006.

Overview Comparison of the 2005-2006 Adopted versus 2006-2007 Proposed General Fund Budgets

	2005-2006	2006-2007	% Change
General Fund Budget	\$3,587,959	\$2,979,004	-16.97%
Student FTE Projection Employed in Budget	331.00	340.00	2.72%
Budget per FTE	\$10,839.76	\$8,761.78	-19.17%

Major Revenue Projections Employed in the Budget

	2005-2006	2006-2007	% Change
State Aid (with TBCC leveling factored in)	\$1,376,240	\$667,609	-51.49%
Local Property Tax Levy	\$800,000	\$815,000	1.88%
Timber Revenue	\$270,000	\$275,000	1.85%
Tuition and Fees	\$406,000	\$420,000	3.45%

Salaries and Benefits – In the 2006-2007 Budget Development Guidelines approved by the Board it states “Within the constraints imposed by fiscal and other salient limitations, adjust salaries to a level reflective of the median average of the rural community colleges in Oregon.” In accord with this direction, a scheduled longevity step increase and a cost of living adjustment of 2.8% (Portland CPI(W)) are implemented for eligible employees.



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Full payment of employee health insurance is maintained as is a contribution to dependent coverage. Insurance coverage at pro-rated amounts for part-time employees is maintained. The budget retains the PERS 6% employee portion pickup. Non-regular faculty salary schedules are also increase by an inflation factor of 2.8%.

Positions – The half-time ESL Instructor position is eliminated due to a restructuring to maximize grant funding. Hiring of a Library Director is suspended until later in the year pending outcome of the bond measure election which would free up additional funding currently budgeted to support a potential fall bond measure information campaign. A half-time library support position is added to supplement current staffing.

Educational Programs - Financial aid for credit students is maintained in an effort to continue enrollment growth and offset tuition increases. Continued investment is planned in this budget to provide for new and replacement instructional hardware and software.

Contingency and Working Capital – The budget contains \$300,000 for Contingency and Ending Working Capital which represents approximately 10% of the General Fund Budget. The working capital amount allows TBCC to maintain cash flow without having to borrow. Per current state statute, three state appropriation payments will be received during 2006-2007 and five payments will be received in the 2007-2008 fiscal year. Our practice has, and continues to be, to reserve an amount equivalent to one payment in five payment years to the following year (a three payment year) to provide predictability and revenue smoothing.

Building Reserve Fund – Due the on-going phase-in of equalization of state funding, this budget returns to the practice of expending local timber revenues for operational expenses. The budget does not propose any addition to the Building Reserve Fund.

Major Capital Expenditures – This budget continues to fund ongoing repairs and maintenance of the First Street Campus. No major capital projects are contemplated to be funded from the general fund in this fiscal year.



Strategic Planning and Accreditation

RECOMMENDATION

For information only – no action requested

BACKGROUND INFORMATION-----Dean Gates

The following is an update on progress toward submission of TBCC's Application for Consideration process. President Orr submitted a letter to Dr. Sandra E. Elman, President, Northwest Commission on Colleges and Universities, indicating TBCC's plans to submit the Application for Consideration this month. The major activity occupying staff time is reviewing the Report on Eligibility Requirements for the Application for Consideration for Candidacy. The Report on Eligibility Requirements builds on work produced for the TBCC Self-Study Report (2004) and Strategic Plan (2005). Members of the Planning and Steering Committee reviewed the Eligibility Requirements narratives relating to their responsibilities for accreditation standards. In addition, Cindy Rowe is assisting with documentation and Fred Bennett is assisting with editing for the document.

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

The following is an update on the progress of TBCC's Hospitality, Tourism, Recreation Management programs at PCC and the state level. Attached is the Notice of Intent for the programs distributed by the Community College PTE Program Approval, Office of Educational Improvement & Innovation. This is the first major step for State Approval. "The purpose of this notification process is to increase awareness and communication among Oregon's postsecondary institutions; provide a point of contact for further information on proposed new programs and locations; and establish an easy, orderly process for expressing and resolving concerns related to adverse intersegmental impact and detrimental duplication."

TBCC's proposal is also on the May 5 Agenda for PCC's Degrees and Certificates Committee for approval of the degree and certificates and on the Agenda for PCC's Curriculum Committee for approval of new courses. Once approved by those committees, the proposal goes to the Educational Advisory Committee then PCC's Vice-President, President, and Board. The current agreement with PCC is for the proposal to move through the state process and the PCC process contemporaneously, with PCC's Board approval coming immediately prior to presentation at the State Board of Education. This arrangement shortens the approval process—by not requiring TBCC to wait on approval by PCC's Board before beginning the state process—and allows TBCC to begin advertising the programs with a "pending state approval" disclaimer.

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



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**MONTHLY NOTIFICATION OF
PROPOSED NEW COMMUNITY COLLEGE PROGRAM
OR LOCATION**

TO: Postsecondary Education and Training Institutions

RE: April 2006 — Oregon Community College Notice of Intent

DATE: April 14, 2006

REPLY DATE: Tuesday, May 2, 2006

Community colleges proposing new Associate of Applied Science Degree, AAS option, and/or new Certificate of Completion programs this month are:

- All Community Colleges may apply
Certificate of Completion (One-Year)
Retail Management (Statewide Program)

- Chemeketa Community College and Oregon Coast Community College (contracted college)
Certificate of Completion (Related)
Computer-Aided Manufacturing (CAM) Fundamentals

Certificate of Completion (Related)
Computer Numerically Controlled (CNC) Operator

Certificate of Completion (Related)
Manual Machine Operator

Certificate of Completion (Related)
Microelectromechanical Systems (MEMS) Design

- Clackamas Community College
Associate of Applied Science Degree
Early Childhood & Family Studies

- Oregon Coast Community College and Chemeketa Community College (contracted college)
Certificate of Completion (Related)
Practical Nursing

- Portland Community College
AAS degree option, Certificate of Completion
Building Construction Technology: Design/Build Remodeling

- Tillamook Bay Community College
Associate of Applied Science Degree
Certificate of Completion (One-year)
Hospitality, Tourism, Recreation Management

Certificate of Completion (Less than one year)
Hospitality and Tourism

Welcome to the Oregon Department of Community Colleges and Workforce Development (CCWD) monthly notification of proposed new programs and/or locations. The purpose of this notification process is to increase awareness and communication among Oregon's postsecondary institutions; provide a point of contact for further information on proposed new programs and locations; and establish an easy, orderly process for expressing and resolving concerns related to adverse intersegmental impact and detrimental duplication.

As an academic officer of your institution or someone with relevant interest in community college Associate of Applied Science degree, AAS option, and certificate of completion programs or new locations for existing programs, you have received this monthly notice of new programs and new locations being proposed for development by one or more of Oregon's seventeen community colleges. These "notices of intent" are sent via e-mail or fax by the second Friday of each month. If new people would like to be added to the existing distribution list, they may contact the staff person listed at the end of this memo. Please share this information with others on your campus, as appropriate.

If you seek further information or have concerns about potential adverse intersegmental impact or detrimental duplication of a proposed program or location on your institution's program(s), contact the person identified in the community college notice below within 15 days of the date of this message (see Reply Date above and below). Your conversation with the college contact person will assist you in gathering information regarding the proposed program. The college contact person will work with you to answer questions and resolve concerns regarding the proposed program/location. In considering impact and duplication issues for proposed new programs and locations, note that community college student enrollment patterns indicate that students do not normally travel distances greater than 35-50 miles to enroll in a site-based education and training program.

For adverse intersegmental impact or detrimental duplication concerns between institutions in different segments (private career school, Oregon University System, independent college, and so on), contact the community college proposing the program (see college contact person information on the accompanying notice of intent), the Office of Degree Authorization (Alan Contreras, 541-687-7452, alan.l.contreras@state.or.us), and the Office of Educational Improvement and Innovation (Brent Jacobsen, 503-378-3600 ext. 2231, brent.jacobsen@state.or.us). For adverse impact or detrimental duplication concerns between community colleges, contact only the proposing community college and notify the Office of Educational Improvement & Innovation (Brent Jacobsen).

If you want to formally register an adverse impact or detrimental duplication claim, it is your responsibility to make the appropriate contacts within the designated timeframe. If no contacts have been made within fifteen (15) days, the community college may proceed to seek approval for their proposed program or new location. **For this month's notification, the appropriate contacts must be made by 5:00 PM, Tuesday, May 2, 2006.**

Program 1

College:	Main campus city:
Blue Mountain Community College district	Pendleton
Clackamas Community College district	Oregon City
Central Oregon Community College district	Bend
Clatsop Community College district	Astoria
Chemeketa Community College district	Salem
Columbia Gorge Community College district	The Dalles
Klamath Community College district	Klamath Falls
Lane Community College district	Eugene
Linn-Benton Community College district	Albany
Mt Hood Community College district	Gresham
Oregon Coast Community College district	Newport

	Portland Community College district	Portland
	Rogue Community College district	Grants Pass
	Southwestern Community College district	Coos Bay
	Tillamook Bay Community College district	Tillamook
	Treasure Valley Community College district	Ontario
	Umpqua Community College district	Roseburg
If the proposed program may be offered and/or instruction delivered at locations beyond the community college district, specify those locations:		The Retail Management certificate of completion program is a "statewide program" and may be offered by all seventeen community colleges upon individual college application and approval. Colleges interested in pursuing approval should contact the sponsoring college contact person listed below.
Name of proposed program:		Retail Management
Credential(s) or form(s) of recognition proposed:		Certificate of completion (one-year)
2000 CIP code:	52.1803	2000 CIP title: Retailing and Retail Operations
2000 CIP narrative description:		
A program that prepares individuals to perform operations associated with retail sales in a variety of settings. Includes instruction in over-the-counter and other direct sales operations in business settings, basic bookkeeping principles, customer service, team/staff leadership and supervision, floor management, and applicable technical skills.		
College's description of proposed program:		
This one-year Retail Management certificate of completion program represents skills identified by the retail industry, as represented by the Western Alliance of Food Chains (WAFC) which desires to provide a program of study for their employees and for students who would like to become retail employees. This one-year certificate of completion program adds general education requirements to the previously state-approved less-than-one-year certificate of completion statewide program. The one-year program is recognized by retail employers and identifies skills that lead to professional growth, hiring, and advancement opportunities. This program is a body of study that prepares the student for retail sales and management responsibilities; those who complete the program will be given preference in hiring, will be eligible for promotions and will receive compensation to recognize their educational achievement. The two Retail Management certificate of completion programs are considered as "statewide programs" and may be offered by all seventeen community colleges upon individual college application and approval.		
Need and supporting labor market information for proposed program:		
The two Retail Management certificate of completion programs are endorsed by an advisory committee comprised of employers who will (a) hire people who complete the coursework, (b) promote people who successfully complete the program, and (c) recognize people who complete the program with increased wages and responsibilities. Several employers (including Target, G.I. Joe's, and Costco) are ready and eager to begin educational programs and scheduling of classes as soon as possible.		
Oregon Department of Labor statistics predict a 14.9% increase for retail sales persons, and a 14.7% increase for first-line supervisors and managers of retail sales workers. Retail sales shows an 18% increase between 2002 and 2012, with a 2004 average salary of \$24,721.		
The retail industry is in a period of significant transition. Changing demographics, the global economy, and new technologies affect virtually every facet of the industry. Traditionally, the retail industry has relied on internal "on-the-job" training. The training has been available on an as-needed basis involving "trial and error" types of learning, with general acceptance that the new skills would be mastered over time. Today in this growing job sector, this type of training is not adequate. Retail sales and related occupations play a significant role in the economy of Oregon. Retailers traditionally invest, support, and participate in their communities. They are also likely to invest in capital projects and purchase from local suppliers, which further stimulates the local economy.		
According to wage statistics from the Oregon Employment Department (2004), retail entry level workers low-end starting wage is minimum wage, and the employee can earn up to \$24.14 per hour. In supervisory and management positions the low-end starting wage is \$10.34 per hour, and the employee can earn up to \$47.30 per hour. Line management to CEO ranges from \$95,740 to \$157,543 annual average wage per year. Oregon annual wage \$23,919 (2004 Oregon Employment Department).		
Retail jobs provide a first job for many young people entering the labor force for the first time. Retail can also provide jobs which may lead to higher paid positions both within retail and in other job sectors. Positions may include pharmacy aids, computer support specialists, customer representatives, advertising, merchandising and management.		
Statewide certificate of completion programs are designed to enable students to transfer freely among community colleges and among employer sites. This one-year certificate of completion is supported by retail employers, including but not limited to the WAFC (Western Association of Food Chains), local advisory committees, and workforce programs designed to get people into living-wage jobs.		
Proposed implementation date:		Fall, 2006

Target student population:	Working adults already employed in retail businesses; traditional students who want to enter the field and/or move up in retail positions.	Estimated number of students per year:	Varies at each college
Sponsoring College:	Clackamas Community College		
Sponsoring College Program contact person:	Joan Ryan		
Title:	Chair		
Department, division, etc.:	Business Department		
Mailing address:	19600 S Molalla Avenue		
City, State, Zip Code	Oregon City, OR 97045		
Phone:	503.657.6958 ext. 2363		
Fax:	503.650.6659		
E-Mail:	JOANR@clackamas.edu		
Sponsoring College:	Clackamas Community College		
Sponsoring College contact person:	Baldwin van der Bijl		
Title:	Dean		
Department, division, etc.:	Business, Math and Sciences Division		
Phone:	503.657.6958 x 2367		
Fax:	503.650.6657		
E-Mail:	baldwinv@clackamas.edu		

PROGRAM 2

College:	Clackamas Community College		
City:	Oregon City		
If the proposed program may be offered and/or instruction delivered at locations beyond the community college district, specify those locations:	Clackamas Community College district		
Name of proposed program:	Early Childhood & Family Studies		
Credential(s) or form(s) of recognition proposed:	Associate of Applied Science		
2000 CIP code:	19.0708	2000 CIP title:	Child Care and Support Services Management
2000 CIP narrative description:			
A program that focuses on the provision and management of child care services and that prepares individuals to plan, design, and manage child care facilities and programs that meet children's developmental needs and interests and that provide safe and healthy environments. Includes instruction in child development and psychology; home- and institution-based child care; identification of diseases, injuries, and psychological trauma and applicable referrals; parent relations; personnel and business management principles; and related laws and policies.			
College's description of proposed program:			
Upon completion of the AAS degree in Early Childhood and Family Studies, students will be prepared to work in a variety of educational & child and family support settings as in-charge teachers or child & family support personnel. These settings include preschools, child care centers, private kindergartens, etc. Additionally, they will be prepared to work as paraprofessionals in public school settings (PK-3 rd Grade).			
Need and supporting labor market information for proposed program:			
The predicted growth for pre-school teachers during 2002-12 in the Clackamas County region is 17.3%, in Oregon it is 18.8%, and nationally it is 33.6%. Individuals with at least an Associates degree will have a competitive advantage in this field. Another issue to consider at the same time one is considering the overall growth is the increase in professionalization of the early childhood care and education field. Currently many preschools and child care centers experience a 40-45% turnover in their staff yearly. This rate drops dramatically when staff possesses higher levels of education in early childhood. The end result of a better educated early childhood staff is greater consistency of care in all developmental areas: socio-emotional, cognitive and physical care, for our youngest population.			
Clackamas College currently offers a one year certificate of completion and this AAS would offer a career path step to those students who decide to continue their education in this field. As the need for quality child care and preschool has increased, the need for trained professionals in early childhood has also. This AAS degree program will provide either suitable training for employment, or a step toward further education.			
Proposed implementation date:	Spring 2006		
Target student population:	For students interested in pursuing ECE as a licensed teacher; for students who need two years of college to pursue the position of Paraeducator, and for those who have identified ECE as a career direction.	Estimated number of students per year:	15
College contact person:	Donna Acord		
Title:	Dean		
Department, division, etc.:	Extended Learning Services Division		

Mailing address:	19600 S. Molalla Avenue
City, State Zip Code	Oregon City, OR 97045
Phone:	503-657-6958, ext. 2622
Fax:	503-655-8925
E-Mail:	DonnaA@clackamas.edu
Program contact person:	Pat McIlveen
Title:	Chair
Department, division, etc.:	Education and Human Services
Phone:	503-657-6958, ext. 2240
Fax:	503-650-6675
E-Mail:	patriciam@clackamas.edu

PROGRAM 3

College:	Chemeketa Community College District and Oregon Coast Community College District (contracted college)		
City:	Salem and Newport		
If the proposed program may be offered and/or instruction delivered at locations beyond the community college district, specify those locations:			
Name of proposed program:	Computer-Aided Manufacturing (CAM) Fundamentals		
Credential(s) or form(s) of recognition proposed:	Certificate of Completion/Related Certificate		
2000 CIP code:	48.0507	2000 CIP title:	Tool and Die Technology/Technician
2000 CIP narrative description:			
A program that prepares individuals to apply technical knowledge and skills to operate machine tools used in the forming of metal components, as well as the fabrication of special tools, dies, jigs and fixtures used in cutting, working and finishing metal components.			
College's description of proposed program:			
Chemeketa Community College proposes to offer a certificate of completion program in Computer-Aided Manufacturing (CAM) Fundamentals.			
The CAM Fundamentals certificate of completion program offers training in the knowledge and skills used by employees in manufacturing and related occupations. The program includes courses in manufacturing materials, interpretation of engineering drawings, measuring practices, bench and layout work and basic setup and operation of computer controlled mills and lathes. Graduates of the Computer-Aided Manufacturing (CAM) Fundamentals certificate of completion program may qualify for an entry position in a variety of manufacturing-related jobs			
Need and supporting labor market information for proposed program:			
This occupation is expected to grow at a somewhat slower rate than the statewide average; however, total job openings are projected to be somewhat higher than the statewide average.			
Reasonable employment opportunities exist largely due to the need to fill replacement job openings. An 18% increase in the number of entry-level machinist jobs in Oregon is expected over the next six years, double that of the national trend.			
Proposed implementation date:	Fall 2006		
Target student population:		Estimated number of students per year:	20
College contact person:	Elizabeth Goulard		
Title:	Vice President		
Department, division, etc.:	Academic Services		
Mailing address:	PO Box 14007		
City, State, Zip Code	Salem, OR 97309-7070		
Phone:	503-399-5144		
Fax:	503-399-8853		
E-Mail:	lgoulard@chemeketa.edu		
Program contact person:	Ron Jantzi		
Title:	Associate Dean		
Department, division, etc.:	Math, Science, Trades and Technology		
Phone:	(503)399-5210		
Fax:	(503)589-7674		
E-Mail:	janr@chemeketa.edu		

PROGRAM 4

College:	Chemeketa Community College District and Oregon Coast Community College District (contracted college)
City:	Salem and Newport

If the proposed program may be offered and/or instruction delivered at locations beyond the community college district, specify those locations:		
Name of proposed program:		Computer Numerically Controlled (CNC) Operator
Credential(s) or form(s) of recognition proposed:		Certificate of Completion/Related Certificate
2000 CIP code:	48.0507	2000 CIP title: Tool and Die Technology/Technician
2000 CIP narrative description:		
A program that prepares individuals to apply technical knowledge and skills to operate machine tools used in the forming of metal components, as well as the fabrication of special tools, dies, jigs and fixtures used in cutting, working and finishing metal components.		
College's description of proposed program:		
Chemeketa Community College proposes to offer a certificate of completion program in Computer Numerically Controlled (CNC) Operator.		
This CNC Operator certificate of completion program builds on the training provided in the CAM Fundamentals certificate of completion program, with an emphasis on the setup and operation of computer-controlled machines. The program includes courses in manual programming ("G code") for both mills and lathes. Graduates of the Computer Numerically Controlled (CNC) Operator certificate of completion program may qualify to work as a CNC machine tool operator or in a variety of manufacturing related jobs.		
Need and supporting labor market information for proposed program:		
This occupation is expected to grow at a somewhat slower rate than the statewide average; however total job openings are projected to be somewhat higher than the statewide average.		
Reasonable employment opportunities exist largely due to the need to fill replacement job openings. An 18% increase in the number of entry-level machinist jobs in Oregon is expected over the next six years, double that of the national trend.		
Proposed implementation date:	Fall 2006	
Target student population:		Estimated number of students per year: 20
College contact person:	Elizabeth Goulard	
Title:	Vice President	
Department, division, etc.:	Academic Services	
Mailing address:	PO Box 14007	
City, State Zip Code	Salem, OR 97309-7070	
Phone:	503-399-5144	
Fax:	503-399-8853	
E-Mail:	lgoulard@chemeketa.edu	
Program contact person:	Ron Jantzi	
Title:	Associate Dean	
Department, division, etc.:	Math, Science, Trades and Technology	
Phone:	(503)399-5210	
Fax:	(503)589-7674	
E-Mail:	janr@chemeketa.edu	

PROGRAM 5

College:	Chemeketa Community College District and Oregon Coast Community College District (contracted college)		
City:	Salem and Newport		
If the proposed program may be offered and/or instruction delivered at locations beyond the community college district, specify those locations:			
Name of proposed program:		Manual Machine Operator	
Credential(s) or form(s) of recognition proposed:		Certificate of Completion/Related Certificate	
2000 CIP code:	48.0507	2000 CIP title:	Tool and Die Technology/Technician
2000 CIP narrative description:			
A program that prepares individuals to apply technical knowledge and skills to operate machine tools used in the forming of metal components, as well as the fabrication of special tools, dies, jigs and fixtures used in cutting, working and finishing metal components.			
College's description of proposed program:			
Chemeketa Community College proposes to offer a certificate of completion in Manual Machine Operator.			
The Manual Machine Operator certificate of completion program builds on the training provided in the CAM Fundamentals certificate of completion program, with an emphasis on machining skills related to the setup and operation of manual machine tools such as drills, mills, lathes, saws, grinders. Graduates may qualify to work as a machine tool operator, entry			

level machinist, or in a variety of manufacturing related jobs.			
Need and supporting labor market information for proposed program:			
This occupation is expected to grow at a somewhat slower rate than the statewide average; however total job openings are projected to be somewhat higher than the statewide average.			
Reasonable employment opportunities exist largely due to the need to fill replacement job openings. An 18% increase in the number of entry-level machinist jobs in Oregon is expected over the next six years, double that of the national trend.			
Proposed implementation date:	Fall 2006		
Target student population:		Estimated number of students per year:	20
College contact person:	Elizabeth Goulard		
Title:	Vice President		
Department, division, etc.:	Academic Services		
Mailing address:	PO Box 14007		
City, State Zip Code	Salem, OR 97309-7070		
Phone:	503-399-5144		
Fax:	503-399-8853		
E-Mail:	lgoulard@chemeketa.edu		
Program contact person:	Ron Jantzi		
Title:	Associate Dean		
Department, division, etc.:	Math, Science, Trades and Technology		
Phone:	(503)399-5210		
Fax:	(503)589-7674		
E-Mail:	janr@chemeketa.edu		

PROGRAM 6

College:	Chemeketa Community College District and Oregon Coast Community College District (contracted college)		
City:	Salem and Newport		
If the proposed program may be offered and/or instruction delivered at locations beyond the community college district, specify those locations:			Online – Distance Education
Name of proposed program:		Microelectromechanical Systems (MEMS) Design	
Credential(s) or form(s) of recognition proposed:		Certificate of completion Related Certificate	
2000 CIP code:	15.0303	2000 CIP title:	Electrical, Electronic, and Communications Engineering Technology/Technician
2000 CIP narrative description:			
A program that prepares individuals to apply basic engineering principles and technical skills in support of electrical electronics and communication engineers. Includes instruction in electrical circuitry, prototype development and testing; systems analysis and testing, systems maintenance, instrument calibration, and report preparation.			
College's description of proposed program:			
Chemeketa Community College plans to offer a certificate of completion program in Microelectromechanical Systems (MEMS) Design.			
Graduates of the MEMS program are employed by firms who design and manufacture the Nanotechnology systems that are at the nucleus of advanced bio and nanotechnology equipment. MEMS designers use computer-aided-design systems to design the templates or masks that are used to manufacture Nanotechnology systems. Graduates of this program may also be employed as electronic circuit board designers and layout specialists.			
The MEMS program includes courses in computer-aided-design (CAD), MEMS layout, electronics, and the semiconductor manufacturing process, as well as the communication and human relations skills needed for career advancement.			
Need and supporting labor market information for proposed program:			
In the growing diversification of electronics, nanotechnology has been on the mouths of people worldwide. MEMS Design is just an aspect of this growing sector. It is still so relatively new that many companies are training internally due to the lack of knowledgeable people in this field. The job market is as close as Salem Oregon or as far away as Germany. Many jobs are located in the larger metropolitan areas but design can be done from anywhere in the world. The Chemeketa Community College Electronics Advisory board has requested that a certificate of completion program in MEMS Design be offered, utilizing the same entry requirements as the IC Mask Design Certification and utilizing the current MEMS Design courses.			
The following jobs are just examples of how designers in the MEMS field are classified.			
MEMS Technologist		MEMS Design Engineer	
MEMS Summer Intern		Yield/QC Technician	
Senior IC Layout Designer		Microfabrication Engineer/Technician	

Microfabrication Technician			
Proposed implementation date:	September 2006		
Target student population:	EET, AAS or EEBS	Estimated number of students per year:	18
College contact person:	Ron Hulett		
Title:	Associate Dean		
Department, division, etc.:	Business, Computer Science, and Electronics		
Mailing address:	P.O. Box 14007		
City, State Zip Code	Salem, OR 97309-7070		
Phone:	503-399-2522		
Fax:	503-399-5496		
E-Mail:	ron@chemeketa.edu		
Program contact person:	Charles Sekafetz		
Title:	Instructor/Program Chair		
Department, division, etc.:	Electronics and Network Technology		
Phone:	503-399-6254		
Fax:	503-399-5214		
E-Mail:	sekafetz@chemeketa.edu		

PROGRAM 7

College:	Oregon Coast Community College District (contracted college with Chemeketa Community College District)		
City:	Newport		
If the proposed program may be offered and/or instruction delivered at locations beyond the community college district, specify those locations:	This is a request to offer an already-approved, in the Chemeketa Community College district, a Practical Nursing Certificate of completion program as part of the Nursing AAS degree.		
Name of proposed program:	Practical Nursing		
Credential(s) or form(s) of recognition proposed:	Certificate of Completion/Related Certificate		
2000 CIP code:	51.1613	2000 CIP title:	Licensed Practical/Vocational Nurse Training (LPN, LVN, Cert., Dipl, AAS)
2000 CIP narrative description:	A program that prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. Includes instruction in taking patient vital signs, applying sterile dressings, patient health education and assistance with examinations and treatment.		
College's description of proposed program:	<p>The Practical Nurse certificate of completion program is part of a nursing career ladder. The practical nurse training is embedded in the Associate of Applied Science Nursing degree program. The program is approved by the Oregon State Board of Nursing (OSBN) and accredited by the National League for Nursing Accrediting Commission (NLNAC).</p> <p>A student may earn a certificate of completion in Practical Nursing by successfully completing the first year of the Nursing program (50 credit hours). A student must earn grades of C or better in all required courses. A certificate of completion in practical nursing qualifies the student to take the National Council Licensure Exam (NCLEX-PN) to become a licensed practical nurse (LPN).</p> <p>A Practical Nurse is a member of a nursing or health care team and gives care to ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. Practical Nurses provide general nursing care which includes collecting information, contributing to the plan of care, and providing care in predictable situations with minimal supervision, or in fluctuating situations under direct supervision of a Registered Nurse, licensed physician, or dentist.</p>		
Need and supporting labor market information for proposed program:	<p>In Oregon, Employment for LPNs is expected to grow by 24% over the next 10 years. In September 2005, there were 52 job openings. The average wage for an LPN is \$17 per hour and the annual income is \$36,064.</p> <p>In region 4, employment for LPNs is expected to grow by 27% over the next 10 years. There are currently 143 LPNs working in the region. By 2014, the projected number of employed LPNs will be 182. It is estimated that there will be 39 new positions and 36 replacement positions needed.</p> <p>Lincoln County has a population of 45,000 residents. Many of Lincoln County residents are retirees. Twenty percent (20%) of the county's population is over age 65, compared to 16% statewide. Individuals in this age group are heavy consumers of health care services, including office, hospital, and home health services. A shortage of LPNs, who frequently staff rehabilitation and long term care facilities, could have a dramatic impact on the availability and cost of these services and a resulting impact on the quality of life for local residents.</p>		

Proposed implementation date:	Fall 2006		
Target student population:	Incumbent health care workers, recent high school graduates, and adults seeking a career change.	Estimated number of students per year:	20 students will be admitted each year.
College contact person:	Elizabeth Goulard		
Title:	Vice President		
Department, division, etc.:	Academic Services		
Mailing address:	PO Box 14007		
City, State Zip Code	Salem, OR 97309-7070		
Phone:	503-399-5144		
Fax:	503-399-8853		
E-Mail:	lgoulard@chemeketa.edu		
Program contact person:	Jane Hodgkins		
Title:	Director of Professional and Technical Education Programs, OCCC		
Department, division, etc.:	Oregon Coast Community College PTE Programs		
Phone:	541-574-7124		
Fax:	541-574-7159		
E-Mail:	jhodgkins@occc.cc.or.us		

PROGRAM 8

College:	Portland Community College		
City:	Portland		
If the proposed program may be offered and/or instruction delivered at locations beyond the community college district, specify those locations:	N/A		
Name of proposed program:	Building Construction Technology: Design/Build Remodeling		
Credential(s) or form(s) of recognition proposed:	Associate of Applied Science degree program and a certificate of completion. Option added to the existing Building Construction Technology		
2000 CIP code:	46.0201	2000 CIP title:	Carpentry/Carpenter
2000 CIP narrative description:			
A program that prepares individuals to apply technical knowledge and skills to lay out, cut, fabricate, erect, install, and repair wooden structures and fixtures, using hand and power tools. Includes instruction in technical mathematics, framing, construction materials and selection, job estimating, blueprint reading, foundations and roughing-in, finish carpentry techniques, and applicable codes and standards.			
College's description of proposed program:			
The AAS option and certificate completion offers coursework in building construction and interior design with an emphasis on kitchen and bath remodeling and design. The courses focus on hands-on residential construction practices, basic interior design principles and kitchen and bath design and drafting. The certificate of completion offers a career pathway to completion of the AAS degree option and/or the base AAS in Building Construction Technology through completion of additional course work. This broad based curriculum opens the door to a wide variety of careers in the remodeling and kitchen and bath industry. Students participate in an on-the-job internship upon completion of the 82 classroom credits. Students also participate in professional organizations, competitions, and a variety of field trips to further enhance their training and knowledge. This program utilizes training materials supplied and supported by the National Kitchen and Bath Association (NKBA), and follows NKBA Kitchen & Bath Planning Guidelines in building construction and design coursework. Graduates would pursue becoming a Certified Kitchen Designer (CKD) and/or a Certified Bath Designer (CBD) while work in the industry.			
Need and supporting labor market information for proposed program:			
This is a newly emerging and rapidly growing occupation. It requires a combination of skills from both building construction, and interior design. Most likely, a graduate of this program will become a "Kitchen Designer," and/or a "Kitchen and Bath Designer." Other possible job titles include remodeler, cabinet installer, project manager, estimator, or a showroom sales associate. A graduate could also work for a remodeling firm. This curriculum brings the highly recognized endorsement from the National Kitchen and Bath Association. Graduates from a NKNA endorsed program can qualify for NKBA Certification (www.nkba.org).			
Current wages state-wide for this occupational area average \$18.19 per hour with an average annual income of \$37,835.00. In Multnomah and Washington Counties, the average hourly wage is higher at \$20.35 per hour, with the average annual income at \$42,331.00. Annual openings for carpenters statewide over the next ten years are estimated to be 340, and in Multnomah and Washington Counties, 135. Total current jobs in this field in the state of Oregon are 11,628, moving to 12,954 in ten years.			

Since this is an occupation combining two skill sets (building construction and interior design) it is important to note that interior designers make higher wages than constructors. There is no entry level data in OLMIS for kitchen, or kitchen and bath designers.

Proposed implementation date:	Fall 2006		
Target student population:	People who want to combine artistic/aesthetic and construction skill sets.	Estimated number of students per year:	20
College contact person:	Amy Alday-Murray		
Title:	Curriculum Manager		
Department, division, etc.:	Curriculum Support		
Mailing address:	P.O. Box 19000		
City, State Zip Code	Portland, OR 97280		
Phone:	503-614-7730		
E-Mail:	aaldaymu@pcc.edu		
Program contact person:	Spencer Hinkle CKD		
Title:	Department Co-Chair		
Department, division, etc.:	Building Construction Technology Division of Science and Technology		
Phone:	503-614-7405		
Fax:	503-614-7050		
E-Mail:	shinkle@pcc.edu		

PROGRAM 9

College:	Tillamook Bay Community College		
City:	Tillamook		
If the proposed program may be offered and/or instruction delivered at locations beyond the community college district, specify those locations:	N/A		
Name of proposed programs:	Hospitality, Tourism, Recreation Management (AAS and one-year certificate of completion) Hospitality and Tourism (less than one-year certificate of completion)		
Credential(s) or form(s) of recognition proposed:	Associate of Applied Science (AAS) Certificate of Completion (12-44 Credits) Certificate of Completion (45-60 Credits)		
2000 CIP code:	52.0901	2000 CIP title:	Hospitality Administration/Management, General.
2000 CIP narrative description:			
<p>A program that prepares individuals to serve as general managers and directors of hospitality operations on a system-wide basis, including both travel arrangements and promotion and the provision of traveler facilities. Includes instruction in principles of operations in the travel and tourism, hotel and lodging facilities, food services, and recreation facilities industries; hospitality marketing strategies; hospitality planning; management and coordination of franchise and unit operations; business management; accounting and financial management; hospitality transportation and logistics; and hospitality industry policies and regulations.</p>			
College's description of proposed program:			
<p>The proposed AAS and two certificate of completion programs prepare students for management-track careers in food services, tourism, lodging, recreation, and other related fields. The emphasis of the Hospitality, Tourism, Recreation certificate of completion programs are to provide a basic understanding of the hospitality and recreation industry and a career in the field. Graduates of the Hospitality, Tourism, Recreation Management certificate of completion programs will be prepared to begin careers in food services, tourism, lodging, recreation, and other related fields. The AAS degree curriculum includes a core of basic business courses as well as more-specialized industry courses. Graduates of the AAS program are prepared for management-track careers in food services, tourism, lodging, recreation, and other related fields. All programs provide practical experience through outside cooperative education jobs.</p>			
Need and supporting labor market information for proposed program:			
<p>Tillamook Bay Community College designed the Hospitality, Tourism, Recreation Management programs in response to the secondary schools in the district and their established HTR programs, as well as requests from the College's economic development and workforce partners.</p> <p>The US Department of Labor Statistics recently reported that food service industry job growth continued its upward trend in November, with 39,000 more jobs being created during that month alone. During the last 12 months, over 283,000 jobs were created in the hospitality industry. (Source: Weekly Oregon ProStart E-Newsletter, January 9, 2006)</p> <p>Tillamook County and other central and northern coastal areas are significant tourism destinations. Currently, at least three resort/convention centers are under construction in Tillamook County alone. According to the Oregon Employment Department Workforce Analysis (Region 1) "Travel-related employment in Tillamook County has been slower to take off</p>			

[than Clatsop County] but now seems to be growing faster...occupational growth will continue to reflect the region's change from a resource-based economy to a service-based economy."

Occupational growth rates for concierge and management positions in the hospitality industry (Personal Service Worker Supervisors/Managers, Lodging Managers, Food Service Managers) are projected to increase more on average in Region 1 than Oregon statewide. In particular, Lodging Manager positions are projected to increase 30.4% in Region 1 between 2004 and 2014 and Food Service Managers by 25.5%. In addition, Lodging Manager and Food Service Manager employment opportunities in Region 1 are projected to grow faster than the regional average and total job openings are projected to be somewhat higher than the regional average.

Oregon Statewide Wages for Lodging Managers and Food Service Managers

	----- 2005 Wages -----		
	Median Hourly	Average Annual	Middle Range
Lodging Managers	\$17.37	\$41,821	\$14.96 – 23.82
Food Service Managers	\$18.99	\$41,788	\$15.01 - \$23.66
No wage data is available for Lodging Managers or Food Service Managers in Region 1 (Clatsop/ Columbia/Tillamook Counties).			

Employment for **Managers, All Other** in 2004 in Region 1 was estimated to be larger than the statewide average. Total job openings are projected to be much higher than the statewide average. Reasonable employment opportunities exist largely due to the significant number of job openings projected for this occupation. Region 1 employment in 2004 was estimated to be much larger than the regional average. Total job openings are projected to be much higher than the regional average. Primary industries of employment in Region 1 include all industries, paper and allied products, and executive, legislative, and general.

Proposed implementation date:	Fall 2006		
Target student population:	Students from secondary HTR programs, traditional students, and incumbent workers. Individuals interested in advancing to management positions in hospitality industries.	Estimated number of students per year:	10-20
College contact person:	Lori Gates		
Title:	Dean of Instruction and Student Services		
Mailing address:	2510 First St.		
City, State Zip Code	Tillamook, OR 97141		
Phone:	(503) 842-8222, ext. 1133		
Fax:	(503) 842-2214		
E-Mail:	gates@TillamookBay.cc		
Program contact person:	Lori Gates		
Title:	Dean of Instruction and Student Services		
Phone:	(503) 842-8222, ext. 1133		
E-Mail:	gates@TillamookBay.cc		

Grants and Contractsⁱ

RECOMMENDATION

Ratify President's approval of contract with Chemeketa Community College.

BACKGROUND INFORMATION

----- Dean Ellison

Marylhurst University

Authorization #		
NA	Purpose:	Cooperatively promote the successful undergraduate education of the students who attend both institutions.
	Status:	Signed
	Term:	Ongoing until terminated by either institution
	Amount:	\$0.00
	Funding:	No specific funding required
	Type:	Memorandum of Understanding
	Comments:	Formally establishes and agreement between TBCC and MU allowing students to be concurrently admitted and enrolled at both institutions and receive the benefits of that dual admission

Chemeketa Community College

Authorization #		
6	Purpose:	Agreement to participate in the Oregon Healthcare Workforce Partnerships Project (OHWP) and receive funds to support TBCC's Allied Health Professions Pathways project. This project includes updating laboratory resources at TBCC for pre-requisite courses that support allied health programs.
	Status:	Signed – Exit clause included.
	Term:	January 1, 2006 – June 30, 2007
	Amount:	\$72,000
	Funding:	Federal Department of Labor Grant
	Type:	Grant funded Contract for Program Services
	Comments:	TBCC portion of \$2.9 million Department of Labor award to Oregon. Distance delivery to TBCC of radiography coursework developed at Linn-Benton Community College is also supported by this grant/contract.

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)



Tillamook Bay Community College

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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 second 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.



Tillamook Bay Community College

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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



Article No.: 107

Approved: *Pending*

Reference: Article 100

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

- 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**



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Approved: *Pending*
Reference: Article 100

- 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.**

- 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**



Article No.: 107

Approved: *Pending*

Reference: Article 100

request to the District Attorney and including all written responses by the Public Records Officer or other College employee denying the request.

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:**



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Approved: *Pending*

Reference: Article 100

- 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;**
 - 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.**



Article No.: 107

Approved: *Pending*Reference: Article 100

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.**

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

Board direction on response to CCWD Request for future project(s) due diligence information.

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

- The Bond Measure Information Campaign is in the final stages. One additional mailing is planned along with continued information in the newspapers.
- The Department of Community Colleges and Workforce Development has requested a submission of three capital construction projects for submittal to the Governors office and potential inclusion in the Governor Budget. The Commissioner and the President's Council have determined to pattern our capital requests after those of the university system and have all 17 colleges be included on a list which is updated and submitted to the Governor each year. Attached is the request from CCWD.



Tillamook Bay Community College

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Ralph Orr

From: Cam Preus-Braly [Cam.Preus-Braly@state.or.us]
Sent: Thursday, April 20, 2006 10:53 AM
To: CC Presidents
Cc: CC Business Mgrs
Subject: Capital Construcion 2007-09

Good Morning All –

I wanted to bring you up to date on a meeting held last week with my 'advisors' on capital construction process and ranking group. You will remember that in 2004 I asked four presidents to help me make sense of the list and also provide advice and counsel on ranking. It is their good work that provided the final list for the 2005 session.

Ranking on the list:

Remembering that the first cut for getting on the list are the 6 criteria contained the Oregon Administrative Rule - the ranking criteria we agreed to use for the 2007-09 session include many (but not all) of the same criteria as for 2005-07. They include:

1. structural integrity and safety concerns
2. connection to and partnerships with OUS and K-12
3. economic development and high demand occupations

The ranking criteria for 2007-09 does not include the 2005-07 criteria of a 'need for a new campus' as it was our collective feeling that the governor's office and the legislature feel they have made major steps in this direction in terms of the 2005 investments...and that it is time to expand the horizon of our focus.

Placement on the list:

The capital construction advisors discussed and proposed that colleges on the list will not change their placement even if they have submitted a "new" or different project than was on the list in 2005.

Development of the ongoing list:

The capital construction advisors discussed and proposed that we begin immediately to expand the list to include all college's **2nd and 3rd priority projects**. This means that CCWD will need completed **due diligence reports on these additional projects within the next 30 days** so they can be included in the final package adopted by the State Board of Education at their June meeting – when they finalize the overall budget request.

This building out the list is critical for all 17 colleges – regardless of bonding received in 2005 or if you are at the top of the list for 2007 – we want to make sure that the State Board of Education, the Governor and the Legislature all understand that there are substantial needs for capital construction across the 17 colleges and we will do our part to prepare good documentation of those needs for every legislative session. **Therefore, it is critical that you provide complete due diligence reports so we can make this case. Please return your next 2 priority projects to CCWD by May 19th.** I'll send along the due diligence report form again so you have it handy.

2007 Legislative Session Capital Construction List:

Once CCWD has your due diligence reports in for your 2nd and 3rd (for some now your 1st and 2nd priority projects) the capital construction advisors and I will review and rank according to the above listed ranking criteria and bring that to the May presidents council.

Also – the paragraph that describes your project in the spreadsheet is a CCWD creation and the capital construction advisors thought it would be most useful if you all wrote your own 'blurb' ... so once we have the list compiled we will forward it to you for your project summary.

Finally – the capital construction advisors are agreed on the proposal to use of a standard inflationary factor for all projects – as I review what has been provided to date we will work with each of you to be sure we are properly inflating the costs for your projects.

I think that is all for now – pls call if you have question.

Cam

4/27/2006

**OREGON DEPARTMENT OF COMMUNITY COLLEGES
AND WORKFORCE DEVELOPMENT**

**INFORMATION TO BE PROVIDED FOR DUE DILIGENCE REVIEW FOR
THE 2005-07 COMMUNITY COLLEGE CAPITAL CONSTRUCTION PROJECT
STEERING COMMITTEE AND LEGISLATIVE REVIEW**

Statement of the Need

- What is the nature of the problem to which this project is the solution?
- Who in the Community College's Facilities Unit is primary point of contact. (Provide pertinent contact information, including e-mail, telephone number, fax number, and the address of all involved).
- Why is this project required by the Community College at this time?
- What is the program purpose to be served (varies by program -- academic justification for academic projects, auxiliary need for auxiliaries, etc.)
- Is this project related directly to another project preceding or following it, to which an approval is tied?
- Are there external factors driving the need or timing (donor relations, community agreements, funding deadlines imposed by federal agencies, etc.)?

Statement of the Proposed Solution

- What is the final proposed solution to this need?
- What goals were set for the project and what criteria were used to examine alternatives?
- What alternatives were then examined, to what level of detail, and what were the conclusions the campus reached concerning them?
- At what stage of maturity is the solution, i.e., early concept, initial planning, schematic design, design development, construction drawings, and/or fund-raising and other implementation?
- If this is a phased project, with some approvals already in existence, please provide such information.

Legislative Considerations

- Identify any possible conflicts with existing statutes (ORS), policies, regulations, etc., if known

Facility Information

- Provide standard information on the physical characteristics of the project: location (with

an accompanying map(s) showing the parcel in relation to any existing campus and/or city involved; building gross square feet and assignable square feet; height, design features.

- Provide detailed information on the academic (or other program) features of the project, such as amount of assignable square footage for major uses (classrooms, offices, athletic fields, conference rooms, etc).
- Provide estimated costs for the project, including planning and programming (if to be included in the requested funding); refer to materials prepared
- Summarize any particular campus-related facilities issues that are affected by the project (i.e., replacement parking, movement of existing facility, notice of hazardous material remediation, etc).
- Identify any architect and/or project development firms the community college has been working with to analyze and develop the project.
- Provide a complete estimate of the total project budget, identify any consultants that participated in developing the project budget.

Schedule

- What is the expected schedule for completion of this project?
- What elements are on the critical path for this project?

Academic and Planning Considerations

- Has the proposal been examined in light of the following and received necessary approvals from appropriate campus or municipal jurisdictions?
 - a. Community College master plan &/or campus planning committee
 - b. Community College academic plan
 - c. Community College enrollment projections
 - d. City and/or county master plan and zoning
 - e. City and/or county design requirements
 - f. City and/or county environmental issues, including traffic/parking
 - g. City and/or county public information
- For each, please identify significant issues that have been investigated and resolved (i.e., competing land use, high-cost campus or city requirements exacted in return for approvals, neighborhood/municipal public concerns. If legal documents have been filed, please provide information on each.

Financial Considerations

- How will the Community College’s financial contribution to this project be funded? If any form of financing is expected to be used to fund the contribution describe the specific nature, amount, source of repayment and term of the financing.
- If State funds are required (Article XI-G bonds), please state amount requested
- If an acquisition of a major property is desired, have you obtained (a) tax assessor’s statement, (b) two independent appraisals, (c) comparable sales information for similar facilities (if in rural areas, consider comparables from similarly-sized towns), (d) if leasing of the space to others will be part of future stream of payment, identify estimated rents and tag to market; (e) other considerations that may be required after this level of review.
- List source(s) of repayment for all Community College debt proposed. If you have a complex plan for repayment, offer detailed information by fund source for the entire period of the bond.
- [NOTE: State must also obtain proper review and approval of all bond-related matters from the OUS Bond Counsel, in addition to in-house review.]
- In cases where Community College is leasing land to a Developer or third-party, over a long-term period, additional financial requirements will be placed, including, for example, the following:
 - a) Review of Dunn and Bradstreet or similar ratings of financial performance
 - b) Review of past performance on related projects and any outstanding legal issues pertaining to them

Legal Considerations

- Copies of all leases, easements, etc., will be required to be provided to the Department of Community Colleges and Workforce Development for review prior to Ways and Means approval..

Personnel

RECOMMENDATION

Direction from the Board on next step(s) in the search/selection of an Interim President.

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	Position search suspended due to budget considerations.	Lori Gates, Chair Fred Bennett Kari Manning Sara Charlton	None
Director of Admissions, Scholarships, and Student Life	Immediately	Negotiable	Position description amended and advertising begun.	Ralph Orr, Chair Tom Atchison Sheila Fitch Kari Manning	None

2. An executive session is suggested to interview candidates for Interim President.



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Announcements and General Information

RECOMMENDATION

Information only—no action requested.

BACKGROUND INFORMATION----- President Orr

There are no announcements this month.



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