

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 7, 2007, at 6:30 p.m., in the TBCC Classroom of the NCRD Building, 36155 Ninth St., Nehalem, Oregon, 97131.

A copy of the agenda for the meeting will be available beginning Thursday, May 3, 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, Bond Discussion, Announcements, General Information, and a Supplemental Budget Resolution. The supplemental budget will increase the Debt Service Fund. The Beginning Balance Resource will increase by \$1,600 and the College Support Expenditure Appropriation will increase by \$1,600. 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, May 2, 2007

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

Jon Carnahan – President
TILLAMOOK BAY COMMUNITY COLLEGE

Notice
Distribution

1. TBCC BOARD OF EDUCATION MEMBERS
2. HEADLIGHT-HERALD NEWSPAPER
3. NORTH COAST CITIZEN NEWSPAPER
4. KTL/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, May 7, 2007

TBCC Classroom - NCRD
36155 Ninth St., Nehalem, Oregon 97131

Time:
6:30 p.m.

<u>Item</u> <u>Description</u>	<u>Resource</u>
1. Call to Order • Acknowledge Guests -----	Chairman McGinnis
2. Approval of the Agenda ----- (Action)	Chairman McGinnis
3. Invitation of Public Comment -----	Chairman McGinnis
<p>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.</p>	
4. April 2, 2007 Regular Meeting Minutes ----- (Action)	Chairman McGinnis
5. Reports:	
A. Oregon Community College Association -----	Director Swain/ President Carnahan
B. Financial Position -----	Comptroller Williams
6. Old Business:	
7. New Business:	
A. Supplemental Budget Resolution ----- (Action)	Comptroller Williams
B. Worker's Comp Resolution ----- (Action)	Dean Ellison
C. 2007-2008 Annual Budget Preparations-----	Dean Ellison
1. Preliminary 2007-2008 Budget Information	
2. Tuition and Fee Schedule	
D. North County Citizens' Advisory Committee Appointment ----- (Action)	President Carnahan
E. Delegation of Authority----- (Action)	Dean Ellison
8. Standing Business:	
A. Strategic Planning and Accreditation -----	Dean Gates
B. Courses and Curricula-----	Dean Gates
C. Grants and Contracts-----	Dean Ellison
D. Board of Education Policy -----	President Carnahan
E. Facilities-----	President Carnahan
F. Personnel-----	President Carnahan
9. Announcements and General Information -----	President Carnahan
10. Invitation of Public Comment -----	Chairman McGinnis
11. Board Member Discussion Items -----	Chairman McGinnis
12. Adjournment ----- (Action)	Chairman McGinnis



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Board of Education Meeting Minutes

April 2, 2007

2510 First Street, Tillamook, OR 97141, Room 9

Directors Present: James McGinnis, Craig Wakefield, Ruth Jensen, Ann Swain, and Rose Wharton

Directors Absent: Steve Shaw and Bob Weitman

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

Guests Present: No guests

Call to Order:

Chair McGinnis called the meeting to order at 6:35 p.m. and welcomed the guests.

Approval of Agenda:

On approval of a motion by Director Wharton and seconded by Director Wakefield it was resolved to approve the agenda.

Invitation of Public Comment:

None

Approval of Minutes:

On approval of a motion by Director Wakefield and seconded by Director Wharton, it was resolved that the March 5, 2007, Regular Board and Executive Session Minutes be approved. Minutes attached and made a part of the official records.

Reports:

Oregon Community Colleges Association: (Item 5.A)

Director Swain and President Carnahan briefed the Board on the information as included in the Board Packet. Director Swain noted that the bill regarding health insurance passed. President Carnahan added that he would keep the Board updated as he learned more.

Financial Position: (Item 5.B)

Ms. Williams presented the information as included in the packet. There were no questions.

Old Business:

None.

New Business:

2008-2009 Annual Budget Preparations: (Item 7.A)

Dean Ellison noted the year for on the Board documents was incorrect-it should be 2007-2008. Preparations are moving along well and he hopes to have a proposal for



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the May meeting.

He stressed to the Board that it is more important to concentrate on the revenue forecast at this point and that tuition rates was a hot topic throughout the community college system right now.

Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

Report is attached and made a part of the official records. Dean Gates highlighted information included in the board packet.

Courses and Curricula: (Item 8.B)

Dean Gates noted there were no updates to review this month

Grants and Contracts: (Item 8.C)

Dean Ellison noted there were no new grants or contracts this month, however, he anticipates there will be some next month.

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

President Carnahan presented Policy Article 224 for third reading and approval. On approval of a motion by Director Wakefield and seconded by Director Swain, it was resolved to approve Policy Article 224 as presented. Discussion regarding the importance of advisory committees.

Facilities: (Agenda Item 8.E)

Report is attached and made a part of the official records. President Carnahan noted that the TBCC YES committee had met last week and reminded everyone of their next meeting on Tuesday, April 2, at 4:30.

Personnel: (Agenda Item 8.F)

Report is attached and made a part of the official records. President Carnahan covered the information as included in the packet with Chair McGinnis explaining the PERS situation that has necessitated the new employment agreement with President Carnahan. He then read the proposed agreement for those present.

On approval of a motion by Director Swain and seconded by Director Wakefield, it was resolved to approve the employment agreement as presented.

Announcements and General Information:

None.

Invitation for Public Comment:

None.

Board Member Discussion Items:



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- ◆ Brief discussion of the Board meeting schedule for July and August.
- ◆ Chairman McGinnis thanked those involved in the Home and Garden show.

Adjournment:

On approval of a motion by Director Wakefield and seconded by Director Wharton, it was resolved to adjourn at 7:20 p.m.

Respectfully submitted,

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 & President Carnahan

Director Swain attended the April OCCA Board Meeting and will share at the meeting as well as distribute some additional information.



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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.



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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 2007

75.00% 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
Resources						
Beginning Fund Balance	\$ 769,609	\$ 1,040,429.72	135.19%	\$ 655,245	\$ 1,107,367.18	169.00%
State	\$ 1,376,240	\$ 1,144,929.38	83.19%	\$ 667,609	\$ 830,644.64	124.42%
Property Taxes	\$ 800,000	\$ 715,509.81	89.44%	\$ 815,000	\$ 761,075.39	93.38%
Timber Taxes	\$ -	\$ -	0.00%	\$ 275,000	\$ 135,675.32	49.34%
Tuition	\$ 315,000	\$ 370,432.00	117.60%	\$ 325,000	\$ 473,397.00	145.66%
Fees	\$ 91,000	\$ 85,601.78	94.07%	\$ 95,000	\$ 103,279.62	108.72%
Sale of Goods	\$ 2,000	\$ 2,335.00	116.75%	\$ 2,000	\$ 2,918.00	145.90%
Interest	\$ 25,000	\$ 41,086.74	164.35%	\$ 32,000	\$ 52,865.39	165.20%
Miscellaneous	\$ 10,000	\$ 5,580.83	55.81%	\$ 5,000	\$ 6,250.91	125.02%
Transfers	\$ 238,821	\$ 202,656.11	84.86%	\$ 8,871	\$ 5,233.98	59.00%
Repayment of Short-Term Loan	\$ 49,043	\$ -	0.00%	\$ 154,042	\$ -	0.00%
Total resources	\$ 3,676,713	\$ 3,608,561.37	98.15%	\$ 3,034,767	\$ 3,478,707.43	114.63%
Expenditures						
Instruction	\$ 796,712	\$ 499,598.39	62.71%	\$ 811,091	\$ 582,472.76	71.81%
Instructional Support	\$ 324,631	\$ 221,223.14	68.15%	\$ 242,823	\$ 167,957.33	69.17%
Student Services	\$ 291,264	\$ 256,963.46	88.22%	\$ 430,603	\$ 258,084.19	59.94%
College Support	\$ 1,012,079	\$ 778,188.23	76.89%	\$ 953,502	\$ 629,949.36	66.07%
Plant Operation	\$ 391,715	\$ 287,635.29	73.43%	\$ 174,492	\$ 77,812.24	44.59%
Financial Aid	\$ 110,850	\$ 68,094.48	61.43%	\$ 95,000	\$ 99,449.96	104.68%
Transfers	\$ 111,120	\$ 66,837.19	60.15%	\$ 104,000	\$ 66,247.72	63.70%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,088,371	\$ 2,178,540.18	70.54%	\$ 2,861,511	\$ 1,881,973.56	65.77%
Ending fund balance	\$ 588,342	\$ 1,430,021.19	243.06%	\$ 173,256	\$ 1,596,733.87	921.60%

Agenda Item 5.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended March 2007

	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	\$ -	\$ 23,174.74	\$ 34,852.24	\$ (11,677.50)	\$ 52,700	\$ 29,197.21
Tutor Grant	211	\$ -	\$ 1,732.46	\$ 5,276.49	\$ (3,544.03)	\$ 14,244	\$ 6,735.50
Adult Ed Program Improvement Project Grant	212	\$ -	\$ 1,967.88	\$ 2,784.39	\$ (816.51)	\$ 4,525	\$ 5,396.67
Adult Ed Accountability Grant	213	\$ -	\$ 4,373.08	\$ 6,916.60	\$ (2,543.52)	\$ 14,000	\$ 21,511.28
Sprint Yellow Pages Literacy Grant	215	\$ 3,059.72	\$ -	\$ 49.08	\$ 3,010.64	\$ 3,000	\$ 155.89
United Way Literacy Grant	216	\$ 3,339.09	\$ 750.00	\$ 656.97	\$ 3,432.12	\$ 3,222	\$ 136.19
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ 3,366.50	\$ 3,366.50	\$ -	\$ 11,892	\$ 2,613.50
2005-07 Incentive Grant	218	\$ -	\$ 5,367.32	\$ 5,367.32	\$ -	\$ 15,625	\$ 647.33
SBDC Federal Grant	230	\$ -	\$ 15,125.00	\$ 21,881.15	\$ (6,756.15)	\$ 30,250	\$ 22,887.83
SBDC State Grant	231	\$ -	\$ 18,251.27	\$ 26,096.21	\$ (7,844.94)	\$ 41,982	\$ 32,910.06
SBDC Program Income	232	\$ 3,965.68	\$ 10,591.00	\$ 2,565.95	\$ 11,990.73	\$ 24,568	\$ 18,043.23
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	\$ 7,969.12
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	\$ -	\$ 18,133.36	\$ 18,133.36	\$ -	\$ 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	\$ 385.00
Work Keys Mini Grant	251	\$ 2,375.64	\$ -	\$ 105.00	\$ 2,270.64	\$ 2,000	\$ 318.20
Bay City Rental	260	\$ 13,353.16	\$ 1,180.03	\$ 1,772.05	\$ 12,761.14	\$ 3,300	\$ 2,397.85

Total Special Fund \$ 43,051.46 \$ 119,576.42 \$ 147,206.22 \$ 15,421.66 \$ 287,511 \$ 151,426.66

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 3/31/2007
Total of Grants that borrow from the General Fund	\$ (34,012.46)	\$ 45,741.11	\$ 9,536.27	\$ (70,217.30)
Total of Grants that are not borrowing from the General Fund	\$ 49,434.12	\$ 393.00	\$ -	\$ 49,041.12
Total Special Fund	\$ 15,421.66	\$ 46,134.11	\$ 9,536.27	\$ (21,176.18)

	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)	\$ 11,041.00	\$ 1,440.44	\$ (8,719.12)	\$ 15,161	\$ 14,511.29
Bookstore	320	\$ 23,633.61	\$ 115,287.22	\$ 118,982.71	\$ 19,938.12	\$ 125,642	\$ 84,525.41
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 23,158	\$ 93.67
Total Enterprise Fund		\$ 12,317.26	\$ 126,328.22	\$ 120,423.15	\$ 18,222.33	\$ 163,961	\$ 99,130.37
PERS Pension Bond Fund	410	\$ 20,303.87	\$ 67,425.86	\$ 42,011.63	\$ 45,718.10	\$ 105,824	\$ 40,860.64
Building Reserve Fund	510	\$ 622,212.78	\$ 23,460.56	\$ -	\$ 645,673.34	\$ -	\$ 166,611.03
Associated Students of TBCC	710	\$ 662.54	\$ 866.75	\$ 834.13	\$ 695.16	\$ 5,200	\$ 715.45
Phi Theta Kappa Honorary Society Fund	720	\$ 347.09	\$ 2,424.28	\$ 1,531.58	\$ 1,239.79	\$ 9,050	\$ 1,288.23
Total Agency Fund		\$ 1,009.63	\$ 3,291.03	\$ 2,365.71	\$ 1,934.95	\$ 14,250	\$ 2,003.68

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended March 2007
 75.00% 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	\$ 1,107,367	169.00%	\$ 43,051	24.46%	\$ 622,213	114.49%	\$ 1,100	20,304
Resources								
State Aid	\$ 667,609	\$ 830,645	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants and Contracts	\$ -	\$ -	\$ 242,418	\$ 107,805	\$ -	\$ -	\$ -	\$ -
Tuition and Fees	\$ 420,000	\$ 576,677	\$ 13,000	\$ 6,489	\$ -	\$ -	\$ -	\$ -
Local Taxes	\$ 815,000	\$ 761,075	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Timber	\$ 275,000	\$ 135,675	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of Goods	\$ 2,000	\$ 2,918	\$ -	\$ 4,102	\$ -	\$ -	\$ -	\$ -
Interest	\$ 32,000	\$ 52,865	\$ -	\$ -	\$ 14,000	\$ 23,460	\$ 1,000	\$ 1,178
Rental (Note 2)	\$ -	\$ -	\$ 3,700	\$ 1,180	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 5,000	\$ 6,251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repayment of Short-Term Loans	\$ 154,042	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 8,871	\$ 5,234	\$ -	\$ -	\$ -	\$ -	\$ 104,000	\$ 66,248
Total Revenues	\$ 2,379,522	\$ 2,371,340	\$ 259,118	\$ 119,576	\$ 14,000	\$ 23,460	\$ 105,000	\$ 67,426
		99.66%		46.15%		167.57%		0.00%
Expenditures								
Salaries and Wages	\$ 1,872,742	\$ 1,301,421	\$ 181,448	\$ 94,363	\$ -	\$ -	\$ -	\$ -
Operating Expenditures	\$ 834,769	\$ 503,821	\$ 98,698	\$ 36,548	\$ -	\$ -	\$ -	\$ 1,600
Capital Outlay	\$ -	\$ 10,484	\$ -	\$ 11,931	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,824	\$ 40,412
Transfers	\$ 104,000	\$ 66,248	\$ 7,365	\$ 4,364	\$ -	\$ -	\$ -	\$ -
Repayment of Short-Term Loans	\$ -	\$ -	\$ 139,042	\$ -	\$ -	\$ -	\$ -	\$ -
Other budgetary accounts (Note 3)	\$ 50,000	\$ -	\$ -	\$ -	\$ 557,458	\$ -	\$ -	\$ -
		0.00%		0.00%		0.00%		0.00%
Total expenditures	\$ 2,861,511	\$ 1,881,974	\$ 426,553	\$ 147,206	\$ 557,458	\$ -	\$ 105,824	\$ 42,012
		65.77%		34.51%		0.00%		39.70%
Ending Fund Balance	\$ 173,256	\$ 1,596,733	\$ 8,600	\$ 15,421	\$ -	\$ 645,673	\$ 276	\$ 45,718
Adjustments to bring Ending Fund Balance to Ending Cash Balance								
Assets								
Receivables	\$ 142,453	\$ 46,134	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inventories	\$ 2,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET EFFECT ON CASH	\$ (144,913)	\$ (46,134)	\$ -	\$ (46,134)	\$ -	\$ -	\$ -	\$ -
Liabilities								
Accounts Payable	\$ 5,615	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unearned Revenue (Note 4)	\$ 39,137	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll	\$ 137,305	\$ 9,536	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET EFFECT ON CASH	\$ 182,057	\$ 9,536	\$ -	\$ 9,536	\$ -	\$ -	\$ -	\$ -
NET ADJUSTMENTS	\$ 37,144	\$ (36,598)	\$ -	\$ (36,598)	\$ -	\$ -	\$ -	\$ -
ENDING CASH BALANCE	\$ 1,633,877	\$ (21,177)	\$ (21,177)	\$ (21,177)	\$ 645,673	\$ 645,673	\$ 45,718	\$ 45,718

	Enterprise Fund - Community Ed		Enterprise Fund - Bookstore		Enterprise Fund - Customized Training		Agency Fund	
	Budget	Actual	%	Budget	Actual	%	Budget	Actual
Beginning Cash Balance (Note 1)	\$ 15,000	\$ (15,605)	-122.13%	\$ 21,000	\$ 7,567	112.54%	\$ 300	\$ 1,010
Beginning Fund Balance	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Resources	\$ 380	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
State Aid	\$ 16,255	\$ 11,041	67.92%	\$ -	\$ -	0.00%	\$ -	\$ -
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Sale of Goods	\$ -	\$ -	0.00%	\$ 110,000	\$ 115,120	104.65%	\$ -	\$ -
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Miscellaneous	\$ -	\$ -	0.00%	\$ 750	\$ 167	22.27%	\$ 15,400	\$ 3,291
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Total Revenues	\$ 16,635	\$ 11,041	66.37%	\$ 110,750	\$ 115,287	104.10%	\$ 18,000	\$ 3,291
Expenditures	\$ 10,311	\$ 572	5.55%	\$ 22,342	\$ 16,769	75.06%	\$ 14,933	\$ -
Salaries and Wages	\$ 4,730	\$ 790	16.70%	\$ 87,100	\$ 101,422	116.44%	\$ 8,039	\$ 2,366
Operating Expenditures	\$ -	\$ -	0.00%	\$ 10,000	\$ -	0.00%	\$ -	\$ -
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Debt Service	\$ 120	\$ 78	65.00%	\$ 1,200	\$ 792	66.00%	\$ 186	\$ -
Transfers	\$ 15,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 5,000	\$ -	0.00%	\$ -	\$ -
Other budgetary accounts (Note 3)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -
Total expenditures	\$ 30,161	\$ 1,440	4.77%	\$ 125,642	\$ 118,983	94.70%	\$ 23,158	\$ 2,366
Ending Fund Balance	\$ 1,474	\$ (8,719)		\$ 6,108	\$ 19,938		\$ 1,945	\$ 1,935
Adjustments to bring Ending Fund Balance to Ending Cash Balance								
Assets	\$ -	\$ -		\$ 2,014	\$ 2,014		\$ -	\$ -
Receivables	\$ -	\$ -		\$ 17,885	\$ 17,885		\$ -	\$ -
Inventories	\$ -	\$ -		\$ (19,899)	\$ (19,899)		\$ -	\$ -
NET EFFECT ON CASH								
Liabilities	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
Unearned Revenue (Note 4)	\$ 614	\$ 614		\$ 2,565	\$ 2,565		\$ -	\$ -
Payroll	\$ 614	\$ 614		\$ 2,565	\$ 2,565		\$ -	\$ -
NET EFFECT ON CASH				\$ (17,334)	\$ (17,334)		\$ -	\$ -
NET ADJUSTMENTS	\$ 614	\$ 614		\$ (17,334)	\$ (17,334)		\$ -	\$ -
ENDING CASH BALANCE	\$ (8,105)	\$ (8,105)		\$ 2,604	\$ 2,604		\$ 7,003	\$ 1,935
Total Cash per General Ledger (Note 5)								\$ 2,307,528

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.

Supplemental Budget Resolution

RECOMMENDATION

Recommend adoption of a resolution for a supplemental budget for expenses that were not anticipated in the regular budget preparation process for fiscal year 2006-07.

BACKGROUND INFORMATION ----- Comptroller Williams



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RESOLUTION # 6

Tillamook Bay Community College
Board of Education
May 7, 2007

Supplemental Budget Resolution

The President RECOMMENDS adoption of the following resolution:

WHEREAS, a supplemental budget is required for expenses that were not anticipated in the regular budget preparation process for fiscal year 2006-07.

WHEREAS, the unanticipated expenditures have arisen due to trustee fees for the bond debt servicing on the PERS pension bonds.

WHEREAS, the College Support expense category needs appropriation authority of \$1,600.

WHEREAS, when the supplemental budget is less than ten (10) percent of any fund being adjusted, as provided for in ORS 294.480(3), the Board of Directors may adopt the supplemental budget and make appropriations to authorize the additional expenditures at a regular meeting of the governing body.

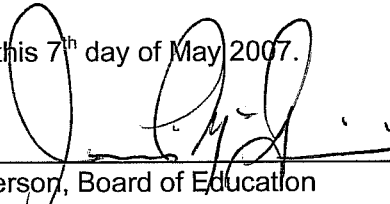
WHEREAS, notice of such regular meeting, including sufficient detail on revenues and expenditures, was published as required by ORS 294.480

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Board of Directors hereby adopts the supplemental budget pursuant to ORS 294.480 for fiscal year 2006-07 in the total sum of \$1,600.
2. The Board of Directors hereby makes appropriations of \$1,600 in the fiscal year 2006-07 Budget and that the Supplemental Budget is appropriated as follows:

DEBT SERVICE FUND	<u>Budget</u>	<u>This Supplemental</u>	<u>Modified Budget</u>
<i>Resources</i>			
Beginning Fund Balance	<u>1,100</u>	<u>1,600</u>	<u>2,700</u>
Resources Totals	<u>\$1,100</u>	<u>\$1,600</u>	<u>\$2,700</u>
<i>Requirements</i>			
College Support	<u>0</u>	<u>1,600</u>	<u>1,600</u>
Appropriations/Requirements Totals	<u>\$0</u>	<u>\$1,600</u>	<u>\$1,600</u>

ADOPTED by the Board of Directors of TBCC this 7th day of May 2007.



 Chairperson, Board of Education

Attest:



 President, Clerk of Board

Worker's Compensation Resolution

RECOMMENDATION

Recommend approval of the resolution extending TBCC's Worker's Compensation coverage to volunteers of TBCC.

BACKGROUND INFORMATION ----- Dean Ellison



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VOLUNTEER INSURANCE RESOLUTION

Resolution No. 7 for Policy Year 2007- 08

A RESOLUTION EXTENDING TILLAMOOK BAY COMMUNITY COLLEGE'S (TBCC) WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF TBCC.

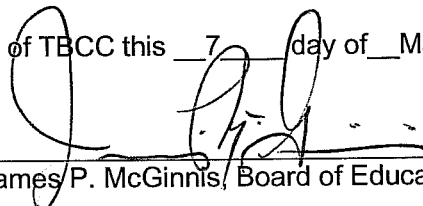
WHEREAS, TBCC elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the attached Volunteer Election Form.

1. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and
2. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that City County Insurance (CIS) may request copies of these rosters during year-end audit; and
3. Unanticipated volunteer projects or exposure not addressed herein will be added onto TBCC's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

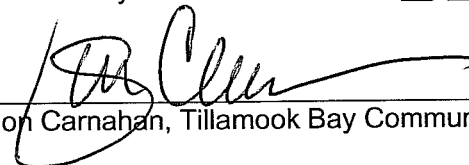
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of TBCC to provide for workers' compensation insurance coverage as indicated above. This resolution will be updated annually.

ADOPTED by the Board of Directors of TBCC this 7 day of May , 2007.



James P. McGinnis, Board of Education Chair

ATTEST by TBCC President this 7 day of May , 2007.



Jon Carnahan, Tillamook Bay Community College President

2007-2008 Annual Budget Preparations

RECOMMENDATION

Preparations for the 2007-2008 Annual Budget for information only, no action requested.

BACKGROUND INFORMATION ----- Dean Ellison

Please see Agenda Item subcategories 7C.1 and 7C.2.



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Preliminary 2007-2008 Budget Information

RECOMMENDATION

Preparations for the 2007-2008 Annual Budget for information only, no action requested.

BACKGROUND INFORMATION

-----Dean Ellison

In accordance with the 2007-2008 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 21, 2007.

PRELIMINARY BUDGET - REVENUE CATEGORIES

	2005-2006	2006-2007		2007-2008	<u>Notes</u>
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Projected Year-end</u>	<u>Proposed Budget</u>	
Resources					
Beginning Fund Balance	\$ 1,040,430	\$ 655,245	\$ 1,107,367	\$ 1,070,272	
State – CC Support Fund	\$ 1,404,773	\$ 667,609	\$ 830,645	\$ 1,024,589	Note 1
<i>Appropriation Amounts</i>	<i>(\$ 1,063,566)</i>	<i>(\$ 890,132)</i>	<i>(\$ 830,645)</i>	<i>(\$ 819,671)</i>	Note 1.a.
Property Taxes	\$ 778,362	\$ 815,000	\$ 824,894	\$ 895,000	Note 2
Timber Taxes	\$ 0	\$ 275,000	\$ 0	\$ -	Note 3
Tuition	\$ 391,705	\$ 325,000	\$ 496,138	\$ 547,935	Note 4
Fees	\$ 94,305	\$ 95,000	\$ 118,739	\$ 124,676	Note 5
Sale of Goods	\$ 3,568	\$ 2,000	\$ 4,459	\$ 2,000	Note 6
Interest	\$ 56,454	\$ 32,000	\$ 72,638	\$ 55,000	Note 7
Miscellaneous	\$ 10,688	\$ 5,000	\$ 11,972	\$ 5,000	Note 8
Transfers	\$ 294,320	\$ 8,871	\$ 279,272	\$ 72,114	Note 9
Repayment of Short-Term Loans	\$ -	\$ 154,042	\$ -	\$ 77,775	Note 10
Total Resources	\$ 4,074,604	\$ 3,034,767	\$ 3,746,124	\$ 3,874,361	Note 6

Budget Notes – Resources

1. **Community College Support Fund** – Amount equals the projected appropriation for TBCC based on the Governor’s proposed state budget for Community Colleges of \$483 million.
 - a. Per current state statute, five state appropriation payments will be received during 2007-2008 and three payments will be received in the 2008-2009 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. The CC Support Fund Payments represent projected transfer revenue amounts from the Support Fund based on the 5/3 biennial payment schedule. Appropriation amounts in italics represent the estimated annual amounts for each fiscal year based on 4/4 biennial payment schedule.



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2. **Property Taxes** – Amount equals the projected collections of FY06-07 and prior year's property tax receipts for Tillamook County and includes 3 percent growth per County practice.
3. **Timber Taxes** – All timber revenues are deposited in the Building Reserve Fund with portion being transferred back to the General Fund. Revenue estimates from the State Forestry Department project TBCC's portion of the tax revenue to be approximately \$246,000. In order to reduce, and eventually eliminate dependence on cyclical and somewhat volatile timber revenues for operational expenses, the budget resumes implementation of a phasing out of timber revenue for use in supporting operations. The 2007-2008 implementation calls for all timber revenue to be placed in the Building Reserve Fund with \$61,500 or 25% then transferred to the General Fund. Beginning in 2008-2009, all timber revenues received would remain in the Building Reserve Fund.
4. **Tuition** – Tuition revenue is projected to increase as the result of an estimated 5 percent increase in FTE enrollment and a \$2 per credit (3.2%) increase in the tuition rate. The 2007-2008 projected average tuition rate for rural Oregon Community Colleges is \$64.50. Per 2007-2008 Board approved budget guidelines and to indicate TBCC's local commitment to funding the College, a tuition rate of \$64.00 per credit is proposed for implementation in Fall Term 2007.
5. **Fees** – No significant changes are being proposed for fees rates (see Preliminary Tuition and Fee Schedule for details). However, fee revenue is projected to increase due to expected enrollment increases discussed above.
6. **Sale of Goods and Services** - This revenue is primarily from GED preparation and GED testing services – no change is proposed.
7. **Interest Income** - Interest is from investment in the Local Government Investment Pool and from one interest bearing bank account. An \$23,000 increase in revenue is projected due to increased cash reserves and steady to slightly higher interest rates.
8. **Miscellaneous Income** – Primarily revenue from reimbursed expenses and worker's compensation dividends – no change is proposed.
9. **Transfers In** – Of the \$72,114 proposed, \$61,500 represents the partial transfer from Building Reserve of timber tax revenue explained above, and the remainder is budgeted for transfers from the Enterprise and Special Funds for PERS debt service.
10. **Repayment of Short Term Loans** – This amount represents repayment of short term loans from the General Fund to pay grant expenses prior to receiving grant money. This item is required by Oregon Budget Law.



Tillamook Bay Community College

PRELIMINARY BUDGET - EXPENDITURE CATEGORIES

	2005-2006	2006-2007	2006-2007	2007-2008	
	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Proposed</u>	<u>Notes</u>
		<u>Budget</u>	<u>Year-end</u>	<u>Budget</u>	
Expenditures					
Instruction	\$ 742,844	\$ 811,091	\$ 866,136	\$ 954,446	
Instructional Support	\$ 287,248	\$ 242,823	\$ 218,085	\$ 331,892	
Student Services	\$ 329,769	\$ 430,603	\$ 331,207	\$ 395,446	
College Support	\$ 1,044,961	\$ 953,502	\$ 878,842	\$ 1,015,191	
Plant Operation	\$ 380,576	\$ 174,492	\$ 149,896	\$ 191,832	Note 2
Financial Aid	\$ 82,682	\$ 95,000	\$ 127,197	\$ 141,000	
Transfers	\$ 99,157	\$ 104,000	\$ 104,488	\$ 90,000	
Contingency	\$ -	\$ 50,000	\$ 0	\$ 213,000	Note 3
Total Expenditures	\$ 2,967,237	\$ 2,861,511	\$ 2,675,852	\$ 3,332,807	
Ending Fund Balance	\$ 1,107,367	\$ 173,256	\$ 1,070,272	\$ 541,554	Note 3

Budget Notes - Expenditures

1. General Assumptions –

- a. **Inflation** – Cost increases in purchased services like Health Insurance, Property and Casualty Insurance, Utilities etc., have been nominally increased using 2.7% cost of living adjustment (Portland CPI(W)).
- b. **Salaries and Benefits** – In the 2007-2008 budget, a scheduled longevity step increase and a cost of living adjustment of 2.7% (Portland CPI(W)) are implemented for eligible employees. 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 2.7%.
- c. **Positions** – No layoffs or adjustments to currently approved permanent positions are anticipated.
- d. **Educational Programs** - Financial aid for credit students has been increased 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.

2. **Contingency and Working Capital** – The budget contains \$591,554 for Contingency and Ending Working Capital which represents approximately 15% of the General Fund Budget. The working capital amount allows TBCC to maintain cash flow without having to borrow. Per current state statute, five state appropriation payments will be received in the 2007-2008 fiscal year and three payments will be received during 2008-2009. Our practice has,



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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. In addition to funds designated for operational contingencies and ending fund balance, \$163,000 has been designated for a new contingency for funding strategic growth initiatives like for a College Now Coordinator and Industrial Arts and Culinary Arts program development.

3. **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.



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2007-2008 Tuition and Fees

RECOMMENDATION

Preparations for the 2007-2008 Annual Budget for information only, no action requested.

BACKGROUND INFORMATION

-----Dean Ellison
The 2007-2008 projected average tuition rate for rural Oregon Community Colleges is \$64.50. Per 2007-2008 Board approved budget guidelines and to indicate TBCC's local commitment to funding the College, a tuition rate of \$64.00 per credit is proposed for implementation in Fall Term 2007. The Graduation Fee and Adult Basic Skills Enrollment Fee are proposed to be eliminated with a nominal reduction in overall fee revenue that will be more than offset by increased fee revenue due to enrollment increases. An 'EMT Practical Exams Fee' for non-TBCC student, former student or staff' is proposed at an amount similar to other Oregon community colleges that offer these services. Finally, the fee for the College Catalog has been increased from \$3 to \$5 to cover more of the cost of printing.

Tuition or Fee Item	Current 2006-2007	Proposed 2007-2008
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$62	\$64
Out-of-State Tuition per Credit Hour	\$82	\$84
<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
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	\$5
Late Registration Fee (per course)	\$10	\$10
Course Withdrawal After Close of Registration	\$10	\$10
High School Articulation Fee	\$0	\$0
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	\$15	\$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
EMT Practical Exams Fee for non-TBCC student, former student or staff		\$10/station



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North County Community Advisory Committeeⁱ Appointment

RECOMMENDATION

Appoint Di Stuppy to the North County Community Advisory Committee to fill the vacancy left by the resignation of Jane Knapp. Also, renew the terms of Jean Peterson and Ward Weissenfluh whose terms expire in June of 2007.

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

We recently received a message from Jean Peterson, Chair of the Advisory Committee, asking to remove Jane Knapp and add Di Stuppy to the membership roster. The Committee recommends the TBCC Board of Education re-appointment of Jean Peterson and Ward Weissenfluh and accept the application of Di Stuppy to the Advisory Committee.

North County Community Advisory Committee

PURPOSE:

- Serve as the major lay advisory committee for northern Tillamook County insofar as authority is delegated by the TBCC Board of Education.
- Recommend action on North County Programs to the TBCC Board of Education.

SCHEDULE: Quarterly, as needed.

MEMBERSHIP:

Chair-----Jean Peterson
 TBCC President ----- Jon Carnahan
 TBCC Board Member -----Ann Swain
 Member-----Ward Weissenfluh
 Member----- Laurel Allen
 Member----- Norma Bell
 Member----- Ginger Rickard
 Member----- Di Stuppy
 TBCC Dean of Instruction and Student Services ----- Dr. Lori Gates

ⁱ ADVISORY COMMITTEES – Board Policy Article No. 224

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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Delegation of Authority

RECOMMENDATION

Approve and authorize the Dean of Administrative Services and/or the Dean of Instruction and Student Services to sign, in the President's absence, any routine contracts or agreements requiring timely execution or acceptance, with prior approval of the President.

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

In the course of normal business operations, recurring and/or routine contracts or agreements for goods or services may be received by the College and require acceptance in the President's absence. Signature authority would extend to the individuals in the above named positions through December 31, 2007 or until removed by Board action.



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Strategic Planning and Accreditation

RECOMMENDATION

Approve revised TBCC Institutional Goals as recommended by the Planning and Steering Committee.

BACKGROUND INFORMATION----- Dean Gates

Work continues on the self-study.

At their April 5, 2007, meeting the Planning and Steering Committee discussed TBCC's Institutional Goals as directed by the Board. The group reviewed the Goals in light of faculty, staff, and board survey results as well as the TBCC Mission and Vision affirmed and adopted at the April Board of Education meeting. The Planning and Steering Committee recommends the TBCC Board of Education adopt the following as TBCC's Institutional Goals (deleted words are crossed out and added words are bolded):

Goal 1 – Identify and address the educational needs of the community.

Goal 2 – Provide quality courses and programs to enable students to achieve their educational, ~~and~~ career, **and lifelong learning** goals.

Goal 3 – Provide support services to enable students to achieve their educational, ~~and~~ career, **and lifelong learning** goals.

Goal 4 – Recruit, develop, and retain qualified staff and faculty to meet the mission and goals of the College.

Goal 5 – Develop **new** sources of funding **and enhance existing sources of funding**.

Goal 6 – Provide facilities to support educational services for our community.

Goal 7 – Develop a leadership role in the economic and social evolution of the community.

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



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Courses and Curricula

RECOMMENDATION

Information only. No action requested.

BACKGROUND INFORMATION ----- Dean Gates

There are no courses or curricula to report this meeting.



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Grants and Contractsⁱ

RECOMMENDATION

Information only. No action requested.

BACKGROUND INFORMATION -----Dean Ellison

Expanded Options Program (EOP) - Tillamook, Neah-Kah-Nie and Nestucca School Districts

Authorization #		
NA	Purpose:	Establishes each district's financial responsibility for EOP students enrolled at TBCC per state statute
	Status:	Signed
	Term:	Beginning 2007-2008 School Year until modified, amended or cancelled.
	Amount:	TBCC will bill the districts for tuition, required fees and textbook costs for each EOP student enrolled. Tuition less the equivalent state reimbursement will be charged for classes where the minimum number of students is enrolled
	Funding:	No specific funding required
	Type:	Financial Agreement
	Comments:	ORS 340.045(2) requires a financial agreement between community colleges and the local school districts they serve when high school students are enrolled under the Expanded Options Program

ⁱ **TBCC Policy - ARTICLE 106: CONTRACT REVIEW BOARD**

By ORS 279.055, the TBCC Board of Education is designated as the local contract review board for the TBCC District.

Oregon Department of Justice Rules – Chapter 137 Division 30, 35, 40, and 45; Chapter 125 Divisions 20, 22, 25, and 65.

Approved by Board of Education – August 2005 - Establish Public Contract Review Board

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



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Board of Education Policyⁱ

RECOMMENDATION

There are no policies to review this month.

BACKGROUND INFORMATION ----- President Carnahan

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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Facilities

RECOMMENDATION

For information only, no action requested.

BACKGROUND INFORMATION ----- President Carnahan



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Personnel

RECOMMENDATION

Information only, no action requested.

BACKGROUND INFORMATION ----- President Jon Carnahan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee	Appointment
Library Director	TBA	TBA		TBA	
"College Now" Coordinator		TBA	Four interviews were held Friday, May 4.	President Carnahan, Lori Gates, Local H.S. Principals	



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Announcements and General Information

RECOMMENDATION

Information only, no action requested.

BACKGROUND INFORMATION ----- President Carnahan

Upcoming events:

- May 15 – Election Day!
- May 21 – Public Budget Meeting – FSC Room 9, 6:30 p.m.
- June 4 – Regular Board Meeting - Kiawanda Community Center, Pacific City
- June 15 – TBCC Graduation, Seventh Day Adventist Church



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Community colleges answer YES to industry's plea for skilled technicians.

After the severe timber industry cut backs in the 80's, few Oregonians think of forest products as a sector that is struggling to find qualified employees. But that is exactly the case for lumber mills that need highly skilled technicians to manage their increasingly automated processes. According to Hampton Lumber Mills Plant Manager Mark Elston, "Skilled maintenance and electrical positions are at a critical shortage in this country. By training our local youth and our present employees on the intricacies of these trades (Programmable Control Logic, Pneumatics, Hydraulics, Motion Control, Mechanics, and Electricity, to name a few), we have the ability to enact change."

Dennis Tracey, Human Resources Director at Stimson Lumber Company agrees. Through a partnership with Tillamook Bay Community College (TBCC), the Tillamook School District, Stimson Lumber, Hampton Mills, and the Tillamook County Creamery Association are working to meet the future workforce needs of the county.

"It's not just a need in Tillamook County," said TBCC President Jon Carnahan. "Statewide and nationally the demand for trained Industrial Maintenance Technicians is at a critical level, and becoming more critical as the boomers reach retirement. Replacement is hampered by the shortage of technicians and programs. Without programs that are connected to the community colleges, manufacturers will not be able to fill critical positions to maintain competitiveness."

The program is currently funded by the college, school district and local industry partners. It is housed at an existing facility at the high school and is designed to allow high school students to take course work and receive college credit while in class alongside industry students. It also allows industry to offer specialized upgrade-training for

their current employees during hours of need to match work load schedules.

In 2001, Stimson developed its in-house journeyman millwright apprenticeship program through the Oregon Bureau of Labor & Industries Apprenticeship & Training Council. According to Tracey, "The program was designed to develop four-year in-house apprentices to replace retiring millwrights, upgrade current millwright's job knowledge, and provide additional skill levels to an expanding profession. Because Stimson faces the same challenge of hiring qualified millwrights as many

manufacturing industries, they turned to Tillamook Bay Community College and Tillamook High School to develop a journeyman millwright education program."

The program identifies high school seniors in Tillamook County to enter into the program. Selected

individuals are interviewed, complete a personality profile, and commit to working at Stimson after completing the program. These students are hired by Stimson and receive wages and benefits while working and in class. They complete in-class course work, safety training, and on-the-job training receiving credit through TBCC. At the Tillamook plant site they work with journeyman millwrights. Students can earn an Associates Degree in Industrial Maintenance Technician (IMT) and receive a state certified journeyman millwright certification from the State of Oregon.

Stimson and students commit to this long-term obligation. If the State will commit to investing in community colleges, this innovative partnership will provide another jewel in the crown of Oregon's diversified economy.

