

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, June 18, 2007, at 6:30 p.m., in Room Nine of the First Street Campus, 2510 First Street, Tillamook, Oregon, 97141.

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

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

The Board Meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify Board Secretary, Sue Owens, at (503) 842-8222, Ext. 1159, at least 48 hours in advance.

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

DATE NOTICE PUBLISHED: Wednesday, June 13, 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. PACIFIC SUN NEWSPAPER
5. NORTH COAST CITIZEN NEWSPAPER
6. KTEL/KMBD RADIO
7. COAST 105 RADIO
8. TBCC WEB SITE
9. TBCC ADMINISTRATORS AND STAFF
10. TBCC FACULTY SENATE PRESIDENT
11. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
12. ESD ADMINISTRATOR
13. OCCA EXECUTIVE DIRECTOR
14. PUBLIC BUDGET COMMITTEE



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Board of Education Special Meeting Agenda

Date:
Monday, June 18, 2007

First Street Campus – Room 9
2510 First Street, Tillamook, OR 97141

Time:
6:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair McGinnis
2.	Approval of the Agenda ----- (Action)	Chair McGinnis
3.	Invitation of Public Comment -----	Chair McGinnis
	Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	June 4, 2007 Regular Meeting Minutes ----- (Action)	Chair McGinnis
5.	Reports -----	
6.	Old Business:	
	A. 2006-2007 Budget Resolutions and Transfers ----- (Action)	Comptroller Williams
	B. 2007-2008 Public Budget Hearing -----	Chair McGinnis
	1. Public Comment	
	C. 2007-2008 Tuition and Fee Schedule ----- (Action)	Dean Ellison
	D. 2007-2008 Adopt Budget, Make Appropriations and Impose and Categorize Property Taxes ----- (Action)	Dean Ellison
	E. 2007-2008 Board Meeting Calendar ----- (Action)	Chair McGinnis
7.	New Business:	
	A. Voter Abstract -----	Dean Ellison
8.	Standing Business:	
	A. Courses and Curricula ----- (Action)	Dean Gates
9.	Announcements and General Information -----	Dean Ellison
10.	Invitation for Public Comment -----	Chair McGinnis
11.	Board Member Discussion Items -----	Chair McGinnis
12.	Adjournment ----- (Action)	Chair McGinnis



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Board of Education Meeting Minutes

June 4, 2007

34600 Cape Kiwanda Dr., Pacific City, OR 97135, Kiawanda Community Center-Great Room

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

Directors Absent:

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

Guests Present: Ms. Sydney Elliott, College Now Coordinator, Mrs. Kathy Shaw, and Ms. Leilani Hurliman, former student

Call to Order:

Chair McGinnis called the meeting to order at 6:30 p.m. and welcomed the guests.

Approval of Agenda:

Chair McGinnis asked to make an addition to the agenda, adding "Election of Board Officers" as a topic under New Business. On approval of a motion by Director Wakefield and seconded by Director Wharton, it was resolved to approve the agenda as amended.

Invitation of Public Comment:

None.

Approval of Minutes:

On approval of a motion by Director Wakefield and seconded by Director Weitman, it was resolved that the May 7, 2007, Regular Board Minutes be approved. Minutes attached and made a part of the official records.

Reports:

Oregon Community Colleges Association: (Item 5.A)

Director Swain stressed that directors read the information distributed at the May 7 meeting as it would be a topic in the future.

President Carnahan and Dean Ellison updated the Board on the current State Budget, noting that as of today, June 4, the College Support Fund was \$500 million.

Financial Position: (Item 5.B)

Ms. Williams presented the information as included in the packet.

Old Business:

2007-2008 Tuition and Fee Schedule: (Item 6.A)

Dean Ellison presented the schedule for second reading, noting that there had been no changes since the last reading. It will be presented for third reading and approval at the June 18, 2007 meeting. There was some discussion regarding what percentage of the budget is



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comprised of the tuition-fees and the necessity of the increase. It was noted the tuition and fees comprised approximately 30% of the budget and that although the increase wasn't necessary for survival at this time, it could be in the future and that smaller increases were more "friendly" than less frequent, large ones.

New Business:

Election of Board Officers: (Amended Agenda Item)

Chair McGinnis explained that it could be a busy summer for TBCC with the passage of the construction bond and that rather than waiting until the customary election meeting of September, he recommended establishing the Board Officers today, to take affect July 1, 2007. It was agreed and Chair McGinnis then opened the floor for nominations.

Director Swain nominated Chair McGinnis as 2007-2008 Chair. Director Wharton seconded.

Director Weitman nominated Vice-Chair Wakefield as 2007-2008 Vice-Chair. Director Swain seconded.

Chair McGinnis nominated Director Swain as the 2007-2008 OCCA Representative. Director Wharton seconded.

Director Wharton moved to close nominations and accept the nominated officers. Director Wakefield Seconded.

Summer Board Meetings: (Item 7.A)

President Carnahan confirmed Chair McGinnis' earlier comments that it could be a busy summer for TBCC with the passage of the construction bond and that rather than skipping the July and August meetings as customary, the Board may wish to consider scheduling some to avoid ad hoc situations. All were agreed and it was decided to skip July as there are two meetings in June and schedule a meeting for August 6. President Carnahan suggested preparing a meeting schedule for the 2007-2008 year for approval at the June 18 meeting and approving the entire schedule at one time.

Certification of Election – Board Members: (Item 7.B)

On approval of a motion by Director Chair McGinnis and seconded by Director Wakefield, it was resolved that the results of the May 15, 2007 Special Election, as shown in the abstract of votes received from the office of the Tillamook County Clerk, be made a matter of record in the meeting minutes of the College Board of Education and that Rose Wharton (zone 1), Ann Swain (zone 5), and Robert Weitman (zone 7) be duly elected for four year terms.

Certification of Election – Capital Construction Bond: (Item 7.C)

On approval of a motion by Director Wakefield and seconded by Director Shaw, it was resolved that the results of the May 15, 2007 Special Election, as shown in the abstract of votes received from the office of the Tillamook County Clerk, be made a matter of record in



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the meeting minutes of the College Board of Education and that Capital Construction Bond Measure be accepted. Some discussion regarding next steps and timelines followed.

Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates gave a brief update on the process, stating that the work continues.

Courses and Curricula: (Item 8.B)

Dean Gates reported on several new programs recommended for implementation in Fall of 2007. On approval of a motion by Director Weitman and seconded by Director Wharton, it was resolved to approve the certificates and degrees in the following areas: Culinary Arts, Industrial Maintenance Technology, Criminal Justice, Business Administration (Accounting), Facilities Maintenance (HVAC), and Machine Technology.

Grants and Contracts: (Item 8.C)

Dean Ellison noted there was only one contract to review this month which was with ABECO regarding three new copier/scanner/printers and it did not require approval.

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

President Carnahan presented for first reading Policies A-1, A-2, B-1, C-1, and C-3 for review, adding that they will be presented for approval at the June 18, 2007 meeting.

Facilities: (Agenda Item 8.E)

There was no report given, however, President Carnahan noted there was a new, related agenda item that addressed the Capital Construction Projects.

Capital Construction Projects: (Agenda Item 8.F)

President Carnahan shared that this topic will be a new standing business item due to the fact that there will be frequent updates.

On approval of a motion by Director Wakefield and seconded by Director Swain, it was resolved to approve Resolution 2006-2007 No. 8 authorizing the issuance, negotiated sale, and delivery of general obligation bonds; designating an authorized representative, bond counsel, and underwriter; delegating the approval and distribution of the preliminary and final official statements; and authorizing execution of a bond purchase agreement and related matters.

On approval of a motion by Director Weitman and seconded by Director Swain, it was resolved to approve Resolution 2006-2007 No. 9 authorizing the College President to execute the details of the Memorandum of Understanding and any expenses relating to the MOU prior to final approval by the Board of Education.

President Carnahan also explained that the next phase of our Capital Construction project will require that the College engage in professional service contracts such as construction



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management, architectural, and engineering services as well as others and recommended that he, as College President, be authorized to pursue Requests For Proposals (RFP) as outlined in policy 106.1 to meet the capital construction needs of the College. On approval of a motion by Director Swain and seconded by Director Wakefield, it was resolved to accept President Carnahan's recommendation.

Personnel: (Agenda Item 8.G)

Dean Gates introduced Ms. Sydney Elliott, the new College Now Coordinator, who started June 1. After a brief description of her background and goals for the position, Ms. Elliott thanked the Board and President Carnahan for the opportunity. Chair McGinnis welcomed Ms. Elliott on behalf of the Board.

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

Director Shaw noted that since policies could be approved on a single reading with unanimous approval perhaps it should be done this evening since the entire Board was present. It was agreed.

On approval of a motion by Director Wakefield and seconded by Director Shaw, it was resolved that Policies A-1, A-2, B-1, C-1, and C-3 be approved.

Announcements and General Information:

President Carnahan shared the information as noted in the board packet.

There was general discussion regarding the increase in the number local high school graduates planning on attending TBCC. Chair McGinnis noted there was a lot of positive momentum going now and that we should anticipate more growth in the future. Dean Gates responded that enrollment was already up and showed no signs of slowing.

Invitation for Public Comment:

None.

Board Member Discussion Items:

None.

Adjournment:

On approval of a motion by Chair McGinnis and seconded by Director Shaw it was resolved to adjourn at 7:25 p.m.

Respectfully submitted,

President Jon Carnahan, Clerk of the Board



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2006-2007 Budget Resolutions and Transfers

RECOMMENDATION

Approve and authorize the Board Chair to sign Budget Resolution 2006-2007 No. 10 to transfer appropriations within the General Fund, Special Fund, and Enterprise Fund to amend the FY 2006-2007 Adopted Budget.

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

The following appropriation transfers will be made to the 2006-2007 Adopted Budget upon receiving board approval:

- **General Fund**

Instruction increased by \$73,348 in personal services to support wages and benefits for adjunct instructors in the professional technical and lower division credit areas.

Student Services decreased by \$53,348 in personal services to reduce budgeted wages and benefits for an Admissions Director position that was not filled during the year.

Financial Aid increased by \$25,000 in materials & services for scholarships and institutional work study.

Contingency decreased by \$45,000 to support Financial Aid and Instruction.

- **Special Fund**

Instruction decreased by \$38,407 in personal services to support Instructional Support.

Instructional Support increased by \$38,407 in personal services due to a change in grant spending.

- **Enterprise Fund**

- Community Education*

Tuition decreased by \$5,000 due to lack of enrollment.

Instruction decreased by \$1,500 in personal services and \$3,500 in materials & services.

- Book Store*

Other Sources increased by \$23,000 due to increased book and supply sales.

Student Services increased by \$28,000 in materials and services to purchase additional books and supplies for resale.

Contingency decreased by \$5,000 to support Student Services.

- Customized Training*

Local Sources decreased by \$18,000 due to no activity.

Instruction decreased by \$12,102 in personal services and \$5,898 in materials & services.



Tillamook Bay Community College

RESOLUTION 2006-2007 No. 10

Tillamook Bay Community College
Board of Education
June 18, 2007

Budget Transfer Resolution

The President RECOMMENDS adoption of the following resolution:

WHEREAS, Oregon Local Budget Law, under ORS 294.450, provides for appropriation transfers within a fund, and;

WHEREAS, increases in the General Fund Instruction appropriation are necessary to pay additional adjunct instructor wages, and increases in the General Fund Financial Aid appropriation are necessary to fund scholarships and waivers for students and pay additional work study wages, and;

WHEREAS, the General Fund Student Services appropriation may be decreased due to unused wages and benefits for admissions personnel, and the General Fund Contingency appropriation may be decreased to fund Instruction and Financial Aid;

WHEREAS, the Special Fund Instruction appropriation may be decreased and the Instructional Support appropriation increased due to changes in grant spending, and;

WHEREAS, decreases in the Enterprise Fund Instruction appropriation may be made due to no activity in Customized Training Projects and less activity than anticipated in Community Education, and;


WHEREAS, increases in the Enterprise Fund Student Services appropriation to fund additional resale book and supply purchases, and the Enterprise Fund Contingency appropriation may be decreased to fund Student Services, and;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this budget transfer resolution in the FY2006-2007 adopted budget as follows:

GENERAL FUND	<u>Budget</u>	<u>Increase (Decrease)</u>	<u>Modified Budget</u>
<i>Requirements</i>			
Instruction	811,091	73,348	884,439
Student Services	430,603	(53,348)	377,255
Financial Aid	95,000	25,000	120,000
Contingency	<u>50,000</u>	<u>(45,000)</u>	<u>5,000</u>
Requirements Totals	<u>1,386,694</u>	<u>0</u>	<u>1,386,694</u>
SPECIAL FUND	<u>Budget</u>	<u>Increase (Decrease)</u>	<u>Modified Budget</u>
<i>Requirements</i>			
Instruction	170,689	(38,407)	132,282
Instructional Support	<u>102,857</u>	<u>38,407</u>	<u>141,264</u>
Requirements Totals	<u>273,546</u>	<u>0</u>	<u>273,546</u>


ENTERPRISE FUND	<u>Budget</u>	<u>Increase (Decrease)</u>	<u>Modified Budget</u>
<i>Resources</i>			
Tuition and Fees	16,255	(5,000)	11,255
Local Resources	18,380	(18,000)	380
Other Resources	<u>110,750</u>	<u>23,000</u>	<u>133,750</u>
Resources Totals	<u>145,385</u>	<u>0</u>	<u>145,385</u>
 <i>Requirements</i>			
Instruction	35,182	(23,000)	12,182
Student Services	119,442	28,000	147,442
Contingency	<u>5,000</u>	<u>(5,000)</u>	<u>0</u>
Requirements Totals	<u>159,624</u>	<u>0</u>	<u>159,624</u>

RESOLVED this 18th day of June, 2007, by the Board of Education, Tillamook Bay Community College.



 Chairperson, Board of Education

Attest:



 President, Clerk of Board

2007-2008 Public Budget Hearing

RECOMMENDATION

Receive public comment on the published 2007-2008 Budget.

BACKGROUND INFORMATION ----- Chair McGinnis

The required publication of the 2007-2008 Budget in the *Headlight-Herald* has occurred and this Public Hearing is an opportunity for the public to comment on the proposed budget.



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2007-2008 Tuition and Fees

RECOMMENDATION

Presented for third reading and approval.

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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Adoption of 2007-2008 Budget, Make Appropriations and Impose and Categorize Property Taxes

RECOMMENDATION

Approve and authorize the Board Chair to sign Budget Resolutions 2007- 2008 No.1 through 3 to adopt the 2007-2008 Budget, make appropriations, and impose and categorize property taxes.

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

The following material changes have been made to the budget since we received budget committee approval:

- General Fund

Instruction increased by \$18,294.

This increase was due primarily to an increase in Professional Technical Instruction for adjunct salaries health instruction

Student Services decreased by \$9,670.

This decrease was due to an adjustment of an estimated salary for the College Now Coordinator to the actual contracted salary for that newly hired position.

Board Operating Contingency decreased by \$8,624 in order to balance the budget.

With this decrease, the contingency remains at approximately 16% of budgeted requirements – this adjusted amount is deemed to be sufficient and reasonable in comparison to other community colleges.

- Special Fund

Special Fund resources decreased by \$61 due to net decreases in grant funding over those included in the approved budget. Expenditures were redistributed to better match the grant funding received.

Instruction decreased by \$3,738.

This shift from Instruction to Instructional Support was necessitated by shifts in grant funding.

Instructional Support increased by \$3,677.

This shift from Instruction to Instructional Support was necessitated by shifts in grant funding.



Tillamook Bay Community College

**2007-2008 RESOLUTION 1
ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of Education of the Tillamook Bay Community College District hereby adopts the budget for fiscal year 2007-2008 in the sum of \$5,213,751 now on file at the District administrative offices in Tillamook, Oregon.

**2007-2008 RESOLUTION 2
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2007, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$ 972,740
Instructional Support	331,892
Student Services	386,276
College Support	1,016,125
Plant Operation & Maintenance	191,832
Financial Aid	141,000
Fund Transfers Out	91,200
Board Operating Contingency	<u>782,113</u>
TOTAL GENERAL FUND	<u><u>\$3,913,178</u></u>

Special Fund

Instruction	\$ 112,443
Instructional Support	113,862
Student Services	3,326
Plant Operation & Maintenance	1,650
Short-term Loan Repayment	105,475
Fund Transfers Out	<u>8,836</u>
TOTAL SPECIAL FUND	<u><u>\$ 345,592</u></u>

Agency Fund

Student Services	<u><u>\$ 15,250</u></u>
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Debt Service Fund

College Support	\$ 1,600
Debt Service	<u>668,970</u>
TOTAL DEBT SERVICE FUND	<u><u>\$ 670,570</u></u>

Building Reserve Fund

Fund Transfers Out	<u><u>\$ 61,500</u></u>
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Enterprise Fund

Instruction	\$ 28,256
Instructional Support	15,018
Student Services	146,492
Short-term Loan Repayment	10,000
Fund Transfers Out	2,895
Board Operating Contingency	<u>5,000</u>
TOTAL ENTERPRISE FUND	<u><u>\$ 207,661</u></u>

TOTAL APPROPRIATIONS ALL FUNDS	<u><u>\$5,213,751</u></u>
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Amounts not appropriated:

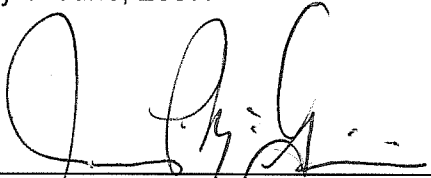
<u>Building Reserve Fund</u> – Reserved for Future Expenditures	\$ 759,958
<u>Special Fund</u> – Ending Fund Balance	17,450
<u>Agency Fund</u> – Ending Fund Balance	1,450
<u>Enterprise Fund</u> – Ending Fund Balance	23,205
<u>Debt Service Fund</u> – Ending Fund Balance	14,287

**2007-2008 RESOLUTION 3
IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED, that the Board of Education of the Tillamook Bay Community College District hereby levies the taxes provided for in the adopted budget at the rate of \$0.2636 per \$1,000 of assessed value for operations and in the amount of \$633,653 for General Obligation bonds; and that these taxes are hereby imposed and categorized for fiscal year 2007-2008 upon the assessed value of all taxable property within the district.

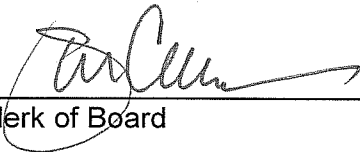
	EDUCATION LIMITATION	EXCLUDED FROM LIMITATION
General Fund	\$0.2636/\$1,000	
Debt Service Fund		\$633,653

The above 2007-2008 Resolutions 1, 2, and 3 were approved and declared adopted this 18th day of June, 2007.



Chairperson, Board of Education
Tillamook Bay Community College

Attest:



Clerk of Board

2007-2008 Board of Education Meeting Schedule

RECOMMENDATION

Approve 2007-2008 Meeting Schedule to facilitate planning.

BACKGROUND INFORMATION ----- Dean Ellison

The following meeting schedule is proposed:

6:30 p.m. – First St. Campus – Room 9

July 2007	No scheduled meeting
August 6, 2007 – Annual Organizational Meeting	
September 10, 2007	
October 1, 2007	
November 5, 2007	
December 3, 2007	
January 7, 2008	
February 4, 2008	
March 3, 2008	
April 7, 2008	
May 5, 2008	North County Center
May 19, 2008	Public Budget Committee Meeting
June 2, 2008	South County Center
June 13, 2008 (Friday)	Commencement Ceremony
June 16, 2008	Public Budget Hearing & Adoption



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Abstract of Votes

RECOMMENDATION

Information only. No action requested.

BACKGROUND INFORMATION ----- Dean Ellison

A comparison of the November 7, 2006 and May 15, 2007 election results.

District	November 7, 2006		May 15, 2007	
	Yes	No	Yes	No
1 Bay City	256	274	253	168
3 Beaver	155	328	168	206
5 Carnahan	89	160	103	76
6 Cloverdale	104	133	106	93
7 Eastside	51	74	49	48
8 Fairview	340	484	364	247
10 Foley	116	171	112	100
12 Garibaldi	207	351	205	201
13 Hebo	103	150	90	106
14 Kilchis	156	172	165	102
15 Mapleleaf	138	179	148	77
16 Nehalem	128	129	117	81
17 Neskowin	207	195	173	129
18 Netarts	257	246	283	142
20 Oceanside	115	92	128	46
21 Pine Grove	512	445	465	254
24 Rockaway	328	383	295	221
26 So. Prairie	210	352	195	194
28 Trask	56	116	58	61
30 Union	308	404	303	271
32 Westside	89	91	85	45
33 Wheeler	153	110	113	74
35 Tillamook 1	121	123	107	67
36 Tillamook 2	107	134	126	62
37 Tillamook 3	82	106	85	41
38 Tillamook 4	129	140	148	78
39 Tillamook 5	84	90	87	58
40 Tillamook 6	175	198	189	97



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Courses and Curricula

RECOMMENDATION

Recommend approval of certificates and degrees below in the following area: Entry-level Sales and Service.

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

This was overlooked in the June 4 list of courses.

Dean Gates will be prepared to entertain questions on this proposal.



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PORTLAND COMMUNITY COLLEGE

**New Associate of Applied Science (AAS) Degree or Certificate
Request Form**

Proposed Degree/Certificate Title: Entry-level Sales and Service

Reason for New Degree/Certificate: Portland Community College participates with a Statewide community college consortium and the Western Association of Food Chains (WAFC) to offer a Less-Than-One-Year (LTOY) Certificate in Retail Management. The LTOY Certificate is heavily supported and promoted by area employers such as Haggen, Safeway and Fred Meyer to their incumbent workers. If an incumbent worker enrolled at PCC with the goal of earning the LTOY Certificate and could only commit to taking two classes per term it would take them more than five terms to complete. Our goal is to create a short-term credential that aligns with the LTOY Certificate in Retail Management and:

- 1) Provides foundational skills in Sales and Service.
- 2) Allows students to earn a foundational credential in 1-2 terms.
- 3) Encourages retention and persistence toward the LTOY Certificate and AAS degrees in Accounting, Marketing, and/or Management.

Requested Implementation Term: Fall 2007

Has Degree/Certificate been validated by the Advisory Committee?

Yes No If No, explain The Business Department is currently in the process of reformulating its Advisory Committee. It is the goal of the Business SAC to seek the review and endorsement of this proposed certificate from the new Advisory Committee. This will be an early agenda item for the new Business Advisory Committee which is scheduled to meet on May 8, 2007. We are moving to seek approval from the Degrees and Certificates committee prior to receiving Advisory Committee endorsement because we would like to make this certificate available beginning fall 2007. In the event that the Advisory Committee is not supportive of this credential we will withdraw this request and make changes based on their feedback.

Proposed Degree/Certificate addresses the following Core PCC Outcomes:

(check all that apply)

- Communication
- Community and Environmental Responsibility
- Critical Thinking and Problem Solving
- Cultural Awareness
- Professional Competence
- Self-Reflection

List Degree/Certificate Outcomes:

Sample Outcomes
<ul style="list-style-type: none"> • Demonstrate an ability to analyze one's own subjective experience, interpersonal relationships, and the social-cultural context. • Upload, test and deploy web pages containing JavaScript

New Degree/Certificate Outcomes
<ul style="list-style-type: none"> • Evaluate and serve the needs of retail customers. • Establish and maintain effective relationships with customers and co-workers in a retail setting. • Utilize computer technology to perform retail inventory, accounting-cycle, and cash handling functions.

- Apply foundational accounting principles to the tracking of retail sales.

List Degree/Certificate Coursework:

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3
Total Credits		4

Course Number	Course Title	Credit
BA 111	Introduction to Accounting	3
BA 131	Computers in Business	4
BA 249	Principals of Retailing & Etailing	3
BA 285	Human Relations - Organizations	3
Total Credits		13

For New Certificate's of 45 credits or more: Fill out Template for Related Instruction (<http://www.pcc.edu/resources/academic/eac/degree/forms.html>).

Impact on Other Areas of Instruction:

Have you talked to other area SACs?

No Yes If Yes, explain how

Contact Information:

Submitted by:

Contact e-mail:

Next Steps:

1. a. Save completed New AAS Degree/Certificate Request Form and Submit as an email attachment to curriculum@pcc.edu.
b. If needed, attach Related Instruction Form (<http://www.pcc.edu/resources/academic/eac/degree/forms.html>) to the same email.
2. Download and print New AAS Degree/Certificate Signature Page Form (<http://www.pcc.edu/resources/academic/eac/degree/forms.html>) and get the appropriate signatures.
3. Staple signed New AAS Degree/Certificate Signature Page Form to a hard copy of New AAS Degree/Certificate Request Form (electronic version has already been sent in Step 1). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

Announcements and General Information

RECOMMENDATION

Information only, no action requested.

BACKGROUND INFORMATION ----- Dean Ellison



Tillamook Bay Community College

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