



# 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, February 5, 2007, at 6:30 p.m., in Room Nine, First Street Campus, 2510 First St., Tillamook, Oregon, 97141.

A copy of the agenda for the meeting will be available beginning Thursday, February 1, 2007, 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, Presidential Search, 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, January 31, 2007

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

\_\_\_\_\_  
Jon Carnahan – Interim 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
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:**  
Monday, February 5, 2007

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

**Time:**  
6:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chairman McGinnis
2.	<b>Approval of the Agenda</b> -----(Action)	Chairman McGinnis
3.	<b>Invitation of Public Comment</b> -----  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 McGinnis
4.	<b>January 8, Regular Board and January 22, 2007 Bond Work-session/Presidential Search Executive Session Minutes</b> ----- (Action)	Chairman McGinnis
5.	<b>Reports:</b>	
A.	Oregon Community College Association-----	Director Swain/ Interim President Carnahan
B.	Financial Position-----	Comptroller Williams
C.	Oregon School Boards Association Presidential Search Update -----	Interim President Carnahan
	Pursuant to O.R.S. § 192.660(2)(a)(D) the Board may reconvene prior Executive Session for the purpose of discussing the Presidential Search.	
6.	<b>Old Business:</b>	
7.	<b>New Business:</b>	
A.	Board Member Election -----	Interim President Carnahan
B.	2007-2008 Academic Calendar-----	Dean Gates
8.	<b>Standing Business:</b>	
A.	Strategic Planning and Accreditation -----	Dean Gates
B.	Courses and Curricula----- (Action)	Dean Gates
C.	Grants and Contracts ----- (Action)	Dean Ellison
D.	Board of Education Policy-----	Interim President Carnahan
E.	Facilities ----- (Action)	Interim President Carnahan
F.	Personnel-----	Interim President Carnahan
9.	<b>Announcements and General Information</b> -----	Interim President Carnahan



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- |  |                   |
|--|-------------------|
| <b>10. Invitation of Public Comment</b> -----  | Chairman McGinnis |
| <b>11. Board Member Discussion Items</b> ----- | Chairman McGinnis |
| <b>12. Adjournment</b> ----- <b>(Action)</b>   | Chairman McGinnis |



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# Board of Education Meeting Minutes

January 8, 2007

2510 First Street, Tillamook, OR 97141, Conference Room

**Directors Present:** James McGinnis, Craig Wakefield, Ruth Jensen, Steve Shaw

**Directors Absent:** Ann Swain, Bob Weitman, and Rose Wharton

**Staff Present:** Jon Carnahan, Lori Gates, Ron Ellison, Kyra Williams, Sue Owens

**Guests Present:** Commissioner Cam Preus-Braly, Department of Community Colleges & Workforce Development

**Call to Order:**

Chair McGinnis called the meeting to order at 6:40 p.m. and welcomed Commissioner Cam Preus-Braly, Department of Community Colleges & Workforce Development.

**Approval of Agenda:**

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

**Invitation of Public Comment:**

No public comment.

**Approval of Minutes:**

On approval of a motion by Director Wakefield, it was resolved that the December 4, 2006 Executive Session/Presidential Search Committee, Regular Board Meeting, and Executive Session Minutes be approved. Minutes attached and made a part of the official records.

**Reports:**

Department of Community Colleges and Workforce Development: (Item 5.A)

Commissioner Cam Preus-Braly gave a brief update on the activities at CCWD, and distributed a draft brochure explaining the state-wide fund distribution for the 17 community colleges. She also added that overall enrollment was up state-wide but noted the rate at TBCC was phenomenal. When discussing the Capital Construction bond, she stated TBCC will get another six years to match the \$4.9 million.

Oregon Community Colleges Association: (Item 5.B)

There was no report given.

Financial Position: (Item 5.C)

Report is attached and made a part of the official records. Chairman McGinnis stated that he was pleased to see Financial Aid growing so well which helped increase enrollment.

Oregon School Boards Association – Update on Presidential Search: (Item 5.D)

Report is attached and made a part of the official records. Interim President Carnahan reminded the Board of the upcoming Bond Workshop and Presidential Search meeting on Monday, January 22.

**Old Business:**

None.

**New Business:**

None.

**Standing Business:**

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates shared that it is the recommendation of the Planning and Steering Committee to delay the Spring 2008 Site visit to Fall 2008 or Spring 2009 in order to better prepare. She also added that faculty,



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staff, and board members will be surveyed regarding the College's mission and goals. Those results will be reported at the February board meeting. Report is attached and made a part of the official records.

Courses and Curricula: (Item 8.B)

There were no new courses or curricula to report.

Grants and Contracts: (Item 8.C)

There were no grants or contracts to report.

Board of Education Policy: (Agenda Item 8.D)

Interim President Carnahan noted that due to unusual weather conditions this year the College has closed for 20 hours. He asked that the Board grant him authority to extend the 24 hour curtailed operations hourly maximum (Policy 313.4) as needed through June 30, 2007. Since it was not a change to policy, it was determined that this could be done with a majority vote of Directors present. On approval of a motion by Director Shaw, it was resolved to grant the authority as requested.

Facilities: (Agenda Item 8.E)

Interim President Carnahan reminded the Board of the work session scheduled for Monday, January 22, 2007 to review and discuss its options for a local capital construction bond measure. Dinner will be provided. Please advise Secretary Sue Owens whether or not you will be attending.

Personnel: (Agenda Item 8.F)

Interim President Carnahan shared that two positions, those being Library Director and "College Now" Coordinator are in the process of being opened.

**Announcements and General Information:**

Interim President Carnahan shared:

- Enrollment is looking good;
- Directors Swain, Weitman, and Wharton's terms expire in June. If they chose to run again, they may file with the County Clerk's office between February 5, and March 5, 2007 for the May election.

**Invitation for Public Comment:**

There was no public comment.

**Board Member Discussion Items:**

There were no discussion items.

**Adjournment:**

Upon approval of a motion by Director Wakefield, it was resolved to adjourn at 7:15 p.m.

Respectfully submitted,

Interim President Jon Carnahan, Clerk of the Board



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# Board of Education Meeting Minutes

January 22, 2007

2510 First Street, Tillamook, OR 97141, Room Nine

**Directors Present:** James McGinnis, Craig Wakefield, Ruth Jensen, Steve Shaw, Ann Swain, Bob Weitman, and Rose Wharton

**Staff Present:** Jon Carnahan, Lori Gates, Ron Ellison, Sue Owens

**Guests Present:** Tillamook County Commissioner Mark Labhart, TBCC Student Lisa Huckins

## **Call to Order:**

Chair McGinnis called the meeting to order at 5:55 p.m.

## **Approval of Agenda:**

After a brief notation from Chair McGinnis that the time on the agenda should show the start time at 6:00 pm rather than 6:30, there was approval of a motion by Director Weitman to resolve to approve the agenda as corrected.

## **Capital Construction Bond Work-session:**

Interim President Carnahan stated the primary goal of this work-session was preparation to make a decision whether or not to try for another bond measure, if so when and for what amount, by the February 5, 2007 board meeting. He added that his recommendation would be included on the agenda also.

Work-session topics covered included:

- ✓ Review results of Bond Measure elections
- ✓ Discuss options for future Bond Measure elections
- ✓ Discuss Architectural and space requirements
- ✓ Discuss future election dates and bond amounts

On approval of a motion by Chair McGinnis, it was resolved to adjourn to Executive Session pursuant to O.R.S. § 192.660(1)(e) to discuss real property at 6:10 p.m.

Regular meeting resumed at 6:56 p.m.

No decisions were made during executive session.

## **Adjournment:**

Upon approval of a motion by Director Weitman, it was resolved to adjourn at 7:35 p.m.

Respectfully submitted,

Interim President Jon Carnahan, Clerk of the Board



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# **Board of Education**

## **Executive Session (Work-session)**

### **Meeting Minutes**

January 22, 2007

2510 First Street, Tillamook, OR 97141, Room Nine

**Directors Present:** James McGinnis, Craig Wakefield, Ruth Jensen, Steve Shaw, Ann Swain, Bob Weitman, and Rose Wharton

**Staff Present:** Jon Carnahan, Lori Gates, Ron Ellison, Sue Owens

**Guests Present:** Tillamook County Commissioner Mark Labhart

**Call to Order:**

Chair McGinnis called the Executive Session to order at 6:11 p.m. pursuant to O.R.S. § 192.660(1)(e) for the purpose of discussing real property.

No decisions were made during executive session.

**Adjournment:**

Upon approval of a motion by Director Wharton, it was resolved to adjourn to regular session at 6:55 p.m.

Respectfully submitted,

Interim President Jon Carnahan, Clerk of the Board



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# Board of Education

## Executive Session (Presidential Search)

### Meeting Minutes

January 22, 2007

2510 First Street, Tillamook, OR 97141, Conference Room

**Directors Present:** James McGinnis, Craig Wakefield, Ruth Jensen, Steve Shaw, Ann Swain, Bob Weitman, and Rose Wharton

**Staff Present:** Jon Carnahan, Sue Owens

**Guests Present:** No guests

#### **Presidential Search Update:**

Chair McGinnis reconvened the December 4, 2006 Executive Session pursuant to O.R.S. § 192.660(2)(a)(D) to discuss employment of the chief executive officer at 7:43 p.m.

The Board of Education received the Presidential Screening Committee's rankings and selected candidates to interview.

#### **Adjournment:**

Upon approval of a motion by Chair Weitman, it was resolved to recess Executive Session at 8:45 p.m.

Respectfully submitted,

Interim President Jon Carnahan, Clerk of the Board



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# Oregon Community College Association

## RECOMMENDATION

Information only. No action requested.

BACKGROUND INFORMATION-----**Director Swain & Interim President Carnahan**  
The OCCA Board of Directors met on January 23, 2007 at the Salem Convention Center and hosted a Legislative Summit.

## **Oregon Community College Association**

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- 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-----Marilyn Lane (Clatsop Community College)  
Vice-Chair-----Connie Lee (Central Oregon Community College)  
Treasurer-----Blaine Nissan (Umpqua Community College)  
Secretary-----Preston Pulliams (Portland Community College)  
Executive Director-----Andrea Henderson



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## 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 December 2006  
 50.00% of fiscal year elapsed

	2005-2006 Annual Budget	2005-2006 Actual	2005-2006 Percentage of Budget	2006-2007 Annual Budget	2006-2007 Actual	2006-2007 Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 769,609	\$ 1,040,429.72	135.19%	\$ 655,245	\$ 1,107,367.18	169.00%
State	\$ 1,376,240	\$ 876,284.25	63.67%	\$ 667,609	\$ 608,111.76	91.09%
Property Taxes	\$ 800,000	\$ 669,227.91	83.65%	\$ 815,000	\$ 704,782.77	86.48%
Timber Taxes	\$ -	\$ -	0.00%	\$ 275,000	\$ 80,438.93	29.25%
Tuition	\$ 315,000	\$ 240,338.00	76.30%	\$ 325,000	\$ 298,305.00	91.79%
Fees	\$ 91,000	\$ 55,564.96	61.06%	\$ 95,000	\$ 65,192.08	68.62%
Sale of Goods	\$ 2,000	\$ 1,715.00	85.75%	\$ 2,000	\$ 1,150.00	57.50%
Interest	\$ 25,000	\$ 24,595.71	98.38%	\$ 32,000	\$ 31,910.02	99.72%
Miscellaneous	\$ 10,000	\$ 1,012.46	10.12%	\$ 5,000	\$ 2,187.44	43.75%
Transfers	\$ 238,821	\$ 164,501.46	68.88%	\$ 8,871	\$ 3,612.39	40.72%
Repayment of Short-Term Loan	\$ 49,043	\$ -	0.00%	\$ 154,042	\$ -	0.00%
<b>Total resources</b>	<b>\$ 3,676,713</b>	<b>\$ 3,073,669.47</b>	<b>83.60%</b>	<b>\$ 3,034,767</b>	<b>\$ 2,903,057.57</b>	<b>95.66%</b>
<b>Expenditures</b>						
Instruction	\$ 796,712	\$ 298,675.69	37.49%	\$ 811,091	\$ 365,464.40	45.06%
Instructional Support	\$ 324,631	\$ 160,411.28	49.41%	\$ 242,823	\$ 116,226.52	47.86%
Student Services	\$ 291,264	\$ 163,946.39	56.29%	\$ 430,603	\$ 169,103.83	39.27%
College Support	\$ 1,012,079	\$ 549,472.23	54.29%	\$ 953,502	\$ 410,556.00	43.06%
Plant Operation	\$ 391,715	\$ 111,810.37	28.54%	\$ 174,492	\$ 58,851.10	33.73%
Financial Aid	\$ 110,850	\$ 37,264.82	33.62%	\$ 95,000	\$ 61,428.94	64.66%
Transfers	\$ 111,120	\$ 37,547.37	33.79%	\$ 104,000	\$ 44,037.70	42.34%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,088,371</b>	<b>\$ 1,359,128.15</b>	<b>44.01%</b>	<b>\$ 2,861,511</b>	<b>\$ 1,225,668.49</b>	<b>42.83%</b>
<b>Ending fund balance</b>	<b>\$ 588,342</b>	<b>\$ 1,714,541.32</b>	<b>291.42%</b>	<b>\$ 173,256</b>	<b>\$ 1,677,389.08</b>	<b>968.16%</b>

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

	Fund No.	Beginning Working Capital	2006-2007 Revenue	2006-2007 Expenditures	Ending Working Capital	2006-2007 Spendable Budget	2005-2006 Prior Year Expenditures	
Adult Basic Education	210	\$ -	\$ 11,409.57	\$ 22,964.67	\$ (11,555.10)	\$ 52,700	\$ 14,662.65	
Tutor Grant	211	\$ -	\$ -	\$ 1,732.46	\$ (1,732.46)	\$ 14,244	\$ 3,831.50	
Adult Ed Program Improvement Project Grant	212	\$ -	\$ 1,348.08	\$ 3,382.58	\$ (2,034.50)	\$ 4,525	\$ 3,360.70	
Adult Ed Accountabilty Grant	213	\$ -	\$ 1,556.92	\$ 3,168.45	\$ (1,611.53)	\$ 14,000	\$ 17,272.41	
Sprint Yellow Pages Literacy Grant	215	\$ 3,059.72	\$ -	\$ 32.82	\$ 3,026.90	\$ 3,000	\$ 26.45	
United Way Literacy Grant	216	\$ 3,339.09	\$ 500.00	\$ 386.97	\$ 3,452.12	\$ 3,222	\$ 113.94	
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ 2,115.84	\$ 2,115.84	\$ -	\$ 11,892	\$ 1,763.83	
2005-07 Incentive Grant	218	\$ -	\$ 4,885.90	\$ 4,885.90	\$ -	\$ 15,625	\$ -	
SBDC Federal Grant	230	\$ -	\$ 15,125.00	\$ 15,125.00	\$ -	\$ 30,250	\$ 15,125.00	
SBDC State Grant	231	\$ -	\$ 18,251.27	\$ 18,251.27	\$ -	\$ 41,982	\$ 20,666.25	
SBDC Program Income	232	\$ 3,965.68	\$ 7,301.00	\$ 1,238.22	\$ 10,028.46	\$ 24,568	\$ 11,127.85	
SBDC Supplement	233	\$ 7,120.03	\$ -	\$ 899.32	\$ 6,220.71	\$ 5,328	\$ -	
TEC Vocational Education Grant	240	\$ -	\$ 12,794.60	\$ 13,624.41	\$ (829.81)	\$ 15,200	\$ 4,400.91	
The OR Community Foundation Grant	241	\$ 1,180.40	\$ -	\$ -	\$ 1,180.40	\$ -	\$ -	
IWEB Connections Contract	242	\$ 5,241.91	\$ -	\$ -	\$ 5,241.91	\$ 375	\$ 121.80	
Oregon Healthcare Workforce Partnership	245	\$ -	\$ 6,202.02	\$ 6,202.02	\$ -	\$ 42,000	\$ -	
First Responder Grant	246	\$ -	\$ -	\$ 2,769.18	\$ (2,769.18)	\$ -	\$ -	
Student Assistance	250	\$ 3,415.83	\$ -	\$ 90.00	\$ 3,325.83	\$ 3,300	\$ 180.00	
Work Keys Mini Grant	251	\$ 2,375.64	\$ -	\$ 105.00	\$ 2,270.64	\$ 2,000	\$ 283.20	
Bay City Rental	260	\$ 13,353.16	\$ 1,180.03	\$ 1,346.25	\$ 13,186.94	\$ 3,300	\$ 1,774.10	
<b>Total Special Fund</b>		\$ 43,051.46	\$ 82,670.23	\$ 98,320.36	\$ 27,401.33	\$ 287,511	\$ 94,710.59	\$ 125,767.11

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 12/31/2006
Total of Grants that borrow from the General Fund	\$ (20,532.58)	\$ 36,812.23	\$ 7,887.55	\$ (49,457.26)
Total of Grants that are not borrowing from the General Fund	\$ 47,933.91	\$ 1,062.00	\$ -	\$ 46,871.91
<b>Total Special Fund</b>	\$ 27,401.33	\$ 37,874.23	\$ 7,887.55	\$ (2,585.35)

	Fund No.	Beginning Working Capital	2006-2007 Revenue	2006-2007 Expenditures	Ending Working Capital	2006-2007 Spendable Budget	2005-2006 Prior Year Expenditures
Community Education	310	\$ (18,319.68)	\$ 5,796.00	\$ 2,736.06	\$ (15,259.74)	\$ 15,161	\$ 9,408.44
Bookstore	320	\$ 23,633.61	\$ 75,748.55	\$ 89,430.64	\$ 9,951.52	\$ 125,642	\$ 69,691.24
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 23,158	\$ 93.67
<b>Total Enterprise Fund</b>		\$ 12,317.26	\$ 81,544.55	\$ 92,166.70	\$ 1,695.11	\$ 163,961	\$ 79,193.35
PERS Pension Bond Fund	410	\$ 20,303.87	\$ 44,059.69	\$ 42,011.63	\$ 22,351.93	\$ 105,824	\$ 40,860.64
Building Reserve Fund	510	\$ 622,212.78	\$ 15,161.23	\$ -	\$ 637,374.01	\$ -	\$ 130,090.23
Associated Students of TBCC	710	\$ 662.54	\$ 146.80	\$ 90.00	\$ 719.34	\$ 5,200	\$ 429.27
Phi Theta Kappa Honorary Society Fund	720	\$ 347.09	\$ 1,782.84	\$ 1,371.97	\$ 757.96	\$ 9,050	\$ 834.28
<b>Total Agency Fund</b>		\$ 1,009.63	\$ 1,929.64	\$ 1,461.97	\$ 1,477.30	\$ 14,250	\$ 1,263.55

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended December 2006

50.00% 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)		\$ 1,380,281			\$ (47,623)			\$ 520,306			\$ 20,343	
Beginning Fund Balance	\$ 655,245	\$ 1,107,367	169.00%	\$ 176,035	\$ 43,051	24.46%	\$ 543,458	\$ 622,213	114.49%	\$ 1,100	\$ 20,304	0.00%
<b>Resources</b>												
State Aid	\$ 667,609	\$ 608,112	91.09%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 242,418	\$ 74,189	30.60%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 420,000	\$ 363,497	86.55%	\$ 13,000	\$ 4,239	32.61%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ 815,000	\$ 704,783	86.48%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ 275,000	\$ 80,439	29.25%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 2,000	\$ 1,150	57.50%	\$ -	\$ 3,062	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ 32,000	\$ 31,910	99.72%	\$ -	\$ -	0.00%	\$ 14,000	\$ 15,161	108.29%	\$ 1,000	\$ 22	2.20%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ 3,700	\$ 1,180	31.89%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 5,000	\$ 2,187	43.74%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ 154,042	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 8,871	\$ 3,612	40.72%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 104,000	\$ 44,038	42.34%
<b>Total Revenues</b>	<b>\$ 2,379,522</b>	<b>\$ 1,795,690</b>	<b>75.46%</b>	<b>\$ 259,118</b>	<b>\$ 82,670</b>	<b>31.90%</b>	<b>\$ 14,000</b>	<b>\$ 15,161</b>	<b>108.29%</b>	<b>\$ 105,000</b>	<b>\$ 44,060</b>	<b>0.00%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 1,872,742	\$ 865,304	46.21%	\$ 181,448	\$ 64,209	35.39%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 834,769	\$ 307,883	36.88%	\$ 98,698	\$ 31,074	31.48%	\$ -	\$ -	0.00%	\$ -	\$ 1,600	0.00%
Capital Outlay	\$ -	\$ 8,443	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 105,824	\$ 40,412	38.19%
Transfers	\$ 104,000	\$ 44,038	42.34%	\$ 7,365	\$ 3,037	41.24%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 139,042	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ 50,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 557,458	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 2,861,511</b>	<b>\$ 1,225,668</b>	<b>42.83%</b>	<b>\$ 426,553</b>	<b>\$ 98,320</b>	<b>23.05%</b>	<b>\$ 557,458</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 105,824</b>	<b>\$ 42,012</b>	<b>39.70%</b>
Ending Fund Balance	\$ 173,256	\$ 1,677,389		\$ 8,600	\$ 27,401		\$ -	\$ 637,374		\$ 276	\$ 22,352	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 125,011			\$ 37,874			\$ -			\$ -	
Inventories		\$ 2,691			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ (127,702)			\$ (37,874)			\$ -			\$ -	
Liabilities												
Accounts Payable		\$ 1,552			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 39,137			\$ -			\$ -			\$ -	
Payroll		\$ 122,901			\$ 7,888			\$ -			\$ -	
NET EFFECT ON CASH		\$ 163,590			\$ 7,888			\$ -			\$ -	
NET ADJUSTMENTS		\$ 35,888			\$ (29,986)			\$ -			\$ -	
ENDING CASH BALANCE		\$ 1,713,277			\$ (2,585)			\$ 637,374			\$ 22,352	

Agenda Item 5.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended December 2  
 50.00% 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)		\$ (15,605)			\$ 7,567			\$ 7,003			\$ 1,010	
Beginning Fund Balance	\$ 15,000	\$ (18,320)	-122.13%	\$ 21,000	\$ 23,634	112.54%	\$ 7,103	\$ 7,003	0.00%	\$ 300	\$ 1,010	336.67%
<b>Resources</b>												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 380	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 16,255	\$ 5,796	35.66%	\$ -	\$ -	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%	\$ 110,000	\$ 75,716	68.83%	\$ -	\$ -	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%	\$ 750	\$ 33	4.40%	\$ 18,000	\$ -	0.00%	\$ 15,400	\$ 1,930	12.53%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 16,635</b>	<b>\$ 5,796</b>	<b>34.84%</b>	<b>\$ 110,750</b>	<b>\$ 75,749</b>	<b>68.40%</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 15,400</b>	<b>\$ 1,930</b>	<b>12.53%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 10,311	\$ 2,429	23.56%	\$ 22,342	\$ 11,191	50.09%	\$ 14,933	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 4,730	\$ 260	5.50%	\$ 87,100	\$ 77,712	89.22%	\$ 8,039	\$ -	0.00%	\$ 14,250	\$ 1,463	10.27%
Capital Outlay	\$ -	\$ -	0.00%	\$ 10,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 120	\$ 47	39.17%	\$ 1,200	\$ 528	44.00%	\$ 186	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ 15,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ -	\$ -	0.00%	\$ 5,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 30,161</b>	<b>\$ 2,736</b>	<b>9.07%</b>	<b>\$ 125,642</b>	<b>\$ 89,431</b>	<b>71.18%</b>	<b>\$ 23,158</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 14,250</b>	<b>\$ 1,463</b>	<b>10.27%</b>
Ending Fund Balance	\$ 1,474	\$ (15,260)		\$ 6,108	\$ 9,952		\$ 1,945	\$ 7,003		\$ 1,450	\$ 1,477	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ 671	\$ -		\$ -	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ 17,885	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ (18,556)	\$ -		\$ -	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 4)	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Payroll	\$ (61)	\$ (61)		\$ 2,569	\$ 631		\$ 631	\$ 631		\$ -	\$ -	
NET EFFECT ON CASH	\$ (61)	\$ (61)		\$ 2,569	\$ 631		\$ 631	\$ 631		\$ -	\$ -	
NET ADJUSTMENTS	\$ (61)	\$ (61)		\$ (15,987)	\$ 631		\$ 631	\$ 631		\$ -	\$ -	
ENDING CASH BALANCE	\$ (15,321)	\$ (15,321)		\$ (6,035)	\$ 7,634		\$ 7,634	\$ 7,634		\$ 1,477	\$ 1,477	

Total Cash per General Ledger (Note 5)

**\$2,358,172**

Cell: A10

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

Cell: A21

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

Cell: A35

Comment: Note 3. Contingency in the General Fund and Enterprise Fund and reserved for future expenditures in Building Reserve Fund.

Cell: A49

Comment: Note 4. Assessed but unreceived property taxes.

Cell: Q58

Comment: Note 5. Amount ties with cash and cash equivalents on deposit at end of month.

## Oregon School Boards Association Presidential Search Update

### **RECOMMENDATION**

Information only. No action required.

### **BACKGROUND INFORMATION**----- **Interim President Jon Carnahan**

Attached is a copy of the Board of Education news release and a copy of the interview schedule for the three finalist.



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# Tillamook Bay

COMMUNITY COLLEGE

**FOR IMMEDIATE RELEASE:** January 26, 2007

**Contact:** Interim President Jon Carnahan (842-8222 Ext. 1160 or [carnahan@TillamookBay.cc](mailto:carnahan@TillamookBay.cc))

## **TBCC Conducts Presidential Interviews**

The Board of Education at Tillamook Bay Community College has selected three finalists to be interviewed for the position of President at the Community College. The Board received 26 applications for the position and will interview the finalists between February 7<sup>th</sup> and February 23<sup>rd</sup>. In addition to the Board interviews, each candidate will have open forums that will allow feedback to the Board from the faculty, staff, students and community. The Board plans to announce the hiring of a new president at their April Board meeting. The new president will begin in July. Jon Carnahan, the Interim President will continue to serve through the end of June.

Dr. Martin Gonzales is currently the Provost of Pensacola Junior College in Pensacola, Florida. Previous experience includes Department Chair positions at Pensacola Junior College, Mississippi University and Ouachita Baptist. Dr. Gonzales received his associate degree from Northwest Junior College, his bachelor and master's degrees from Delta State University and his doctorate in Higher Education from the University of Mississippi.

Dr. J. Michael Orenduff's most recent experience has been as President of Bermuda College with previous experience as Vice President and Dean of Academic Services at Central Wyoming College, Visiting Faculty Member at the United States Military Academy, President of New Mexico State University and Chancellor of the University of Maine System. Dr. Orenduff received his bachelor's degree from the University of Texas, his master's degree from the University of New Mexico and his doctorate from Tulane University.

Dr. David M. Smith is currently the Chief Administrative Officer and Interim President at Lamar Community College in Colorado. Previous experience includes Vice President of Academic Affairs and Chief Academic Officer at Lamar Community College, Director of Columbia College Extended Division Campuses, Learning Resources Division, and Supervisor and Library Services at Fresco City College. Dr. Smith received his bachelor's degree from California State University, his master's in Creative Writing from California State University and his doctorate in English Literature from the University of Dover.

Public forums for the candidates will take place the following dates and locations. Dr. Smith, Wednesday, February 7, 4-5:00 pm; Dr. Gonzales, Wednesday, February 14, 4-5:00 pm; Dr. Orenduff, Friday, February 23, 4-5:00 pm. All public forums will take place in the Hatfield Meeting room of the Tillamook County Library, 1716 Third Street, Tillamook, OR 97141. All members of the public are invited to attend and offer input.

###

**TBCC PRESIDENTIAL SEARCH  
INTERVIEW SCHEDULE**

**Interview #1 – Dr. David Smith**

Arrive Day Prior to Interview: Tuesday, February 6, 2007  
Day One Interview Schedule (Wednesday, February 7)

**Interview #2 – Dr. Martin Gonzales**

Arrive Day Prior to Interview: Tuesday, February 13, 2007  
Day One Interview Schedule (Wednesday, February 14)

**Interview #3 – Dr. Michael Orenduff**

Arrive Day Prior to Interview: Thursday, February 22, 2007  
Day One Interview Schedule (Friday, February 23)

Time	Event	Location
8-8:45	Informal coffee with Screening Committee	Room 10
9-10:30	Interview with Board	Conference Room
11-12:00	College Staff Forum	Room 8
12:30-1:30	Lunch with District Superintendents & Jon	TBD
1:30-3:30	Tour of district w/Jon	
4-5:00	Community Forum	County Library Hatfield Meeting Room 1716 Third Street Tillamook
6:00-?	Dinner with Board of Education	Pirate's Cove Restaurant 14170 Hwy 101 N. Garibaldi

**Interview #1 – Dr. Smith - Day Two Interview Schedule (Thursday, February 8)**

**Interview #2 – Dr. Gonzales - Day Two Interview Schedule (Thursday, February 15)**

**Interview #3 – Dr. Orenduff - Day Two Interview Schedule (Saturday, February 24)**

Time	Event	Location
8-9:50	Informal coffee with Management Staff	President's Office
	Depart	

## Board of Education Election

### RECOMMENDATION

Review only, no action requested.

### BACKGROUND INFORMATION-----Dean Gates

Three Board Members, Ann Swain, Bob Weitman, and Rose Wharton's terms expire in June 2007. Attached is information regarding filing for elected positions.



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# Special District Director Information Form


## Tillamook Bay Community College

Contact Person: Jon Carnahan

2510 First Street

Tillamook OR 97141

*please fill in any missing information*

Signature: 

Phone #: 503-842-8222 x180 x 1160

Fax #: 503-842-2214

email: CARNAHAN@TILLAMOOKBAY.CC

DATE OF NEXT REGULAR DISTRICT ELECTION MAY 15, 2007

THIS FORM MUST BE RECEIVED BY THE ELECTION OFFICER BY JANUARY 19, 2007. SEND BY FAX OR MAIL.

CHECK  THE INFORMATION BELOW IS CORRECT AS GIVEN  
ONE

ADDITIONS OR CORRECTIONS TO INFORMATION BELOW SHOULD BE MADE AS INDICATED

### PART I - LIST NAMES OF ALL DIRECTORS CURRENTLY ON BOARD

<u>Board Member</u>	<u>Position</u>	<u>Zone</u>	<u>Elected/ Appointed</u>	<u>Term</u>	<u>Term Expires</u>
Rose Wharton	1	1	5/03	4 Year Term	2007 (2007)
Craig Wakefield	2	2	5/05	4 Year Term	2009 (2009)
Ruth E. Jensen	3	3	5/05	4 Year Term	2009 (2009)
Steve Shaw	4	4	5/05	4 Year Term	2009 (2009)
Ann Swain	5	5	5/03	4 Year Term	2007 (2007)
James McGinnis	6	@LG	5/05	4 Year Term	2009 (2009)
Robert Weitman	7	@LG	5/03	4 Year Term	2007 (2007)

### PART II - COMPLETE THE FOLLOWING FOR APPOINTED DIRECTORS ONLY

<u>NAME OF APPOINTEE</u>	<u>NAME OF DIRECTOR REPLACED</u>	<u>DATE REPLACED DIRECTOR LAST ELECTED</u>	<u>LENGTH OF TERM</u>

PART III - NEWSPAPER FOR PUBLICATION: HEADLIGHT HERALD

District #: S2

# Filing of Candidacy for Special District Nomination

**SEL 190**  
rev 1/06: ORS 255.235

*This information is a matter of public record and may be published or reproduced.*

***please type or print legibly in black ink***

↓ candidate name

filing for office of

how name should appear on ballot

district, department, position or zone number *if applicable*

residence address

county of residence

home phone

work phone

fax

email address

date of election

mailing address where all correspondence will be sent

- Filing of candidacy by declaration, with the required \$10.00 fee.
- Filing of candidacy by petition, with the required signature sheets bearing the signatures of at least 25 electors or at least 10% of the electors residing in the electoral district for the office (whichever is less), certified by the appropriate county elections officials.

***required information***

↓ occupation *present employment - paid or unpaid*

occupational background *previous employment - paid or unpaid*

↓ **educational background** *schools attended, use attachment if needed*

<b>complete name of school</b> <i>no acronyms</i>	<b>last grade level completed</b>	<b>diploma/degree/certificate</b> <i>(AA, BA, BS, MA, PhD, etc)</i>	<b>course of study</b> <i>optional</i>
---	-----------------------------------	--	--


other

**required information**

↓ prior governmental experience *elected or appointed*

*By signing this document, I hereby state:*

*→ that I will qualify for said office if elected*

*→ that all information provided by me on this form, including my occupation, educational and occupational background, **and** prior governmental experience, is true to the best of my knowledge*

\_\_\_\_\_  
candidate's signature

\_\_\_\_\_  
date signed

*This information is a matter of public record and may be published or reproduced.*



**Warning**

*Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715) No person may be a candidate for more than one district office, unless the district has less than 10,000 electors residing in the district. No person may be a candidate for more than one position on the same board to be filled at the same election. (ORS 249.013)*

**for office use only**

\_\_\_\_\_  
initials

\_\_\_\_\_  
cash or check number

\_\_\_\_\_  
candidate id number

## 2007-2008 Academic Calendar

### RECOMMENDATION

Review only, no action requested.

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

Attached is the preliminary 2007-2008 Academic Calendar. The Board will be asked to approve the Academic Calendar at the March meeting.



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## TILLAMOOK BAY COMMUNITY COLLEGE

### 2007-2008 ACADEMIC CALENDAR

#### 2007

MAY 14.....	Summer Term, 2007 Registration Begins
MAY 25.....	Last Day to Withdraw from Spring Term 11-Week Classes
MAY 28.....	Memorial Day Holiday
JUNE 11 - 16.....	Spring Term Finals Week
JUNE 15.....	Commencement Exercises
JUNE 16.....	Spring Term Ends
JUNE 25.....	Summer Term 2007 Classes Begin
JULY 4.....	July Fourth Holiday
AUGUST 13.....	Fall Term Registration Begins
SEPTEMBER 3.....	Labor Day Holiday
SEPTEMBER 8.....	Summer Term Ends
SEPTEMBER 17 – 18.....	College In-service (Curtailed Public Services)
SEPTEMBER 20 – 28.....	Late Registration, Fall Term
SEPTEMBER 24.....	Fall Term 2007 Classes Begin
OCTOBER 5.....	Last Day to Drop Fall Term 12-Week Courses with Refund
OCTOBER 23.....	Subject Area Committee In-service (No Credit Classes 8 a.m. - 4 p.m.)
NOVEMBER 12.....	Veterans Day Holiday
NOVEMBER 16.....	Last Day to Withdraw from Fall Term 12-Week Courses
NOVEMBER 22 - 23.....	Thanksgiving Holiday
NOVEMBER 26.....	Winter Term Registration Begins
DECEMBER 10 - 15.....	Fall Term Finals Week
DECEMBER 15.....	Fall Term Ends
DECEMBER 24, 25, 26.....	Christmas Holiday

## 2008

JANUARY 1 .....	New Year's Holiday
JANUARY 3 - 11 .....	Late Registration, Winter Term
JANUARY 7 .....	Winter Term 2008 Classes Begin
JANUARY 18 .....	Last Day to Drop Winter Term 11-Week Courses with Refund
JANUARY 21 .....	Martin Luther King, Jr. Day Holiday (non-contract day for faculty)
FEBRUARY 22.....	Last Day to Withdraw from Winter Term 11-Week Courses
MARCH 3 .....	Spring Term 2008 Registration Begins
MARCH 17 - 24.....	Winter Term Finals Week
MARCH 22 .....	Winter Term Ends
MARCH 24 - 29 .....	Spring Break
MARCH 27 - APRIL 4.....	Late Registration, Spring Term
MARCH 31 .....	Spring Term 2008 Classes Begin
APRIL 24 .....	Subject Area Committee In-service (No Credit Classes 8:00 a.m. – 4:00 p.m.)
APRIL 11 .....	Last Day to Drop Spring Term 11-Week Courses with Refund
MAY 12.....	Summer Term 2008 Registration Begins
MAY 23.....	Last Day to Withdraw from Spring Term 11-Week Classes
MAY 26.....	Memorial Day Holiday
JUNE 9 – 14 .....	Spring Term Finals Week
JUNE 13 .....	Commencement Exercises
JUNE 14 .....	Spring Term Ends
JUNE 23 .....	Summer Term 2008 Classes Begin

## Strategic Planning and Accreditation

### **RECOMMENDATION**

Consideration of information and action on College Mission, Vision, and Goals requested

### **BACKGROUND INFORMATION** .....Dean Gates

The Planning and Steering Committee met on January 30 to continue moving forward on strategic and self-study activities. There is progress on priority activities for 2006-2007 in many areas and resources needed for 2007-2008 priorities are being considered in the budget development process. Every member of the regular faculty and staff is a member of a self-study standard committee and those groups have begun collecting evidence for TBCC's Self-Study Report.

Lori Gates and Fred Bennett, TBCC Self-Study Report co-chairs, attended the NWCCU 2007 Workshop on Institutional Self Study on February 1-2. This is an annual event to which only schools that have been accepted to begin the accreditation process, or are continuing the accreditation process, are invited. Information from the Workshop will be used to improve TBCC's ongoing self-study process, Report, and preparation for the site visit for candidacy.

A survey regarding TBCC's Mission, Vision, and Goals was distributed electronically to College faculty, staff, and Board members. Results and analysis will be distributed at the Board Meeting.

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



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## Courses and Curricula

### RECOMMENDATION

Approve course proposal for Industrial Foundations (6 credit hours).

### BACKGROUND INFORMATION

-----**Dean Gates**

This course is being proposed as a stand-alone course (see below) that will become the first course in TBCC's Industrial Maintenance Technology/Millwright (IMT) program in future. The course must first be approved on its own so that it can form part of a short-term Employment Skills Training certificate we are putting together for local workers as we develop the IMT program.

### Tillamook Bay Community College Course Content and Outcome Guide

COURSE NUMBER: IMT 101/TE 199  
COURSE TITLE: Industrial Foundations  
CREDIT HOURS: 6

LECTURE HOURS: 55  
LECTURE/LAB HOURS: 22  
LAB HOURS:

SPECIAL FEE:

#### COURSE DESCRIPTION and PREREQUISITES:

Introduces the student to the essential elements of the industrial millwright role. Topics include safe operation of hand and power tools, print reading and sketching. Focus is on both theory and application.

Prerequisites: None.

#### INTENDED OUTCOMES:

Upon successful completion of Maintenance Fundamentals, the students will be able to:

- Identify various career opportunities in industrial maintenance.
- Identify and appropriately use various types of hand tools.
- Utilize various types of micrometers and calipers to accurately measure inside, outside, and depth measurements on a variety of industrial parts.
- Utilize thickness gauges, telescopic gauges, and dial indicators, to measure various dimensions and clearances.



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- Use ANSI symbols to draw sketches and layouts.
- Demonstrate basic print reading skills in practical situations.

COURSE ACTIVITIES AND DESIGN:

The student will:

- Identify, describe, and demonstrate the proper use of various types of hand tools.
- Utilize various types of micrometers and calipers to accurately measure inside, outside, and depth measurements on a variety of industrial parts.
- Utilize thickness gauges, telescopic gauges, and dial indicators, to measure various dimensions and clearances.
- Use ANSI symbols to draw sketches and layouts.
- Describe basic safety practices critical to industrial maintenance tasks.

OUTCOME ASSESSMENT:

Suggested assessments include:

- Homework assignments
- Written mid-term exam
- Written final exam
- Hands-on test of measurement skills

COURSE CONTENT (Themes, Concepts, Issues) and SKILLS:

- Measurement and layout techniques
- Safe operation of hand and power tools
- Essential tools of the millwright trade
- Sketching using ANSI standards
- Print reading basics

RELATED INSTRUCTION:

Applies only to PTE courses used for Related Instruction in certificates of 45 credits or more.



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## Grants and Contracts<sup>i</sup>

**RECOMMENDATION**

The College recommends the Board approve the Contracting Agreement with PCC as presented. Other items are for information – no action is required.

**BACKGROUND INFORMATION**----- Dean Ellison

Portland Community College

Authorization #		
NA	Purpose:	Contracting Agreement between TBCC and PCC
	Status:	Presented here for Board approval
	Term:	Continuous from year-to-year from date of execution
	Amount:	Approximately \$70,000 per year
	Funding:	TBCC General Fund
	Type:	Renewal of Intergovernmental Service Agreement (PCC)
	Comments:	PCC to continue to provide various academic, enrollment, Institutional Research, Learning Resource Center and student financial services

Oregon Department of Community Colleges and Workforce Development

Authorization #		
NA	Purpose:	Rural Colleges Strategic Reserve Pathways Initiative
	Status:	Executed
	Term:	January 22, 2007 – June 30, 2007
	Amount:	\$40,000
	Funding:	CCWD Strategic Reserve
	Type:	Intergovernmental Agreement (CCWD)
	Comments:	Funding for personnel to prepare Tillamook County occupational needs assessment, Pathways Action Plan, career roadmaps, recruitment and marketing materials and adapt curriculum



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Oregon Department of Community Colleges and Workforce Development (MarylandOnline, Inc.)

Authorization #		
NA	Purpose:	Access to materials and resources for program improvements and quality assurance in on-line course delivery and curriculum
	Status:	Executed
	Term:	January 29, 2007 – January 29, 2008
	Amount:	Subscription cost to be paid for by CCWD
	Funding:	CCWD
	Type:	Contract
	Comments:	Subscription cost to be paid for by CCWD. Participation/Outcomes will help fulfill some Distance Ed related accreditation requirements

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<sup>i</sup> **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 Policy<sup>i</sup>

### RECOMMENDATION

For information only – no action requested.

### BACKGROUND INFORMATION

----- **Interim President Carnahan**

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

<b>Policy</b>	<b>Status</b>
Policy Article 224 – Advisory Committees	Policy article presented for first reading. Updated to include the Career and Technical Education Program.

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### <sup>i</sup>TBCC POLICY MANUAL - ARTICLE 102: POLICIES AND PROCEDURES

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

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

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

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



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## ADVISORY COMMITTEES

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Article No.: 224

Approved: *Pending*

Reference:

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The District Board of Education may establish citizen advisory committees to assist it and the College President in exploring the needs of the College.

Since the District Board of Education has the legal duty to make final decisions, all committees appointed by the Board serve in an advisory capacity.

The College President or personnel designated by the College President shall be authorized to establish such internal committees, councils, and advisory groups deemed necessary for the organization and administration of the College.

**The College President or personnel designated by the College President shall also be authorized to establish Career and Technical Education Program Advisory Committees made up primarily of private-sector members to support and strengthen programs and promote greater cooperation between CTE at TBCC and business/industry. Advisory Committees will have three major roles: 1) to advise, 2) to assist, 3) to support and advocate for career and technical education at TBCC.**



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## Facilities

### RECOMMENDATION

Approve and authorize the College to take necessary actions to prepare and file for the May 15, 2007 ballot measure election to authorize sale of general obligation bonds with a principal amount not to exceed \$9,865,000 to finance the costs of constructing new College facilities.

BACKGROUND INFORMATION-----Interim President Carnahan

A Board Resolution and ballot title will be presented for Board approval at their meeting on March 5, 2007.



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## Personnel

### **RECOMMENDATION**

For information only. No action required.

### **BACKGROUND INFORMATION**----- Interim President Jon Carnahan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee	Appointment
Library Director	TBA	TBA		TBA	
"College Now" Coordinator	TBA	TBA		TBA	



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## Announcements and General Information

**RECOMMENDATION**

No announcements or general information.

**BACKGROUND INFORMATION**-----Interim President Carnahan



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